

**MOST URGENT**  
**TIME BOUND**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT- (III)**  
**B WING, 7<sup>TH</sup> LEVEL, DELHI SECRETARIAT,**  
**NEW DELHI 110002**  
(<http://services.delhigovt.nic.in>)

No.F.14 (1)/1/Class-IV/Promotion/2019/S-III / 504

Date: 24/02/2021

To

All the concerned Head of Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

Sub: **Promotion to the post of Grade-IV(DASS)/Junior Assistant – Furnishing Vigilance Clearance Report/ Integrity Certificate in respect of regular Class-IV/Group ‘C’ (erstwhile Group D) employees-reg.**

Sir/Madam,

Please refer to this office letter of even number dated 08.12.2020 vide which it was requested to furnish Vigilance Clearance Report, Integrity Certificate along with Willingness/Un-willingness and employee details proforma in respect of all eligible regular Class-IV/Group ‘D’ [now Group ‘C’] employees of your department for consideration of their promotion to the post of Grade-IV(DASS)/Junior Assistant, but till date no response has been received in respect of the officials as mentioned in the list attached.

It is therefore, requested to kindly furnish the requisite documents (Integrity Certificate, Vigilance Clearance Report, willingness/unwillingness and attested photocopy of first page of service book showing addition of Matric/equivalent qualification in service book along with photocopy of Matriculation Certificate & Caste Certificate ) in respect of each official (as per list attached) to this department latest by **05.03.2021** positively, failing which the official concerned may not be considered for promotion and responsibility for the same will rest with the concerned department only.

Further, if any of the Group ‘C’ (erstwhile Group ‘D’) employees mentioned in the attached list had been promoted/retired/resigned/expired, their names may also be sent to this department with complete details.

Yours faithfully,



**(BHAIRAB DUTT)**

**DEPUTY SECRETARY (SERVICES)**

Encls : Annexure ‘A’ & two formats.

# EMPLOYEE DETAILS PROFORMA

1	Name & Design. of the official (Sh/Smt/Miss)	:	
2	Date of Birth	:	(in figures-(xx/xx/xxxx):  (in words)..... .....
3	Designation/Post held	:	
4	Whether the official has been promoted to the post of Lab. Assistant (Yes/No)	:	
5	If yes, order no. and date of Promotion	:	
6	Date of relieving from Present Deptt.	:	
7	If No:	:	
8	Date of regular Appointment in Class-IV	:	
9	Seniority No. in Class-IV/Group-C	:	
10	Category(Gen/SC/ST/OBC)	:	
11	PH(VH/HH/OH)	:	
12	Present Pay Level with Pay	:	
13	Educational Qualification (at the time of initial appointment)	:	
14	Subsequently acquired educational qualification with date of passing the relevant exam:(Also send an attested photocopy of first page of service book showing addition of matric/equivalent qualification in service book)	:	
15	Whether Integrity Certified (Yes/No)	:	
16	Whether any vigilance case is pending/ contemplated against the official (Yes/No), If yes, details thereof:	:	
17	Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No), If yes details thereof	:	
18	Present Residential Address with Pin Number	:	
19	Telephone Number/ Mobile Number	:	
20	Whether the official has given his willingness for promotion to the post of Grade-IV DASS/Junior Assistant, if so, the date of intimation.	:	
21	Any other Information	:	

(Signature of the official)

Certified that the above mentioned information is true and correct as per the service record of the official maintained in the department.

(SIGNATURE OF HEAD OF OFFICE WITH SEAL)

## **CERTIFICATE**

I, ....., S/o ..... DOB.....

working in Section/Branch.....of.....

Department, am willing for promotion to the post of Grade-IV (DASS)/ Junior Assistant.

**SIGNATURE OF THE OFFICIAL**

**SIGNATURE OF HEAD OF OFFICE**  
**(official Seal)**

## **CERTIFICATE**

I, ....., S/o ..... DOB.....

Working in Section/Branch.....of.....

Department am not willing for promotion to the post of Grade-IV (DASS)/ Junior Assistant.

**SIGNATURE OF THE OFFICIAL**

**SIGNATURE OF HEAD OF OFFICE**  
**(official Seal)**

**Note:-** It may be brought to the notice of the concerned official that option of willingness / Un-willingness once exercised will not be changed at any stage.

