

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: SERVICES - I BRANCH
5th LEVEL, B - WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110 002

No.F.55/10/2025/S-I/3107-3110

Dated: 12/10/2025

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,

I am directed to inform you that this Department has initiated process to fill up the vacant posts of Grade-I (DSS) vide this department letter of even no. dated 29.04.2025 and promotion order in respect of 404 Grade-II (DSS) officials to the post of Grade-I (DSS) has already been issued vide this department promotion order No. 243 dated 28.06.2025.

Owing to creation of new posts in Grade-I (DSS) in Dte. of Education, GNCT of Delhi, the Competent Authority has decided to convene a supplementary/review DPC for filling up of vacant posts of Grade-I (DSS) among the eligible Grade-II (DSS) officials' of 2019 batch and other Grade-II (DSS) officials whose cases were deferred / retained in sealed cover in previous DPCs.

For the above purpose, this department has already received the IC/VC/proforma at the time of DPC held on 27.06.2025 in reference to this department's letter of even no. dated 29.04.2025 and subsequent reminder dated 30.05.2025 & 17.06.2025 in respect of the officials who have been accorded one time relaxation to the tune of maximum one year in qualifying service by the Competent Authority. However, the documents of some Grade-II (DSS) officials who have not been granted one time relaxation in qualifying service have not been called in the previous DPC. Now, the Competent Authority has directed to call the documents i.e. IC/VC/proforma in respect of these Grade-II (DSS) officials also and Grade-II (DSS) officials whose case were deferred/sealed cover in previous DPCs.

This department has prepared a chart, and the concerned HoDs are requested to direct the concerned officers/officials to check the vigilance/integrity status of these Grade-II (DSS) officials and if there is any change in their vigilance/integrity status the same may be informed to Services Department immediately.

The requisite documents/information in respect of the remaining officials mentioned in Annexure-'A' & 'C' 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 & 2024-25 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 in Annexure 'A' & Annexure 'C' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5th 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 in Annexure 'A' & Annexure 'C' for assessing their suitability for promotion to the post of 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 has not been included 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 (DSS) 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 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.

Yours faithfully,

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

(Bhairab Dutt)

Dy. Secretary (Services)

No.F.55/10/2025/S-I/3107-3110

Dated: 13/10/2025

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 in Annexure 'A' & 'C' 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 (Annexure 'A' & 'C') 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 'A', 'B', & 'C' on the website of Services Department for wide circulation.

(Bhairab Dutt)

Dy. Secretary (Services)

LIST OF GRADE-II (DSS) OFFICIALS FOR CONSIDERATION OF PROMOTION TO THE POST OF GRADE-I (DSS)

ANNEXURE-A

SL. NO.	SNTY	SAL	NAME	DOB	CAT	PRESENT DEPT.	IC	VC	REMARKS
1	H8832	MS.	PARAMJEET KAUR	15-01-67	UR	CEO (Div. from EDN)	CERTIFIED	CLEAR	
2	H10048	SHRI	AJAY KUMAR	01-08-91	UR	EDN	CERTIFIED	CLEAR	
3	H10222A	SHRI	DINESH KUMAR	18-09-86	UR	REHAB	Not received	Not received	
4	H10309	SHRI	NIRANJAN KUMAR	17-04-88	UR	DSSSB	Not received	Not received	
5	H10312	SHRI	AKSHAY KUMAR SHARMA	29-01-91	UR	DT&T	CERTIFIED	CLEAR	
6	H10318	SHRI	SAGAR SINGH DANGI	09-02-86	UR	EDN	CERTIFIED	CLEAR	
7	H10321	SHRI	KRISHAN KUMAR	15-07-89	UR	GAD	CERTIFIED	CLEAR	
8	H10324	SHRI	JITESH TIWARI	02-03-90	UR	EDN	CERTIFIED	CLEAR	
9	H10326A	SHRI	VIKAS DAGAR	04-03-91	UR	F&S	CERTIFIED	CLEAR	The earlier Seniority Number 10487 assigned vide letter dated 31.07.2024 stands deleted
10	H10327	SHRI	SACHIN YADAV	25-12-91	UR	H&FW (SHA) (Div. from EDN)	CERTIFIED	CLEAR	
11	H10330	SHRI	PANKAJ	31-12-91	UR	UDEV	CERTIFIED	CLEAR	
12	H10333	SHRI	SHREYAS SINGH	12-11-87	UR	LAB	CERTIFIED	CLEAR	
13	H10336	SHRI	SANDEEP KUMAR	05-12-90	UR	DCO	CERTIFIED	CLEAR	Proforma unsigned
14	H10339	SHRI	SUNNY DALAL	03-04-91	UR	DCO	Not received	Not received	
15	H10342	MS.	MONIKA TANWAR	02-02-93	UR	EDN	CERTIFIED	CLEAR	
16	H10345	SHRI	DEVENDER GOYAT	12-01-87	UR	CSO (Div. from GAD)	CERTIFIED	CLEAR	
17	H10351	SHRI	NITIN RANA	18-09-90	UR	F&S	Not received	Not received	
18	H10354	SHRI	AMIT KUMAR	10-08-88	UR	DCO	Not received	Not received	
19	H10357	MS.	REKHA NEGI	08-07-90	UR	F&S	Not received	Not received	
20	H10360	SHRI	AMIT RAJAIN	27-12-90	UR	DCO	CERTIFIED	CLEAR	
21	H10363	SHRI	ABHISHEK KUMAR JHA	25-02-92	UR	COOP	Not received	Not received	
22	H10366	SHRI	RAJDEEP MALIK	12-11-88	UR	SCDRC	CERTIFIED	CLEAR	
23	H10369	MS.	DIVYA MALIK	19-01-90	UR	F&S	Not received	Not received	



