

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
MAHARANA PRATAP I.S.B.T. BUILDING
KASHMERE GATE, DELHI-110006
(Administration Branch)

F.No.9(291)/Admn/WCD/Promotion/2019/21243-50

Dated : 06/feb/2023

OFFICE ORDER

Sub : TIME BOUND - Promotion to the post of Grade-III (GNCTDSS)-Left out cases - reg.

In pursuance of the Services Department, GNCTD letter No. F.4/3/2020/S.II/183-189 dated 24.01.2023 on the subject cited above, the requisite documents/information in respect of the following Grade-IV (GNCTDSS)/Junior Assistants, is required for the purpose of their promotion to the post of Grade-III (GNCTDSS), as under :-

Seniority No.	Name of the official, DOB and Place of Salary Posting	Documents/Information required from concerned DDOs/HOOs of salary posting
10907	Rajesh Kumar (DOB - 15.03.1969)	Note :- As per office record, presently neither the official is on the strength of WCD nor posted in WCD. An intimation letter in this regard has already been sent to Deputy Secretary (Services-II), GNCTD vide No. F.9(291)/Admn/WCD/Promotion/2019/18748 dated 18.02.2021.
13116	Sangeeta Bhadan (DOB - 23.04.1971)	Note :- As per office record, presently neither the official is on the strength of WCD nor posted in WCD. An intimation letter in this regard has already been sent to Deputy Secretary (Services-II), GNCTD vide No. F.9(291)/Admn/WCD/Promotion/2019/18748 dated 18.02.2021.
14678	Munish Maan (DOB - 11.07.1979) Place of Salary Posting - DDO/HOO, Short Stay Home- Jail Road	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer) 4. ACRs for the period - 2004-05 to 2008-09
16645	Jitendra Yadav (DOB - 04.08.1985) Place of Salary Posting - DDO/HOO, OHB-II, Kingsway Camp	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer) 4. APAR for the period - 2016-17
16754	Dharmendra Singh (DOB - 15.04.1982) Place of Salary Posting - DDO/HOO, Nari Niketan, Jail Road	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer) 4. ACRs for the period - 2013-14 to 2017-18

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17107	Seema Ahmed (DOB - 07.05.1979) Place of Salary Posting – DDO/HOO, WCW-Shanker Market (now shifted to SewaKutir Complex, Kingsway Camp)	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer)
17604	Abhishek Kumar (DOB - 26.07.1993) Place of Salary Posting – DDO/HOO, WCW-Shanker Market (now shifted to SewaKutir Complex, Kingsway Camp)	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer) 4. Status of qualifying service period (treatment of Extra-Ordinary Leave)
17661	Ashok Kumar Bhardwaj (DOB - 24.07.1972) Place of Salary Posting – DDO/HOO, ICDS-Govindpuri Project	1. Annexure-B (Proforma), Annexure-C (IC and VC) and Annexure-D (No Penalty Certificate)/TTR 2. Proforma for Departmental Vigilance Clearance (signed by the DDO/HOO and counter-signed by the Reporting Officer) 3. Work Conduct and Integrity Certificate (issued by the Reporting Officer) 4. APARs for the period – 2016-17 to 2021-22

As per the instructions of the Services Department, GNCTD, Vigilance Clearance Certificate and No Penalty Certificate must be provided strictly in accordance with the instructions contained in DoPT O.M. dated 14.09.1992 and O.M. dated 02.11.2012. According to **Para No. 2 of DoPT O.M. dated 14.09.1992** and **Para No. 1 of DoPT O.M. dated 02.11.2012** – "Vigilance Clearance for promotion can be denied only in the following three circumstances :-

- (i) Government servants under suspension;
- (ii) Government servants in respect of whom a charge-sheet has been issued and the disciplinary proceedings are pending;
- (iii) Government servants in respect of whom prosecution for a criminal charge is pending."

Further, according to **Para No. 12 of DoPT O.M. dated 02.11.2012** – "Vigilance Clearance cannot be denied on the grounds of pending disciplinary/criminal/court case against a Government servant, if the three conditions mentioned in Para No. 2 of DoPT O.M. dated 14.09.1992 are not satisfied."

Therefore, all concerned DDOs/HOOs of Salary Posting are hereby directed to forward the above mentioned requisite documents, to the Administration Branch, WCD (HQ) within 01 week of issuance of this order, positively, for further processing. Non-compliance of the order shall be viewed seriously and may attract disciplinary action as deemed fit under CCS (CCA) Rules, 1965.

This issues with the prior approval of the Director (WCD).

Section Officer (Admn)

Enclosures :- Annexure-B, C and D

Contd. on next page ---

F.No.9(291)/Admn/WCD/Promotion/2019/ 21243-50

Dated :

06 FEB 2023

Copy for information to :-

1. Deputy Secretary (Services-II Branch), Services Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. PS to the Director, Department of Women & Child Development, Govt. of NCT of Delhi, MaharanaPratap ISBT Building, Kashmere Gate, Delhi-110006.
3. PA to the Joint Director (Admn), Department of Women & Child Development, Govt. of NCT of Delhi, MaharanaPratap ISBT Building, Kashmere Gate, Delhi-110006.
4. Concerned DDOs/HOOs of Salary Posting, DWCD, GNCTD.
5. Concerned officials through concerned DDOs/HOOs of Salary Posting, DWCD, GNCTD.
6. Concerned Reporting Officers of Physical Posting, DWCD, GNCTD.
- ✓ 7. Data Processing Assistant, IT Cell, DWCD (HQ), GNCTD for uploading on website of the Department, for information of concerned officers/officials and necessary action by them.
8. Guard file.

Section Officer (Admn)

13.11

**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 (DSSSB/ 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 Official concerned)

(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.**