

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (II)**  
**(Delhi Secretariat, 5<sup>th</sup> Level, A-Wing, I. P. Estate, New Delhi-02)**  
(<http://services.delhigovt.nic.in>)

**No.F.4(2)/2023/S-II/2142-44**

**Dated: 21/11/2024**

To

The Dy. Director General,  
NCC Department,  
Govt. of NCT of Delhi,  
Rohini Sector - 19, New Delhi - 110089.

**Sub: Promotion to the post of Grade-III (DASS) Sr. Assistant: case of Sh. Sandeep, Grade-IV (DASS)-DOB-01/11/1985, Snty. No. 16960.-reg.**

Madam/Sir,

With reference to your letter no. 1355-1357 dated 04/01/2024 on the subject cited above, I am directed to inform you that the matter has been examined and placed before the Competent Authority and it has been decided that the official is eligible for promotion w.e.f. 08.03.2022(Notionally).

You are therefore, requested to provide the service particulars, i.e., proforma (Annexure-B), Integrity Certificate, Departmental Vigilance Clearance (Annexure-C), No penalty certificate (Annexure-D) and APARs for the period 2015-16 to 2019-20, so that his case for grant of promotion to the post of Grade-III (DASS)/Sr. Assistant can be placed before the DPC.

Yours faithfully,

**Encl : Annexure - B, C & D**

  
**(BHAIRAB DUTT)**  
**DY. SECRETARY(SERVICES)**

**Dated: 21/11/2024**

**No.F.4(2)/2023/S-II/2142-44**

Copy forwarded for information and necessary action to: -

1. The Section Officer, Services-IV Branch, Services Department with the request to provide APARs for the period 2015-16 to 2019-20 in respect of above mentioned Grade-IV(GNCTDSS) official.
2. Section Officer (Co-ordination) with the request to upload the letter on the official website of Services Department.

  
**(BHAIRAB DUTT)**  
**DY. SECRETARY(SERVICES)**

**ANNEXURE-B****PROMOTION TO THE POST OF GRADE-III (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.IV (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.	Whether any criminal case is/was pending against the (a) official (Yes/No). If yes, details thereof	:	
13.	Whether charge sheet submitted in the said case, in the (b) court against the official (Yes/No). If yes, details thereof	:	
14.	Type Test (Passed / Exempted), Give Letter No. & Date. Exemption granted w.e.f. _____ (Enclose attested copy of the order)	:	
15.	Period of regular service rendered as Gr.IV (GNCTDSS)	:	
16.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	
	Name of the Departments	From (DD/MM/YYYY)	To (DD/MM/YY YY)
17.	Present Residential address	:	
18.	Mobile Number	:	
19.	E-mail id	:	
20.	Any other information if relevant	:	

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

**INTEGRITY CERTIFICATE**

The records of service of  
Sh./Ms./Smt \_\_\_\_\_, Grade-IV (GNCTDSS) who is  
to be considered for promotion to the post of Grade-III (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-IV (GNCTDSS)  
who is to be considered for promotion to the post of Grade-III  
(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**

On the basis of the service record of  
Ms./Mrs./Sh. \_\_\_\_\_ DOB \_\_\_\_\_ -  
\_\_\_\_\_, Grade-IV (GNCTDSS), who is to be considered for promotion to the post of  
Grade-III (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**