

**Reminder - I**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT : SERVICES-II BRANCH  
DELHI SECRETARIAT : 5<sup>TH</sup> LEVEL : 'A' WING  
I.P. ESTATE : NEW DELHI – 110002  
<http://services.delhigovt.nic.in> ::: Phone : 011-23392238**

No.F.3(1)/7/2024/S-II/1930-37

Dated : 10/10/2024

To

All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs  
Government of NCT of Delhi,  
Delhi/New Delhi.

Sub: **Preparation of panel for promotion of Grade-III (GNCTDSS) officials appointed on promotion on 01/01/2017 under UR category & promotion of Left Out Cases of previous DPCs to the post of Grade-II (GNCTDSS) on regular basis – regarding.**

Madam/Sir,

Kindly refer to this department's letter of even number dated 23/07/2024 wherein it was intimated that this Department is considering the cases of Grade-III(GNCTDSS) under UR category having **Snty. No. from 10739 to 10957** for their promotion to the post of Grade-II (GNCTDSS) on regular basis and it was requested to send the information i.e. Integrity Certificate & Vigilance Clearance Report (as per **Annexure 'C'**), Proforma as **Annexure 'D'** and Annual Performance Assessment Reports for the last five years (from 2017-18 to 2021-22) in respect of eligible Grade-III (GNCTDSS) officials presently posted in your department, after verifying the details from their service records.

It has been observed that some of the departments have not provided the requisite information /documents in respect of the officials working in their department till date (**list enclosed as per Annexure-'A'**).

Head of the Departments concerned are, therefore, requested to personally ensure that the requisite documents in respect of the above mentioned officials should reach the Services Department within 15 days of issue of this letter so that vacant posts can be filled up.

**Further, all the HOD(s) concerned are once again requested to provide Vigilance Clearance strictly in accordance with OM No. 22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GoI & strictly as per Annexure 'C' in respect of the officials being considered for promotion instead of merely giving details of the case. If required, department concerned may consult Directorate of Vigilance, GNCTD for issue of vigilance clearance. Departments are also requested to furnish the service particulars as per detailed mentioned, viz., name/DOB, etc. in the attached list only and if there is any change noticed, the same may invariably be brought to the notice of this department.**

Contd...2

It may be noted that only those officials will be considered whose record is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility shall solely rest with the concerned Department.

The contents of this circular may be brought to the notice of the officials concerned.

This issues with the prior approval of the Competent Authority. This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to this department within 15 days of issue of this letter.

Yours faithfully,

  
(ITI AGARWAL)  
Dy. Secretary (Services)

Encl : As above

No.F.3(1)/7/2024/S-II/ 1930-37

Dated : 10/10/2024

Copy forwarded to the following for information & necessary action :-

1. The Deputy Secretary (Services-I & II), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to provide the requisite APARs of the officials mentioned in the Annexure-A, if available with them.
3. The Section Officer (ACP Cell), with the request to provide the requisite APARs of the officials mentioned in the Annexure-A, if available with them.
4. The Section Officer (Coordination), Services Department, GNCT of Delhi, with the request to upload this letter on the website of Services Department for vide circulation.
5. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to take up the matter with the concerned departments for furnishing the requisite documents within 10 days of issue of this letter.

  
(ITI AGARWAL)  
Dy. Secretary (Services)

**LIST OF GRADE-III(GNCTDSS)/SR. ASSTT. OFFICIALS IN CASE DOCUMENT(S) AS MENTIONED  
AGAINST THEIR NAME IS/ARE PENDING**

S. NO.	PRESENT DEPTT.	DIV/ DEPU.	NAME	DOB	USNTY	PENDING DOCUMENTS
1	F&S	SCDRC	N.K.PASWAN	12-07-1965	U9926	VC(HQ) FROM F&S/APAR 17-18 TO 21-22
2	IND		ANUJ KHANNA	20-10-1973	U9434A	APAR 04/18-11/18
3	TTE		NEERAJ KUMAR	01-05-1978	U9498	PROFORMA/IC/VC/PENALTY COMPLETION CERTIFICATE/APAR 17-18 TO 21-22
4	DCO		PAWAN KUMAR	15-03-1985	U10746	PROFORMA/IC/VC/APAR 21-22
5	GAD		ANIL KUMAR	05-04-1984	U10748	APAR 21-22
6	DCO/EDN		RONIT	31-01-1987	U10750	PROFORMA/IC/VC/APAR 17-18 TO 21-22
7	MMMh		ISHWAR CHAND	09-09-1982	U10753	APAR 21-22
8	W&M		RAJESH BHARDWAJ	20-02-1986	U10755	APAR 21-22
9	EDN		BALRAM	08-09-1983	U10758	ANNEXURE-C SIGNED BY HOO
10	EDN		KAPIL KUMAR	13-05-1987	U10761	PROFORMA/IC/VC/APAR 17-18 TO 21-22
11	CEO		MANJEET SINGH MANN	01-03-1980	U10766	APAR 04/18-03/10/18-OS/9(NOT REVIEWED)
12	EDN	DDRS	PRASOON YADAV	28-11-1979	U10774	PENALTY SET ASIDE ORDER DT 12/08/24 & ANNEXURE-C SIGNED BY HOO
13	TPT	DIV. IN STANDING COUNSEL	DINESH KUMAR	12-12-1980	U10781A	PROFORMA/IC/VC/APAR 21-22
14	EDN		SUMAN PRASAD SINGH	26-10-1979	U10782	ANNEXURE-C SIGNED BY HOO
15	IND		SURYA PRAKASH	05-07-1983	U10784	APAR 21-22
16	COOP/CEO		JITENDRA KUMAR	28-02-1986	U10787	PROFORMA/IC/VC
17	DT&T		RANJAN KUMAR	22-01-1985	U10788	APAR 04/05/21 TO 02/22
18	DSSSB		RITESH NARAYAN	25-01-1982	U10789	APAR 21-22
19	EDN		GOVIND KUMAR CHOUDHARY	02-12-1980	U10795	APAR 04/21-09/06/21

