

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

MOST URGENT
OUT TODAY

F.No.2(78)/Admn.-II/2021/DSW/Estt./Misc/ 10462-10521

Dated:-
29 AUG 2022

CIRCULAR

Sub:- Inclusion of name in the eligibility list of regular class-IV employees working in various department of GNCTD who had been appointed w.e.f 01.01.2006 to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution.

Please find enclosed a copy of letter No. F.14(1)1/CL.IV/2022/S-III/1735 dated 08/08/2022 (Dy. No. 799 dated 29/08/2022) recived from Dy. Secretary (Services), GNCT of Delhi, Services Department -(III), B Wing, 7th level, Delhi Secretariat, New Delhi-110002 regarding Inclusion of name in the eligibility list of regular class-IV employees working in various department of GNCTD who had been appointed w.e.f 01.01.2006 to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution for submitting the requisite information/documents in the prescribed Performa to Administration-II Branch by 5th September positively.

Non Compliance of order will be viewed seriously.

Encl:- As above.

[Signature]
Dy. Director (Admn-II) 29-8-2022

F.No.2(78)/Admn.-II/2021/DSW/Estt./Misc/ 10462-10521
Copy to:-

Dated:-
29 AUG 2022

1. PPS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. PA to Joint Director(SW), GLNS Complex, Delhi Gate, Delhi
4. All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/Schools.
5. Sr. System Analyst, DSW for uploading the circular on the Department website.
6. Guard File.

[Signature]
29/08/22
Abhishek

3887/cc
29/8/22
4-10/22

[Signature]
Dy. Director (Admn-II) 29-8-2022

09/2

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

(100) 09-8-2022 (<http://services.delhigovt.nic.in>)

SO (A II SK)

29.8.2022

Sh. Sunil JA.
Immediate Jt.

No.F. 14(1)1/CL.IV/2022/S-III/1735

Date: 08/08/2022

To

The Heads of all Departments,
Government of N.C.T. of Delhi,
Delhi/New Delhi

799/DD(A)
29/8/22

Sub: Inclusion of name in the eligibility list of regular Class-IV employees working in various department of GNCTD who had been appointed w.e.f. 01.01.2006 to 31.12.2020 and having matriculation or equivalent from recognized Board/Institution.

Sir,


I am directed to say that this department is in process of preparing of eligibility list of regular Class-IV/Group-C (Erst. Group-D) employees working in various department of GNCT of Delhi who had been appointed w.e.f. 01.01.2006 to 31.12.2020 and having educational qualification at least matriculation or equivalent from recognized Board/Institution regarding deciding eligibility number for their promotion to the post of Grade-IV (DASS)/Junior Assistant.

It is, therefore, requested to kindly forward the names of those Class-IV/Group-C (Erst. Group-D) who have been appointed w.e.f. 01.01.2006 to 31.12.2020, in the prescribed proforma as per Annexure-I & II enclosed herewith duly filled in and verified from Head of Department along with attested copies of educational qualifications and certificate of category (SC/ST/OBC/PH). If names of any eligible Class-IV/Group-C (Erst. Group-D) officials are not furnished to this department, the onus of not including their names in the eligibility list will be that of the concerned department.

The names along with duly verified particulars in Annexure-I & II may be furnished to this department latest by 10.09.2022.

Yours faithfully,

Encl: As above


(BHAIRAB DUTT)
DY. SECRETARY (SERVICES)

ANNEXURE-1

(15)

NAME OF THE DEPARTMENT _____

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

S. No.	Name & Designation	Qualification (Pl. indicate matrix 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 appointment 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 COPY SHOULD BE FURNISHED IN SUPPORT OF QUALIFICATION AND BELONGING TO SC/ST/OBC/PH.

ANNEXURE-II

PROFORMA

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
employee 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/PII(OH/VIH/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 record.

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