

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.4/10/2021/S-II/ 3064-3073

Dated: 15/12/21

To

The Head of the Departments,

(List enclosed)
Govt. of NCT of Delhi,
Delhi/New Delhi.

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

Sir/Madam,

I am directed to inform that Department Promotion Committee to consider promotion of eligible Grade-IV (DASS) officials to the post of Grade-III (DASS) is going to be convened shortly. It is, therefore, requested to provide the information (in the enclosed pro-forma (Annexure-'B' & 'C') in respect of eligible officials, as per list enclosed (Annexure 'A'), working in your Department along-with APARs for the period 2015-16 to 2019-20 immediately. If any APAR for the above period is not available, a non-availability certificate may please be issued and any five available APARs (five years since his/her initial appointment) may be forwarded for placing before the DPC.

While furnishing the information in respect of the eligible officials, it may kindly be ensured that no person senior to these officials is left out. It is also pointed out that if some senior officials are left out from promotion due to non-furnishing of the information by the department, the responsibility of their non-promotion will be entirely of the concerned department.

Further, the following instructions may be followed strictly:-

- 1 It may be ensured that the Service Particulars in respect of the officials are complete in all aspects.
- 2 IC/VC/TTR must be forwarded along with prescribed pro-forma and duly signed by HOO.
- 3 Attested copy 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.



Contd...

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) (as per list enclosed as Annexure 'A') 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 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 21 days.

Yours faithfully,


Encl: Annexure 'A', 'B' & 'C'


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.4/10/2021/S-II/ 3064-3073
Copy to: -

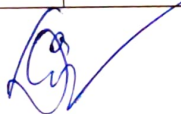
Dated: 15/12/21

1. Section Officer, Services Branch IV, Govt. of NCT of Delhi, 7th Level, Delhi Secretariat, Delhi, with the request to forward the requisite APARs in respect of officials mentioned in the list at the earliest.
2. The Section Officer (Co-ordination) with the direction to upload the circular on the official website of Services Department.


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

LIST OF GRADE-IV (DASS) OFFICIALS

S. No.	Present Deptt.	Snty. No.	Name of the official Sh./Smt./Ms.	DOB	Category
1.	GTBH	17109	RASHI	24/12/86	
2.	TPT	17110	DEEPIKA	13/07/90	SC
3.	CEO	17111	SUDESH RANI	28/08/85	
4.	RESIGNED	17112	KAMLESH DHOKWAL	02/09/64	
5.	DT&T	17113	ASHA MURALI RAO	01/04/65	
6.	DT&T	17114	MEENA	15/06/62	SC
7.	EXCISE	17115	KHUSHBOO	19/05/87	
8.	GAD	17116	PARDEEP KUMAR	07/02/84	ST
9.	LAS	17117	HEM LATA	07/08/71	
10.	LAS	17118	SANGEETA SHARMA	08/10/92	
11.	DIP	17119	CHANDERA	15/11/73	
12.	GAD	17120	PRAMOD	25/03/87	
13.	EDN	17121	URMILA PANDEY	02/01/71	



INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt..... Grade-IV (DASS) who is to be considered for promotion to the post of Grade-III (DASS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Signature of H.O.O./
Controlling Authority
Name & Designation / Seal

VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt..... Grade-IV (DASS) who is to be considered for promotion to the post of Grade-III (DASS), 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 H.O.O./
Controlling Authority
Name & Designation / Seal

*In case the official is not clear from the vigilance angle, then the details of the case shall be provided.

ANNEXURE-C

**PROMOTION TO THE POST OF GRADE-III (DASS)
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1.	Name of the official (in Capital Letters)	:	
2.	Date of Birth	:	
3.	Seniority No.	:	
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/Police case is pending/ Contemplated against the official (Yes/No). If yes, details thereof (Enclose copy of the Order)	:	
11.	Whether any charge sheet is 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 pending 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	:	
16.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	
	Name of the Departments	From (DD/MM/YYYY)	To (DD/MM/YYYY)
17.	Present Residential address	:	
18.	Telephone/Mobile Number	:	
19.	Any other information if relevant	:	

(Signature of Head of the Office)
Name of HOO with seal