

**DEPARTMENT OF SOCIAL WELFARE**  
**GOVT. OF NATIONAL CAPITAL TERRITORY**  
**G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-02**  
**[ADMINISTRATION BRANCH-II]**

**Subject: Promotion to the post of Grade-IV (DASS)/LDC- Furnishing Vigilance Clearance Report/Integrity Certificate in r/o regular Class-IV/Group 'C' (erstwhile Group 'D') employees-reg.**

Kindly refer to this office letter No. F. 81(2)/2000/DSW/Estt. /Pt. F.-II/16111-160 dated 31/08/2017 vide which a letter along with an eligibility list of Group 'D' Class-IV issued by the Dy. Secretary (Services), Services Department-III vide No. F. 14 (1)/1/Class-IV/Prom/2017/S-III/3581 dated 25/08/2017 regarding promotion to the post of Grade-IV (DASS)/LDC-Furnishing Vigilance Clearance Report/Integrity Certificate in respect of Regular Class-IV/Group 'C' (erstwhile Group D) employees was sent to all the concerned Homes/Institutions with the request to provide the latest Integrity Certificate/Work & Conduct Report along with proforma for Vigilance Status Report duly verified, signed, dated & stamped by the HOO/Supdt. within two days positively. But the requisite information has not been received in r/o the following officials:-

S. No.	Eligibility No.	Name of the officer (Smt./Sh./Ms.)	Category	Design.	DOB	DOA
1.	1495	NIRAJ KUMAR	UR	....	14.04.69	05.02.96
2.	1517	MOHAN LAL MEENA	ST	CARETAKER	03.07.73	06.09.96
3.	1527	RAJ SINGH	UR	CARETAKER	08.05.59	30.09.96
4.	1554	RAJ BALA	OBC	CARETAKER	10.04.62	16.01.97
5.	1557	MAHENDER SINGH	SC	CARETAKER	25.01.75	21.01.97
6.	1685	KRISHNA	UR	AYA	08.04.66	06.01.98
7.	1690	VEENA DEVI	OBC	AYA	01.01.72	15.01.98

With reference to above, a D.O. letter issued by Secretary, Services vide No.4351 dt.27.09.2017 alongwith its enclosures is being forwarded to all the concerned HOO/DDO of DSW for compliance.

It is therefore again requested to provide the Latest Integrity Certificate/Work & Conduct Report, Certificate for Willingness/Non Willingness alongwith Proforma for Vigilance Status Report duly verified, signed dated & stamped by the HOO/Supdt. within **Two Days positively**.

It may also be noted that in case the documents are not sent within stipulated time and the officials may not be considered for promotion, the responsibility for the same shall rest upon the concerned HOOs/DDOs/Supdt.

This may be treated as **Most Urgent**.

  
Section Officer (Admn.-II)

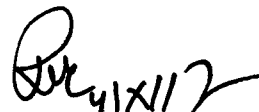
All the HOOs/DDOs/Supdt.  
All Homes/Institutions,  
Department of Social Welfare, Delhi.

F. 81(2)/2000/DSW/Estt./Pt.F.-II/ 19665-709

Dated: **04 OCT 2017**

Copy for information to:

1. PS to Secretary (Services), Services Deptt., Delhi Secretariat, IP Estate, New Delhi-2.
2. PS to Secretary (SW/WCD), GLNSSSD Complex, Delhi Gate, Delhi.
3. PA to Director, SW, GLNSSSD Complex, Delhi Gate, Delhi.
4. PA to Special Director, SW, GLNSSSD Complex, Delhi Gate, Delhi.
5. Sr. System Analyst, DSW, GLNS Complex, Delhi Gate, New Delhi with the request to upload the order on the website of the Department.
6. Guard file.

  
Section Officer (Admn.-II)

3:47 PM  
370/CC  
4/10/17  
MB PAB  
01/10/2017  
Sh. Kamal

ए. अंबरसु, भा.प्र.से.  
सचिव (सेवाएँ)



राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
Govt. of National Capital Territory of Delhi

सेवाएँ विभाग  
SERVICES DEPARTMENT  
7<sup>th</sup> Level, 'B' Wing  
दिल्ली सचिवालय, आई.पी.एस्टेट, नई दिल्ली-110002  
Delhi Secretariat, I.P. Estate, New Delhi-110002  
Tele No. : 011-23392142, Fax. : 011-23392150  
E-mail : secservices@nic.in  
D.O. No. F.No.140/1/Class-IV/Prom/S-III/4351

A. ANBARASU, IAS  
Secretary (Services)

Office of the Secretary(SW/WCD)  
Dept. of Social Welfare  
Govt. of NCT of Delhi  
28 SEP 2017  
Dy. No... 426/2017

दिनांक  
Date : 28.09.2017

Dear

Anil kumar Singhji-

Please refer to letter no. F.14 (1)/1/Class-IV/Prom/2017/S-III/2687-2727 dated 18.07.2017 and subsequent reminders dated 25.08.17, 04.09.17 & 13.09.17 from the Services Department vide which service particulars i.e. Integrity Certificate/Vigilance Clearance/willingness/unwillingness report in respect of erstwhile Group-D (now Group-C)/Class-IV employees were sought in order to consider their promotion to the post of Gr.IV(DASS)/LDC.

