

**MOST URGENT**  
**REMINDER - II**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT : SERVICES-II BRANCH**  
**DELHI SECRETARIAT : 5<sup>TH</sup> LEVEL : 'A' WING**  
**I.P. ESTATE : NEW DELHI – 110002**  
**<http://services.delhigovt.nic.in> ::: Phone : 011-23392238**

No.F.3(1)/7/2024/S-II/ 1983-89

Dated : 25/10/2024

To

All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs  
Government of NCT of Delhi,  
Delhi/New Delhi.

Sub: **Preparation of panel for promotion of Grade-III (GNCTDSS) officials appointed on promotion on 01/01/2017 under UR category & promotion of Left Out Cases of previous DPCs to the post of Grade-II (GNCTDSS) on regular basis – regarding.**

Madam/Sir,

Kindly refer to this department's letter of even number dated 23/07/2024 & subsequent reminder-I dated 10/10/2024 wherein it was intimated that this Department is considering the cases of Grade-III(GNCTDSS) under UR category having **Snty. No. from 10739 to 10957** for their promotion to the post of Grade-II (GNCTDSS) on regular basis and it was requested to send the information i.e. Integrity Certificate & Vigilance Clearance Report (as per **Annexure 'C'**), Proforma as **Annexure 'D'** and Annual Performance Assessment Reports for the last five years (from 2017-18 to 2021-22) in respect of eligible Grade-III (GNCTDSS) officials presently posted in your department, after verifying the details from their service records. However, the requisite information/document(s) is/are still awaited in respect of a number of eligible Grade-III(GNCTDSS) officials as per **Annexure-'A'**(copy enclosed).

In this regard, I am directed to request you to send the requisite documents in respect of the above mentioned officials to the Services Department within 07 days of issue of this letter positively so that vacant posts can be filled up considering it as a **Final Reminder**. Further, in case, requisite information/document(s) has/have already been furnished, this may be ignored.

It may be noted that only those officials will be considered whose records are 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 may kindly be treated as **MOST URGENT/TIME BOUND** and necessary documents may be sent to this department within 07 days of issue of this letter.

Yours faithfully,



**(ITI AGARWAL)**

**Dy. Secretary (Services)**

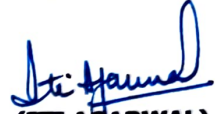
Encl : As above

No.F.3(1)/7/2024/S-II/ 1983-89

Dated : 25/10/2024

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 provide the requisite APARs of the officials mentioned in the Annexure-A, if available with them.
3. The Section Officer (ACP Cell), with the request to provide the requisite APARs of the officials mentioned in the Annexure-A, if available with them.
4. 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.
5. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to take up the matter with the concerned departments/officials for furnishing the requisite documents within 07 days of issue of this letter.

  
(ITI AGARWAL)

Dy. Secretary (Services)

