GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)
5TH LEVEL, B WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.

F.14(5)/9/2025/Records/E-Office/S-III/ I/190932/2026 Dated:12-11-2026

CIRCULAR

Subject: Timely furnishing of information regarding creation, abolition and encadrement of posts to Services Department – regarding.

It has been observed that information regarding the creation, abolition and encadrement of posts in various Departments is not invariably being furnished to the Services Department in a timely manner, resulting in delays in updating the records and database maintained by this Department.

Further, it has also come to notice that certain Jr. Assistants/Stenographer of GNCTDSS/Steno Cadre have tendered their technical resignation or resignation. However, the Services Department has not been duly informed of such cases, as a result of which their names continue to figure in the database maintained by this Department, leading to discrepancies in the official records.

In this regard, all Heads of Departments (HoDs), Government of NCT of Delhi, are hereby requested to ensure that information regarding the creation, abolition and encadrement of posts/resigned/technical resignation/repatriation within lien period is invariably furnished to the Services Department, along with copies of the relevant orders/sanctions, immediately upon issuance of such orders to facilitate timely updation and proper maintenance of the database..

All Administrative Secretaries/Heads of Departments are requested to ensure strict compliance with the above instructions so that the database of posts maintained by the Services Department remains updated and accurate.

This issues with the prior approval of the Competent Authority.

Digitally signed by
Ajay Kumar Bisht
Date: 12-11-2026
10:15:22

(DR.AJAY SINGH BISHT, I.A.S)
SPECIAL SECRETARY (SERVICES)

F.14(5)/9/2025/Records/E-Office/S-III/ I/190932/2026 Dated:12-11-2026

Copy forwarded for information and future necessary action to:

1. Staff Officer to Chief Secretary, GNCTD.
2. PS to Secretary (Services), Services Deptt., GNCTD.
3. PA to Spl. Secretary (Services), Services Deptt., GNCTD.
4. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs/Local Bodies/Public Undertaking, Delhi, GNCTD.
5. All Branches of Services Department.
6. Section Officer (Co-ordination Branch), Services Department with the request to upload the order on the official website of the Services Department.
7. Guard file.