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Annexure A

**REMINDER**

Sl. No.	Sl. No as per eligibility list	Snty. No.	Name of the official (Smt/Sh/Ms)	CAT	Designation	DOB	Present Deptt.	Remarks/Documents Required
1	1.	2577	RAJENDER PRASAD	UR	N.O.	12.04.62	DCO	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
2	3.	2579	DHARMENDR A KUMAR SHARMA	UR	PEON	25.10.69	PROS	10 <sup>th</sup> Certificate.
3	4.	2580	DEONIS KUJUR	ST	PEON	03.04.63	I & FC	All documents.
4	6.	2582	VIPIN KUMAR	UR	PEON	03.02.83	GGSGH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
5	12.	2588	KRISHNA NAND	OBC	N.O.	02.01.70	GBPH	All documents.
6	14.	2590	RAMESH KUMAR	OBC		01.01.73	PROHIBITION	All documents.
7	15.	2591	KIRTI AZAD	SC	PEON	01.01.76	PROHIBITION	All documents.
8	20.	2596	HARI OM SHUKLA	UR	FIELD MESS.	08.01.78	CD&HG	10 <sup>th</sup> Certificate
9	22.	2598	HIRDESH KUMAR	UR	FIELD MESS.	13.10.79	CD&HG	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
10	23.	2599	GAURAV KUMAR	UR	FIELD MESS.	27.09.81	CD&HG	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
11	26.	2602	PARMOD KUMAR	OBC	CHOWKI DAR	01.03.72	EDN.	10 <sup>th</sup> Certificate
12	27.	2603	KAILASH CHAND	UR	DRESSER	07.07.76	SGMH	All documents.
13	28.	2604	SUMAN GUPTA	OBC	N.O.	21.08.80	SGMH	All documents.
14	29.	2605	KRISHAN KUMAR	UR	DRESSER	10.04.82	SGMH	All documents.
15	35.	2610	ANIL KUMAR RANA	OBC	N.O.	01.12.72	BSAH	All documents.
16	36.	2611	SEEMA	SC	N.O.	01.01.73	BSAH	1 <sup>st</sup> page of Service Book, 10 <sup>th</sup> Certificate and Caste Certificate
17	37.	2612	DINESH KUMAR	SC	N.O.	08.03.73	DHS (CDMO)	1 <sup>st</sup> page of Service Book, 10 <sup>th</sup> Certificate and Caste Certificate
18	39.	2614	MD. JAHANGIR ALAM	OBC	N.O.	20.03.74	BSAH	All documents.



19	40.	2615	NAVEEN PAL	OBC	N.O.	01.08.74	GBPH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
20	41.	2616	UMAKANT SINGH	UR	N.O.	08.10.75	BSAH	All documents.
21	42.	2617	SUDHIR VASHIST	UR	N.O.	15.10.75	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
22	43.	2618	AJAY DAGAR	OBC	N.O.	05.02.76	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
23	45.	2620	PRADEEP KUMAR	UR	N.O.	15.05.76	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
24	46.	2621	NANHEY LAL	SC	N.O.	20.05.76	BSAH	All documents.
25	49.	2624	ANIL KUMAR	OBC	N.O.	27.01.77	RHCH	All documents.
26	51	2626	SANJAY SINGH	OBC	N.O.	01.05.77	BSAH	All documents.
27	52	2627	MEWA LAL	SC	N.O.	07.05.77	BSAH	1 <sup>st</sup> page of Service Book, 10 <sup>th</sup> Certificate and Caste Certificate
28	53	2628	IMTIYAZ AHMAD	UR	N.O.	15.05.77	BSAH	All documents.
29	54	2629	SANJEEV KUMAR	UR	N.O.	20.06.77	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
30	55	2630	BALRAJ DABAS	OBC	N.O.	26.09.77	BSAH	All documents.
31	56	2631	PRABHJOT SINGH	UR	N.O.	29.06.78	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
32	58	2633	PARVEEN MANN	OBC	N.O.	03.11.78	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
33	59	2634	VARINDER SINGH	UR	N.O.	17.11.78	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
34	60	2635	JAGJIT SINGH DHILLON	UR	N.O.	30.11.78	BSAH	All documents.
35	61	2636	NASIM AHMED	UR	N.O.	02.12.78	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
36	62	2637	ASHOK KUMAR	UR	N.O.	09.02.79	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
37	63	2638	VIKRANT KUMAR	OBC	N.O.	06.04.79	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
38	64	2639	SHER SINGH	UR	N.O.	20.04.79	SEC	All documents.
39	65	2640	MAHENDRA KUMAR	OBC	N.O.	30.06.79	RHCH	All documents.

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40	67	2642	VINOD KUMAR	OBC	N.O.	21.08.79	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
41	68	2643	PRADEEP KUMAR	OBC	N.O.	22.03.80	DHS	All documents.
42	69	2644	PARVINDER	UR	N.O.	10.06.80	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
43	70	2645	GULDEEP SINGH	SC	N.O.	22.07.80	BSAH	All documents.
44	71	2646	ARUN KUMAR	UR(PH)	N.O.	15.09.80	BSAH	1 <sup>st</sup> page of Service Book, 10 <sup>th</sup> Certificate and PH certificate.
45	72	2647	DEEPAK KUMAR	OBC	N.O.	18.02.81	DHS	10 <sup>th</sup> Certificate
46	73	2648	MANOJ KUMAR	UR(PH)	N.O.	01.04.81	MB Hosp.	All documents.
47	74	2649	NITU VERMA	OBC	N.O.	06.04.81	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
48	75	2650	AMIT KUMAR	OBC	N.O.	25.04.81	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate
49	77	2652	LATEEF KHAN	OBC	N.O.	20.07.81	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.
50	80	2655	SATISH KUMAR	OBC	N.O.	01.01.82	BSAH	1 <sup>st</sup> page of Service Book and 10 <sup>th</sup> Certificate.