

**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**

Reminder **I**

No.F.55/25/2024/S-I/2760-2764

Dated: 23/09/2024

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,

In continuation to this department's letter No.F.55/25/2024/S-I/2497-2501 dated 28.08.2024, I am directed to inform you that this Department has initiated the process to fill up the vacant posts of Grade-I (DASS) from eligible Grade-II (DSS) officials from Seniority No.9814 to 9912. The list of Grade-II (DSS) officials, as per **Annexure 'A'** is enclosed with the request that **Integrity Certificate, Vigilance Clearance Report and Annual Performance Appraisal Reports** for the last five years period **from 2018-19 to 2022-23** may be made available to this department in respect of the officials presently posted in your department, after verifying the details from their service records.

A separate list of the Grade-II (DSS) officials in **Annexure 'C'**, whose cases were deferred / placed in sealed cover by the earlier DPC / Screening Committee, is also enclosed with the request that the requisite service particulars in respect of these officials, presently posted in your department, may also be made available to this department.

The requisite documents/information in respect of the officials mentioned in **Annexure-'A' & 'C'** may be made available to Services-I Branch strictly in the prescribed proforma i.e. **Annexure 'B'** at the earliest to facilitate assessment of their suitability for promotion to Grade-I (DASS).

**The requisite APARs in respect of the officials mentioned in Annexure 'A' & Annexure 'C' be made available to the Deputy Secretary, Services-IV Branch, Services Department, 5<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi at the earliest.**  
In case the requisite APARs have not been written, a non-reporting certificate / non-availability certificate, as the case may be, along with all the available APARs may kindly be furnished to this department.

Further, the Integrity Certificate / Vigilance Clearance Certificate & duly filled in proforma as per **Annexure 'B'** may be made available to Deputy Secretary (Services), Services-I Branch.

It is also requested that all the HoD(s) concerned shall provide Vigilance Clearance strictly in accordance with GoI, DoPT OMs No.22034/4/2012-Estt.(D) dated 02.11.2012 in respect of the officials mentioned in **Annexure 'A' & Annexure 'C'** for assessing their suitability for promotion to Grade-I (DSS).

If any of the official(s) as per **Annexure-'A' & 'C'** has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, the detail(s) may be brought to the notice of Services-I Branch with service particulars of the official(s), for appropriate action.

It is also requested that if the name of any eligible Grade-II (DSS) official from Seniority No. 9814 to 9912 has been inadvertently left out in the enclosed list, his/her particulars may be furnished to Services-I Branch duly certified from Service Book of the concerned official, so that their suitability for promotion to Grade-I (DASS) may also be assessed, if otherwise eligible.

It may be strictly noted that only those Grade-II (DSS) officials will be assessed for their suitability for promotion to Grade-I (DSS) whose record is made available by the concerned Department and in case any Grade-II official is not assessed / is not considered due to non-furnishing of requisite documents/papers/information, the responsibility shall lie only with the concerned Department. **Further, in case, requisite information/documents has/have already been furnished, they may ignore it.**

This may be treated as **MOST URGENT** and necessary documents may kindly be furnished to this department at the earliest.

Yours faithfully,

Encls: Annexure-'A', 'B' & 'C'.



(Amitabh Joshi)

Dy. Secretary/Consultant (Services)

No.F.55/25/2024/S-I/ 2760-2764

Dated: 23/09/2024

**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 prepare and furnish the grading chart in respect of officials as mentioned in Annexure 'A' & 'C' and furnish a duly certified (each page) grading chart of APARs for placing the same before Departmental Promotion Committee.
3. The Section Officer, Services-II Branch, Services Department with the request to provide the present status of eligible Grade-II (DSS) officials as per Annexure 'A' & 'C'.
4. The Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, with the request to upload this letter along with Annexure 'A', 'B' & 'C' on the website of Services Department for wide circulation.



