

Most Urgent /Time Bound
Hon'ble LG Reference

Government of National Capital Territory of Delhi
Services Department (Vacancy Cell)
5th level, 'B' Wing, Delhi Secretariat
I.P. Estate, New Delhi - 110002.

Dated 9/11/25

No. F 20(11)/Services/Vacancy Cell/2024/52-56

To

The All Head of Department
Govt. of NCT of Delhi/Local Bodies/
Autonomous Bodies etc.

Sub:- Filling up of Vacancies of all posts in Govt. of NCT of Delhi furnishing of Monthly Status Report for the month of January, 2025.

Madam/Sir,

I am directed to refer letter No.F 20(11)/Services/Vacancy Cell/2024/330-38 dated 14.11.2024 issued by the Chief Secretary, Delhi vide which copy of U.O. letter dated 06.11.2024 received from the Pr. Secretary to Lt. Governor, Delhi was circulated to all Heads of the Department, Govt. of NCT Delhi/Local Bodies /Autonomous Bodies with the directions that requisitions of all the pending vacancies pertaining to the DSSSB may be submitted to the DSSSB within a week and a status report in this regard may be furnished to this department.

Besides above, it was also directed by the Chief Secretary, Delhi that a monthly status report is required to be furnished to Services Department, GNCTD by last day of the month for perusal and onward transmission to the office of the Lt. Governor, Delhi.

Therefore, it is requested to arrange to furnish duly authenticated and updated status report for the month of January 2025 **latest by 31.01.2025** strictly as per the prescribed proforma enclosed herewith through email on monitoringcellservices@gmail.com, for perusal and onward transmission to the office of the Lt. Governor, Delhi on last date of the month i.e. 31.01.2025 in prescribed format as enclosed.

This issues with the prior approval of the Chief Secretary, Delhi.

Encl. As above.

Yours faithfully,

(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)

No. F 20(11)/Services/Vacancy Cell/2024/52-56

Dated 9/11/25

Copy forwarded to following for information:-

1. The Pr. Secretary to Hon'ble Lt. Governor, Delhi
2. The Staff Officer to Chief Secretary, Delhi.
3. PS to Pr. Secretary (Services), Services Department, GNCTD.
4. Guard file.

(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)

 Name of Department _____

Status report for the Month of **January 2025**

Annexure-A (Group-B)

S.No.	Name of the post (Group "B")	Total No of Sanctioned Post	Total No. of Filled Post	Total No of Vacant Post	Action taken for filling up vacancies under Direct Recruitment Quota			
		DR	DR	DR	No of vacancies for which requisition sent to DSSSB	Date of sending requisition	Status of remaining vacancies which have not been sent to DSSSB alongwith reasons	Present Status of vacancies sent to DSSSB i) Whether advt. issued. ii) Whether exam Conducted. iii) Whether pending for result. iv) or otherwise (pl. Specify)
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
Total								

Signature of Head of Department

*DR – Direct Recruitment

Note-1. The information may be furnished strictly as per prescribed proforma under the attestation of concerned head of the Department through email on monitoringcellservices@gmail.com

2. The information may also be furnished on excel sheet (softt copy that may be sent through email on monitoringcellservices@gmail.com



Name of Department _____

Annexure-B (Group-C)

Status report for the Month of January 2025

S.No.	Name of the post (Group "C")	Total No of Sanctioned Post	Total No. of Filled Post	Total No of Vacant Post	Action taken for filling up vacancies under Direct Recruitment Quota			
		DR	DR	DR	No of vacancies for which requisition sent to DSSSB	Date of sending requisition	Status of remaining vacancies which have not been sent to DSSSB alongwith reasons	Present Status of vacancies sent to DSSSB i) Whether advt. issued ii) Whether exam Conducted iii) Whether pending for result iv) or otherwise (pl. Specify)
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
Total								

Signature of Head of Department

*DR – Direct Recruitment

Note-1. The information may be furnished strictly as per prescribed proforma under the attestation of concerned head of the Department through email on monitoringcellservices@gmail.com

2. The information may also be furnished on excel sheet (softt copy that may be sent through email on monitoringcellservices@gmail.com

Name of Department _____

Status report for the Month of January 2025

Annexure-C

Sl. No.	Group of Post	Sanctioned	Filled	Vacant	Number of Contractual Employees Appointed against vacant post.
1	A				
2	B				
3	C				
Total					

Signature of Head of Department

Note:- Information may be provided strictly as per proforma in respect of only cadre post of department i.e. excluding a data of DSS, IT, Planning, Accounts cadre etc., which will be provided by the concered cadre controlling department.

2. The information may also be furnished on excel sheet (soft copy that may be sent through email on monitoringcellservices@gmail.com

Government of National Capital Territory of Delhi
Services Department (Vacancy Cell)
5th level, 'B' Wing, Delhi Secretariat
I.P. Estate, New Delhi - 110002.

