

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

No. F.55/06/2025/S-I/ 2638-264

Dated: 01/10/2026

CIRCULAR

Sub: Immediate reporting of DSS/Steno Cadre officers/officials categorized as Long-Term Absent / Absconding / Untraceable / Deceased / Bedridden / Critically ill - reg.

It has been observed that some officers/officials belonging to the Delhi Subordinate Service (DSS)/Steno Cadre deployed across various Departments, Autonomous Bodies, Undertakings, and Local Bodies under the Government of NCT of Delhi are not attending duty due to unauthorized absence, prolonged leave, critical health conditions, or other circumstances, without timely intimating about it to the Cadre Controlling Authority (Services Department).

In order to ensure proper management of human resources and updation of individual records of officials/officers of DSS/Steno cadre, all Additional Chief Secretaries, Principal Secretaries, Secretaries, Heads of Departments, and Heads of Autonomous/Local Bodies under GNCTD are hereby requested to identify and furnish details of DSS/Steno Cadre officials (Grade-I, Grade-II, Grade-III, Grade-IV, Steno, PA, PS and PPS) immediately who fall under any of the following categories:

(i) Who have been absent from duty for 30 days and above without any kind of leave and are unauthorisedly absent from duty.

(ii) Officers/officials whose whereabouts are unknown, who have abandoned their posts, or against whom communications/notices have returned undelivered.

(iii) Officers/officials who have expired, where formal death reports or family intimation may not have been forwarded to the Services Department. Intimation about aforesaid status in r/o officials/officers is essentially required to be forwarded by the Administrative Departments to Services Department for updation of records.

(iv) Officers/officials suffering from severe, debilitating health conditions or who are permanently/prolongedly incapacitated from performing official duties.

The requisite information shall be compiled in the format as per **Annexure- "A"** and furnished to Services Department latest by **7th of every month** furnishing status of preceding month.

If no such official is currently posted in a department, a "**NIL**" report must be submitted. Further, it is also requested to furnish duly verified/certified salary slips along with information as per **Annexure "B"** in r/o all the officers/officials working in the Departments.

All Administrative Departments are requested to treat this on top priority and furnish the compiled report **within 15 days** from the date of issue of this Circular to Dy. Secretary, Data Compilation Cell, Services Department (soft copy on **dysecy@delhi.gov.in**).

This issues with the prior approval of the Competent Authority.

Encl.: As Above.


Dy. Secretary (Services)

Copy for information & necessary action to the:-

1. S.O. to Chief Secretary, Govt. of NCT of Delhi.
2. All ACS/Pr. Secretaries/Seretary/Head of Departments, GNCT of Delhi.

(2)

3. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi, with the request to upload this circular on the website of Services Department.
4. Guard file.

22/30.9.26
Dy. Secretary (Services)

Annexure-“A”

Name of the Department: _____

S. No.	Name & Designation	Employee ID	Date of Birth	Date of Joining in Present Dept.	Category (Absconding / Untraceable / Deceased / Bedridden / Long Leave / unauthorised absence)	Date Since (Absconding / Untraceable / Deceased / Bedridden / Long Leave / unauthorised absence)	Administrative Action Taken, If Any, specify with documentary support	Remarks, if any
								*Enclose certified/verified salary slips of all the Officers/officials working in your department. Salary slip is to be verified by concerned HOO/DDO with stamp affixed on it.

Annexure-"B"

Name of the Department: _____

S. No.	Name & Designation	Employee ID	Date of Birth	Date of Joining in Present Deptt.	Remarks, if any