

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.55/10/2025/S-1/3239-3242

Dated: 03/11/2025

To

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

**Sub: Supplementary / Review DPC of Grade-II (DSS) officials for consideration of their promotion to Grade-I (DSS) on regular basis - reg.**

Madam/Sir,

In continuation to this department letter of even no. dated 13.10.2025 and consequent upon assignment of new seniority numbers to the following Grade-II (DSS) officials vide Services-IV Branch OM dated 13.10.2025, the Cadre Controlling Authority has allowed to call the documents (IC/VC/Proforma) of these Grade-II (DSS) officials for their promotion to the post of Grade-I (DSS):

| Sl. No. | Snty. No. | Name                 | DOB        | Present Department | Category | Remarks |
|---------|-----------|----------------------|------------|--------------------|----------|---------|
| 1       | H10294A   | Vijender Kumar Saini | 27.05.1971 | F&S                | UR       |         |
| 2       | H10294B   | Pankaj Kumar         | 17.11.1972 | Services           | UR       |         |
| 3       | H10294C   | Preeti Malik         | 25.05.1973 | I&FC               | UR       |         |
| 4       | H10294D   | Anil Kumar           | 02.02.1969 | Education          | UR       |         |

The requisite documents/information in respect of the above mentioned officials **may be made available to Services-I Branch strictly in the prescribed proforma i.e. Annexure 'B' duly signed & verified by HOO and official concerned** at the earliest to facilitate assessment of their suitability for promotion to Grade-I (DSS). The **Annual Performance Appraisal Report for the last 05 years period from 2018-19 to 2022-23 with additional APAR of 2023-24** are also required to assess the suitability of the officials for their promotion. In case of left out cases of previous DPC, vigilance clearance/no penalty certificate for promotion as on date of notional promotion may also be provided in addition to Annexure 'B'.

**The requisite APARs in respect of the officials mentioned above be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi at the earliest.** In case the requisite APARs has not been written, a non-reporting certificate / non-availability certificate 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 OM No.22034/4/2012-Estt.(D) dated 02.11.2012 issued by DoPT, Govt. of India, strictly as per Annexure 'BB' in respect of the Grade-II (DSS) officials mentioned above for assessing their suitability for promotion to the post of Grade-I (DSS).**

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 records are made available by the concerned Department and in case any Grade-II (DSS) 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.

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

Encls: Annexure 'B' & 'BB'.

Yours faithfully,

(Bhairab Dutt)

Dy. Secretary (Services)

No.F.55/10/2025/S-I/3239-3242

Dated: 03/11/2025

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

1. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the APARs in respect of Grade-II (DSS) officials as mentioned above and furnish a duly certified (each page) grading chart of APARs for placing the same before Departmental Promotion Committee.
2. The Section Officer, Seniority Cell, Services Department with the request to go through the letter and apprise this branch immediately, if any, discrepancy found regarding seniority/sub category (SC/ST/PwBD etc.).
3. The Section Officer (Coordination), Services Department, Govt. of NCT of Delhi, with the request to upload this letter along with Annexure 'B' & 'BB' on the website of Services Department for wide circulation.

(Bhairab Dutt)

Dy. Secretary (Services)



**PROFORMA****ANNEXURE - B**

|    |  |            |           |
|----|--|------------|-----------|
| 1  | Name of the official (in Capital letters)<br>(Sh./Smt./Ms.)  | :          |           |
| 2  | Date of Birth  | :          |           |
| 3  | Seniority No. in Grade-II (DSS)  | :          |           |
| 4  | Category (UR/SC/ST)  | :          |           |
| 5  | Whether official belongs to PwBD category, if yes, please mention sub-category   | :          |           |
| 6  | Educational Qualification  | :          |           |
| 7  | Present Department<br>(with date of joining)   | :          |           |
| 8  | Whether Integrity Certified<br>(Yes/No)  | :          |           |
| 9  | Whether any vigilance case is pending/contemplated against the official (Yes/No), if yes, details thereof.   | :          |           |
| 10 | Whether any Chargesheet is issued under CCS (CCA) Rules, 1965 (Yes/No), if yes, details thereof.   | :          |           |
| 11 | Whether any penalty is an operation/imposed (Yes/No), if yes, details thereof.   | :          |           |
| 12 | (i) Whether any criminal case is pending against the official (Yes/No), if yes, details thereof<br><br>(ii) Whether Chargesheet submitted in the said case in the Court against the official (Yes/No), if yes, details thereof | :          |           |
| 13 | Details of previous Departments since entry in to Government Service:-   |            |           |
|    | Sl. No.  | Department | Post Held |
|    | 1.   |            |           |
|    | 2.   |            |           |
|    | 3.   |            |           |
|    | 4.   |            |           |
| 14 | Present Residential Address  | :          |           |
| 15 | Mobile Number & Email address  | :          |           |
| 16 | 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:-\_\_\_\_\_

Employee ID/Paypin:-\_\_\_\_\_

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

**VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt..... (DoB: ..... ) Grade-II (DSS) who is to be considered for promotion to the post of Grade-I (DSS), 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 & 02/11/2012 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.**

**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt..... (DoB:.....) Grade-II (DSS) who is to be considered for promotion to the post of Grade-I (DSS) 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**