2. Out of 262 officers/officials who fall within the zone of consideration, 17 are from your department. As may be seen from the enclosed status of details of employees, received from your department/organization, complete information is yet to be received, till date. As such, the Services Department is not able to move forward in the promotion of Group-D (now Group-C) employees to the post of Gr.IV (DASS)/LDC.

3. Considering the urgency in the matter, I request you to arrange to furnish the requisite information/documents of officials without any further delay, so that eligible officials can be promoted to the post of Gr.IV (DASS)/LDC, at the earliest.

4. I look forward to your personal intervention in this regard.

With warm regards.

Yours

(A. Anbarasu)

Encl: As above

Sh. Anil Kumar Singh, IAS  
Secretary (Social Welfare),  
Department of Social Welfare,  
Govt. of NCT of Delhi,  
GLNS Complex, Delhi Gate,  
Delhi-110002.



Sh. Rajeev ✓  
Sh. Neeraj ✓  
Sh. Rajan, take n-a, if  
any on the enclosed list.  
31/9/17

S.N.	Eligibility No.	Name of the officer (Smt./Sh./Ms.)	Category	Design.	DOB	DOA	Present Deptt.
1	1303-A	SUNIL KUMAR	UR	CT	31.03.69	22.06.92	DSW
2	1306-A	OM DUTT	UR	CT	10.07.68	25.06.92	DSW
3	1309-A	VISHRAM MEENA	ST	CT	11.07.62	30.06.92	DSW
4	1317-A	RAMESHWAR DAYAL MEENA	ST	CT	03.06.62	13.07.92	DSW
5	1495	NIRAJ KUMAR	UR	...	14.04.69	05.02.96	DSW
6	1514	SUBHASH CHAND	UR	CARE TAKER	04.09.57	28.08.96	DSW
7	1517	MOHAN LAL MEENA	ST	CARE TAKER	03.07.73	06.09.96	DSW
8	1527	RAJ SINGH	UR	CARE TAKER	08.05.59	30.09.96	DSW
9	1554	RAJ BALA	OBC	CARE TAKER	10.04.62	16.01.97	DSW
10	1557	MAHENDER SINGH	SC	CARE TAKER	25.01.75	21.01.97	DSW
11	1593	VINOD SINGH NEGI	UR	PEON	01.07.78	21.04.97	DSW
✓ 12	1637	RISHI PAL SINGH	SC	PEON	21.08.62	12.09.97	DSW
13	1664	SHRI BHAGWAN	OBC	CARE TAKER	30.04.70	01.12.97	DSW
14	1665	SURINDER NIRWAN	OBC	PEON	20.10.67	02.12.97	DSW
15	1685	KRISHNA	UR	AYA	08.04.66	06.01.98	DSW
16	1690	VEENA DEVI	OBC	AYA	01.01.72	15.01.98	DSW
✓ 17	1703	SHANKAR CHANDRA	SC	WORKSHOP ATTENDANT	20.03.73	16.03.98	DSW

**EMPLOYEE DETAILS PROFORMA**

214/C

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 Band with Grade pay	:	
13	Educational Qualification (at the time of initial appointment)	:	
14	Subsequently acquired educational qualification with date of passing the relevant exam: (Also send a certified copy of first page of service book showing entry of Matric/equivalent qualification)	:	
15	Whether Integrity Certified (Yes/No)	:	
16	Whether any vigilance case pending/ contemplated against the official (Yes/No), if yes, details thereof:	:	
17	Whether charge sheet issued (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/LDC, 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)**

213/C

**CERTIFICATE**

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

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

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

I am also aware that the option of willingness once exercised cannot be changed at any stage

**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)/LDC.

I am also aware that the option of un-willingness once exercised cannot be changed at any stage

**SIGNATURE OF THE OFFICIAL**

**SIGNATURE OF HEAD OF OFFICE**

(Official seal)

**PERFORMA FOR VIGILANCE STATUS REPORT**

1. Name of the Official/Officer :
2. Designation :
3. Pay Scale :
4. Date of Birth :
5. Present place of Posting/Office :
6. Date of joining in present Office/Dept. :
7. Place of posting from where official is drawing salary :
8. Purpose for vigilance status required :
9. Contact No. of the Official/Officer :
  - a) Office :
  - b) Mobile No. :
10. Whether on posted strength of DSW, DWCD or Rehabilitation Services? :
11. Details of penalty, if any :

It is certified that no case is pending or contemplated against

Sh./Smt./Miss

Working in this office as per service records.

Signature of HOO/DDO \_\_\_\_\_

Name of Concerned HOO/DDO \_\_\_\_\_

Sh./Smt./MS. \_\_\_\_\_

Designation along with seal and date \_\_\_\_\_