TIME BOUND/REMINDER

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT: BRANCH-II)
(Delhi Secretariat, 5th Level : A-Wing, I.P. Estate, New Delhi)
(http://services.delhigovt.nic.in)

No.F.4/3/2020/S.II/ Date:

To
The Head of Department concerned,
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Promotion to the post of Grade-III (GNCTDSS)-Left out cases-regarding.

Madam/Sir,

Kindly refer to this department's numerous letters and last letter dated, 15/01/2026, wherein it was requested to forward the Integrity Certificate, Vigilance Clearance Report, Type Test Report & ACRs/APARs of Grade-IV (GNCTDSS) officials for consideration of their promotion to the post of Grade-III (GNCTDSS).

Further, attention is invited to circular vide F.No.3(1)/(3)/2021/S-II/884-85 dated 22/03/2022 which has been issued by this department stressing about timely furnishing of service particulars of left out cases & detailing about the procedure of quarterly review DPC and furnishing of requisite documents before 06 months of retirement in case of retiring officials.

In this regard, I am directed to state that the lapse/omission on the part of the Competent Authority in issuance of IC/VC in time has deprived otherwise eligible officials from getting promotion to the next higher grade.

Moreover, it is intimated that in the absence of requisite service particulars/ACRs/APARs, it has become a near impossible task for this department to consider the cases of officials for promotion. As a result, this department is being flooded with RTI applications/ litigations. Besides, providing of service particulars of an official, such as IC/VC/ACRs/APARs, is exclusively the subject matter of administrative department concerned.

However, despite best of efforts put in by the Services Department, the requisite information/documents in respect of following officials (as per Annexure-A) are yet to be received from your department in which they are working.

Hence, list of Grade IV (GNCTDSS)/Jr. Assistant whose cases were deferred/placed in sealed cover by the earlier DPC/Screening Committee is being circulated for want of requisite documents alongwith supporting/relevant documents (where applicable) as mentioned against each in the attached Annexure-A

Therefore, it is once again requested that to provide the service particulars after verifying the details from his/her service records in respect of officials mentioned in the attached Annexure-A, i.e., Integrity & Vigilance certificate(Annexure-C), Type Test Report & service particulars Proforma (Annexure-B) alongwith Vigilance Clearance & No penalty certificate(Annexure-D) as on date of their notional promotion or penalty completion certificate. The above details must be furnished to this department on or before **19/06/2026** for considering their cases for promotion to the post of Grade-III (GNCTDSS)/Sr. Assistant. In case there are ongoing disciplinary/criminal proceedings against the official, the same may be informed to this department. Certified copy/copies of Suspension Order, Charge-sheet, Penalty Imposing Order/Penalty Completion Certificate & Treatment of Suspension Period, if any, may also be furnished.

If any of the above officials has expired/resigned/removed from service, kindly provide a certificate for the same to this department.

Further, All the HOD's are requested to check the GNCTDSS cadre data in their department in respect of 'Where About Not Known Officials' (WNK) and provide a certificate to this department regarding 'Where About Not Known Officials' (WNK) are/were working/worked in their department.

This may be accorded Top Priority.

This issues with the approval of the Competent Authority.

Yours faithfully,

Digitally signed by
Jitendra Kumar Arora
Date: 29-05-2026
16:16:35

Encl: As per attachment.

(Jitendra Kumar Arora)
Dy. Secretary (Services)

No.F.4/3/2020/S.II/ Date:

Copy forwarded for information and necessary action to the: -

1. PS to the Secretary (Services)/Spl. Secy. (Services).
2. Section Officer(S-IV), Services Department, Govt. of NCT of Delhi, Delhi with the request to provide the ACRs/APARs folder in respect of aforementioned officials.
3. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, Delhi with the request to upload this letter on the website of Services Department.
4. Section Officer (Monitoring Cell) Services Department, Govt. of NCT of Delhi, Delhi.
5. Guard file.

