

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT : SERVICES-II BRANCH**  
**DELHI SECRETARIAT : 5<sup>TH</sup> LEVEL : 'A' WING**  
**I.P. ESTATE : NEW DELHI - 110002**  
**<http://services.delhigovt.nic.in> ::: Phone : 011-23392238**

No.F.3(1)/(4)/2022/S.II/1552-56

Dated : 31/5/22

To

All concerned Principal Secretaries/Secretaries/HODs  
Government of NCT of Delhi,  
Delhi/New Delhi.

**Sub: Preparation of panel of Gr.III (DASS) officials under PwBD (Persons with Benchmark Disability) category for consideration of their promotion to the post of Gr.II (DASS) on regular basis**

Sir/Madam,

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Grade-II (DASS) from eligible Grade-III (DASS) officials under PwBD category. The list of such Grade-III (DASS) officials, as per Annexure 'A', is being enclosed with the request that the Integrity Certificate & Vigilance Clearance Report (as per Annexure 'B'), Proforma as Annexure 'C' and Annual Performance Assessment Reports for the last five years (from 2015-16 to 2019-20) in respect of the officials presently posted in your department, after verifying the details from their service records, may be made available to this department.

The requisite information **strictly in the prescribed proforma as per Annexure 'B' & 'C'** in respect of the officials mentioned in Annexure 'A' may be made available at the earliest to facilitate assessment of their suitability for promotion to the post of Grade-II (DASS).

The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi. 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 sent to this department. Further, IC/VC & Annexure 'C' proforma may be made available to Deputy Secretary (Services), Services-II Branch.

It is also requested that **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.**



Contd...

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** and necessary documents may be furnished to this department at the earliest.

Yours faithfully,

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



**(BHAIRAB DUTT)**  
**Deputy Secretary (Services)**

No.F.3(1)/(4)/2022/S.II/1552-56

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

1. The Deputy Secretary (Services-IV), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the ACRs/APARs in respect of the officials (as per list as Annexure 'A') and provide the same to Services-II Branch when the meeting of Departmental Promotion Committee is convened.
3. The Section Officer(Coordination), Services Department, GNCT of Delhi, with the request to upload this letter alongwith Annexure 'A', 'B' & 'C' on the website of Services Department for vide circulation.
4. The Section Officer (Monitoring Cell), Services Department, GNCT of Delhi, with the request to coordinate with the departments for timely submission of documents.



**(BHAIRAB DUTT)**  
**Deputy Secretary (Services)**

**ANNEXURE-A**

S. NO.	PRESENT DEPTT.	NAME	DOB	USNTY.	CATEGORY
1	LBSH	BHARAT SINGH YADAV	01/05/65	U10993	PH/VH
2	RETIRED	HARI DAS	07/07/58	U10994	PH/VH
3	TTE	BHAGAT SINGH SHARMA	07/02/68	U10996	PH/VH
4	PAO	VIJAY PAL	10/03/65	U11062	PH/OH/SC
5	EDN	AMAR SINGH	05/06/66	U11101	PH/VH/SC
6	AUDIT (ON DEPU IN AR DEPTT)	DEEPAK KUMAR	05/04/87	U11131	PH/OH
7	EDN	KULDEEP	01/08/81	U11145	PH/OH
8	RTRMH	ANITA	15/02/79	U11163	PH/OH
9	EDN	PARVEEN SHARMA	07/01/79	U11193	PH/OH
10	EDN	DIMPLE	06/01/83	U11228	PH/VH
11	GTBH	SHIVOM KUMAR	15/07/83	U11240	PH/OH
12	EDN	MAYA DEVI	31/10/83	U11254	PH/OH
13	GTBH	GAYA PRASAD	01/01/80	U11261	PH/OH
14	PAO	ANAND KUMAR PAL	01/01/86	U11263	PH/OH
15	EDN	JAI KARAN	25/05/85	U11267	PH/OH/SC
16	TTE	BALWANTI	06/08/73	U11276	PH/OH
17	EDN	MUKESH KUMAR	21/12/80	U11280	PH/OH
18	BSAH	SURESH KUMAR	26/02/81	U11281	PH/OH/SC
19	DHG	PANKAJ	25/01/83	U11388	PH/OH/SC
20	EDN	ANJALI	10/01/88	U11447	PH/VH/SC



**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt.....  
(DOB:.....) Grade-III (DASS) who is to be considered for promotion to the  
post of Grade-II (DASS) 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**

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**VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of  
Sh./Ms./Smt..... (DOB: ..... )Grade-III (DASS) who is to  
be considered for promotion to the post of Grade-II (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 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.**



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

1. Name of the official (in capital letters) :
2. Date of Birth :
3. Seniority No. in Gr.III (DASS)/Kanungo :
4. Qualification :
5. Category (Gen/SC/ST) :
6. PH Sub-Category :  
(VH/DD/Ortho)
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 charge sheet is issued :  
Under CCS(CCA) Rules, 1965 (Yes/No)  
If yes, details thereof
11. Whether any penalty in operation/imposed:  
(Yes/No) If yes, details thereof
12. (a) Whether any criminal case is pending :  
against the official (Yes/No). If yes,  
details thereof.  
  
(b). Whether charge sheet submitted in :  
the said case in the court against  
the official(Yes/No). if yes, detail thereof.
13. Previous Departments, since entry into  
Government Service (use separate sheet, if required)

S.No.	Departments	From (DD/MM/YY)	To (DD/MM/YY)
1.			
2.			
3.			

14. Present Residential address :
15. Telephone/Mobile Number :
16. E-mail address :
17. Any other information :

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