SL. NO.	SNTY	SAL	NAME	DOB	CAT	PRESENT DEPT.	IC	VC	REMARKS
24	H10372	SHRI	PIYUSH SHARMA	13-03-90	UR	Services (Div. from AUD)	Not received	Not received	
25	H10375	SHRI	ANKIT KUMAR	13-03-90	UR	F&S	Not received	Not received	
26	H10378	SHRI	ROSHAN KUMAR	01-09-91	UR	F&S	Not received	Not received	
27	H10381	SHRI	SONU TIWARI	19-01-92	UR	F&S	Not received	Not received	
28	H10384	SHRI	AMAN KUMAR TIWARI	23-03-90	UR	F&S	Not received	Not received	
29	H10385	SHRI	ARVIND KUMAR	21-04-91	UR	DT&T	CERTIFIED	CLEAR	
30	H10387	SHRI	SUDHIR DALAL	01-04-88	UR	GAD / F&S	CERTIFIED	CLEAR	
31	H10388	SHRI	RAJESH SEHRAWAT	10-06-91	UR	EDN	Not received	Not received	
32	H10389	SHRI	ANIL TUSHIR	07-06-82	UR	SCDRC	No	Not Clear	Current vigilance status may be furnished
33	H10390	SHRI	MANISH KHARB	01-06-92	UR	EDN	CERTIFIED	CLEAR	
34	H10391	SHRI	ROHIT SHOKEEN	21-04-89	UR	EDN	CERTIFIED	CLEAR	
35	H10392	SHRI	SUNIL KUMAR CHAUHAN	25-01-90	UR	LGSEC	CERTIFIED	CLEAR	
36	H10393	SHRI	AJAY RANA	31-01-91	UR	DCO	CERTIFIED	CLEAR	
37	H10395	SHRI	SANJEEV KUMAR	07-08-90	UR	EDN (Div. in Gurdwara Election)	CERTIFIED	CLEAR	
38	H10397	SHRI	VINAY	20-12-91	UR	UDEV	CERTIFIED	CLEAR	
39	H10398	SHRI	SANDEEP KUMAR	12-07-86	UR	FSD (Div. from EDN)	Not received	Not received	
40	H10399	SHRI	SUMIT SEHRAWAT	28-09-89	UR	LAB	CERTIFIED	CLEAR	
41	H10400	SHRI	NITIN LOHCHAB	13-02-90	UR	CEO	CERTIFIED	CLEAR	
42	H10401	SHRI	VIKAS YADAV	12-11-90	UR	DCO	CERTIFIED	CLEAR	
43	H10402	SHRI	SERVESH GOSWAMI	27-12-89	UR	DCO	CERTIFIED	CLEAR	
44	H10403	SHRI	PARVEEN DABAS	15-04-90	UR	FSL (Div. in Gurdwara Election)	CERTIFIED	CLEAR	
45	H10404	SHRI	NIKKY SHOKEEN	15-08-90	UR	PANCH	CERTIFIED	CLEAR	
46	H10405	SHRI	IMRAN	10-10-90	UR	DEV	CERTIFIED	CLEAR	
47	H10406	SHRI	RAUNAK RAI RANA	01-01-91	UR	Services (Div. from EDN)	CERTIFIED	CLEAR	
48	H10407	SHRI	AMIT KUMAR YADAV	01-01-91	UR	LGSEC	CERTIFIED	CLEAR	

