

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT : SERVICES-II BRANCH
DELHI SECRETARIAT : 5TH LEVEL : 'A' WING
I.P. ESTATE : NEW DELHI - 110002
<http://services.delhigovt.nic.in> :: Phone : 011-233922 38

F.3(1)/12/2025/S-II/vol-I

Dated:

To,

The Head of Department concerned
Govt. of NCT of Delhi
Delhi/ New Delhi.

Subject: Promotion of the Left Out cases of Grade-III/ Kanungo officials to the post of Grade-II/ Assistant Section Officer.

Sir/Madam,

Kindly refer to this department's numerous letter and last letter dated 11.08.2025, wherein it was requested to forward Integrity Certificate/ Vigilance Clearance Report/ Service Particulars Proforma/ ACRs & APARs of relevant period alongwith copy of suspension order, Charge-sheet, Penalty Imposing order/ Penalty Completion Certificate & Treatment of Suspension period (in case of disciplinary/ criminal proceedings) of Grade-III/ Kanungo officials whose case were deferred/ placed in sealed cover by the earlier DPC/ Screening Committee.

Further, attention is invited to circular vide F.No.3(1)/(3)/2021/S-II/884-85 dated 22.03.2022 that has been issued by this department stressing about timely furnishing of service particular of left out cases & detailing about the procedure of quarterly review DPC and furnishing of requisite documents before 06 months of retirement in case of retiring officials.

In this regard, I am directed to state that the lapse/ omission on the part of the competent authority in issuance of IC/ VC in time has deprived otherwise eligible officials from getting promotion to the next higher grade.

Moreover, It is intimated that in the absence of requisite service particulars/ ACRs/ APARs, it has become a near to impossible task for this department to consider the cases of officials for promotion. As result, this department is being flooded with RTI applications/ litigations. Besides providing of service particulars of an official, such as IC/ VC/ ACRs/ APARs, is exclusively the subject matter of administrative department concerned.

However, despite best of effort put in by the Services Department, the requisite information/ documents in respect of these officials are yet to be received from the concerned administrative department.

Hence, list of Grade-III/ Kanungo officials presently posted in your department (whose cases were deferred/ placed in sealed cover by the earlier DPC/ Screening Committee) is being circulated for want of requisite documents alongwith supporting/ relevant documents (where applicable) as mentioned against each in the attached **Annexure-A**.

Therefore, it is once again requested that to provide the service particular after verifying the details from the service records of officials mentioned in the attached Annexure-A i.e. Integrity & Vigilance certificate (**Annexure-B**), Service particular proforma (**Annexure-C**) alongwith Vigilance clearance & No penalty certificate (**Annexure-D**) as on date of their notional promotion or penalty completion certificate. The above details must be furnished to this department on or before **19/06/2026** for considering their cases for promotion to the post of Grade-II/ Assistant Section Officer. In case of any disciplinary/ criminal proceedings against the official, copy/ copies of suspension order, Charge-sheet, Penalty Imposing order/ Penalty Completion certificate & Treatment of suspension period may also be furnished.

If any of the official (s) (as per list attached) has expired/ resigned/ removed from service or in case where about not known, the necessary information in writing may be provided to this department.

This may be accorded Top Priority.

Yours faithfully,

Encl: As per attachment.

Digitally signed by
Jitendra Kumar Arora
Date: 01-06-2026
19:21:31

(Jitendra Kumar Arora)
Deputy Secretary(Services)

F.3(1)/12/2025/S-II/vol-I

Dated:

Copy forwarded for information and necessary action to the:-

1. PS to Secretary (Services)/ Special Secretary (Services)
2. Section Officer (S-IV), Services Department, GNCTD with the request to provide the ACRs/ APARs folder in respect of aforementioned officials.
3. Section Officer (Coordination), Services Department, GNCTD, with the request to upload this letter on the website of Services Department.
4. Section Officer (Monitoring Cell), Service Department, GNCTD with the request to get the service particular from the concerned department & monitor the progress.
5. Guard file.

Annexure-A**List of left out cases (Deferred/ Sealed Cover) of Previous DPCs as on 21.05.2026**

S. NO.	DEPTT	NAME	DOB	SNTY NO.	CAT	DPRO	Documents Required
1	F&S	MANOJ KR. SINGHAL	12-07-1969	U7563	UR/PH	11-12-2008	Proforma/ IC/ VC/ ACRs/ APARs 2002-03 TO 2006-07/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
2	DSSSB	VINOD KUMAR	05-12-1966	U6906	UR	26-05-2011	Proforma/ IC/ VC/ ACRs/ APARs 2005-06 to 2009-10/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
3	DT&T	JITENDER KUMAR MANSHI	03-03-1970	U7409	SC	05-08-2013	Proforma/ IC/ VC/ ACRs/ APARs 2007-08 TO 2011-12/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
4	F&S	JASWINDER KAUR	28-03-1970	U7319	UR	05-08-2013	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
5	COA	NEENA	01-01-1967	U7696	SC	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 TO 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
6	EDN(DIV. IN OBC)	VINOD KUMAR	02-05-1967	U7851	SC	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
7	EDN	SHANTA	16-	U7629	UR	31-03-	Proforma/ IC/ VC/ ACRs/ APARs

