

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088.**

No. F. 3(16)/2016/TTE/E-IV/ 7521.

Dated: 12/08/16

To

All Principal / HOO / DD,
Institutes under DTTE,
Govt. of NCT of Delhi,
Delhi / New Delhi.

Subject: - Inclusion of name in the final eligibility list of regular Class-IV employees working in various departments of GNCT 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 Grade-IV (DASS) / LDC - reg.

Sir,

Please find enclosed herewith letter received from the Services Department vide No. F. 14(1)/1/CI-IV/2009/S-III/Vol.II/2490 dated 17/08/2016 on the subject cited above.

All Principals / HOOs / DDs are, therefore, requested to kindly send the requisite information alongwith relevant 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 20/09/2016.**

This may kindly be accorded **TOP PRIORITY.**

Yours faithfully,


(PRASAD KUMAR P.)
SUPERINTENDENT (ADMN)

To

Additional Deputy Comr.
Doors of NCT of Delhi
Delhi-110001, India.

Sub: Inclusion of name in the list of eligible candidates for promotion to various regular posts of Grade IV DASS/LDC, with effect from 31.12.2005, who were having minimum qualification of Matriculation or equivalent, but were not considered for their promotion to the post of Grade IV DASS/LDC - reg.

Sir/Madam,

This department had circulated the list of candidates for promotion to various posts, appointed on or prior to 31.12.2005, vide letter No. 14(2)/2/Class IV/2005/2011/Vol.11/2952 dated 26.11.2013. The eligible applications of eligible regular Class IV Employees from the concerned departments have been received. It has been seen that some of the departments are still forwarding applications of high class of employees for inclusion of their names in the eligibility list.

In order to avoid piecemeal submission of applications and also to give a fair 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 include 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 qualifications, Service Book 1st 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 name of such official will not be included in the final eligibility list. It is ensured that documents in respect of Class IV employees, who were not included in the eligibility number earlier, are not sent again for inclusion.

All Head of Departments and Officers, 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.

Yours faithfully

(Signature)
SECRETARY - (PERSONNEL)

Encl: - As above.

ANNEXURE-I

NAME OF THE DEPARTMENT _____

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

1	2	3	4	5	6	7	8	9	10
SSA'S NAME & DESIGNATION	QUALIFICATION (PL MATRIC SCIENCE WITH OR WITHOUT SCIENCE)	DATE OF BIRTH	DATE SINCE WHEN CONTINUOUSLY HOLDING THE POST OF GROUP 'D' IN THE PRESCRIBED PAY SCALE	DATE OF APPT AS REGULAR BASIS	WHETHER THE APPOINTMENT WAS MADE BY THE SSB/SELECTION COMMITTEE	DATE OF CONFIRMATION IF ANY WITH DATE	WHETHER SC/ST/OBC	REMARKS	

Certifier that the above particulars have been checked and verified from Service Book And other Service Record.

Officially attested photo copy should also be furnished in support of qualification and belonging to SC/ST/OBC/PH

Signature of OFFICER
Name & Stamp

(Signature of the official)

checked and verified from the service book and other service.

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. Type of Matric
4. Date since when continuously holding the post of Class-IV in the prescribed pay scale:
5. Whether appointment was made by SSC/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 T.P. here)
8. Office/Department where working
9. Whether SC/ST/OBC/PH(OH/MI/HH)
(Specify category and attached duly attested copy of certificate)
10. Residential Address
11. Remarks:

(Signature of the official)

Candidate shall fill 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)

FORM OF OPTION

[See rule 6 (2)]

*1. I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, _____ hereby elect to continue on Pay Band and Grade Pay of my substantive / officiating post mentioned below until:

* the date of my next increment / the date of my subsequent increment raising my pay to Rs. _____ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of _____.

Existing Pay Band and Grade Pay _____

Signature _____

Name _____

Designation _____

Office in which employed _____

* _____ To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Date : _____

Place : _____

MEMORANDUM EXPLANATORY TO THE CENTRAL GOVT. SERVICES REGULATIONS FOR THE YEAR 2016