S. NO.	PRESENT DEPTT.	DIV/ DEPU.	NAME	DOB	USNTY	PENDING DOCUMENTS
20	DEV		ANANT KUMAR JHA	02-02-1983	U10797	APAR 29/01/19 - 03/19, 19-20, 20-21, 21-22
21	EXCIS		ASHWANI KUMAR MANN	04-12-1984	U10805	APAR 18-19, 19-20, 20-21, 21-22
22	EDN		PRAVEEN KUMAR	01-04-1987	U10807	APAR 04/18 - 12/18,
23	TPT		SAVIN SEHRAWAT	18-07-1987	U10811	PROFORMA/IC/VC/APAR-17-18, 18-19, 19-20, 20-21, 21-22
24	L&J		MUKESH KUMAR	20-03-1980	U10821	APAR 04/20-11/20
25	EDN	DELHI SPORTS UNIVERSITY	PRADEEP KHATRI	17-07-1988	U10823	PROFORMA/IC/VC
26	EDN		HARISH KUMAR	06-01-1978	U10824	APAR 21-22
27	CEO		VIRENDER KUMAR	21-08-1984	U10830	PROFORMA/APAR 17-18 TO 21-22
28	EDN		KULDEEP KUMAR	04-09-1980	U10831	APAR 09/20, 03/09/21-02/11/21
29	SER		PARVEEN KUMAR RANA	30-03-1979	U10834	APAR 21-22
30	W&M		VIKAS DAHIYA	20-07-1980	U10847	APAR 21-22
31	F&S	DIV. IN MIN. F&S	KRISHAN BANSAL	15-06-1984	U10856	PROFORMA/IC/VC
32	AUDIT		ARVIND KUMAR	21-07-1980	U10864	APAR 21-22
33	CJAIL		RAVINDER KUMAR	26-06-1981	U10871	APAR 21-22
34	DCO		ANAND KUMAR	07-06-1978	U10872A	VC(HQ)
35	DCO		NAVEEN KHARB	20-06-1982	U10877	PROFORMA/IC/VC
36	NCC		MAHESH KUMAR	06-11-1981	U10879	APAR 20-21 TO 21-22
37	PAO		SANDEEP KUMAR	01-05-1982	U10883	APAR 2021-22
38	EDN	DOV	RAVI DUTT	18-11-1983	U10886	PROFORMA/IC/VC/APAR 21-22
39	I&FC		RAJESH KAUSHIK	26-01-1967	U10897	APAR 21-22
40	EDN		KULDEEP	07-11-1984	U10923	STATUS OF INITIATION OF DP VIDE DCO, DISTT(N-W) LETTER DT 11/03/22 & APAR 17-18 TO 21-22
41	EDN	DIV. IN MIN.(H&F W)	PRADEEP	27-03-1977	U10937	PROFORMA/IC/VC

S. NO.	PRESENT DEPTT.	DIV/ DEPU.	NAME	DOB	USNTY	PENDING DOCUMENTS
42	EDN/UDEV (further posting in IDMC Cell)		DEEPAK SHARMA	03-01-1985	U10940	PROFORMA
43	L&B		RAHUL KUMAR	03-12-1981	U10942	PROFORMA/IC/VC
44	DCBH		MUKESH KUMAR	21-03-1980	U10945	APAR 21-22
45	EDN		SALONI	05-04-1987	U10947	PROFORMA/IC/VC
46	EDN		VIMAL CHOUDHARY	24-02-1985	U10951	PROFORMA/IC/VC/APAR 20-21 TO 21-22
47	DSW		PRAVEEN KUMAR	10-03-1984	U10952	PROFORMA/IC/VC/APAR 21-22
48	DT&T		MANOJ KUMAR	28-04-1978	U10954	APAR 20-21 TO 21-22