

REMINDER-II

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 7TH LEVEL, DELHI SECRETARIAT,
NEW DELHI 110002**

No.F.14(1)/1/Class-IV/Promotion/2019/S-III / 2919

Date: 14/11/2019

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 17.09.2019 & subsequent reminder dated 16.10.2019 vide which it was requested to furnish Vigilance Clearance Report, Integrity Certificate along with Willingness/Unwillingness and employee details in 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, again 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 **22.11.2019** 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,

Encls : Annexure 'A' & two formats.

**(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)**

No.F.14(1)/1/Class-IV/Promotion/2019/S-III / 2919

Date: 14/11/2019

Copy forwarded to Section Officer, Services (Co-ord.) Branch, for uploading the circular to the department's website at the earliest.

**(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)**

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.

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.

ANNEXURE 'A'

Sl. No.	Snty. No.	Name of the official	CAT	Design.	Present Deptt.	Remarks/ Document Required
1	1651	JAI PARKASH MEENA	ST	BALIFF	RCS	10TH, ST CERTIFICATE & ORDER NO. F.4/31/2016/RCS/VI G/34-36 DATED 05.12.2018
2	2218-A	RAJESH KUMAR	OBC(HR)	PEON	DCO	
3	2252	SRI BHAGWAN	UR	ATTENDANT	SGMH	
4	2253	RAJBIR	UR	CARE TAKER	W&CD	
5	2254	NARINDER KUMAR	UR	CARE TAKER	W&CD	
6	2255	ANUP SINGH	UR	CARE TAKER	W&CD	
7	2256	KAWAR SINGH	SC	CARE TAKER	DSW	
8	2257	JAI BHAGWAN	UR	N.O.	W&CD	
9	2258	VIJENDER KUMAR	OBC	COOK	DSW	
10	2259	SATISH KUMAR	SC	CARE TAKER	DSW	
11	2260	ASHOK KUMAR	UR	CARE TAKER	DSW	
12	2261	SANJEEV KUMAR	UR	N.O.	LNH	
13	2263	SANJAY KUMAR-I	OBC	N.O.	GTBH/RTRMH	UNWILING CERTIFICATE REQUIRED
14	2264	SUDESH KUMAR	SC	N.O.	LNH	
15	2266	ANIL KUMAR BHATI	OBC	N.O.	LNH	
16	2267	YOGENDER KUMAR	OBC	N.O.	DHS	
17	2268	TARUN BALA	OBC	ATTENDANT	DHS	
18	2271	SURESH KUMAR	SC		DHS	
19	2274	MANOJ KUMAR	OBC	N.O.	MBH	
20	2275	RANJEET SINGH	UR	DRESSER	DHS	
21	2280	ASHOK KUMAR	UR	DRESSER	MBH	
22	2289	RAJESH KUMAR	PH	N.O.	SRHCH	
23	2290	SANJAY KUMAR	SC	ATTENDANT	DHS	
24	2298	RANBIR SINGH-I	OBC	N.O.	LBSH	
25	2300	PRAKASH MISHRA	UR	DRESSER	ABGH	
26	2303	RAJESH KUMAR	UR	DRESSER	DHS	
27	2306	MOHD. WASEEM	OBC	DRESSER	DHS	
28	2307	SATYA PRAKASH	UR	N.O.	GGSGH	
29	2308	RANVIR SINGH-II	UR	N.O.	LBSH	
30	2310	RAMADHAR PRASAD	OBC		GGSGH	
31	2314	AZAD KUMAR	OBC	N.O.	LBSH	
32	2318	SURAJ KUMAR	UR	N.O.	LBSH	
33	2320	ANIL KUMAR	OBC	N.O.	LBSH	
34	2327	BALAM NATH	OBC	N.O.	LBSH	
35	2329	SANJAY GIRI	OBC	ATTENDANT	DHS	
36	2332	SHAMIMUDDIN	OBC	N.O.	LBSH	
37	2335	SAURABH	UR	DRESSER	LBSH	
38	2336	NAWAB SINGH	OBC		DHS	
39	2337	PUSHPANKER	SC	N.O.	DHS	
40	2342	ANIL KUMAR	SC	DRESSER	DHS	
41	2343	AMIT	SC	DRESSER	DHS	
42	2346	YUSUF ZAIDI	UR	DRESSER	DHS	