(Amitabh Joshi)

Dy. Secretary/Consultant (Services)



## ANNEXURE-A

Sl. No.	Snty. No.	SAL	NAME OF THE OFFICIAL (Sh./Smt./Ms.)	DOB	PRESENT DEPT	DIV/DEP	PH	REMARKS2
1	H8808	MS	SARABJEET KAUR	27-05-70	UD			AMENDMENT IN DOB VIDE ORDER DATED 21.05.23 ISSUED BY S-IV
2	H9814	SHRI	M.S. JAKHAR	01-07-58				RETIRED AS PER DOB FROM DCO
3	H9815	SHRI	DHARMENDER KUMAR	16-08-66	DT&T			
4	H9816	SHRI	HARDAYAL SINGH	02-03-58				RETIRED AS PER DOB FROM F&S
5	H9817	SHRI	SURINDER KUMAR RANGA	30-10-58				RETIRED AS PER DOB FROM EDN
6	H9818	SHRI	RAJ BIR SINGH	02-10-58				RETIRED AS PER DOB FROM GBPEC
7	H9819	MS.	ANJU MIGLANI	29-04-73	EDN			
8	H9820	SHRI	PRAVEEN KUMAR	10-09-71	CJAIL			
9	H9821	MS.	TARUNA	21-05-68	DCO			
10	H9822	SHRI	KULDEEP SINGH	18-05-69	PANCH			
11	H9823	MS.	NEELAM	18-09-69	EDN			
12	H9824	MS.	SUNITA RANI	21-06-69	BSAMC			
13	H9825	SHRI	VIJAY KUMAR RAWAT	27-04-70	F&S	SDCRDC		
14	H9826	MS.	SHASHI BALA	19-09-70	EDN			
15	H9827	SHRI	DALIP KUMAR TANWAR	04-12-70	F&S	SDCRDC		
16	H9828	MS.	ANITA	11-01-66	EDN			
17	H9829	SHRI	HAKIM RAI	05-01-68	DCO			
18	H9830	SHRI	KRISHAN KUMAR	05-01-68	EXCIS			
19	H9831	MS.	MEENA DHANWARIA	18-04-70	EDN			
20	H9832	SHRI	BALWAN SINGH	07-03-71	BMH			
21	H9833	SHRI	VINOD KUMAR	05-12-66	COOP			
22	H9834	SHRI	PRATAP SINGH	21-01-67	EDN			
23	H9835	SHRI	BHOOP SINGH	08-03-67	EDN			
24	H9836	SHRI	KAILASH CHAND	05-02-63				RETIRED AS PER DOB.
25	H9837	SHRI	BHOOP SINGH	06-09-58				RETIRED AS PER DOB DSW.
26	H9838	SHRI	RAKESH KUMAR-II	05-01-70	F&S	SDCRDC		
27	H9839	SHRI	RAKESH KUMAR	01-02-76	CEO			
28	H9840	SHRI	VIR SINGH	05-12-66	L&B			
29	H9841	SHRI	KAMAL PREET SINGH	30-12-75	W&M			
30	H9842	SHRI	PARVEEN KUMAR	13-02-76	PLG			
31	H9843	SHRI	VINOD KUMAR	08-05-60				RETIRED AS PER DOB FROM CHITF.
32	H9844	SHRI	MANOJ KUMAR	09-12-74	IT			
33	H9845	SHRI	SURESH KUMAR	07-12-70	ARCHI			
34	H9846	SHRI	VINAY KUMAR SHANKAR	05-10-71	DT&T			
35	H9847	SHRI	RAJ KISHORE SINGH	13-10-63				RETIRED AS PER DOB.
36	H9848	SHRI	AJAY MISHRA	06-09-68	IND			
37	H9849	MS.	SUNITI SINGH	08-05-67	L&B			
38	H9850	MS.	RASHMI KAPOOR	17-02-61				RETIRED AS PER DOB FROM DFW.
39	H9851	MS.	NEERU ARORA	28-06-67	W&M			
40	H9852	SHRI	YUDHVIR SINGH	01-05-69	PLG			
41	H9853	SHRI	VIDYA SAGAR	20-02-62				EXPIRED ON 12/11/19
42	H9854	MS.	R. ANITA	07-08-66				VRS VIDE ORDER NO. 54 DATED 11/12/23 W.E.F. 09/01/24.
43	H9855	SHRI	SOMIT CHATERJI	27-04-69	DSCST			
44	H9856	SHRI	ROHIT KUMAR	21-10-60				RETIRED AS PER DOB FROM IT
45	H9857	SHRI	ANIL KUMAR	13-04-61				RETD. AS PER DOB FROM SRHN
46	H9858	SHRI	DURGA SAHAY	24-11-60				RETIRED AS PER DOB FROM CEO.