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

S. NO.	PRESENT DEPTT.	DIV/ DEPU.	NAME	DOB	USNTY	CAT	REMARKS
1	F&S	SCDRC	N.K.PASWAN	12-07-1965	U9926	SC	VC(HQ) FROM F&S/APAR 17-18 TO 21-22
2	IND		ANUJ KHANNA	20-10-1973	U9434A	UR	APAR 04/18-11/18
3	TTE		NEERAJ KUMAR	01-05-1978	U9498	UR	PROFORMA/IC/VC/PENALTY COMPLETION CERTIFICATE/APAR 17-18 TO 21-22
4	DCO		PAWAN KUMAR	15-03-1985	U10746	UR	APAR 21-22
5	GAD		ANIL KUMAR	05-04-1984	U10748	UR	APAR 21-22
6	DCO/EDN		RONIT	31-01-1987	U10750	UR	PROFORMA/IC/VC/APAR 17-18 TO 21-22
7	MMMH		ISHWAR CHAND	09-09-1982	U10753	UR	APAR 21-22
8	W&M		RAJESH BHARDWAJ	20-02-1986	U10755	UR	APAR 21-22
9	EDN		KAPIL KUMAR	13-05-1987	U10761	UR	PROFORMA/IC/VC/APAR 17-18 TO 21-22
10	EDN	DDRS	PRASOON YADAV	28-11-1979	U10774	UR	PENALTY WITHDRAWAL ORDER DT 12/08/24 & ANNEXURE-C SIGNED BY HOO
11	EDN		SUMAN PRASAD SINGH	26-10-1979	U10782	UR	ANNEXURE-C SIGNED BY HOO
12	COOP/CEO		JITENDRA KUMAR	28-02-1986	U10787	UR	PROFORMA/IC/VC
13	DT&T		RANJAN KUMAR	22-01-1985	U10788	UR	APAR 04/05/21 TO 02/22
14	DSSSB		RITESH NARAYAN	25-01-1982	U10789	UR	APAR 21/06/21-15/08/21
15	EDN		GOVIND KUMAR CHOUDHARY	02-12-1980	U10795	UR	APAR 04/21-09/06/21
16	DEV		ANANT KUMAR JHA	02-02-1983	U10797	UR	APAR 29/01/19 - 03/19, 19-20, 20-21, 04/21-01/11/21
17	EXCIS		ASHWANI KUMAR MANN	04-12-1984	U10805	UR	APAR 18-19, 19-20, 20-21, 21-22
18	EDN		PRAVEEN KUMAR	01-04-1987	U10807	UR	APAR 04/18 - 12/18,
19	TPT		SAVIN SEHRAWAT	18-07-1987	U10811	UR	APAR-17-18 TO 21-22
20	L&J		MUKESH KUMAR	20-03-1980	U10821	UR	APAR 04/20-11/20
21	EDN	DELHI SPORTS UNIVERSITY	PRADEEP KHATRI	17-07-1988	U10823	UR	PROFORMA/IC/VC
22	EDN		HARISH KUMAR	06-01-1978	U10824	UR	APAR 21-22
23	CEO		VIRENDER KUMAR	21-08-1984	U10830	UR	PROFORMA/APAR 17-18 TO 21-22
24	SER		PARVEEN KUMAR RANA	30-03-1979	U10834	UR	APAR 04/21-08/21
25	W&M		VIKAS DAHIYA	20-07-1980	U10847	UR	APAR 21-22
26	AUDIT		ARVIND KUMAR	21-07-1980	U10864	UR	APAR 21-22

S. NO.	PRESENT DEPTT.	DIV/ DEPU.	NAME	DOB	USNTY	CAT	REMARKS
27	CJAIL		RAVINDER KUMAR	26-06-1981	U10871	UR	APAR 21-22
28	DCO		NAVEEN KHARB	20-06-1982	U10877	UR	PROFORMA/IC/VC
29	PAO		SANDEEP KUMAR	01-05-1982	U10883	UR	APAR 2021-22
30	EDN	DOV	RAVI DUTT	18-11-1983	U10886	UR	PROFORMA/IC/VC/APAR 21-22
31	EDN		KULDEEP	07-11-1984	U10923	UR	STATUS OF INITIATION OF DP VIDE DCO, DISTT(N-W) LETTER DT 11/03/22 & APAR 17-18 TO 21-22
32	EDN	DIV. IN MIN.(H& FW)	PRADEEP	27-03-1977	U10937	UR	PROFORMA/IC/VC
33	BMH		SONU PRAKASH	02-03-1988	U10944	UR	APAR 09/02/21-31/03/21, 04/12/21-31/03/22
34	EDN		SALONI	05-04-1987	U10947	UR	PROFORMA/IC/VC/APAR 21-22
35	EDN		VIMAL CHOUDHARY	24-02-1985	U10951	UR	PROFORMA/IC/VC
36	DSW		PRAVEEN KUMAR	10-03-1984	U10952	UR	PROFORMA/IC/VC/APAR 21-22
37	DT&T		MANOJ KUMAR	28-04-1978	U10954	UR	APAR 20-21 TO 21-22