

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)

(Delhi Secretariat, 5th Level, A-Wing, I. P. Estate, New Delhi-02)

(<http://services.delhigovt.nic.in>)

No.F.4/18/2025/S-II/ 1982-89

Dated: 29/11/2025

To

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

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

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

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

Madam/Sir,

I am directed to inform that Services Department is initiating the process for promotion of eligible Grade-IV(GNCTDSS) officials to the post of Grade-III (GNCTDSS) on regular basis. It is, therefore, requested to provide the information **[strictly in the enclosed pro-forma (Annexure-'A' & 'B')]** 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

The requisite APARs for the period 2019-20 to 2023-24 and Addl. APAR for 2024-25 of the officials concerned should be made available to the Deputy Secretary-II (Services), Services-IV Branch, Services Department, 5th Level, B-wing, Delhi Secretariat, New Delhi. In case the requisite APARs have not been written, a non-reporting certificate / non-availability certificate along-with all the available APARs may kindly be sent to this department. Further, Proforma (Annexure 'A') & Integrity Certificate/Vigilance Clearance (Annexure 'B') may be made available to Deputy Secretary-III (Services), Services - II Branch.

It is requested to kindly ensure the following:

1. The Service Particulars in respect of the officials are complete in all aspects.
2. Integrity Certificate (IC) / Vigilance Clearance (VC) / Type Test Report must be forwarded along with prescribed pro-forma duly signed by individual and verified by HOO.
3. Attested copy of Report of passing of Type Test/ Type Test Exemption order in respect of the officials should be forwarded along with Service Particulars.

4. Copy of order of Disciplinary Proceeding/under suspension/removal from service in respect of official & penalty completion certificate, if any, may be forwarded along with Service Particulars.
5. Details of period, if any, to be treated as non-qualifying service for the purpose of pension.
6. It may be ensured that the contents of the letter may be brought to the notice of official concerned working in your department.

In case, any of the said official is not working in your department a certificate in this regard may be given to this department.

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, GoI (As per Annexure 'B') in respect of the officials being considered for promotion.**

If any of the official(s) mentioned above has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, the necessary information may be provided to this department with service particulars of the official, so that further correspondence can be made as and when required.

It is also requested that if the name of any eligible Grade-IV (GNCTDSS)/Jr. Assistant official has not been included in the above table, his/her particulars duly certified from Service Book of the concerned official may be provided to this department, so that they may also be considered, if otherwise eligible.

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 rest with the concerned Department.

This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to this department within 10 days.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: Annexure 'A' & 'B'

[Signature]
28.11.25

(Jitendra Kumar Arora)

Deputy Secretary (Services)

Dated: 28/11/2025

No.F.4/18/2025/S-II/1982-89

Copy to: -

1. The Chairman, Delhi Pollution Control Committee, GNTD 4th & 5th Floor, Kashmere Gate, Delhi - 110054
2. The Director, Dte. of Gurudwara Election, F-Block, Vikas Bhawan, I. P. Estate New Delhi - 110002
3. 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 and provide the same to Services-II.
4. The Section Officer (Co-ordination) with the request to upload the letter on the official website of Services Department.
5. Section Officer (S-III), Services Department for information.

[Signature]
28.11.25

(Jitendra Kumar Arora)

Deputy 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.**