

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: ESTABLISHMENT-I BRANCH  
OLD SECRETARIAT: DELHI-110054**

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No.DE. 1(5)/Promo/E-I/2015/PF/13323-25

Dated: 27/10/21

To

The DDEs/HOS/Branch In Charges(Concerned),  
Directorate of Education,  
Govt. of NCT of Delhi.

**Subject: Preparation of panel of Gr.III(DASS) officials under PwD Category for consideration of their promotion to the post Gr.II(DASS) on regular basis.**

Sir,

With reference to the subject noted above, attention of all DDEs/Principal/Vice-Principal/HOS/Branch In-charge(s) is invited towards Services Department, GNCT of Delhi letter issued vide No. F.3(1)/(4)/2019/S.II/2556-62 dated 08/10/2021.

All DDEs/Principal/Vice-Principal/HOS/Branch In-charge(s) are requested to provide the requisite documents strictly in the prescribed proforma i.e. Integrity Certificate (Annexure-"B") & Vigilance Clearance Report – School level/Distt. Level, Proforma as Annexure "C" and APARs for the last 05 years (from 2014-15 to 2018-19) in r/o Gr.III (DASS) officials presently posted in your office (**List enclosed Annexure-A**), after verifying the details from their service records, for onward transmission of their cases for promotion to the post of Gr.II (DASS) to Services Department.

In case the requisite APARs has not been written, a non-reporting certificate/ non-availability along-with all the available APARs may be forwarded.

If any of the officials as per Annexure "A" has expired/resigned/removed from service, promoted/appointed to higher grade/ post or transferred/sent on deputation to other department, the necessary information may be provided to this office with service particulars of the official. In case any official does not get considered due to non-furnishing of requisite documents/papers/information, the responsibility shall rest with the concerned HOS/DDE/Branch Incharge.

This may please be treated as **MOST URGENT** and necessary documents may be furnished to this office within a week positively.

Yours faithfully,

Encls: As above.

  
SECTION OFFICER (E-I)

No.DE. 1(5)/Promo/E-I/2015/PF/13323-25

Dated: 27/10/21

**Copy forwarded to:**

1. The Section Officer (Vig), Vigilance Branch(HQr) with the request to provide the Vigilance Status Report in r/o Gr.III(DASS) officials as per the list attached (**Annexure "A"**) strictly in accordance with **OM No.22034/4/2012-Estt.(D) dated 02/11/2012 issued by DoPT, GOI(As per Annexure "B")** as required by Services Department.
2. The **Programmer (MIS)**, Dte. of Education (HQ), Old Sectt., Delhi, with the request to upload this letter on the official website of the Department.
3. The Dealing Assistant (ACR Seat), E-I Branch, Dte. of Education.

  
SECTION OFFICER (E-I)

## PH Category

| Sl. No | Name of the official (Sh./Smt.) & ID | D.O.B      | School ID | Place of Posting   | Deputed To/Diverted in          | SNTRY. No. | CAT. | SI No. as per services letter |
|--------|--------------------------------------|------------|-----------|--|---------------------------------|------------|------|-------------------------------|
| 1      | RISHI PARKASH<br>(20200541)          | 27/04/1962 | 1310033   | Dariyapur Kalan-SKV<br>(Updesh Kaur)                     | -                               | U10361     | UR   | 01                            |
| 2      | MANJU RANI<br>(20052170)             | 26/01/1965 | 5000013   | DTE-Science Centre-3                                     | -                               | U10436     | UR   | 04                            |
| 3.     | PRAMOD KUMAR<br>(20140532)           | 04/03/1976 | 1207027   | Kamla Nagar, E-Block,<br>GBSS                            | DTE-Planning-branch-<br>6000018 | U10504     | UR   | 07                            |
| 4.     | MANTRAM KAIVART<br>(20060087)        | 25/12/1981 | 1413010   | Rohini, Sector 9-SV<br>(shaheed capt. Sanjeev<br>Dahiya) | -                               | U10528     | UR   | 08                            |
| 5.     | MEENU SHARMA<br>(20060299)           | 11/02/1977 | 1516142   | West Patel Nagar-SKV                                     | -                               | U10551     | UR   | 09                            |

*Pril*  
27/x/21

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 SERVICES DEPARTMENT : SERVICES-II BRANCH  
 DELHI SECRETARIAT : 5<sup>TH</sup> LEVEL : 'A' WING  
 I.P. ESTATE : NEW DELHI - 110002  
<http://services.delhigovt.nic.in> Phone : 011-23392238

No.F.3(1)/(4)/2019/S.II/2558-62

Dated : 8/10/21

To

9462/DE  
14/10/2021

- |  |  |
|--|--|
| 1. Director,<br>Dte. of Education,<br>Govt. of NCT of Delhi.           | 2. The Secretary,<br>Legislative Assembly Secretariat,<br>Govt. of NCT of Delhi. |
| 3. Medical Superintendent,<br>BJRM Hospital,<br>Govt. of NCT of Delhi. | 4. The Director,<br>Department of Women & Child,<br>Govt. of NCT of Delhi.       |

Sub: Preparation of panel of Gr.III (DASS) officials under Pwd category for consideration of their promotion to the post of Gr.II (DASS) on regular basis

Sir/Madam,

DDE (E-2)  
22/10/21

I am directed to inform you that this Department is initiating process to fill up the vacant posts of Grade-II (DASS) from eligible Grade-III (DASS) officials under Pwd category. The list of Grade-III (DASS) officials, as per Annexure 'A', is being enclosed with the request that the Integrity Certificate & Vigilance Clearance Report (as per Annexure 'B'), Proforma as Annexure 'C' and Annual Performance Assessment Reports for the last five years (from 2014-15 to 2018-19) in respect of the officials presently posted in your department, after verifying the details from their service records, may be made available to this department.