Sl. No.	Snty. No.	Name of the official	CAT	Design.	Present Deptt.	Remarks Document Required
43	2348	PRAVEEN KUMAR RIKHARI	UR	N.O.	LBSH	
44	2350	AMIT JAIN	UR	N.O.	DHS	
45	2351	CHANDER MOHAN	SC	DRESSER	DHS	
46	2355	NAVAL SINGH	UR	DRESSER	DHS	
47	2357	UPENDRA KUMAR	EX-SER	DRESSER	DHS	
48	2361	NARESH KUMAR	SC		DHS	
49	2362	RAKESH KUMAR BAJPAI	UR	N.O.	LBSH	
50	2363	PARMOD KUMAR	SC	ATTENDANT	DHS	
51	2365	ASHOK KUMAR	OBC	ATTENDANT	DHS	
52	2367	ANITA DEVI	SC	SCC	DHS	
53	2368	RAM KAWAL YADAV	OBC		DHS	
54	2372	RAKESH KUMAR	UR	N.O.	BJRMH/MVH	UNWILING CERTIFICATE REQUIRED
55	2373	DHAWAN SINGH	UR	N.O.	LBSH	
56	2374	DEVENDER SINGH	UR	ATTENDANT	DHS	
57	2376	KANWAR SINGH	SC	N.O.	GGSGH/ DDUH	
58	2378	RAJ KUMAR	OBC	N.O.	LBSH	
59	2382	KANWAL KISHORE	SC	DRESSER	DHS	
60	2383	AVTAR SINGH	UR	DRESSER	DHS	
61	2386	MAHVEER PRASAD	UR	DRESSER	DHS	
62	2387	ABRAR HUSSAIN	OBC	N.O.	LBSH	
63	2391	VED PRAKASH	SC	DRESSER	DHS	
64	2393	BALRAJ	SC	ATTENDANT	DHS	
65	2396	ANIL KUMAR	UR	ATTENDANT	DHS	
66	2398	HARI K.C.	UR	N.O.	LBSH	
67	2399	RAJESH KUMAR SHARMA	UR	N.O.	LBSH	
68	2400	ARUN TOMAR	UR	ATTENDANT	DHS	
69	2400-A	RAJ VIR	UR	NO	GGSH/DHS	
70	2401	JOGINDER	SC	DRESSER	DHS	
71	2402	SANJAY KUMAR	SC	SCC	DHS	
72	2404	PAWAN KUMAR	SC	DRESSER	DHS	
73	2407	SANJAY KUMAR	UR(PH)	PEON	LBSH	
74	2408	RAJENDRA KUMAR	SC	N.O.	LBSH	
75	2411	KAMAL	SC	N.O.	LBSH	
76	2413	DHIRAJ KUMAR SINGH	UR	N.O.	LBSH	
77	2414	BRIJ PAL	OBC	DRESSER	DHS	
78	2415	PREM CHAND BHATI	PH	PEON	LBSH	
79	2416	RAJ KUMAR	SC	SCC	DHS	
80	2418	DEEPAK KUMAR	OBC	N.O.	LBSH	
81	2420	KISHAN PAL	OBC	N.O.	RTRMH/DHS	
82	2422	NASIR KHAN	UR	N.O.	LBSH	
83	2428	SANTOSH TRIPATHI	UR(PH)	N.O.	LBSH	
84	2431	SUNIL BHARDWAJ	UR	DRESSER	DHS	
85	2433	MUKESH KUMAR	SC	DRESSER	DHS	
86	2436	OM PRAKASH	SC	N.O.	GGSGH/ GNEC	
87	2438	SHAKTI MAN	UR	ATTENDANT	DHS	
88	2440	RAJ KUMAR	SC	DRESSER	DHS	
89	2442	BRAHAM PRAKASH	SC	SCC	DHS	

ANNEXURE 'A'

Sl. No.	Snty. No.	Name of the official	CAT	Design.	Present Deptt.	Remarks/ Document Required
90	2443	DINESH CHAND MEENA	ST	N.O.	RTRMH	
91	2445	RAJENDRA KUMAR	SC	DRESSER	DHS	
92	2447	DEVENDER KUMAR	SC		DHS	
93	2448	DEEPENDER SHAH	UR	N.O.	LBSH	
94	2452	DEEPAK PRASHAR	UR	N.O.	DHS	
95	2454	ANAND KUMAR	SC	SCC	DHS	
96	2456	ATAM PRAKASH	SC	SCC	DHS	
97	2457	RAJESH MALHOTRA	OH	N.O.	DHS	
98	2459	RAMESH KUMAR	SC	SCC	DHS	
99	2460	IKRAMUDDIN	OBC	ATTENDANT	DHS	
100	2461	MANOJ KUMAR	UR	DRESSER	DHS	
101	2462-A	RAJENDER SINGH	UR	NO	DHS	
102	2465	PARVEEN KUMAR	SC	DRESSER	DHS	
103	2466	NARESH KUMAR SHARMA	UR	DRESSER	DHS	
104	2468	DINESH CHAND	OBC	N.O.	DHS	
105	2472	CHANDER SHEKHAR	UR	DRESSER	DHS	
106	2475	GYAN CHAND	SC	S.C.C.	DHS	
107	2476	CHANDER PRAKASH	OBC	N.O.	DHS	
108	2477	BIPIN DATT FULARA	UR	DRESSER	DHS	
109	2481	DINESH KUMAR	SC	DRESSER	DHS	
110	2483	KURIAN. M	UR	DRESSER	DHS	
111	2486	DEEPAK	SC	DRESSER	DHS	
112	2487	NARENDER KUMAR	OBC	N.O.	MBH	UNWILING CERTIFICATE REQUIRED
113	2488	RAJESH KUMAR	OBC	M.ATTN.	LBSH	
114	2489	JAI BHAGWAN	UR	DRESSER	DHS	
115	2490	RAM KUMAR NAGAR	OBC	PEON	EDN.	
116	2491	ROOP CHAND	SC	DRESSER	DHS	
117	2492	SANJEEV KUMAR	SC	N.O.	LNH	
118	2493	AASISH	UR	N.O.	LNH	
119	2493-A	SANJAY SINGH RAWAT	UR	N.O.	LNH	
120	2497	BIJENDER SINGH	OBC	N.O.	LNH	
121	2498	PRAKASH CHAND	SC	N.O.	PANCHAYAT	
122	2500	AJAY KUMAR	OBC	PEON	UTCS	
123	2503	KAMAL PRASAD	UR	C.R.A.	W&CD	
124	2504-B	SRI PAL	VH	ATTENDANT	T&T	S.BOOK, 10TH & PH CERTIFICATE
125	2508	KRISHAN SHARMA	UR	PEON	DHS	EMPLOYEE DETAILS PROFORMA & 10TH CERTIFICATE
126	2512	SARVESH KUMAR	UR	LAB. ATT.	FSL	
127	2513	SATYA PAL	UR	PEON	FSL	
128	2516	JAI BIR	UR	CHOWKIDAR	EDN.	
129	2518	VIPIN KR. JAIN	VH	PEON	EMPL.	
130	2520	PREMVATI	UR	PEON	TTE	
131	2522	HARI OM SINGH CHAUHAN	UR		F&S	
132	2524	TEJPAL SINGH	SC	N.O.	GGSGH/DHS	

Sl. No.	Snty. No.	Name of the official	CAT	Design.	Present Deptt.	Remarks/ Document Required
133	2525	BIMLA DEVI	UR	PEON	MAMC	
134	2530	SUNIL KUMAR	UR	N.O.	GGSGH	
135	2534	JAI SINGH	OBC	N.O.	GGSGH	
136	2536	VIJAY PAL	SC	N.O.	GGSGH/DHS	
137	2537	SASHI KANT	UR	N.O.	GGSGH	
138	2538	SHOBHA RAM	SC	DRESSER	DHS	
139	2541	BISHAN SINGH	SC	N.O.	MBH	UNWILING CERTIFICATE REQUIRED
140	2543	NAND KISHORE	UR	PEON	F&S	
141	2547	LAXMAN THAPA	UR	PEON	TTE	
142	2548	RAM NIWAS	UR	PEON	TTE	
143	2548-A	SANJAY	UR	PEON	F&S	
144	2549	RAJESH KUMAR	SC	PEON	TTE	
145	2550	SANJAY	SC	PEON	EDN.	
146	2552	GOPI CHAND	UR	BELDAR	I & FC	
147	2554-A	SAROJ RANI	UR	FM	F&S	
148	2555	KAMLA DEVI	UR		F&S	
149	2557	MUKESH KUMAR	SC	PEON	F&S	
150	2559	RANBIR SINGH	OBC	PEON	TTE	
151	2560	ROHTASH KANWAR	UR	PEON	TTE	
152	2561	MANMOHAN	SC	CARE TAKER	TTE	
153	2562	SANTRA DEVI	UR	PEON	DHS	
154	2563	AJIT SINGH	OBC	CARE TAKER	W&CD	
155	2564	ARVIND SINGH	UR		DHS	
156	2565	TULSA	UR		DHS	
157	2566	MEENA PALIWAL	UR		DHS	NAME MISMATCH AS PER 10TH CERTIFICATE
158	2569	KIRAN BALLA	SC	DRESSER	DHS	
159	2570	RAMA SHANKER SAH	ST	N.O.	LBSH	
160	2571	BABU LAL RAM	SC	PEON	GGSGH	SC CERTIFICATE REQUIRED
161	2572	ANIL KUMAR	SC	NON-PEON	DHS	EMPLOYEE DETAILS PROFORMA, CASTE & 10TH CERTIFICATE
162	2573	NIRMALA DEVI	OBC	PEON	TTE	
163	2574	BHAGWAT PRASAD GOEL	UR	BELDAR	I & FC	
164	2575	MASROOR ALAM	UR	PEON	TTE	
165	2576	RANI DEVI	UR	PEON	TTE	