

Reminder - II

**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>)**

No.F.3(1)/12/2026/promotion/S-II/1572-1576

Dated: 19/10/2026

To

The Head of the Departments,
(List enclosed)
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: Initiation of process for Promotion to the post of Grade-II (GNCTDSS).

Madam/Sir,

Kindly refer to this department's letter of even number dated 08/07/2026 and reminder dated 24/08/2026, wherein it was intimated that this Department is considering the cases of eligible Grade-III (GNCTDSS)/ Senior Assistant for their promotion to the post of Grade-II (GNCTDSS)/ Assistant Section Officer on regular basis and it was requested to send the information i.e. Integrity Certificate & Vigilance Clearance Report (as per **Annexure 'B'**), Proforma as per **Annexure- 'C'** and Annual Performance Assessment Reports for the last five years (from 2020-21 to 2024-25) 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 10 days positively. 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.

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 on or before 29/10/2026 positively.

Yours faithfully,

Encl : As above

[Signature]
16.10.26

(Jitendra Kumar Arora)
Dy. Secretary (Services)

No.F.3(1)/12/2026/promotion/S-II/1572-1576

Dated: 19/10/2026

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 prepare the **detailed grading chart of the APARs** in respect of the officials (as per list as Annexure 'A') and provide the same to Services-II Branch when the meeting of DPC is convened.
3. 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.

[Signature]
16.10.26

(Jitendra Kumar Arora)
Dy. Secretary (Services)

ANNEXURE-A

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

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
1	10960	ANURAG BHATI	25-Jun-85	DT&T	UR		APAR-2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
2	10975	NARESH KUMAR	01-Nov-66	AUDIT	SC		APAR-2020-21, 2021-22, 2023-24, 2024-25
3	11030	RAMESH CHAND	14-Jun-67	EDN	UR	DIV/CBPGECC TILL 31/08/22	APAR-01/09/22-31/03/23
4	11043	BALBIR SINGH	01-Jan-68	DSSSB	SC		APAR -2020-21 TO 2024-25
5	11052	SURESH KUMAR	16-May-67	NCC	SC		APAR -2021-22
6	11073	GOPAL SINGH	20-Jan-67	EDN	UR		APAR- 01/04/23-20/10/23 & 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
7	11080	VINOD KUMAR	24-Jul-71	DCO (PM-UDAY)	SC		APAR -28/03/25-31/03/25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C) FROM DCO (HQ)
8	11090	SEEMA DEVI/ KASHYAP	15-Aug-80	H&FW	UR		NAME MISMATCH AS PER SENIORITY LIST
9	11093	JYOTI SHARMA	09-Jul-80	DCO	UR		APAR-01/04/23-24/09/23, 2024-25
10	11094	SAMREEN NAAZ	14-Jul-81	DCO	UR		APAR-01/04/24-28/10/24
11	11096	RIDHIMA UPPAL	19-Nov-84	DCO (PM-UDAY)	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
12	11105	MANISH KUMAR	18-Jul-86	DCO (PM-UDAY)	UR		PROFORMA (ANNEXURE-C)
13	11116	KAPIL MANN	20-Feb-85	CEO	UR		APAR -2020-21 TO 2024-25
14	11121A	DHARMENDE R DAGAR	27-Oct-87	NCJH	UR		APAR -2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
15	11124	MANISH MITTAL	04-May-82	I&FC	UR	MIN (DSW,SCST, COOP,ELECTION)	APAR -01/04/24-10/11/24

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
16	11126	DHARMANDER	04-Jan-85	DCBH	SC		APAR -17/02/23-31/03/23
17	11129	YOGESH KUMAR	28-Jul-83	DCO	SC		APAR -29/10/24-31/03/25
18	11132A	ANIL	01-Apr-87	DT&T	UR		APAR -2020-21, 2021-22, 20/05/22-31/03/23, 14/08/23-01/03/24, 01/04/24-22/08/24, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
19	11133	SUNIL KUMAR GIRI	07-Sep-87	DCO	UR	MIN (IND, F&S, ENV)	APAR -01/01/22-31/03/22
20	11136	DEEPAK GUPTA	06-Dec-84	LG SEC	UR		APAR -01/04/23-17/10/23, 2024-25
21	11139	NITIN KUMAR	15-Jul-87	EDN	UR		APAR- 2024-25
22	11141	MUKESH DABAS	05-Dec-80	DT&T	UR		APAR -2020-21, 2021-22, 01/04/22-17/10/22, 21/12/22-31/03/23, 2023-24, 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
23	11145A	AMIR KHAN	30-Aug-82	DCO	UR		APAR- 01/04/23-17/10/23, 25/07/24-31/03/25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
24	11152	DILRAJ	08-Nov-83	DT&T	UR		APAR- 01/04/22-16/08/22, 2024-25
25	11159	SUMIT DHANKHER	22-Sep-82	PAO	UR		APAR -03/03/21-31/03/21, 22/07/24-31/03/24
26	11160	AJAY	29-Sep-82	CEO	UR		APAR -2022-23, 01/04/23-02/01/24, 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
27	11161	RAHUL KUMAR ARORA	15-Apr-84	REVENUE	UR		APAR -2020-21 TO 2021-22, DOB MISMATCH IN EDN (HQ) VIGILANCE
28	11167	RAMESH JHA	31-Dec-84	CFOR	UR		APAR 01/04/22-12/02/23,
29	11172	ASHOK KUMAR SINGH	01-Feb-72	EDN	UR		APAR 09/08/24-05/12/24

