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**MOST URGENT
IMMEDIATE ATTENTION
PROMOTION MATTER**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
(Delhi Secretariat, 5th Level : A-Wing, I.P. Estate, New Delhi)
(<http://services.delhigovt.nic.in>)**

No.F.3(1)/(3)/(2021)/S-II/ 884-85

Date: 22/3/22

CIRCULAR

Sub:- Promotion of Left Out Cases deferred in Previous DPCs in respect of Grade-III & IV officials.

Services Department being the Cadre Controlling Authority calls for the service particulars of Grade-III & IV officials for their promotion from time to time whose cases were left out due to non-availability of IC/VC/ACRs/APARs/Prescribed Proforma/Penalty Completion Certificate, if any, etc. and status of vigilance cases.

It has been observed by the Competent Authority that service particular in respect of Grade-III & IV officials whose promotion cases are left out / deferred have not been sent by the department concerned timely despite best efforts put in by the Services Department. Further, in the absence of requisite service particulars/APARs it has become a near impossible task for this department to consider the cases of officials for promotion. As a result, this department is being flooded with RTI applications/litigations. Besides, providing of service particulars of an official is exclusively the subject matter of administrative department concerned and due to non-furnishing of the information by the department, the responsibility of non-promotion will be entirely of the concerned department.

Sometimes, these documents were received in the month of the retirement of officers/officials and due to which this department has to face undue strain in convening Review DPC for grant of promotion.

The Competent Authority has viewed the above lapse of non furnishing of requisite documents by the officers concerned seriously and has desired that the above documents be furnished as per under mentioned scheduled.

Henceforth, it has been decided that this department will hold review DPC only on quarterly basis, i.e., in every first week of January/April/July/October and this shall be the responsibility of the department concerned to provide the requisite documents complete in all respect to this department strictly well before the said schedule and in case of retiring official the same may be provided before 06 months of retirement for placing the left out cases before the Review DPC.

This issues with the approval of the Competent Authority.

**(BHAIRAB DUTT)
DY. SECRETARY(SERVICES)**

All HODs concerned, Govt. of NCT of Delhi, Delhi/New Delhi with the request to bring the contents of this circular to the notice of all concerned.

No.F.3(1)/(3)/(2021)/S-II/ 884-85

Date: 22/3/22

Copy for information and further necessary action to:

1. P.A. to Secretary(Services), Services Department, GNCTD, Delhi.
2. Section Officer(Co-ordination) with the request the direction to upload the circular on the official website of Services Department.
3. Guard file.

**(BHAIRAB DUTT)
DY. SECRETARY(SERVICES)**

✓ Forwarded to IT Branch
for uploading on website
to all concerned DDO/HOO
for necessary action.

S. S. Singh
Director
JP Admin
22/3/22

22/3/22
Sb(A)
25-4-22
Ms. Shubangi

22/3/22

SH
28-04-22
PA
09/5/22

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