

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT (ACP CELL)
A WING, 5TH LEVEL, DELHI SECRETARIAT
NEW DELHI-110002

F.3(2)/2025/NFSG(Notional)/Services/E-Office/I/117294/2025

Dated:06-11-2025

To,

The Head of Departments concerned,
Govt. of NCT of Delhi,
Delhi/New Delhi

Sub: Furnishing documents in respect of eligible Grade-III (DSS)/Senior Assistants for grant of NFSG-reg.

Madam/Sir,

I am directed to inform that following Grade III (DSS)/Senior Assistants are to be considered for grant of Non Functional Selection Grade in Level-6 of Pay Matrix (Corresponding to Grade Pay Rs. 4200/-) and documents as mentioned against each are required for processing their cases:

S.No.	Name of the official (Sh./Smt./Ms.)	DOB	Present Dept.	Tentative date of eligibility	Documents required
1	Rakesh Kumar Now Gr. II (DASS)	10.04.1971	EDN (Div. in Financial Commissioner)	01.01.2022	Proforma, ACR/APAR 2020-21
2	Surender Kumar, Retd.	08.11.1962	F&S	01.01.2022	Proforma, ACR/APAR 01.04.2016 to 31.12.16 & 2020-21
3	Rajbir Vats, Retd.	20.10.1963	DSW	01.01.2022	ACR/APAR 16-17 to 2020-21
4	Surinder Singh Negi Gr. I (DASS) Retd.	21.09.1965	EDN	22.06.2011	ACR/APAR 2006-07 to 10-11
5	Saseedharan M.N. Now Gr. II (DASS)	20.05.1968	EDN	22.06.2011	ACR/APAR 2006-07 to 2008-09
6	Saraswati Now Gr. II (DASS)	06.02.1966	EDN	01.01.2019	Proforma, ACR/APAR 2013-14
7	Kuldeep Singh	01.09.1966	L&B	22.06.2011	ACR/APAR 2006-07 to 2010-11
8	Sriniwas Rao Dwadasi Expired	28.03.1976	EDN	01.01.2017	ACR/APAR 2011-12 to 2015-16

9	Sriprakash Gr. II (DASS) , Retd.	07.03.1964	EDN	01.01.2017	Proforma, ACR/APAR 2015-16
10	Birender Singh Expired	29.06.1966	EDN	01.01.2022	ACR/APAR 2016-17 TO 2020-21
11	Satpal Singh, Retd.	19.08.1965	EDN	01.01.2022	ACR/APAR 21.10.2016 to 31.03.2017
12	Bhupinder Singh Now Gr. II (DASS)	19.08.1975	EDN (DIV. in DCPCR)	01.01.2022	ACR/APAR 2019-20, 2020-21
13	Jitender Kumar Now Gr. II (DASS)	09.06.1974	LGSEC/ EDN	01.01.2022	ACR/APAR 01.04.2016 to 19.10.2016, 12.10.2020 to 31.03.2021
14	Anurag Bhati	25.06.1985	EDN (DIV. NEDRC)	01.07.2023	ACR/APAR 2018-19 to 2022-23
15	Jal Singh, Retd.	01.01.1964	CEO	01.07.2023	ACR/APAR 2018-19 to 2022-23
16	Mohinder Lal Vats, Retd.	15.09.1955	EDN	01.01.2012	ACR/APAR 2008-09 TO 2010-11
17	Narender Dutt Now Gr. II (DASS)	18.03.1970	EDN	01.01.2014	ACR/APAR 2009-10 to 2013-14
18	Ajay Kumar	02.11.1987	DFS	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
19	Sumitra Devi	10.06.1982	L&B	01.01.2022	Proforma, ACR/APAR 2018-19 to 2022-23
20	Anil Kumar Singh, Retd.	27.07.1962	DCO	01.01.2022	Proforma, ACR/APAR 2018-19 to 2022-23
21	Anil Kumar	02.03.1978	SEC (Div. from F&S)	01.07.2015	Proforma, ACR/APAR 2018-19 to 2022-23
22	Dheeraj Kumar	05.10.1987	GAD	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
23	Vivek Yadav	02.05.1987	LNH	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
24	Prahlad Singh, Retd.	02.06.1965	UDEV	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
25	Pawan Kumar	04.04.1988	CJAIL	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
26	Dharmender Dagar	27.10.1987	NCJH	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
27	Anil	01.04.1987	GAD (PWD)	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
28	Arun Kumar	29.06.1987	DCO	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23

It is, therefore, requested to furnish the requisite information in respect of above officials on priority latest by 17.11.2025 so that their case for grant of NFSG may be processed further.

If any of the above mentioned officials has expired/resigned/removed from service or promoted/appointed to higher grade/post or transferred/sent on deputation to other department, then the necessary information may be provided to this department. If whereabouts of any

of these officials are not known, then the action being taken/already taken in such cases and orders, if any, passed in this regard by the Competent Authority may also be provided to this department. Service particulars of such officials may also be sent to this department so that further action in respect of Non Functional Selection Grade in such cases can be taken.

Yours faithfully,

Encl: Proforma

Digitally signed by
Jitendra Kumar Arora
Date: 06-11-2025
12:48:02
(Jitendra Kumar Arora)
Dy. Secretary (Services)

Copy to:

1. Section Officer (Coordination), Services Department with the request to upload this letter on the website of Services Department, Govt, of NCT of Delhi.
2. Section Officer (S-II/S-IV), Services Department with the request to forward the certified ACRs/APAR folders or grading chart in respect of the officials named in the list enclosed to SO (ACP Cell).

PROFORMA FOR VIGILANCE/INTEGRITY REPORT
FOR GRANT OF NON FUNCTIONAL SELECTION GRADE (NFSG)

1. Name of the official (in capital letters) :
2. Date of Birth :
3. Date of initial appointment on regular basis with Post and pay scale :
4. Date of promotion as Sr.Asstt./Gr.-III (DASS) :
5. Category (UR/SC/ST/OBC/PH) :
6. Whether integrity certified (YES/NO) :
7. Date of completion of 05 years approved service as Sr. Asstt./Gr. III (DASS) :
8. Period of non qualifying service, if any. (i.e. EOL on private affairs/Dies Non etc.) :
9. Whether MACP/ACP benefits is granted, if so, details thereof along with copy of relevant orders. :
- 10 **VIGILANCE STATUS AS ON DATE OF ELIGIBILITY** :
 - (i) Whether any vigilance case is pending/ contemplated against the official? (YES/NO). If yes, details thereof along with copy of relevant orders. :
 - (ii) Whether any charge sheet is issued under CCS(CCA) Rules 1965 ? (YES/NO). If yes, details thereof along with copy of relevant orders. :
 - (iii) Whether any penalty in operation/ imposed? (YES/NO). If yes, details thereof along with copy of relevant orders. :
 - (iv) Whether any criminal case is pending against the official? (YES/NO). If yes, details thereof along with copy of relevant orders. :
11. Any other information :
12. Office Phone No. & Mobile No. of official :

Signature of Head of Office:

Name of HOO with seal:

Department: