

**Urgent**  
**Reminder-II**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: SERVICES - I BRANCH**  
**5<sup>th</sup> LEVEL, B-WING, DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI - 110 002**

**No.F.55/25/2024/S-I/3234-3238**

**Dated: 14/11/2024**

To

All Principal Secretaries/Secretaries/HODs  
Government of NCT of Delhi  
Delhi/New Delhi.

**Sub: Preparation of panel of Grade-II (DSS) officials from Seniority No. 9814 to 9912 of 2018 Batch for consideration of their promotion to Grade-I (DSS) on regular basis - reg.**

Sir/Madam,

Reference is invited to this department's letter No.F.55/25/2024/S-I/2497-2501 dated 28.08.2024 and subsequent reminder dated 23.09.2024 vide which requisite service particulars in respect of eligible Grade-II (DSS) officials, as per Annexure 'A' & 'C', for the purpose of promotion to the post of Grade-I (DSS) were sought.

Despite of strenuous efforts of Services Department, the requisite information/documents is still awaited in respect of a number of eligible Grade-II (DSS) officials as per Annexure 'A-1' (copy enclosed). Further, requisite documents are also awaited in r/o deferred/sealed cover cases (Annexure 'A-2') (copy enclosed). The concerned Grade-II (DSS) officials as per Annexure A-1 & A-2 may also follow up with their respective administrative department.

It is, therefore requested to all the concerned departments to provide the requisite documents/papers/information as per the deficiency list (**Annexure A-1 & A-2**) to this department **by 25.11.2024 positively**. Further, in case of Grade-II (DSS) officials whose requisite information/documents has already been furnished, this communication may be ignored.

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

This may be treated as **MOST URGENT**.

Yours faithfully,

**Encls: Annexure A-1 & A-2.**



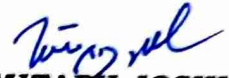
**(AMITABH JOSHI)**  
**DEPUTY SECRETARY/CONSULTANT (SERVICES)**

**No.F.55/25/2024/S-I/3234-3238**

**Dated: 14/11/2024**

**Copy forwarded to the following for information & appropriate action:-**

1. The Deputy Secretary (Services-II/IV), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to furnish a duly certified (each page) grading chart of APARs as per the lists enclosed (Annexure A-1 & A-2).
3. The Section Officer, Services-II Branch, Services Department with the request to provide as on date details of retirement/VRS/death/promotion to AAO etc. in r/o all eligible Grade-II (DSS) officials, if any and also to provide certified copy of present place of posting in r/o eligible Grade-II (DSS) officials as per list enclosed.
4. The Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, with the request to upload this letter along with Annexure A-1 & A-2 on the website of Services Department for wide circulation.



**(AMITABH JOSHI)**

**DEPUTY SECRETARY/CONSULTANT (SERVICES)**

# Deferred Cases:

Annexure 'A-2'

25/11/24

S.No. NAME / DOB

SNTY PDEPT

Deficiency

1	PRAVEEN SHARMA 13-01-74	H6555A DMC	IC/VC & APAR NOT COMPLETED
2	RAKESH KUMAR 05-01-82	H7566 EDN	IC/VC & APAR NOT COMPLETED
3	MUNISH KUMAR 15-02-68	H8114 EDN	IC/VC & APAR NOT COMPLETED
4	AMRIT PAL SINGH 15-03-70	H8125 EDN	IC/VC & APAR NOT COMPLETED
5	BEG RAJ 31-03-65	H8261 EDN	IC/VC & APAR NOT COMPLETED
6	SEEMA KAPOOR 02-09-68	H9393 EDN	IC/VC & APAR NOT COMPLETED
7	PRITAM SINGH 29-07-79	H9412A EDN	APAR 2018-19 TO 2022-23
8	SURENDER SINGH NEGI 21-09-65	H9632A EDN	APAR NOT COMPLETED
9	SURESH KUMAR 04-02-68	H9759 EDN	IC/VC & APAR NOT COMPLETED
10	RAVINDER 18-05-81	H7563 EMP	IC/VC & APAR FOLDER NOT AVAILABLE
11	R.K. MEENA 15-01-68	H6008 F&S	IC/VC & APAR NOT COMPLETED
12	ARUN CHABBRA 21-04-65	H8970 F&S	IC/VC & APAR NOT COMPLETED
13	RAN SINGH 27-07-68	H9070 L&B	IC/VC & APAR FOLDER NOT AVAILABLE
14	PARAMJEET KAUR 15-01-67	H8832 PLG	IC/VC & APAR NOT COMPLETED
15	SHIV CHARAN MEENA 12-08-67	H4437 WNK	IC/VC & APAR FOLDER NOT AVAILABLE
16	VIKAS 05-04-69	H4584 WNK	IC/VC & APAR FOLDER NOT AVAILABLE
17	KUMAR MANOJ 05-09-72	H5939 WNK	IC/VC & APAR FOLDER NOT AVAILABLE

# New Cases:

## Annexure 'A-1'

250/c

S.No. NAME / DOB

SNTY PDEPT

Deficiency

1	SUDERSHAN KUMAR 26-12-66	H9894	CEO	IC/VC PROFORMA AND APAR
2	OM DUTT SHARMA 16-06-66	H9865	DCO	APAR 2018-19, 2019-20, 2020-21, 2021-22, 2022-23
3	SUNITA 17-06-69	H9902	DT&T	APAR 2022-23
4	ANITA 11-01-66	H9828	EDN	APAR 2018-19, 01.04.19-31.10.19
5	JAI BHAGWAN 23-09-72	H9872	EDN	APAR 01.04.22-11.10.22
6	ASHOK BANSAL 05-01-73	H9884	EDN	APAR 2020-21, 2021-22
7	YELLAPPA H. 20-04-71	H9911	EDN	IC/VC PROFORMA APAR 01.04.21-30.09.21
8	KRISHAN KUMAR 05-01-68	H9830	EXCIS	APAR 2022-23
9	SUNIL KUMAR SHARMA 16-08-69	H9860	F&S	F&S (HQ) Vigilance pending
10	DAYA CHAND SHARMA 01-07-71	H9873	F&S	F&S (HQ) Vigilance pending
11	NARESH KUMAR 02-01-68	H9899	GBPH	APAR 2018-19 TO 2022-23
12	MANOJ KUMAR 09-12-74	H9844	IT	APAR 01.04.18-30.06.18
13	JALWATI SINGH 11-05-75	H9912	NCC	APAR 2022-23
14	YUDHVIR SINGH 01-05-69	H9852	PLG	APAR 01.04.18-08.04.18
15	DEVENDER DABAS 18-08-73	H9893	SGMH	APAR 01.04.18-17.07.18
16	RAJESH KUKREJA 14-11-66	H9904	UDEV	APAR 2022-23
17	RAJINDER SINGH 01-05-66	H9859	W&M	APAR 2018-19, 2019-20, 2020-21, 2021-22, 2022-23