Sl. No.	Snty. No.	SAL	NAME OF THE OFFICIAL (Sh./Smt./Ms.)	DOB	PRESENT DEPT	DIV/DEP	PH	REMARKS2
47	H9859	SHRI	RAJINDER SINGH	01-05-66	W&M			
48	H9860	SHRI	SUNIL KUMAR SHARMA	16-08-69	F&S			
49	H9861	SHRI	SUNIL KUMAR SRIVASTAVA	16-04-60				RETIRED AS PER DOB H&FW.
50	H9862	MS.	MEERA YADAV	01-07-61				RETD AS PER DOB.
51	H9863	MS.	AMITA SUD	30-04-69	COA			
52	H9864	MS.	KAMALJEET KAUR	14-05-66				EXPIRED ON 07/12/20
53	H9865	SHRI	OM DUTT SHARMA	16-06-66	DCO			
54	H9866	SHRI	T.S.RAWAT	04-06-65	EDN			
55	H9867	SHRI	VIJAY MEHTA	29-07-65	F&S	SDCRDC		
56	H9868	SHRI	ANUJ KUMAR YADAV	01-05-64				RETD. AS PER DOB
57	H9869	SHRI	SUNIL KUMAR	05-06-65	UD(DLB)			
58	H9870	MS.	SUNITA CHAWLA	19-06-65	EDN			
59	H9871	SHRI	SANJEEV KUMAR	02-02-71	LGSEC			
60	H9872	SHRI	JAI BHAGWAN	23-09-72	EDN			
61	H9873	SHRI	DAYA CHAND SHARMA	01-07-71	F&S			
62	H9874	SHRI	SANDEEP MALIK	28-07-70	UDEV			
63	H9875	SHRI	A.K.SHARMA	07-02-70	EXCIS			
64	H9876	MS.	SATNAM KAUR	17-03-70	EDN			
65	H9877	SHRI	SHAILENDER PUN	03-07-71	DFS			
66	H9878	MS.	RASHWANI KOHLI	28-02-72	L&B			
67	H9879	MS.	POONAM NAYAR	15-08-72	DCO			
68	H9880	MS.	RENU CHOPRA	31-08-72	DCO			
69	H9881	SHRI	PREM SINGH	30-08-67	CEO			
70	H9882	SHRI	VIKAS KUMAR	10-10-70	EDN			
71	H9883	MS.	KAVITA SHARMA	01-05-72	LAB			
72	H9884	SHRI	ASHOK BANSAL	05-01-73	EDN	DIV. IN DDC		
73	H9885	SHRI	DHIRAJ KUMAR MALIK	16-05-69	DCO			
74	H9886	MS.	VEENA PAL	29-01-71				
75	H9887	MS.	SNEH LATA GOYAL	22-12-71	GTBH			EXPIRED ON 27/04/21
76	H9888	MS.	SUNITA SACHDEVA	23-03-72	EDN			
77	H9889	SHRI	DHARMENDRA SHARMA	23-07-72	DCO			
78	H9890	MS.	NEELAM CHANDNA	10-08-59				
79	H9891	MS.	DHANWANTI	10-05-58				RETIRED AS PER DOB FROM NCC.
80	H9892	MS.	GEETA KUKREJA	18-05-72	DCO			RETIRED AS PER DOB FROM TTE.
81	H9893	SHRI	DEVENDER DABAS	18-08-73	SGMH			
82	H9894	SHRI	SUDERSHAN KUMAR	26-12-66	CEO			
83	H9895	SHRI	KANHAYA LAL SHARMA	01-07-58				
84	H9896	SHRI	SURESH KUMAR RAJPUT	01-09-66	AAAH			RETIRED AS PER DOB FROM L&B.
85	H9897	MS.	PUSHPA DHOON	02-07-60				
86	H9898	MS.	SUNITA GROVER	15-04-62				RETIRED AS PER DOB FROM NCC.
87	H9899	SHRI	NARESH KUMAR	02-01-68	GBPH			RETIRED AS PER DOB.
88	H9900	SHRI	SATYA PRAKASH TYAGI	25-10-60				
89	H9901	SHRI	VIJENDER KUMAR	19-03-61				RETIRED AS PER DOB FROM LOK
90	H9902	MS.	SUNITA	17-06-69	DT&T			RETIRED AS PER DOB FROM GTBH.