The requisite information strictly in the prescribed proforma as per Annexure 'B' & 'C' in respect of the officials mentioned in Annexure 'A' may be made available at the earliest to facilitate assessment of their suitability for promotion to the post of Grade-II (DASS).

The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi. In case the requisite APARs has not been written, a non-reporting certificate / non-availability certificate along-with all the available APARs may kindly be sent to this department. Further, IC/VC & Annexure 'C' proforma may be made available to Deputy Secretary (Services), Services-II Branch.

It is also requested that HOD(s) concerned shall provide Vigilance Clearance strictly in accordance with OM No. 22834/4/2012-Estt.(B) dated 02/11/2012 issued by DoPT, Govt (As per Annexure 'B') in respect of the officials being considered for promotion.

If any of the official(s) (as per list enclosed as Annexure 'A') has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, the necessary information may be provided to this department with service particulars of the official, so that further correspondence can be made as and when required.

It may be noted that only those officials will be considered whose records is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility shall rest with the concerned Department.

6062/CI  
22/10/21

JDEB

9/10/21  
25/10/21  
to G/P

13/10/2021

25/10/21  
DA

25/10/21 (Date)

4790

22/10/21

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This may be treated as **MOST URGENT** and necessary documents may be furnished to this department at the earliest.

Encl: Annexure 'A', 'B' & 'C'

Yours faithfully,



(BHAIRAB DUTT)

Deputy Secretary (Services)

No.F.3(1)/(4)/2019/S.II/ 556-62

Dated : 8/10/21

Copy forwarded to the following for information & necessary action :-

1. The Deputy Secretary (Services-IV), Services Department, GNCT of Delhi.
2. The Section Officer, Services-IV Branch, Services Department with the request to prepare the detailed grading chart of the ACRs/APARs in respect of the officials (as per list as Annexure 'A') and provide the same to Services-II Branch when the meeting of Departmental Promotion Committee is convened.
3. The Section Officer(Coordination), Services Department, GNCT of Delhi, with the request to upload this letter alongwith Annexure 'A', 'B' & 'C' on the website of Services Department for wide circulation.



(BHAIRAB DUTT)

Deputy Secretary (Services)

352/16

## ANNEXURE-A

## PH CATEGORY

| S.No. | PRESENT DEPTT | NAME                  | DOB      | CAT | USNTY  |
|-------|---------------|-----------------------|----------|-----|--------|
| ✓ 1.  | EDN           | RISHI PARKASH         | 27/04/62 | UR  | U10361 |
| 2.    | RETIRED       | ARVIND MATHUR         | 03/04/61 | UR  | U10400 |
| 3.    | LAS           | RAM CHANDER SAHI      | 02/10/71 | UR  | U10425 |
| 4.    | EDN           | MANJU RANI            | 26/01/65 | UR  | U10436 |
| ✓ 5.  | EXPIRED       | ABHAY KUMAR           | 15/04/79 | UR  | U10442 |
| 6.    | AAO           | MOHAN KUMAR CHAUDHARY | 01/03/78 | UR  | U10501 |
| ✓ 7.  | EDN           | PRAMOD KUMAR          | 04/03/76 | UR  | U10504 |
| ✓ 8.  | EDN           | MANTRAM KAIVART       | 25/12/81 | UR  | U10528 |
| ✓ 9.  | EDN           | MEENU SHARMA          | 11/02/77 | UR  | U10551 |
| 10.   | EXPIRED       | RAJESH KUMAR          | 19/08/64 | UR  | U10651 |
| 11.   | BJRMH         | YOGENDER KUMAR KARDAM | 08/10/66 | UR  | U10673 |
| 12.   | RETIRED       | KHEM CHAND            | 10/04/58 | UR  | U10677 |
| 13.   | W&CD          | RAJ KUMAR VERMA       | 30/10/70 | UR  | U10832 |
| 14.   | RESIGNED      | ARUN PRAKASH PANDEY   | 12/01/82 | UR  | U10895 |

INTEGRITY CERTIFICATE

The records of service of Sh./Ms./Smt..... Grade-III (DASS) who is to be considered for promotion to the post of Grade-II (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

VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh./Ms./Smt..... Grade-III (DASS) who is to be considered for promotion to the post of Grade-II (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

\*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-II (DASS)  
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS

- 1. Name of the official (in capital letters) :
- 2. Date of Birth :
- 3. Seniority No. in Gr.III (DASS)/Kanungo :
- 4. Qualification :
- 5. Category (Gen/SC/ST) :
- 6. PH Sub-Category (VH/DD/Ortho) :
- 7. Present Department (with date of joining):
- 8. Whether Integrity Certified (Yes/No) :
- 9. Whether any Vigilance case is pending/ Contemplated against the official (Yes/No) If yes, details thereof :
- 10. Whether any charge sheet is issued Under CCS(CCA) Rules, 1965 (Yes/No) If yes, details thereof :
- 11. Whether any penalty in operation/imposed: (Yes/No) If yes, details thereof :
- 12. (a) Whether any criminal case is pending: against the official (Yes/No). If yes, details thereof.
- (b). Whether charge sheet submitted in : the said case in the court against the official(Yes/No). if yes, detail thereof.
- 13. Previous Departments, since entry into Government Service (use separate sheet, if required)

| S.No. | Departments | From (DD/MM/YY) | To (DD/MM/YY) |
|-------|-------------|-----------------|---------------|
| 1.    |             |                 |               |
| 2.    |             |                 |               |
| 3.    |             |                 |               |

- 14. Present Residential address :
- 15. Telephone/Mobile Number :
- 16. Any other information :

(Signature of Head of the Office)  
Name of HOO with seal