

MOST URGENT
IMMEDIATE ATTENTION
PROMOTION MATTER

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.4/3/2020/S-II/1539-48

Dated: 20/7/21

To

The Head of the Departments,

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

Sub: **Promotion to the post of Grade-III (DASS) -Left out cases-regarding.**

Sir/Madam,

Kindly refer to this department's letters dated 01/11/10, 03/12/10, 25/03/11, 28/02/12, 17/05/12, 04/07/12, 30/08/12, 02/01/13, 03/04/2013, 20/06/13, 21/01/14, 30/04/14, 27/08/14, 13/03/15, 31/08/15, 16/12/15, 26/02/16, 20/06/16, 07/07/17, 30/11/17, 11/09/18, 14/06/19, 17/09/19, 25/02/2020, 20/08/2020 & 29/01/2021 wherein it was requested to forward the Integrity Certificate, Vigilance Clearance Report, Type Test Report & Annual Confidential Reports of Grade-IV (DASS) officials for consideration of their promotion to the post of Grade-III (DASS).

However, despite best of efforts put in by the Services Department, the requisite information/documents in respect of the officials **as per list enclosed** are yet to be received from the department concerned.

As you are aware, that IC/VC/TTR & ACRs / APARs are the mandatory documents for assessing the suitability of an official for promotion. In the absence of requisite ACRs / APARs it has become a near impossible task for this department to consider the cases of officials for promotion.

Further, it is stated that the lapse/omission on the part of the Competent Authority in issuance of IC/VC in time has deprived otherwise eligible Grade-IV (DASS) from getting promotion to the next higher grade. As a result, this department is being flooded with RTI applications/litigations. Besides, providing of service particulars of an official is exclusively the subject matter of administrative department concerned and due to non-furnishing of the information by the department, the responsibility of non-promotion will be entirely of the concerned department.

The Competent Authority has viewed the above lapse of non furnishing of requisite documents by the officers concerned seriously and has desired that the above documents be furnished within 07 days to Services Department by the officer concerned failing which officers concerned will be held responsible for such serious lapse.

Contd..

It is, therefore, once again requested that the service particulars, as detailed in the list enclosed, may kindly be forwarded to this department **within 07 days** from the date of issue of this letter to enable this department to finalize the cases of promotion. It may be ensured that the content of the letter is brought to the notice of officials concerned.

Yours faithfully,



(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

Encl: As above.

No.F.4/3/2020/S-II/1539-48

Dated: 20/7/21

Copy for necessary action to: -

1. Section Officer, CR Cell / ACP Cell, Services Department, Govt. of NCT of Delhi, 7th Level, Delhi Secretariat, Delhi, with the request to provide the Grading Chart of ACRs /APARs in respect of official(s) as per list enclosed to this department 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 (LEFT OUT CASES)

