

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT – BRANCH-IV
B-WING, 5TH LEVEL, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI.

F.6(5)/2023/S-IV/JSC/13-18

Dated : 01/01/2025

OFFICE MEMORANDUM

It has been come to the notice of Seniority Cell, Services Department that PwBD Category of some of the officers/officials Gr-I(DSS)/Section Officer, Gr-II(DSS)/ASO, Gr-III(DSS)/ Senior Assistant & Gr-IV(DSS)/Junior Assistant has not been updated in their Seniority List/record and same is required at the time of their promotion benefits.

The following requisite certified documents are required for updation/insertion of PwBD Category alongwith sub category :

1. Representation of the Officer/official.
2. 1st page of Service Book.
3. PwBD Certificate.
4. Administrative order regarding insertion of PwBD Category.
5. Verification report of PwBD Certificate by issuing authority.
6. Relevant page of Service Book where entry regarding insertion of PwBD Category has been made.

The representations may be submitted at “FACILITATION COUNTER” at the Seniority Cell, 5th Level, ‘B’ Wing, Delhi Secretariat, New Delhi-110002.

This is issues with the prior approval of the Competent authority.

ALL HODs, Govt. of NCT of Delhi.


(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

No. F.6(5)/2023/S.IV/JSC/ 13-18
Copy for information and necessary action to: -

Dated : 01/01/2025

1. P.A. to Pr. Secretary(Services), Services Department, GNCT of Delhi.
2. P.A. to Spl. Secretary/Deputy Secretary, Services Department, GNCT of Delhi.
3. Section Officer, Services-I/II/III, Services Department, GNCT of Delhi.
4. Section Officer (Coordination), Services Department, GNCT of Delhi with the direction to upload the list on the department's website.
5. Guard file.


(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)