

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH II
(Delhi Secretariat, 5th Level, A-Wing, I.P.Estate, New Delhi)
(http://services.delhi.gov.in)

No.F.4/15/2015/S-II/1580-83

Dated: 23/7/21

CIRCULAR

Sub: **Unilaterally surrendering / relieving the officials of DASS / Stenographer Cadre (including those on deputations) to Services Department on various grounds viz., services of the officials/officers are no more required, administrative reasons etc., without any justification**

Ref: **Services Department's circular no. F.4/4/2017/S-II/263-275 dated 23/01/2017.**

Services Department with the approval of Chief Secretary, Delhi had issued the above cited circular (copy enclosed). In this regard, it has been observed that some departments are still unilaterally surrendering the officials of DASS / Stenographer Cadre to Services Department on various grounds viz. administrative reasons without any justification.

In view of the above, the undersigned is directed to request all the concerned to observe the instructions specified in the circular dated 23/01/2017.

Encl.: As above.

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

All HoDs concerned, Government of NCT of Delhi/New Delhi.

No.F.4/15/2015/S-II/1580-83

Dated: 23/7/21

Copy forwarded for information and further necessary action to:-

1. PA to Secretary (Services), Services Department, 7th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
2. All Section Officers of Services Department, GNCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. Section Officers (Co-ordination), Services Department with the request to upload this circular on the website of Services Department.
4. Guard file.

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT**

(Delhi Secretariat, 7th Level: A-Wing, I.P. Estate, New Delhi)
(<http://services.delhigovt.nic.in>)

No. F-4/4/2017/S-II/263-275

Dated: 23-01-2017

CIRCULAR

In the recent past, it has come to the notice of Services Department that various Departments/Agencies of GNCTD are unilaterally surrendering/relieving the officials of DASS/Stenographer Cadre (including those on deputation) to Services Department on various grounds viz., services of the officials/officers are no more required, administrative reasons etc., without any justification.

2. Attention of the Departments/Agencies of GNCTD is invited to the terms of Allocation of Business Rules, 1993, wherein service matters including transfer/posting of officers/officials of DASS/Stenographer Cadre come under the purview of the Services Department. As such, officers/officials belonging to DASS/Stenographer Cadre cannot be surrendered or relieved without the formal orders of the Services Department.

3. If any Department/Agency of GNCTD is of the view that an officer/official is not performing his/her duties diligently or his/her conduct is found not satisfactory, the Department/Agency shall immediately initiate or recommend appropriate departmental action under the relevant provisions of Conduct Rules against the erring officers/official. After initiation of action against the officer/official, if the Department/Agency is of the view that the continuance of the said officer/official is against the interest of that Department/Agency, a proposal for transfer/posting of such officer/official in this regard with proper justification shall be submitted to Services Department through the Administrative Secretary concerned for further action.

4. If any Department/Agency of GNCTD resort to unilateral surrender of any officer/official in contravention of the aforesaid instructions, it shall be presumed that there is no requirement of staff posting of such category officer/official in the said Department/Agency in future and it would be deemed to be a surrender of official along-with the post.

5. The above instructions shall be strictly complied with. HoDs shall personally be held responsible for non-adherence of the above instructions and no substitute will be provided in future to the Department/Agency concerned against any unilateral surrender of officer/official by the Department/Agency.

6. This issues with the prior approval of the Chief Secretary, Delhi.

(Signature)
23/01/17
(ANOOP THAKUR)
DEPUTY SECRETARY (SERVICES)

All HODs concerned, Govt. of NCT of Delhi, Delhi / New Delhi.

No. F.4/4/2017/SII/263-275

Dated: 23.01.2017

Copy forwarded for information and further necessary action to:

1. The Staff Officer to Chief Secretary, Delhi, Govt. of NCT of Delhi, 5th Level, Delhi Secretariat, Delhi.
2. All Superintendent of Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
- ✓ 3. Superintendent (Co-ordination), Services Department, Govt. of NCT of Delhi, Delhi, with the request to upload this circular on the website of Services Department.
4. Guard file/Computer Assistant.

(Signature)
23/01/17
(ANOOP THAKUR)
DEPUTY SECRETARY (SERVICES)