S.No.	Present Deptt. as per S-III	Snty No	Name of Officials	DOB	CAT	Info/Doc Still awaited
1.	CEO	14831	TEJINDER GAHLAUT	01/08/68	UR	IC/VC/TTR/ACR- 08-09 to 12-13
2.	CEO	16795	RAJESH	31/08/84	UR	IC/VC/TTR
3.	CEO	16195	SUNIL PANWAR	15/03/86	UR	IC/VC/TTR/ACR-12-13 TO 15-16 VIG. STATUS
4.	COOP/DMC	10079	DALVINDER KAUR	11/08/66	UR	IC/VC/VIG. STATUS & ACR-2009-10
5.	COOP	16754	DHARMENDRA SINGH	15/04/82	SC	IC/VC/ACR-13-14 TO 17-18 & PENALTY COMPLETION CERTIFICATE
6.	DCO	15827	SURENDER KUMAR SHARMA	02/01/62	UR	IC/VC/TTR/ACR-10-11 TO 14-15
7.	DCO	15825	ANIL KUMAR SINGH	27/02/62	UR	IC/VC/TTR/ACR-10-11 TO 14-15
8.	DCO	11396	RAVINDRA KUMAR	05/05/62	SC	IC/VC/TTR ACR-92-93 TO 96-97
9.	DCO	15883	KISHAN PRASAD	13/05/63	UR	IC/VC/TTR/ACR-10-11 TO 14-15
10.	DCO/DRUGS	14709	NARESH KUMAR-I	10/03/65	UR	IC/VC/TTR ACR-10/04-03/05, 05-06 TO 08-09
11.	DCO	15036	OM PRAKASH	05/06/66	UR	IC/VC/TTR/ACR-2004-05 TO 08-09
12.	DCO	16407	DALBIR SINGH	02/04/67	SC	IC/VC/TTR/ACR-10/16-3/17
13.	DCO/GAD	16322	NAND KISHORE	04/01/68	UR	IC/VC/TTR/APAR-12-13 TO 16-17
14.	DCO	11553	MANDEEP SINGH	10/02/68	UR	IC/VC/TTR ACR-08-09, 09-10, 4/10-05/10/ Previous ACRs.
15.	DCO	11366	G.VENKATA REDDY	19/04/71	PH	IC/VC/TTR/ACR-10-11 to 14-15
16.	DCO	14327	BANWARI LAL KUMAWAT	01/06/71	UR	IC/VC/TTR & ACRs-2002-03 TO2006-07
17.	DCO	13745	ASHOK KUMAR	01/08/74	UR	IC/VC/TTR & decision of adverse remarks in ACRs-2003-04, 04-05, 04/05-08/05
18.	DCO	16155	SUNIL KUMAR	21/07/79	UR	IC/VC/TTR
19.	DCO/GAD	15479	MAYANK BAHADUR	16/11/80	UR	IC/VC/TTR & ACR-2009-10 TO 2013-14
20.	DCO/L&B	16543	NAVEEN KUMAR	26/08/82	SC	IC/VC/TTR/APAR-2012-13 TO 2016-17
21.	DCO	16545	RIMPI GOEL	24/08/84	UR	IC/VC/TTR/APAR-2012-13 TO 2016-17
22.	DCO	16556	ANIL	01/04/87	UR	IC/VC/TTR/APAR-2012-13 TO 2015-16, 1/4/16-1/8/16, 17/1/17-31/3/17

S.No.	Present Deptt. as per S-III	Snty No	Name of Officials	DOB	CAT	Info/Doc Still awaited
23.	DCO	16091	GAURAV GARG	25/05/82	UR	IC/VC/TTR/ACR-11-12 TO 15-16
24.	DCO	14996	SHEORAJ SINGH	31/01/63	UR	IC/VC/TTR/ACR-05-06 TO 08-09 & status of D.P.
25.	DCO	13835	HARI KUMAR G.	16/11/76	UR	IC/VC/TTR & ACRs-2002-03 TO 2006-07
26.	DEV	13397	TARUNA CHAND	17/02/71	UR	IC/VC/TTR & ACR-2001-02 TO 2005-06
27.	DHG	15815	DARSHANA DEVI	20/03/75	UR	IC/VC/TTR
28.	DSSSB	16825	PERVEEN KUMAR	20/04/78	SC	IC/VC/VIG. STATUS
29.	DSW	15826	LEKH RAJ	10/06/70	SC	IC/VC/TTR/ACR-10-11, 11-12, 1/4/14-2/12/14
30.	DT&T	09630	JASBIR KAUR	05/02/62	UR	IC/VC/TTR & ACRs 92-93, 94-95 to 96-97
31.	DT&T	09359	RAJESH KUMAR SHARMA	02/06/62	UR	IC/VC/TTR, ACR-95-96, 96-97
32.	DT&T	16425	VINOD KUMAR	20/05/66	UR	IC/VC/TTR
33.	DT&T	13308	NARENDER SINGH	04/08/72	UR	IC/VC/TTR & ACR-2001-02 TO 2005-06
34.	DT&T	13711	TILAK CHAND	10/04/77	UR	IC/VC/TTR & status of criminal case
35.	DT&T	14678	MUNISH MAAN	11/07/79	UR	IC/VC/TTR & ACR-2004-05 TO 08-09 & Status of Vig. Case
36.	EDN	12391	VINOD KUMAR	01/09/69	UR	IC/VC/TTR/ACRs-99-00 TO 03-04
37.	EDN	13723A	ARJUN SINGH	15/06/70	UR	IC/VC/TTR & ACR 09/03-12/03 TO 2006-07
38.	EDN	15254	GIAN PRAKASH	12/07/74	UR	IC/VC/TTR/ACR-08-09 to 12-13 & Vig. Case status
39.	EDN	12346	PROMILA MONGA SHARMA	02/09/70	UR	IC/VC/TTR/ACR-99-2000 & Decision of adverse remarks in ACR-2000-01 and decision of departmental proceedings.
40.	EDN	13789	ANINDITADEY	30/05/75	UR	IC/VC/TTR & ACRs-2013-14 TO 2017-18 Status of Vig. Case pending
41.	EDN	15524	SUDHANSHU KUMAR	09/12/78	UR	IC/VC/TTR/ACR-09-10 to 13-14
42.	EDN	15507	VISHAL SUMAN	09/02/81	UR	IC/VC/TTR/ACR-09-10 to 13-14
43.	EDN	16247	AMIT KUMAR	09/03/86	UR	IC/VC/TTR/ ACR-13-14 TO 17-18
44.	F&S	10451	MEENA MALHOTRA	02/05/63	UR	IC/VC/TTR/ACR-97-98, 98-99, 99-00, 4/00-7/01