		PARSHAD SHARMA	05-1966			2015	2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
8	T&T	RENU SETHI	11-03-1967	U7721	UR	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
9	L&B	JASPAL SINGH	08-03-1969	U7781	UR	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
10	PAO	NARINDER KUMAR	06-03-1969	U7811	UR	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
11	PAO	ANUPMA	30-04-1969	U7941	UR	31-03-2015	Proforma/ IC/ VC/ ACRs/ APARs 2009-10 to 2013-14/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
12	L&B	KULDEEP SINGH	01-09-1966	U7957A	UR	29-03-2016	Proforma/ IC/ VC/ ACRs/ APARs 2010-11- TO 2014-15/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
13	H&FW	MANOJ KUMAR MALHOTRA	02-05-1967	U7994	UR	29-03-2016	Proforma/ IC/ VC/ ACRs/ APARs 2010-11- TO 2014-15/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
14	LNH	SANDEEP JAIN	20-08-1968	U8093	UR	29-03-2016	Proforma/ IC/ VC/ ACRs/ APARs 2010-11- TO 2014-15/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or

							penalty completion Certificate (if any).
15	BSAH	MOHAN VIRMANI	25-01-1972	U8100	UR	29-03-2016	Proforma/ IC/ VC/ ACRs/ APARs 2010-11- TO 2014-15/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
16	CJAIL	ARUN KUMAR	16-04-1972	U8274	UR	30-12-2016	Proforma/ IC/ VC/ ACRs/ APARs 2011-12 TO 2015-16/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
17	EDN	SURENDER SINGH	12-07-1969	U8298	UR	30-12-2016	Proforma/ IC/ VC/ ACRs/ APARs 2011-12 TO 2015-16/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
18	DCO	SEEMA BAHL	20-11-1970	U8457	UR	30-12-2016	Proforma/ IC/ VC/ ACRs/ APARs 2011-12 TO 2015-16/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
19	DT&T	L.K. GAMBHIR	10-10-1972	U8545	UR	30-12-2016	Proforma/ IC/ VC/ ACRs/ APARs 2011-12 TO 2015-16/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
20	LNH	RAKESH KUMAR GROVER	01-11-1972	U8895	UR	13-02-2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
21	F&S(SDCDRC)	ROHIT KUMAR	25-02-1977	U9801A	SC	07-03-2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
22	H&FW	KAMLESH KUMAR	22-08-	U9806	SC	07-03-2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance

			1972				clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
23	DT&T	ANIL KUMAR	01-02-1973	U9070	UR	07-03-2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
24	L&B	KULBIR SINGH	10-02-1968	U9083	UR	07-03-2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 TO 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
25	EDN	KUSUM LATA YADAV	16-02-1970	U8863	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
26	F&S	MOTIKA SINHA	14-02-1975	U9330	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
27	AUDIT	KAMNA DEEP	11-06-1977	U9410A	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
28	TTE	RAJENDER SINGH BANSAL	15-08-1966	U9423	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
29	T&T	KULBIR SINGH	01-04-1978	U9430A	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).

30	EDN	RAJESH KUMAR	02-01-1970	U9469	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
31	DCO	SATISH SINGH ASWAL (DEEMED SEALED COVER)	12-09-1976	U9517A	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs / Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
32	DSSSB	VIJAY KUMAR DASS	19-06-1976	U9588	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
33	DSW	MOHAN CHANDER JOSHI	14-08-1976	U9592A	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
34	T&T	BAL KISHAN	13-01-1976	U9671	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
35	TPT	DANDU SRINIVAS	14-04-1976	U9766	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
36	W&CD	KISHAN SINGH	01-06-1973	U9786	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
37	DCO	MANJEET SINGH	20-10-1969	K-113	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or

							penalty completion Certificate (if any).
38	H&FW	BASANT B. KHATRI	27-02-1979	U9923	UR	14-09-2021	Proforma/ IC/ VC/ ACRs/ APARs 2014-15 TO 2018-19/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
39	AUDIT	INDER MOHAN	11-08-1966	U7897	UR	31-03-2015	Proforma/ IC/ VC/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
40	DCO	ASHOK KUMAR-II	26-07-1967	K-128	UR	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
41	DCO	VIJENDER	20-03-1967	K-133	UR	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
42	CEO	HARINDER KUMAR YADAV	20-10-1982	U10314	UR	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
43	DCO	MUKESH SHARMA	09-10-1968	K-148	UR	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
44	T&T	MANISH KUMAR	22-07-1985	U10719	UR	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
45	F&S	VINOD KUMAR	01-10-1978	U10820	SC	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current