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
30	11174	PAWAN KUMAR	19-Oct-81	EDN	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
31	11186	ARJUN SINGH	15-Jul-84	BH	UR		01/04/24-24/07/24
32	11188	AJAY KUMAR KATARIA	23-Jul-86	I&FC	SC		APAR-2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
33	11198	NISHA	17-Jun-89	DT&T	SC		APAR -2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
34	11207	KULDEEP SINGH	20-Nov-86	CEO	UR		APAR -01/04/22-16/08/22, 2024-25
35	11209	PRAVEEN	10-Jul-82	EDN	UR		APAR- 06/01/22-31/03/22
36	11222	ANOOP KUMAR	05-Apr-84	DCO	UR		APAR -01/04/23-26/08/23
37	11223A	DHEERAJ KUMAR	05-Oct-87	GAD	UR		APAR -2024-25
38	11233	ARVIND KUMAR	10-Sep-85	W&M	UR	MHA (I4C)	APAR- 01/04/21-07/10/21, 01/04/22-12/04/22, 2024-25,
39	11233A	VIVEK YADAV	02-May-87	LNH	UR		IC/VC (ANNEXURE-B)
40	11234	PAWAN KANKRA	26-Nov-87	EDN	UR		APAR- 01/04/22-24/08/22, 2023-24, 2024-25
41	11236	PAWAN KUMAR	18-Jul-88	SCDRC	UR		APAR -13/12/23-31/03/24, 2024-25
42	11237	NIRMAL	08-Jun-79	DCO (PM-UDAY)	SC		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
43	11244	MANI SHANKAR PANDEY	20-Dec-89	I&FC	UR		APAR- 31/10/24-31/03/25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
44	11248	SHEETAL	27-Dec-85	GTBH	UR		APAR -2024-25
45	11249	VIJAY TOMAR	10-Oct-87	DSW	UR	DSCST	INTEGRITY CERTIFICATE REQUIRED FROM DSCST
46	11260	ASHA	07-Jan-79	CEO	SC		APAR- 01/04/22-06/09/22, 06/06/23-31/03/24, 2024-25
47	11266	PARVEEN KUMAR DAHIYA	04-Jun-79	DSW	SC		APAR -11/10/22-31/03/23
48	11269	SAURABH	20-Jul-87	SVBPH	SC		APAR -2023-24, 2024-25
49	11270	HARI KRISHAN	04-Jul-81	EXC	SC		APAR -2024-25

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
50	11271	JYOTI SHAMMI	27-Mar-83	EDN	SC		APAR -2024-25
51	11284	LATA	18-Nov-83	EDN	SC		APAR -11/09/20-31/03/21
52	11285	REETU BANDRESH	14-Dec-83	TTE	UR		APAR -2022-23
53	11288	POONAM	05-Feb-85	UDEV	SC		APAR-01/10/20-31/10/20
54	11291	MANISHA	03-Nov-87	GTBH	SC		APAR- 18/08/23-31/03/24, 2024-25
55	11292	DEEPAK KUMAR	01-Jan-88	DCO	UR		APAR 01/04/22-12/07/22, 01/04/23-31/01/24, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
56	11294	PRAMOD KUMAR	17-Jul-78	SER	SC		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
57	11306	AARTI	13-Aug-83	EDN	SC/PH		APAR -2022-23 TO 2024-25
58	11309	PRIYANKA	10-Feb-85	ENV	SC		NAME MISMATCH AS PER SENIORITY LIST
59	11313	AVANISH KUMAR	14-Apr-86	EDN	SC		APAR 01/04/24-11/08/24,
60	11314	PRAMOD	03-Jun-86	EDN	UR		APAR -25/07/24-31/03/25
61	11316	MADHU	29-Sep-86	DCO	UR		APAR -2024-25
62	11317	KUNDAN	13-Jan-87	BRSMCH	SC		APAR -01/04/20-31/07/20, 01/04/22-12/04/22
63	11321	DEEPAK	26-Sep-87	CEO	SC		APAR -01/04/22-12/07/22, PROFORMA (ANNEXURE-C)
64	11324	AVDHESH	01-Oct-88	DT&T	UR	MHA (I4C)	APAR -01/04/22-1/08/22, 01/04/23-03/01/24,
65	11330	RAVI KUMAR	10-Jun-80	PCA	UR		APAR/ NRC- 05/03/24-31/03/24
66	11332A	PERVEEN KUMAR	20-Apr-78	PAO	SC		APAR -2020-21 TO 2021-22, 01/04/24-31/12/24
67	11333	PRAGYA SHRI GAUTAM	19-Jul-78	DT&T	SC		APAR- 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
68	11338	LAXMI RANI	02-May-88	DCO	SC		DOB MISMATCH IN HQ VIGILANCE
69	11339	VINOD KUMAR	20-Dec-78	DT&T	SC		APAR -2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
70	11341	CHANDER PRABHA	10-Nov-81	EDN	UR		APAR- 2023-24
71	11342	ASHISH KUMAR YADAV	24-Jun-82	EXC	UR		APAR -2021-22, 2024-25
72	11346	SANDEEP MAHAVRA	07-Apr-86	SER	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
73	11350	AMIT DABAS	02-Mar-90	EDN	UR		APAR- 01/04/24-17/09/24
74	11352	NAVEEN KUMAR	09-Mar-80	DCO	SC		APAR -09/08/24-11/12/24
75	11353	RAJEEV KUMAR	23-Dec-82	GTBH	SC		APAR -01/04/24-05/09/24,
76	11354	KARUNA KUMARI	24-Jan-86	AAAH	SC		APAR -2024-25
77	11358	KAPIL ROHILLA	03-Oct-88	EXC	UR		APAR -01/04/24-19/12/24
78	11371	VIKAS KUMAR	20-Jun-80	SER	SC	DIV FROM EDN	APAR -2023-24 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
79	11375	AMINA ANSARI	08-Feb-83	DCO	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
80	11383	REKHA	02-Jun-86	COOP	SC		APAR -2023-24, 2024-25
81	11385	YOGESH KUMAR	12-Dec-87	CEO	UR		APAR -29/12/22-31/03/23, 01/04/23-07/06/23
82	11386	OM PRAKASH	29-Jan-80	LNH	SC	MHA (I4C)	APAR -2024-25
83	11392	JAGDISH	10-Aug-87	W&M	UR		APAR -01/04/24-30/12/24
84	11393	SUNNY	20-Apr-90	DT&T	UR		APAR- 01/04/20-07/08/20, 01/06/21-08/03/22
85	11394	RAKESH KUMAR	01-Jul-76	CJAIL	SC		APAR -01/04/24-05/12/24
86	11396	SUNIL	04-Feb-80	EDN	SC		APAR -2021-22
87	11397	KAVITA KUMARI	10-May-80	DCO	UR		APAR- 14/09/22-08/01/23, 01/04/23-07/02/24, 2024-25,
88	11407	CHETAN	14-Feb-86	GAD	UR	CMO	APAR- 17/07/23-31/03/24
89	11408	ANJANA	15-Jun-86	GAD	SC		APAR/ NRC -25/03/25-31/03/25
90	11413	SATISH DAHIYA	05-Dec-88	EDN	UR		INTEGRITY CERTIFICATE (ANNEXURE-B)
91	11417	SEEMA	06-Dec-84	F&S	UR		APAR -01/04/22-12/07/22, 2023-24, 2024/25
92	11430	KIRAN PAL	17-Jul-80	GTBH	UR		APAR- 2024-25
93	11432	BIJENDER KUMAR	11-Nov-81	LAB	UR		APAR -01/04/20-10/08/20,

SL. NO	SNTY. NO.	NAME	D.O.B	PRESENT DEPARTMENT	CAT.	DIVERTED TO	DOCUMENTS STILL AWAITED
94	11443	NITASHA KUMARI	01-Jan-90	I&FC	UR		APAR -2024-25
95	11444	GEETA KHARI	17-May-83	NCJH	UR		APAR -2021-22 TO 2024-25, ANNEXURE-C
96	11445	PANKAJ YADAV	23-Apr-86	EDN	UR		APAR- 25/07/24-31/03/25
97	11451	GAURAV KUMAR	11-Jan-82	EXC	UR		APAR -01/04/20-21/10/20
98	11460	ANIL KUMAR	05-Jul-82	EDN	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
99	11463	DINESH KUMAR	02-Aug-79	DCO	UR		APAR -2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
100	11464	AMIT KUMAR	11-Aug-85	EDN	UR		IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
101	11476	NEELAM	02-Jun-77	CJAIL	UR		APAR -2022-23 TO 2024-25,

SL.NO	Kanungo Seniority Nos	NAME	DATE OF BIRTH	PRESENT DEPARTMENT	Cat.	DOCUMENTS AWAITED
1	K-164	AMIT KUMAR YADAV	15.03.1976	REVENUE	UR	APAR 2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)
2	K-165	SATYA PAL	05.03.1968	REVENUE	UR	APAR 2020-21 TO 2024-25, IC/VC (ANNEXURE-B) AND PROFORMA (ANNEXURE-C)