

GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI  
DEPARTMENT OF FOOD, SUPPLIES & CONSUMER AFFAIRS  
(ADMINISTRATION BRANCH)  
ROOM NO.305, IIIrd FLOOR, K-BLOCK, VIKAS BHAWAN,  
NEW DELHI: 110 002

Sub:- Regarding inclusion of name in the final eligibility list of regular Class-IV employees who were appointed on or prior to 31.12.2005 and having educational qualification of at least Matriculation or equivalent from a recognized Board/Institution, for considering their promotion to the post of Gr.IV(DASS)/LDC.

Please find enclosed herewith the letter received from Deputy Secretary-II, Services Department(Branch-III) vide letter No.F14(1)/1/CI-IV/2009/S-III/Vol.II/2440-2543 dated 17.08.2016 on the subject cited above.

You are requested to furnish the requisite documents in respect of left out eligible Class-IV employees working in your jurisdiction who are willing to be considered for promotion to the post of Grade-IV DASS/LDC in attached Proforma as per Annexure-I & II to the undersigned at the earliest for onward submission of the same to Services Department(Branch-III).

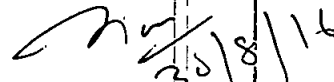
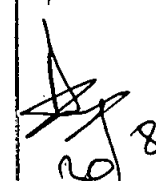
  
(HARI PRASAD)  
ASSISTANT COMMISSIONER(ADMN)

U.O No.F.4(15)/2015-F&S/Admn/ 2976-2981

Dated 29/08/16

1. P.S to CFS/Spl.Secy./P.A to Addl. Commissioner/Jt. Commissioner, F&S.
2. All Branch Incharge of HQ, F&S Department.
3. All Assistant Commissioner, F&S Department.
4. The Registrar, State Commission.
5. All President, CDRF
6. The System Analyst with the request to upload on website.

6403/SSA/IT  
30/8/2016

  
30/8/16  
SA  
  
30/8  
AP(D)  
Sanghota

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (BRANCH-III)  
7<sup>TH</sup> LEVEL, 'B' WING, DELHI SECRETARIAT, I.P. ESTATE,  
NEW DELHI-110002.

F.14 (1)/1/CI-IV/2009/S-III/Vol.II/2440-2543

Dated: 17/08/2016

To

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

Sub: Inclusion of name in the final eligibility list of regular Class IV employees working in various departments of GNCT of Delhi, who were appointed on or prior to 31.12.2005 and having educational qualification of at least Matriculation or equivalent from a recognized Board/Institution, for considering their promotion to the post of Gr.IV (DASS)/LDC - reg.

Sir/Madam,

This department had circulated the final eligibility list of regular Class IV employees, appointed on or prior to 31.12.2005, vide letter No.F.14(1)/1/CI.IV/2009/S.III/Vol.II/2952 dated 26.11.2013, after receiving applications of eligible regular Class IV Employees from the concerned departments. However, recently, it has been seen that some of the departments are still forwarding applications of their Class IV Employees for inclusion of their names in the Eligibility List.

In order to avoid piecemeal submission of applications and also to give a last and final chance to such eligible regular Class IV employees appointed on or prior to 31.12.2005, but not been included in the eligibility list till date for considering promotion to the post of Grade IV DASS/LDC, this department intends to invite their applications. The applications of such Class IV Employees should be submitted in the prescribed proforma, as per Annexure I & II enclosed, along with attested copies of educational qualification, Service Book 1<sup>st</sup> page and category certificate (SC/ST/OBC/PH), if any.

If the documents of any left out eligible Class-IV official, appointed on or prior to 31.12.2005, is not furnished to the Services Department, the onus of not including his/her name in the final eligibility list will be that of the concerned department. It may also be ensured that documents in respect of Class IV employees, who have been assigned eligibility number earlier, are not sent again for inclusion.

All Head of Departments are, therefore, requested to kindly send the above mentioned requisite documents in respect of left out eligible Class-IV employees, who are willing to be considered for promotion to the post of Grade IV DASS/LDC, to this department, **latest by 30.09.2016.**

This may please be given Top Priority.

प्राप्ति व निर्गम शाखा  
सं. 3627  
दिनांक 23/8/16

Encl: - As above 2/8

Diary No. 1375

Pr. Br. of Spl. Commissioner Yours faithfully,

Date: 26/8/16

(ANUPMA CHAKRAVORTY)  
DEPUTY SECRETARY - II (SERVICES)

ANNEXURE-II

P R O F O R M A

1. Name of the Official
2. Educational Qualification  
(Please indicate Matric with Science /or without Science)
3. Date of Birth
4. Date since when continuously holding  
the post of Class-IV in the prescribed  
Pay scale.
5. Whether appointment was made by  
SSB/Selection Committee/re-deployed
6. Date of appointment as Class-IV  
Employees on regular basis  
(In case re-deployed mentioned date of  
Re-deployment)
7. Date of confirmation in the grade,  
If any, (Do not indicate date of Q.P. here)
8. Office/Department where working
9. Whether SC/ST/OBC/PH(OH/VH/HH)  
(Specify category and attached duly attested  
copy of certificate)
10. Residential Address
11. Remarks

(Signature of the official)

Certified that the particulars as mentioned above have been  
checked and verified from the service book and other service  
records.

(Signature of Head of office/  
Head of the Department)  
(With seal)

ANNEXURE-I

NAME OF THE DEPARTMENT \_\_\_\_\_

**DATE-WISE LIST OF GROUP 'D' EMPLOYEES OF GOVERNMENT OF NCT OF DELHI**

S.NO.	NAME & DESIGNATION	QUALIFICATION (PI. INDICATE MATRIC WITH SCIENCE OR WITHOUT SCIENCE)	DATE OF BIRTH	DATE SINCE WHEN CONTINUOUSLY HOLDING THE POST OF GROUP 'D' IN THE PRESCRIBED PAY SCALE	DATE OF APPTT AS GROUP 'D' ON REGULAR BASIS	WHETHER THE APPOINTMENT WAS MADE BY THE SSB/SELECTION COMMITTEE	DATE OF CONFIRMATION IF ANY, WITH DATE	WHETHER SC/ST/OBC PH	REMARKS
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Certified that the above particular have been checked and verified from Service Book And other Service Record.

Signature of HOO/HOD  
Name & Stamp

NB:- Duly attested photo copy should also be furnished in support of qualification and belonging to SC/ST/OBC/PH