ANNEXURE-'A'

S. No.	Present Deptt.	Snty No	Name	DOB	Cat	Info/Doc Still awaited
1	W&CD	10907	RAJESH KUMAR	15-03-1969	SC	Proforma/IC/VC/TTR & ACRs 01/96-03/96, 96-97 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
2	EDN	10937	CHAMAN LAL	12-12-1966	SC	Proforma/IC/VC/TTR/ACR-92-93 TO 96-97, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
3	TTE	11366	G.VENKATA REDDY	19-04-1971	UR/PH	Proforma/IC/VC/TTR/ACR-10-11 to 14-15 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
4	LAB	11897	SHARDANAND DOBHAL	10-07-1968	UR	Proforma/IC/VC/TTR/ACRs-4/10/2000-31/3/2001 TO 03-04 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
5	EDN	12346	PROMILA MONGA SHARMA	02-09-1970	UR	Proforma/IC/VC/TTR/ACR-99-2000 & Decision of adverse remarks in ACR-2000-01 and Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
6	EDN	12391	VINOD KUMAR	01-09-1969	UR	Proforma/IC/VC/TTR/ACRs-99-00 TO 03-04 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
7	GAD	12913	SANJAY KUMAR DHANKHAR	08-01-1972	UR	Proforma/IC/VC/TTR & ACR-01-02 to 05-06, Vigilance clearance & No

						penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
8	EDN	12954	RAJEEV KUMAR SACHDEV	03-03-1969	UR	Proforma/IC/VC/TTR, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
9	IND	13000	RAJ BHUSHAN CHAUHAN	20-01-1971	UR	Proforma/IC/VC/TTR, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
10	W&CD	13116	SANGEETA BHADAN	23-04-1971	SC	Proforma/IC/VC/TTR & ACR-99-2000 TO 2003-04, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
11	MBH	13308	NARENDER SINGH	04-08-1972	UR	Proforma/IC/VC/TTR & ACR-2001-02 TO 2005-06 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
12	DEV	13397	TARUNA CHAND	17-02-1971	UR	Proforma/IC/VC/TTR & ACR-2001-02 to 2005-06 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
13	PROSE	13711	TILAK CHAND (SEALED COVER)	10-04-1977	UR	Proforma/IC/VC/TTR , Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
14	EDN	13723A	ARJUN SINGH	15-06-1970	UR	IC/VC/TTR & ACR 09/03-12/03 TO 2006-07 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or

						Penalty completion Certificate (if any)
15	L&B	13745	ASHOK KUMAR	01-08-1974	UR	Proforma/IC/VC/TTR & decision of adverse remarks in ACRs-2003-04, 04-05, 04/05-08/05 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
16	DSCDRC	13789	ANINDITADEY	30-05-1975	UR	Proforma/IC/VC/TTR & ACRs-2013-14 TO 2017-18, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
17	WNK	13877	SRILATHA VALLURU	26-12-1971	UR	Proforma/IC/VC/TTR & ACRs-2002-03 TO 2006-07 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
18	DCO	14327	BANWARI LAL KUMAWAT	01-06-1971	UR	Proforma/IC/VC/TTR & ACRs-2002-03 TO 2006-07 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any))
19	LAW	14462	SURINDER SINGH	22-04-1971	UR	Proforma/IC/VC/TTR ACRs-01/03-03/03, 01/04-03/04, 04/05-09/05, Vigilance clearance & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
20	WNK	14629	NAVEEN KUMAR	25-05-1975	UR/PH	Proforma/IC/VC/TTR & ACRs-2002-03 TO 2006-07 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
21	EDN	14792	RAKESH KUMAR TOKAS	24-02-1977	UR	Proforma/IC/VC/TTR/ ACR-04-05 TO 08-09 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion

						Certificate (if any)
22	LAB	14830	RAJEEV KUMAR	09-07-1971	UR	Proforma/IC/VC/TTR, complete ACRs folder & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
23	LAB	14831	TEJINDER GAHLAUT	01-08-1968	UR	IC/VC/TTR/ACR- 08-09 to 12-13 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
24	UD (Div in SEC)	15036	OM PRAKASH	05-06-1966	UR	Proforma/IC/VC/TTR/ACR- 2004-05 TO 08-09 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
25	WNK	15175	SAMIR KISHORE	05-01-1978	UR	Proforma/IC/VC/TTR ACR 2008-09 TO 2012-13 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
26	WNK	15224	RAJIV RANJAN	01-03-1977	UR	Proforma/IC/VC/TTR ACR 2008-09 TO 2012-13 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
27	RSB (Div from EDN)	15235	JITENDRA KUMAR PANDIYA	14-08-1977	UR	Proforma/IC/VC/TTR ACR 2008-09 TO 2011-12 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
28	EDN	15254	GIAN PRAKASH(SEALED COVER)	12-07-1974	UR	Proforma/IC/VC/TTR/ACR- 08-09 to 12-13 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
29	WNK	15466	SATISH KUMAR	20-08-1973	SC	Proforma/IC/VC/TTR/ACR- 13-14 & No penalty certificate as on DONP/Current status of

						disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
30	O/o Hon'ble Minister (Home, Power, UD, EDN, Higher EDN, DTTE.) (Div. from FSD)	15479	MAYANK BAHADUR	16-11-1980	UR	Proforma/IC/VC/TTR & ACR-2009-10 TO 2013-14 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
31	DCO	15524	SUDHANSHU KUMAR	09-12-1978	UR	Proforma/IC/VC/TTR/ACR-09-10 to 13-14 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
32	DCO	15803	ROSHAN TIWARI	11-03-1979	UR	Proforma/IC/VC/TTR/ APAR-14-15 onwards & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
33	EDN	15971	AMBUJ SINGH RANABAT	01-07-1987	UR	Proforma/IC/VC/TTR/ACR-14-15 TO 18-19 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
34	LNH	15999	RAJESH DAHIYA (SEALED COVER)	10-07-1981	UR	Proforma/IC/VC/ACR-2011-12 to 2015-16 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
35	DCO	16026	SULINDER	05-02-1980	UR	Proforma/IC/VC/TTR/ACR-11-12 TO 15-16 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
36	EDN	16247	AMIT KUMAR	09-03-1986	UR	Proforma/IC/VC/TTR/ ACR-13-14 TO 17-18 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or

						Penalty completion Certificate (if any)
37	NCC	16322	NAND KISHORE	04-01-1968	UR	Proforma/IC/VC/TTR/APAR-12-13 TO 16-17 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
38	GBPH	16377	KUMAR JI MISHRA	15-07-1967	UR	Proforma/IC/VC/TTR/APAR-11-12 TO 15-16 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
39	DDUH	16425	VINOD KUMAR	20-05-1966	UR	Proforma/IC/VC/TTR & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
40	DCO	16545	RIMPI GOEL	24-08-1984	UR	Proforma/IC/VC/TTR/APAR-2012-13 TO 2016-17 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
41	REHAB	16700	MUKESH KUMAR	16-05-1983	UR	Proforma/IC/VC/TTR/APAR 2012-13 TO 2016-17 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
42	W&CD	16754	DHARMENDRA SINGH	15-04-1982	SC	Proforma/IC/VC/ACR-13-14 TO 17-18 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
43	EDN	17167	HARMAYA SINGH	07-01-1968	UR	Proforma/IC/VC/TTR & APARs 2016-17, 01/17-03/18 , 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
44	GAD	17314	NEERAJ MALIK	10-12-1986	UR	Proforma/IC/VC/TTR & APARs-2016-17 TO 2021-22 & No penalty certificate

						as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
45	DSSSB	17473	SHIVA ADHIKARI	22-02-1991	UR	Proforma/IC/VC/TTR & APARs-2018-19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
46	I&FC	17641	ASHWANI RANA	25-04-1990	UR	Proforma/IC/VC/TTR & APARs-2017-18 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
47	DSSSB	17823	DEEPAK	01-01-1985	UR	Proforma/IC/VC/TTR & APARs -2016-17 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
48	FSL	17825	ANSHUL BHATT	02-10-1989	UR	Proforma/IC/VC/TTR & APARs -2016-17 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
49	DHS	17878	GAJENDRA SINGH	16-05-1967	SC	Proforma/IC/VC/TTR APARs-2017-18 & 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
50	DSSSB	18150	MONIS AHMEDDI	04-05-1989	UR	Proforma/IC/VC/TTR, APARs-2019-2020 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
51	DSW	18273	RAKESH	02-11-1989	UR	Proforma/IC/VC/TTR & APARs-2016-17 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)

52	EDN	18357	HARISH	03-01-1991	UR	Proforma/IC/VC/TTR and APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
53	EDN	18363	PANKAJ DABAS	30-10-1982	UR	Proforma/IC/VC/TTR & APARs-2018-2019 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
54	EDN	18476	DEEPAK KUMAR PANWAR	18-12-1975	UR/PH(OH)	Proforma/IC/VC/TTR & APARs-2016-2017 TO 2021-2022 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
55	CJAIL	18489	LALITA RANI	07-11-1986	SC	Proforma/IC/VC/TTR & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
56	LAW	18536	PAWAN KUMAR	15-12-1989	UR	Proforma/IC/VC/TTR & APARs-2018-19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
57	RCS	18596	SHIV KUMAR	05-01-1993	UR	Proforma/IC/VC/TTR & APARs-22/10/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
58	NCC	18616	MANOJ KUMAR	08-02-1973	SC	Proforma/IC/VC/TTR & APARs-09/03/18-31/03/19, 2019-20 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
59	EDN	18620	GAURAV MANN	21-01-	UR	Proforma/IC/VC/TTR &