S.No.	Present Deptt. as per S-III	Snty No	Name of Officials	DOB	CAT	Info/Doc Still awaited
45.	F&S	16458	BIJENDER KUMAR	04/07/64	SC	IC/VC/TTR/APAR-12-13 TO 16-17
46.	F&S	16412	NARENDRA SINGH	30/04/70	SC	IC/VC/TTR & ACR 09/14-03/15, 15-16, 16-17
47.	F&S	13000	RAJ BHUSHAN CHAUHAN	20/01/71	UR	IC/VC/TTR and Status of vig. Case pending.
48.	F&S	12913	SANJAY KUMAR DHANKHAR	08/01/72	UR	IC/VC/TTR & ACR-01-02 to 05-06 & Status of Vig. Case pending
49.	GAD	12954	RAJEEV KUMAR SACHDEV	03/03/69	UR	IC/VC/TTR & status of criminal case pending
50.	GAD	16694	DHEERAJ KUMAR	05/10/87	UR	IC/VC/TTR
51.	GBPH	16377	KUMAR JI MISHRA	15/07/67	UR	IC/VC/TTR/APAR-11-12 TO 15-16
52.	GBPH	15971	AMBUJ SINGH RANABAT	01/07/87	UR	IC/VC/TTR/ACR-11-12 TO 15-16 & PENALTY COMPLETION CERTIFICATE
53.	HR.EDN	15235	JITENDRA KUMAR PANDIYA	14/08/77	UR	IC/VC/TTR ACR 2008-09 TO 2011-12
54.	L&B	13562	JITENDER KUMAR	30/10/65	SC	IC/VC/TTR/ACR-02-03 to 04-05 & decision of inquiry pending.
55.	L&B	11897	SHARDANAND DOBHAL	10/07/68	UR	IC/VC/TTR/VIG. STATUS & ACRs-4/10/2000-31/3/2001 TO 03-04
56.	L&B	16599	VIPIN TOMAR	08/01/87	UR	IC/VC/TTR/APAR-2015-16 & 2017-18
57.	LAB	14830	RAJEEV KUMAR	09/07/71	UR	IC/VC/TTR & complete ACR folder
58.	LAS	15381	SUBHASH CHANDRA	15/10/63	UR	IC/VC/TTR & Vig. Case status
59.	LAW	14462	SURINDER SINGH	22/04/71	UR	IC/VC/TTR ACRs-01/03-03/03, 01/04-03/04, 04/05-09/05, Status of vig. Case
60.	LNH	15879	CHAKRA DHAR	04/10/61	UR	IC/VC/TTR/ACR-10-11 TO 14-15
61.	LNH	15999	RAJESH DAHIYA	10/07/81	UR	IC/VC/ACR-2011-12 to 2015-16 & Vig. Case status
62.	REHAB	16700	MUKESH KUMAR	16/05/83	UR	IC/VC/TTR/APAR 2012-13 TO 2016-17
63.	TPT	13658	RAKESH KUMAR SHARMA	18/05/64	UR	IC/VC/TTR & ACRs 02-03 to 05-06, 04/06-12/06 and Status of vigilance case
64.	TPT	16428	RAMASHARYA SHA	10/08/64	UR	IC/VC/TTR/APAR-12-13 TO 16-17
65.	TPT/UD	16334	PRAHLAD SINGH	02/06/65	UR	IC/VC/TTR/APAR-12-13 TO 16-17