							status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
46	L&B	SUMITRA DEVI	10-06-1982	U10957A	SC	23-12-2022	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 TO 2019-20/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
47	TTE	NEERAJ KUMAR	01-05-1978	U9498	UR	01-01-2025 DUE TO PENALTY IMPOSED	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
48	DCO	PAWAN KUMAR	15-03-1985	U10746	UR	01-01-2025	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
49	EDN	KAPIL KUMAR	13-05-1987	U10761	UR	01-01-2025	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
50	TPT	SAVIN SEHRAWAT	18-07-1987	U10811	UR	01-01-2025	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
51	CEO(DIV. IN CMO)	VIRENDER KUMAR	21-08-1984	U10830	UR	01-01-2025	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
52	DSW	PRAVEEN KUMAR	10-03-1984	U10952	UR	01-01-2025	Proforma/ IC/ VC/ ACRs/ APARs 2017-18 TO 2021-22/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).

List of Adhoc Grade-II (DSS) yet to be Regularized

	DEPTT	NAME	DOB	SNTY NO.	CAT	DPRO	Documents Required
1	CEO	Kishori Lal	15.11.1971	U8769	UR	16.02.2018	Proforma/ IC/ VC/ ACRs/ APARs 2015-16 to 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).
2	EDU	Sangeeta	08.05.1973	U9163	UR	07.03.2019	Proforma/ IC/ VC/ ACRs/ APARs 2012-13 to 2016-17/ Vigilance clearance and No penalty certificate as on DONP/ Current status of Disciplinary case/ criminal Prosecution pending or penalty completion Certificate (if any).

*** Note : DATE OF NOTIONAL PROMOTION IS SUBJECT TO OUTCOME OF VIGILANCE CASE AGAINST THE OFFICIAL (IF ANY)**

* DONP - Date of Notional Promotion

* IC - Integrity Certificate

* VC- Vigilance Clearance

ANNEXURE-B**PROMOTION TO THE POST OF GRADE-II (GNCTDSS)
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1.	Name of the official (in Capital Letters)	:	-	
2.	Date of Birth	:	-	
3.	Seniority No. in Gr.III (GNCTDSS)	:	-	
4.	Category (GEN/SC/ST)	:	-	
5.	Whether belongs to PH Category If yes, specify the details (HH/VH/OH)	:	-	
6.	Mode of Recruitment (DSSSB/ Compassionate / Redeployment / Promotion / Absorption)	:	-	
7.	Education Qualification	:	-	
8.	Present Department (with Date of Joining)	:	-	
9.	Whether Integrity Certified (Yes/No) (Please attach the Integrity Certificate)	:	-	
10.	Whether any Vigilance case is/was pending/ Contemplated against the official (Yes/No). If yes, details thereof (Enclose copy of the Order)	:	-	
11.	Whether any charge sheet is/was issued under CCS(CCA) Rules, 1965 (Yes/No).If yes, details thereof	:	-	
12.	Whether any penalty in operation/ imposed (Yes/No) If yes, details thereof (Enclose copy of the Order)	:	-	
13 (a)	Whether any criminal case is/was pending against the official (Yes/No). If yes, details thereof	:	-	
13 (b)	Whether charge sheet submitted in the said case, in the court against the official (Yes/No). If yes, details thereof	:	-	
14.	Period of regular service rendered as Gr.III (GNCTDSS)	:	-	
15.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	-	
	Name of the Departments		From (DD/MM/YYYY)	To (DD/MM/YYYY)

16.	Present Residential address	:	- - - -
17.	Mobile Number	:	-
18.	E-mail id	:	-
19.	Any other information if relevant	:	-

(Signature of Official)

(Signature of
Head of the Office)
Name of HOO with seal

Annexure-C**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt _____, Grade-III (GNCTDSS) who is to be considered for promotion to the post of Grade-II (GNCTDSS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

**Signature of Head of Office
Name of HOO with seal**

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VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt _____, Grade-III (GNCTDSS) who is to be considered for promotion to the post of Grade-II (GNCTDSS), it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is pending against the said Sh./Ms./Smt _____ and he/she is clear* from vigilance angle in terms of the instructions issued by the DoPT, GOI vide OM dated 14/09/1992 and instructions issued in this regard from time to time.

**Signature of Head of Office
Name of HOO with seal**

***In case the official is not clear from the vigilance angle, then the details of the case shall be provided.**

Annexure-D**VIGILANCE CLEARANCE/NO PENALTY CERTIFICATE FOR
PROMOTION IN CASE OF LEFT OUT CASES OF PREVIOUS DPC**

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On the basis of the service record of
Ms./Mrs./Sh. _____ DOB _____,
Grade-III (GNCTDSS), who is to considered for promotion to the post of
Grade-II (GNCTDSS) (erstwhile DASS), it is certified that the official was
clear from vigilance angle in terms of the instructions issued by the DoPT
OM dated 14.09.1992 & 02.11.2012 and no penalty was in operation on
the date of his/her notional promotion(i.e. _____).

Signature of Head of Office
Name of HOO with seal