

REMINDER-I

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/126140

Dated: 05-01-2026

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 refer to this office letter of even no. dated 06-11-2025 (copy enclosed) vide which documents (service particulars/IC/VC/APAR) in respect of Grade III (DSS)/Senior Assistants who are to be considered for grant of Non Functional Selection Grade in Level-6 of Pay Matrix (Corresponding to Grade Pay Rs. 4200/-) were requisitioned for processing their cases.

In this connection, it is informed that documents in respect of following Grade III (DSS)/Senior Assistants is still awaited from your department:

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	08.11.1962	F&S	01.01.2022	Proforma, ACR/APAR 01.04.2016 to 31.12.16 & 2020-21
3	Rajbir Vats	20.10.1963	DSW	01.01.2022	ACR/APAR 2016-17 to 2020-21
4	Surinder Singh Negi Gr. I (DASS), Retd.	21.09.1965	EDN	22.06.2011	ACR/APAR 2006-07 to 2010-11

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	Srinivas 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 5.9.2016- 12.1.2017, 2018-19, 2019-20, 1.4.20- 15.8.20
11	Bhupinder Singh Now Gr. II (DASS)	19.08.1975	EDN (DIV. in DCPCR)	01.01.2022	ACR/APAR 2019-20, 2020-21
12	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
13	Anurag Bhati	25.06.1985	EDN (DIV. NEDRC)	01.07.2023	ACR/APAR 2018-19 to 2022-23
14	Jal Singh, Retd.	01.01.1964	CEO	01.07.2023	ACR/APAR 2018-19 to 2022-23
15	Mohinder Lal Vats, Retd.	15.09.1955	EDN	01.01.2012	ACR/APAR 2008-09 TO 2010-11
16	Narender Dutt Now Gr. II (DASS)	18.03.1970	EDN	01.01.2014	ACR/APAR 1.4.08- 30.9.08, 9.2.10- 31.3.10, 2010-11, 2011-12, 1.4.12- 22.9.12
17	Sumitra Devi	10.06.1982	L&B	01.01.2022	Proforma,

					ACR/APAR 2016-17 to 2020-21
18	Anil Kumar Singh, retd.	27.07.1962	DCO	01.01.2022	Proforma, ACR/APAR 2016-17 to 2020-21
19	Anil Kumar	02.03.1978	SEC (Div. from F&S)	01.07.2015	ACR/APAR 2010-11 to 2014-15
20	Vivek Yadav	02.05.1987	LNH	01.07.2023	Proforma, ACR/APAR 2019-20, 1.4.20- 10.8.20
21	Dharmender Dagar	27.10.1987	NCJH	01.07.2023	Proforma, ACR/APAR 2018-19 to 2022-23
22	Anil	01.04.1987	GAD (PWD)	01.07.2023	ACR/APAR 2018-19 to 2022-23

It is, therefore, again requested to furnish the requisite information in respect of above officials within 10 days of issue of this letter 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: As above


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).