Sl. No.	Snty. No.	SAL	NAME OF THE OFFICIAL (Sh./Smt./Ms.)	DOB	PRESENT DEPT	DIV/DEP	PH	REMARKS2
91	H9903	SHRI	RAKESH KUMAR	13-07-70	PAO	DIV. IN O/o FINANCIAL COMM.		
92	H9904	SHRI	RAJESH KUKREJA	14-11-86	UDEV			
93	H9905	MS.	PROMILA	01-04-72	ENV			
94	H9906	MS.	GEETA	04-07-70	EXCIS			EXPIRED ON 08/10/18
95	H9907	SHRI	BRIJ MOHAN PANDEY	06-01-74				
96	H9908	SHRI	RAKESH KUMAR	10-03-74	CEO			
97	H9909	MS.	MEENU MEHAN	22-05-73	CEO			
98	H9910	SHRI	KAMAL JOSHI	15-03-66	IND			
99	H9911	SHRI	YELLAPPA H.	20-04-71	EDN	DIV. IN GGSGH	(VH) PH	
100	H9912	MS.	JALWATI SINGH	11-05-75	NCC		(VH) PH	

**PROFORMA**

1	Name of the official (Sh/Smt/Miss)	:	
2	Date of birth	:	
3	Seniority No. in Grade-II (DASS)	:	
4	Category (UR/SC/ST)	:	
5	Educational Qualification	:	
6	Present Department (with date of joining)	:	
7	Whether Integrity Certified (Yes/No)	:	
8	Whether any vigilance case is pending/contemplated against the official (Yes/No), if yes, details thereof.	:	
9	Whether any Chargesheet is issued under CCS (CCA) Rules, 1965 (Yes/No), if yes, details thereof.	:	
10	Whether any penalty is an operation/imposed (Yes/No), if yes, details thereof.	:	
11	(i) Whether any criminal case is pending, (ii) Whether Chargesheet submitted in the court against the official (Yes/No)	:	
12	Details of previous Departments since entry in to Government Service:-		
	Sl. No.	Department	Post Held
	1.		
	2.		
	3.		
	4.		
	5.		
13	Present Residential Address	:	
14	Contact Number/Mobile Number/	:	
15	Any other information	:	

(Signature of Head of Office with seal)

I have read the particulars filled in the above proforma. All the necessary information with regards to promotion to the post of Grade-I (DSS) is provided and nothing has been concealed therefrom.

(Signature)

Name:- \_\_\_\_\_

[ASO/official being considered for promotion to the post of Grade-I (DSS)]



## Annexure-C

## LIST OF DEFERRED / SEALED COVER IN RESPECT OF GRADE-II (DASS)

Sl. No.	SNTY	NAME	DOB	DEPARTMENT	Remarks
1	H4437	SHIV CHARAN MEENA	12-08-67	WNK	-
2	H4584	VIKAS	05-04-69	WNK	-
3	H5939	KUMAR MANOJ	05-09-72	WNK	-
4	H6008	R.K. MEENA	15-01-68	F&S	-
5	H6555A	PRAVEEN SHARMA	13-01-74	DMC	-
6	H7563	RAVINDER	18-05-81	EMP	-
7	H7566	RAKESH KUMAR	05-01-82	EDN	-
8	H8114	MUNISH KUMAR	15-02-68	EDN	-
9	H8125	AMRIT PAL SINGH	15-03-70	EDN	-
10	H8261	BEG RAJ	31-03-65	EDN	-
11	H8832	PARAMJEET KAUR	15-01-67	PLG	-
12	H8970	ARUN CHABBRA	21-04-65	F&S	-
13	H9070	RAN SINGH	27-07-68	L&B	-
14	H9393	SEEMA KAPOOR	02-09-68	EDN	-
15	H9632A	SURENDER SINGH NEGI	21-09-65	EDN	-
16	H9759	SURESH KUMAR	04-02-68	EDN	-
17	H9412A	PRITAM SINGH	29-07-79	EDN	PH