SL. NO.	SNTY	SAL	NAME	DOB	CAT	PRESENT DEPT.	IC	VC	REMARKS
49	H10409	SHRI	ATUL BHATRIYA	10-02-92	UR	DCO	CERTIFIED	CLEAR	Name correction order from Seniority Cell is required
50	H10410	SHRI	JITENDER KUMAR	28-06-85	UR	FSL	CERTIFIED	CLEAR	
51	H10410A	SHRI	ASHISH RANA	11-07-86	UR	DT&T	Not received	Not received	The earlier Seniority Number 10489 assigned vide letter dated 31.07.2024 stands deleted. The Seniority Number is assigned subject to the final result of the pending criminal proceedings in FIR No. 461/18 u/s 498-A/406/34/377IPC.
52	H10411	SHRI	AMIT KUMAR	17-10-89	UR	DT&T	CERTIFIED	NOT CLEAR	Current vigilance status may be furnished
53	H10412	SHRI	SAURABH	05-01-90	UR	UDEV	CERTIFIED	CLEAR	
54	H10413	SHRI	SUMIT	30-10-90	UR	LOK	CERTIFIED	CLEAR	
55	H10414	SHRI	NITIN TOMAR	01-04-90	UR	DCSK (Div. from DSCST)	CERTIFIED	CLEAR	
56	H10415	SHRI	NAVEEN	17-01-93	UR	H&FW	CERTIFIED	CLEAR	
57	H10417	SHRI	RAJAT YADAV	17-01-91	UR	EDN	Not received	Not received	
58	H10418	SHRI	NAVEEN MATHUR	06-01-92	UR	AUD	CERTIFIED	CLEAR	
59	H10421	MS.	PRIYANKA GAUTAM	17-01-91	UR	EDN	CERTIFIED	CLEAR	
60	H10422	MS.	POOJA VERMA	30-10-91	UR	F&S	Not received	Not received	
61	H10424	SHRI	AKSHYA	05-10-85	UR	DCO	Not received	Not received	
62	H10425	SHRI	PANKAJ MATHUR	31-12-90	UR	F&S	Not received	Not received	
63	H10426	SHRI	ARUN RANA	25-03-91	UR	COOP	Not received	Not received	
64	H10433	SHRI	NAVEEN	03-10-90	UR	DSCST	CERTIFIED	CLEAR	
65	H10438	SHRI	VIJAY RAI	16-11-86	UR	COOP	CERTIFIED	CLEAR	
66	H10455	SHRI	PRANESH GAUTAM SINGH	27-06-89	SC	SGMH	CERTIFIED	CLEAR	
67	H10456	SHRI	VINAY KUMAR	02-06-87	SC	DT&T	CERTIFIED	CLEAR	
68	H10457	SHRI	VIJAY KANT ANAND	04-12-82	SC	DCO	CERTIFIED	CLEAR	
69	H10458	SHRI	RAHUL	14-09-86	SC	EDN	CERTIFIED	CLEAR	
70	H10459	SHRI	SUNNY	05-12-87	SC	RESIGN	-----	-----	RESIGN
71	H10461	SHRI	KAMAL RATHORE	12-09-90	SC	PAO	CERTIFIED	CLEAR	
72	H10462	SHRI	RISHABH KUMAR	30-10-90	SC	F&S	CERTIFIED	CLEAR	