No. F 20(11)/Services/Vacancy Cell/2024/ 330-38

Dated 14/11/24


Sub: Filling up of vacancies of all posts in Govt. of NCT of Delhi

As all the HoDs are aware that Hon'ble Lt. Governor has been regularly monitoring the progress made by different departments for filling up of all vacant posts of both promotion and direct recruitment quota.

In this regard, Hon'ble Lt. Governor, Delhi during the last function for distribution of offer of appointment held at Vigyan Bhawan on 30.08.2024 was informed that approximately 20,000 vacancies in various departments need to be filled up by DSSSB by March 2025. Hon'ble Lt. Governor had desired at that time that all the departments should send details of the vacancies to be filled to DSSSB expeditiously in order to enable DSSSB to conduct common exams wherever possible.

In this connection, review of the position has revealed that a number of departments are yet to furnish their requisition to DSSSB. Hon'ble Lt. Governor has, therefore, taken a serious view on non-submission of available vacancies to DSSSB by many departments and has observed that laxity on the part of the departments in the matter would lead to the posts remaining unfilled, adversely affecting delivery of services to the general public and also hampering the functioning of the departments.

All the HoDs are, therefore, directed to submit the requisition(s) of all the pending vacancies pertaining to DSSSB **within a week** of the issue of this note and furnish a status report in this regard to Services Department, GNCTD (in prescribed proforma: Annexure-A&B) by 18.11.2024. Thereafter, a monthly status report is required to be furnished to Services Department, GNCTD by last day of the month for perusal and onward transmission to the Office of the Lt. Governor, Delhi.


(DHARMENDRA)
CHIEF SECRETARY, DELHI

To,

The All Head of Departments
Govt. of NCT of Delhi/Local Bodies/
Autonomous Bodies etc.

Copy forwarded to:-

1. The Principal Secretary to Lt. Governor, Delhi with reference to U.O. No. 17(1)/2024/RN/532/A-2883 dated 06.11.2024.
2. The S.O. to Chief Secretary, Delhi,
3. PS to the Pr. Secretary (Services), Services Department, GNCTD.
4. PA to the Dy. Secretaries (Services), Services Department, GNCTD.
5. The Section Officer (Monitoring Cell), Services Department with the directions to maintain and compile the data on day to day basis and ensure that the requisite information received within stipulated time.
6. The SO (Co-Ordination), Co-ordination Branch, Services Department with the request to upload the latter on the website of the Department.
7. Guard File.


(Y.V.V.J. RAJASEKHAR)
SPL. SECRETARY (SERVICES)

REMINDER

Most Urgent /Time Bound
Hon'ble LG Reference

39/C

Government of National Capital Territory of Delhi
Services Department (Vacancy Cell)
5th level, 'B' Wing, Delhi Secretariat
I.P. Estate, New Delhi - 110002.

Dated 12/12/24

No. F 20(11)/Services/Vacancy Cell/2024/1801-03

To,

The All Head of Departments
Govt. of NCT of Delhi/Local Bodies/
Autonomous Bodies etc.
(Except departments as per list enclosed)

Sub:- Filling up of Vacancies of all posts in Govt. of NCT of Delhi.

Madam/Sir,

Please refer to this department's letter dated 14.11.2024 issued under the signature of the Chief Secretary, Delhi vide which copy of U.O. letter dated 06.11.2024 received from the Pr. Secretary to Lt. Governor, Delhi was circulated to all Head of the Department, Govt. of NCT of Delhi/Autonomous and Local Bodies with the directions that requisitions of all the pending vacancies pertaining to the DSSSB may be submitted to the DSSSB within a week and a status report in this regard may be furnished latest by 18.11.2024. However, despite the laps of considerable time, the information only from 20 departments has been received till date (List Enclosed) and the information from other departments including of major departments such as Dte. of Education, H&FW, MCD, NDMC, DTC, DSW, W&CD etc. are still awaited.

Therefore, All the HoDs are once again requested to submit the requisition(s) of all the pending vacancies pertaining to DSSSB **within a week** and furnish a status report in this regard to this department strictly as per the prescribed preforma latest by 20.12.24 through email on monitoringcellservices@gmail.com, for perusal of the Hon'ble Lt. Governor, Delhi.

This issues with the prior approval of the Chief Secretary, Delhi.

Yours faithfully,

Encl:As above

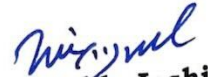

(Amitabh Joshi)
Deputy Secretary/Consultant (Services)

No. F 20(11)/Services/Vacancy Cell/2024/1801-03

Dated 12/12/24

Copy for information to:-

1. PS to Pr. Secretary to Lt. Governor, Delhi.
2. Staff Officer to the Chief Secretary, Delhi.
3. PS to Pr. Secretary (Services), Services Department, GNCTD
4. PA to the Spl. Secretary (Services), Services Department, GNCTD.


(Amitabh Joshi)
Deputy Secretary/Consultant (Services)