S.No.	Present Deptt. as per S-III	Snty No	Name of Officials	DOB	CAT	Info/Doc Still awaited
66.	TPT	16398	ROHTAS SINGH	02/06/67	UR	IC/VC/TTR
67.	TPT	13784	VINAY KUMAR SHARMA	12/03/75	UR	IC/VC/TTR & ACRs-2002-03 TO 2006-07
68.	TPT	14792	RAKESH KUMAR TOKAS	24/02/77	UR	IC/VC/TTR/ ACR-04-05 TO 08-09
69.	TPT	16252	MANISH	30/09/84	UR	IC/VC/ACR-2015-16 & Vig. Case status
70.	TPT	16645	JITENDRA YADAV	04/08/85	UR	IC/VC/TTR/APAR-2016-17
71.	TPT	16529	VIKAS	04/01/90	UR	IC/VC/TTR/APAR-2013-14-2016-17
72.	TPT/L&B	09370	KULDEEP SINGH	01/09/66	UR	IC/VC/TTR, ACR- 97-98 TO 2001-02
73.	TTE	16026	SULINDER	05/02/80	UR	IC/VC/TTR/ACR-11-12 TO 15-16
74.	TTE	15688	RAJESH KUMAR	28/12/82	SC	IC/VC/TTR/ACR-09-10 to 12-13, 1/4/13-16/12/13 DECISION REG. SUSPENSION PERIOD
75.	TTE	15787	BISHAN SINGH	15/08/61	UR	IC/VC/TTR/ACR-09-10 to 13-14
76.	UD	10937	CHAMAN LAL	12/12/66	SC	IC/VC/TTR/ACR-92-93 TO 96-97 & status of D.P. and criminal case pending in Tis Hazari Court
77.	UD	15803	ROSHAN TIWARI	11/03/79	UR	IC/VC/TTR/ APAR-14-15 onwards
78.	W&CD	10907	RAJESH KUMAR	15/03/69	SC	IC/VC/TTR & ACRs 01/96-03/96, 96-97
79.	W&CD	16065	BHUPINDER SINGH	19/08/75	SC	IC/VC
80.	W&CD	13116	SANGEETA BHADAN	23/04/71	SC	IC/VC/TTR & ACR-99-2000 TO 2003-04 & status of penalty.
81.	W&CD	16752	SONU	13/11/84	SC	IC/VC APAR-2016-17
82.	WNK	15466	SATISH KUMAR	20/08/73	SC	IC/VC/TTR/ACR- 13-14
83.	WNK	15863	VINOD KUMAR SHAH	10/01/65	UR	IC/VC/TTR/ACR-10-11 TO 14-15
84.	WNK	13877	SRILATHA VALLURU	26/12/71	UR	IC/VC/TTR & ACRs-2002-03 TO 2006-07
85.	WNK	14629	NAVEEN KUMAR	25/05/75	PH	IC/VC/TTR & ACRs-2002-03 TO 2006-07
86.	WNK	15175	SAMIR KISHORE	05/01/78	UR	IC/VC/TTR ACR 2008-09 TO 2012-13
87.	WNK	15224	RAJIV RANJAN	01/03/77	UR	IC/VC/TTR ACR 2008-09 TO 2012-13

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.**

**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**