

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/123-124

Dated: 13/01/2026

To

The Registrar
Registrar of Cooperative Societies
Government of NCT of Delhi
New Delhi.

Sub: Review DPC of Grade-II (DSS) official for consideration of his promotion to Grade-I (DSS) on regular basis - reg.

Sir,

Consequent upon assignment of revision of seniority number to the following Grade-II (DSS) official vide Services-IV Branch OM dated 24.11.2025, the Cadre Controlling Authority has allowed to call the document i.e. IC/VC/Proforma of the Grade-II (DSS) official for his promotion to the post of Grade-I (DSS):

Sl. No.	Snty. No.	Name	DOB	Present Department	Category	Remarks
1	H10387A	Vikas	17.03.1988	RCS	UR	The earlier Seniority Number 10488 assigned vide letter dated 31.07.2024 to Shri Vikas stands deleted.

The requisite documents/information in respect of the above-mentioned official 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 2019-20 to 2023-24 with additional APAR of 2024-25 are also required to assess the suitability of the official for his 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 official mentioned above 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 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) official mentioned above for assessing his suitability for promotion to the post of Grade-I (DSS).

It may be strictly noted that the above-mentioned Grade-II (DSS) official will be assessed for his suitability for promotion to Grade-I (DSS), if the record is made available by the concerned Department and in case above-mentioned 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/123-124

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

1. 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)

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**

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)]