				1992		APARs-2019-20 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
60	GTBH	18651	MAIM PHOOL	01-01-1973	SC	Proforma/IC/VC/TTR & APARs-2019-20, 01/04/20-27/05/20, 2022-23, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
61	EDN	18669	NEERAJ KUMAR	04-07-1995	UR	Proforma/IC/VC/TTR & APARs-28/09/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
62	EDN	18707	SUNIL KUMAR	01-07-1967	SC	Proforma/IC/VC/TTR & APARs-12/07/18-31/03/19 TO 2021-22, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
63	F&S	18753	RAJESH	26-06-1993	UR	Proforma/IC/VC/TTR & APARs-2019-20 TO 2021-22, 01/04/23-05/03/24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
64	UD	18855	NEERAJ	13-07-1995	UR	Proforma/IC/VC/TTR & APARs-11/09/18-31/03/19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
65	DCO	18867	PARVEEN CHAHAR	15-02-1991	UR	Proforma/IC/VC/TTR & APARs-2019-20 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
66	EDN	18896	ASHWANI	30-03-	UR	Proforma/IC/VC/TTR &

				1995		APARs-27/09/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
67	LNH	18904	NARENDER KUMAR	15-07-1970	SC	Proforma/IC/VC/TTR & APARs-13/04/18-31/03/19, 01/04/19-17/04/19, 2020-21, 2021-22, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
68	TPT	18937	MANOJ MANN	13-08-1988	UR	Proforma/IC/VC/TTR & APARs-2018-19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
69	NHMC	18960	KUNJ BIHARI	19-01-1968	SC	Proforma/IC/VC/TTR & APARs-2018-19 TO 2021-22, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
70	GUREL (Div. from W&CD)	18988	RAMESHWAR LAL	24-06-1973	UR	Proforma/IC/VC/TTR & APARs-2022-23, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
71	EDN	18995	MAHENDRA SINGH	10-04-1973	UR	Proforma/IC/VC/TTR & APARs-23/07/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
72	I&FC	19009	HARINDER SINGH	03-07-1970	UR	Proforma/IC/VC/TTR & APARs-19/07/18-31/03/19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)

73	EDN	19016	RAM SIROMANI SARATHE	01-02-1970	UR/PH(VH)	Proforma/IC/VC/TTR & APARs-10/07/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
74	O/o Hon'ble Minister (L&J, LAB, Art, Culture, & Language, Tourism.) (Div. from I&FC)	19052	DEEPAK	08-10-1994	UR	Proforma/IC/VC/TTR & APARs-03/10/18-31/03/19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
75	DPCC (Div. from GTBH)	19103	AAKASH	03-12-1992	UR	Proforma/IC/VC/TTR & APARs-11/09/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
76	GUREL (Div. from EDN)	19443	GAURAV	24-03-1977	SC	Proforma/IC/VC/TTR & APARs-2022-23, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
77	GBPH	19457	RAJ KUMAR SHARMA	13-09-1975	UR	Proforma/IC/VC/TTR & APARs-18/09/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
78	DMC	19479	ANURAAG KUMAR	24-09-1996	UR	Proforma/IC/VC/TTR & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
79	GBPH	19494	MANOJ KAUL	28-04-1979	UR	Proforma/IC/VC/TTR & APARs-2020-21 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion

						Certificate (if any)
80	DPCC (Div. from DHS)	19499	NAVEEN SHARMA	14-11-1980	UR	Proforma/IC/VC/TTR & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
81	SGMH	19504	SURENDER KUMAR MATHUR	03-04-1973	UR/PH(VH)	Proforma/IC/VC/TTR & APARs-06/09/18-31/03/19 TO 2021-22, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
82	EDN	19509	SHIV SWAROOP SHARMA	20-12-1969	UR/PH(VH)	Proforma/IC/VC/TTR & APARs-03/08/18-31/03/19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
83	EDN	19524	DILIP KUMAR	17-05-1975	UR	Proforma/IC/VC/TTR & APARs-2019-20 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
84	DPCC (Div. from CEO)	19554	AVADHESH SINGH	20-08-1989	UR	Proforma/IC/VC/TTR & APARs-2022-23 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
85	DPCC (Div. from EDN)	19556	NEERAJ KUMAR	15-06-1996	UR	Proforma/IC/VC/TTR & APARs-03/10/22-31/03/23, 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
86	DT&T	19557	DHARMENDER	08-04-1995	UR	Proforma/IC/VC/TTR & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
87	EDN	19560	SANJOO TIWARI	10-07-1987	UR	Proforma/IC/VC/TTR & APARs- 2023-24 & No penalty certificate as on DONP/Current status of

						disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
88	DHS	19565	SONIA	30-09-1992	UR	Proforma/IC/VC/TTR & APARs-18/09/18-31/03/19 TO 2021-22 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
89	RCS	19567	DHANANJAY	08-08-1984	UR	Proforma/IC/VC/TTR & APARs-01/04/23-27/04/23 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
90	DPCC (Div. from DHS)	19569	SAJAN PALWAR	01-11-1990	UR	Proforma/IC/VC/TTR & APARs-04/09/18-31/03/19 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)
91	EDN	19572	VIKAS	20-10-1998	UR	Proforma/IC/VC/TTR & APARs-20/12/18-31/03/19 TO 2023-24 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or Penalty completion Certificate (if any)

*** Note : DATE OF NOTIONAL PROMOTION IS SUBJECT TO OUTCOME OF VIGILANCE CASE AGAINST THE OFFICIAL (IF ANY) AND PASSING/EXEMPTION TYPE TEST REPORT.**

* TTR – Type Test Report
* DONP – Date of Notional Promotion
* IC – Integrity Certificate
* VC- Vigilance Clearance

ANNEXURE-B

PROMOTION TO THE POST OF GRADE-III (GNCTDSS)
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS

1.	Name of the official **(in Capital Letters)**	:	_
2.	Date of Birth	:	_
3.	Seniority No. in Gr.IV (GNCTDSS)	:	_
4.	Category (GEN/SC/ST)	:	_
5.	Whether belongs to PH Category If yes, specify the details **(HH/VH/OH)**	:	_
6.	Mode of Recruitment (DSSSB/ Compassionate / Redeployment / Promotion / Absorption)	:	_
7.	Education Qualification	:	_
8.	Present Department (with Date of Joining)	:	_
9.	Whether Integrity Certified (Yes/No) **(Please attach the Integrity Certificate)**	:	_
10.	Whether any Vigilance case is/was pending/ Contemplated against the official (Yes/No). If yes, details thereof **(Enclose copy of the Order)**	:	_
11.	Whether any charge sheet is/was issued under CCS(CCA) Rules, 1965 (Yes/No).If yes, details thereof	:	_
12.	Whether any penalty in operation/ imposed (Yes/No) If yes, details thereof **(Enclose copy of the Order)**	:	_
13 (a)	Whether any criminal case is/was pending against the official (Yes/No). If yes, details thereof	:	_
13 (b)	Whether charge sheet submitted in the said case, in the court against the official (Yes/No). If yes, details thereof		_
14.	Type Test (Passed / Exempted), Give Letter No. & Date. Exemption granted w.e.f. _____ **(Enclose attested copy of the order)**	:	_
15.	Period of regular service rendered as Gr.IV (GNCTDSS)	:	_
16.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	_

	Name of the Departments		From (DD/MM/YYYY) / To (DD/MM/YYYY)
17.	Present Residential address	:	_ _ _ _
18.	Mobile Number	:	_
19.	E-mail id		_
20.	Any other information if relevant	:	_

(Signature of Official)

(Signature of Head of the Office)
Name of HOO with seal

Annexure-C

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt_____, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Signature of Head of Office
Name of HOO with seal

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VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt_____, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS), it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is pending against the said Sh./Ms./Smt _____and he/she is clear* from vigilance angle in terms of the instructions issued by the DoPT, GOI vide OM dated 14/09/1992 and instructions issued in this regard from time to time.

Signature of Head of Office
Name of HOO with seal

In case the official is not clear from the vigilance angle, then the details of the case shall be provided.

Annexure-D

VIGILANCE CLEARANCE/NO PENALTY CERTIFICATE FOR PROMOTION IN CASE OF LEFT OUT CASES OF PREVIOUS DPC

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On the basis of the service record of Ms./Mrs./Sh._____DOB_____, Grade-IV (GNCTDSS), who is to considered for promotion to the post of Grade-III (GNCTDSS) (erstwhile DASS), it is certified that the official was clear from vigilance angle in terms of the instructions issued by the DoPT OM dated 14.09.1992 & 02.11.2012 and no penalty was in operation on the date of his/her notional promotion(i.e. _____).

Signature of Head of Office
Name of HOO with seal