

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT

GOVT. OF NCT OF DELHI
1, CANNING LANE, K. G. MARG,
NEW DELHI-110001

F.No.9(9)Admn./Misc./WCD/09/-18121-250 Dated :

2 SEP 2016

To

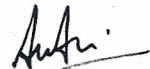
All Concerned DDO/HOO/CDPO
(As per list enclosed)
GNCTD
Department of WCD
Delhi/New Delhi

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

Sir/Madam,

Please find enclosed herewith letter No. F.14(1)/1/CI-IV/2009/S-III/Vol.II/2440-2543 dated 17.08.2016 received from Dy. Secretary-II (Services) alongwith enclosure i.e. Annexure I & II on the subject cited above. In this regard, you are requested circulate the contents for information of staff working under your control for submission of documents as mentioned in the letter enclosed latest by 30.09.2016, failing which, no request will be entertained after the date of submission of applications.

Yours faithfully

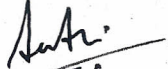

Asstt. Director (ADMN.)
WCD (HQ)

F.No.9(9)Admn./Misc./WCD/09/-18121-250 Dated :

2 SEP 2016 2 SEP 2016

Copy for information & necessary action to :-

1. Asstt. Programmer, WCD for uploading letter along with Annexure I & II on the website of this department


Asstt. Director (ADMN.)
WCD (HQ)

ANNEXURE-I

NAME OF THE DEPARTMENT _____

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

S.NO.	NAME & DESIGNATION	QUALIFICATION (Pl. INDICATE MATRIC 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 APPTT 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 photo copy should also 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 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 Q.P. here)
8. Office/Department where working
9. Whether SC/ST/OBC/PH(OH/VH/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 records.

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