

**GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
(ADMINISTRATION-II BRANCH)  
GLNS COMPLEX, DELHI GATE,  
NEW DELHI-110002**

F.44(13)/2022/DSW/Pro/

Dated:-

To


1. The DDO/HOO/Supdt.  
HADFB Niramal Chaya, DSW,  
Hari Nagar, Delhi.
2. The DDO/HOO/Supdt.  
HMRP (Ch), Asha Kiran  
Delhi.

**Sub:- Initiation of process for Promotion to the post of Grade-III (GNCTDSS).**

In continuation of this office letter no.F.44(13)/2022/DSW/Pro/8678-8682 dated 28/07/2022, it is again requested to forward the requisite information **strictly in the prescribed proforma as per Annexure 'B' & 'C'** alongwith filled Proforma for vigilance status report for seeking Departmental Vigilance clearance Report from Vigilance Branch of Department of Social Welfare, GNCTD in respect of the following Officials:-

S.No.	S.No. in the enclosed list	Name	D.O.B.	SNTY. No.	Documents Required	Place of Physically posted	Place of salary purposes
1	704	Ramesh Prasad	28/11/1962	17836	Annexure B and C	Asha Jyoti Home, Nirmal chhaya HADFB	HADFB
2	1112	Ranjana	14/03/1991	18265	Annexure B and C	MCU Niramal Chhaya	HMRP (Ch.) Asha Kiran

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


  
Section Officer (ADMN.-II)

F.44(13)/2022/DSW/Pro/ 10113

Dated:- 24 AUG 2022

Copy to for further necessary action :-

- 1/ Sr. System Analyst, DSW (HQ) with the request to upload the letter on the website of the Department.

  
Section Officer (ADMN.-II)

31c

ANNEXURE-B

**PROMOTION TO THE POST OF GRADE-III (GNCTDSS)  
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1.	Name of the official (in Capital Letters)	:	
2.	Date of Birth	:	
3.	Seniority No. in Gr.IV (GNCTDSS)	:	
4.	Category (Gen/SC/ST)	:	
5.	Whether belongs to PH Category If yes, specify the details (HH/VH/OH)	:	
6.	Mode of Recruitment (DSS/DB/ Compassionate / Redeployment / Promotion / Absorption)	:	
7.	Education Qualification	:	
8.	Present Department (with Date of Joining)	:	
9.	Whether Integrity Certified (Yes/No) (Please attach the Integrity Certificate)	:	
10.	Whether any Vigilance case is pending/ Contemplated against the official (Yes/No). If yes, details thereof (Enclose copy of the Order)	:	
11.	Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No).If yes, details thereof	:	
12.	Whether any penalty in operation/ imposed (Yes/No) If yes, details thereof (Enclose copy of the Order)	:	
13(a)	Whether any criminal case is pending against the official (Yes/No). If yes, details thereof	:	
13(b)	Whether charge sheet submitted in the said case, in the court against the official (Yes/No). If yes, details thereof	:	
14.	Type Test (Passed / Exempted), Give Letter No. & Date. Exemption granted w.e.f. _____ (Enclose attested copy of the order)	:	
15.	Period of regular service rendered as Gr.IV (GNCTDSS)	:	
16.	Details of Previous Postings, since appointment (use separate sheet, if required)	:	
	Name of the Departments	From (DD/MM/YYYY)	To (DD/MM/YYYY)
17.	Present Residential address	:	
18.	Mobile Number	:	
19.	E-mail id	:	
20.	Any other information if relevant	:	

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



**INTEGRITY CERTIFICATE**

The records of service of Sh./Ms./Smt \_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS) have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

**Signature of Head of Office  
Name of HOO with seal**

.....

**VIGILANCE CLEARANCE CERTIFICATE**

On the basis of the records of service of Sh./Ms./Smt \_\_\_\_\_, Grade-IV (GNCTDSS) who is to be considered for promotion to the post of Grade-III (GNCTDSS), 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 Head of Office  
Name of HOO with seal**

**\*In case the official is not clear from the vigilance angle, then the details of the case shall be provided.**