

**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.4/18/2025/S-II/ 2040-45

Dated: 16/12/2025

To

1) The Secretary-Cum-
Commissioner
Food, Supplies And
Consumer Affairs, K-
Block, Vikas Bhawan,
New Delhi - 110002

2) The Secretary-Cum-
Commissioner,
Deptt. Of Development,
5/9, Under Hill Road,
Delhi - 110054

3) The Director
Dte Of Education,
Old Secretariat,
Delhi- 110054

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

Madam/Sir,

Kindly refer to this department's letter of even number dated 28/11/2025 wherein it was requested to send the information i.e. Proforma (Annexure A), Integrity Certificate & Vigilance Clearance Report (Annexure B), Type Test Report and Annual Performance Assessment Reports for the period 2019-20 to 2023-24 & additional APAR 2024-25 in respect of 05 eligible Grade-IV (GNCTDSS)/Jr. Assistant officials in respect of eligible officials, as per the details given below:-

S. No.	Snty. No.	Present Deptt.	Name of the official Sh./Smt./Ms.	DOB	CAT.
1	19581	EDN (Div in DPCC)	MAMTA	05/02/79	UR
2	19582	EDN	SUKSAIN	07/07/76	UR
3	19583	EDN	RAJNI	01/09/73	SC
4	19584	DEV	SUMITRA DEVI	30/08/76	UR
5	19585	F&S (Div in GUREL)	GIRISH KUMAR GUPTA	12/11/90	UR

However, despite best of efforts put in by the Services Department, the requisite information/documents in respect of the officials, are yet to be received from the department concerned.

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 05 days positively so as to finalize the cases of promotion. It may be ensured that the content of the letter may be brought to the notice of official concerned.

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 details

mentioned in the above table viz., Name/DOB, etc. 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.

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 within **05 days** of issue of this letter.

Yours faithfully,

Encl: As above.

No.F.4/18/2025/S-II/ 2040-45
Copy to :


(Rajesh Sachdeva)
Dy. Secretary (Services)
Dated: 16/12/2025

1. 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 mentioned above and provide the same to Services-II Branch when the meeting of DPC is convened.
2. The Section Officer, ACP Cell, Services Department with the request to forward the APAR folders (if any) in respect of the officials as mentioned above.
3. The Section Officer (Co-ordination) with the direction to upload the circular on the official website of Services Department.


(Rajesh Sachdeva)
Dy. Secretary (Services)

**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 Grade-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 official (Yes/No). If yes, details thereof	:		
13	Whether charge sheet submitted in the said case, in the 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 Grade-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.**