SL NO.	SNTY	SAL	NAME	DOB	CAT	PRESENT DEPT.	IC	VC	REMARKS
73	H10463	SHRI	ABHISHANT	04-04-92	SC	DCO	CERTIFIED	CLEAR	
74	H10464	SHRI	LALIT KUMAR	17-11-87	SC	EDN	CERTIFIED	CLEAR	
75	H10465	SHRI	LESHANT SINGH	09-09-90	SC	DIP (Div. from EDN)	CERTIFIED	CLEAR	
76	H10467	SHRI	PREETAM KUMAR	06-07-92	SC	GAD	CERTIFIED	CLEAR	
77	H10469	SHRI	GAURAV CHAUHAN	28-11-87	SC	BSAMC	CERTIFIED	CLEAR	
78	H10471	SHRI	MUKESH KUMAR	05-11-87	SC	EDN	CERTIFIED	CLEAR	
79	H10472	MS.	RITU CHAUHAN	04-12-88	SC	F&S	Not received	Not received	
80	H10473	SHRI	PANKAJ KUMAR	24-10-89	SC	F&S	Not received	Not received	
81	H10477	SHRI	BRAHM PRAKASH	19-11-89	SC	DCO	Not received	Not received	
82	H10478	SHRI	SANDEEP KUMAR	01-05-81	UR	W&M	CERTIFIED	CLEAR	
83	H10479	SHRI	MEENA VARUN KUMAR	28-12-85	ST	RESIGN	-----	-----	RESIGN
84	H10480	SHRI	HANSRAJ MEENA	26-07-90	ST	F&S	Not received	Not received	
85	H10481	SHRI	VINOD KUMAR	04-03-75	UR	W&M	CERTIFIED	NOT CLEAR	Current vigilance status may be furnished
86	H10482	SHRI	HARISH	07-07-79	UR	H&FW (Div. from PAO)	CERTIFIED	CLEAR	
87	H10483	SHRI	MITHILESH KUMAR MISHRA	21-05-81	UR	DCO	Not received	Not received	
88	H10484	SHRI	SANDEEP YADAV	09-12-85	UR	CFORE	CERTIFIED	CLEAR	
89	H10487	Seniority Stands deleted vide S-IV OM dated 13.10.2025							
90	H10488	SHRI	VIKAS	17-03-88	UR	COOP	Not eligible for promotion		
91	H10489	Seniority Stands deleted vide S-IV OM dated 13.10.2025							

PROFORMA

1	Name of the official (in Capital letters) (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 (with date of joining)	:	
8	Whether Integrity Certified (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 (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

LIST OF LEFT OUT/ DEFERRED/SEALED COVER CASES

ANNEXURE-C

Sl. No.	Snty.	Name	DOB	Department	Category	Remarks
1	H4437	SHIV CHARAN MEENA	12-08-67	WNK	ST	
2	H4584	VIKAS	05-04-69	WNK	UR	
3	H5939	KUMAR MANOJ	05-09-72	WNK	UR	
4	H6008	R.K. MEENA	15-01-68	EDN	ST	
5	H7563	RAVINDER	18-05-81	EDN / EMP	UR	
6	H7566	RAKESH KUMAR	05-01-82	EDN	UR	
7	H9719A	KRISHAN LAL	02-08-68	CEO	UR	
8	H9759	SURESH KUMAR	04-02-68	EDN	UR	
9	H9865	OM DUTT SHARMA	16-06-66	REV	UR	
10	9910A	ATTAR SINGH	30-11-65	BRSMCH (Div. from EDN)	UR	New snty assigned vide OM dt. 02.09.2025
11	H9941	JAGBIR SINGH	29-12-74	CEO	UR	
12	H9953	SHIBU CHHABRA	26-05-70	CEO	UR	
13	H10067	KALPANA ANKUSH NIMJE	16-11-69	CEO	ST	
14	H10088	JAGDISH SINGH	10-10-67	EDN	UR	Sealed Cover
15	H10152	SATYAVRAT BHARGAVA	26-01-70	EXCISE	UR	
16	H10165	SACHIN SOLANKI	08-07-91	EXCISE	UR	
17	H10166	RAM SINGH BISHT	19-12-68	EDN	UR	
18	H10173	VIJAY PAL KHATRI	01-12-72	PGC (Div. from EDN)	UR	
19	H10182	IRKA KHURANA / BHASIN	11-08-74	BSAH	UR	
20	H10235	JASVINDER SINGH	17-06-70	TTE (Div. from EDN)	UR	
21	H10254	SUNEELA RAJPAL	15-02-72	I&FC	UR	
22	H10259	JAIDEEP SEN GUPTA	22-06-70	EDN	UR	
23	H10320	BINDU BALA	25-05-71	GBPH	SC	
24	H10335	DHARMENDRA SINGH	30-06-77	CMO (Div. from DHS)	SC	
25	H10338	VIKAS NAMDEORAO GADPAL	14-09-71	LNH	SC	
26	H10346	NEETU JAMS	25-04-74	W&CD	UR / PH (VH)	
27	H10353	ANJU RANI	03-08-74	EDN	SC	
28	H10359	MAHARAJ RAM	01-07-68	CEO	ST	
29	H10419	SANJEEV SINGLA	10-01-80	REV	UR / PH (OH)	
30	H10476	GAHLOT KUMAR MEENA	20-07-84	EDN	ST	