

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(ESTABLISHMENT-IV)

No.F.3 (20)/2022/TTE/E-IV/Gr.IV/5068-5080

Dated: 21/07/2022

To,

1. The Registrar (NSUT), Dwarka Sector-3, Delhi-110078.
2. The Controller (Board of Technical Education),
3. The Principal (ITI Pusa / ITI Shahdara / ITI Tilak Nagar (W)/ ITI Dheerpur / ITI Jahangir Puri / ITI Arab Ki Sarai / ITI Jaffarpur/ ITI Mangolpuri /ITI Vivek Vihar/ ITI Mori Gate / ITI Malviya Nagar / ITI Jail Road / ITI Nand Nagri/ BTC Pusa/ Dy. Apprenticeship Advisor, Pusa/ITI Mayur Vihar),
4. The Campus Director (Kasturba I.T./ IIT Dwarka),
5. The Assistant Director (DCC), Data Compilation Cell, Planning/Service Department, Delhi Secretariat, 6th Level, B-Wing, I.P. Estate, New Delhi-110002
6. The Section Officer (UTS-II), MHA, North Block New Delhi-110001.
7. The Section Officer, O/o the Financial Commissioner, GNCTD, 5 Sham Nath Marg, Delhi-110054.
8. The Branch-In-Charges, (E-I, E-II, E-III (SB), E-IV, Accounts, Planning, Litigation, DKDF, RTI, Allotment, Academic) DTTE (HQ).

Sub.: Initiation of process for Promotion to the post of Grade-III (GNCTDSS).

Sir/Madam,

I am to inform that vide Services Department is considering the cases of following Gr.IV (GNCTDSS) officials of this Department for promotion to the post of Gr.III (GNCTDSS) on regular basis as conveyed vide letter no. F.4/8/2022/S-II/2097-2100 dated 20.07.2022 (copy enclosed). It is therefore, requested to provide the information in the prescribed proforma (in Annexure-'B' & 'C' strictly) in respect of officials working under your administrative control within 10 days, as per list tabulated below.

S. No.	Name of the official (Mr. /Mrs/ Ms.)	D.O.B.	SNTY No.	Present place of posting / Working on Div. capacity
(1)	(2)	(3)	(4)	(5)
1.	Shri Pal	22.09.63	17153	ITI Shahdara
2.	Sunil Kumar	14.06.64	17156	ITI Shahdara / BTE
3.	Rishi Pal Singh	02.05.64	17189	ITI Nand Nagri
4.	Ramesh Kumar	20.01.68	17402	ITI Jail Road/ NSUT
5.	Teeka Singh	08.11.67	17535	ITI AKS
6.	Satbir Singh	04.03.71	17906	ITI Jaffarpur / NSUT
7.	Birendra Singh	01.07.65	17941	ITI Nand Nagri
8.	Pravesh Kumar	24.07.88	17981	ITI Mangol Puri
9.	Himanshu	16.08.93	17988	E-IV Branch, DTTE (HQ)
10.	Sunil Kumar	10.01.88	17991	E-I Branch, DTTE (HQ)
11.	Naveen Kumar Yadav	08.07.90	18083	ITI AKS / IIT Dwarka
12.	Sandeep	20.03.92	18085	E-II Branch, DTTE (HQ)
13.	Pradeep Kumar Khatri	09.03.85	18086	Accounts Branch, DTTE (HQ)
14.	Rinki	01.07.92	18092	Planning Branch, DTTE (HQ)
15.	Pardeep Kumar	29.09.85	18098	Litigation Branch, DTTE (HQ)
16.	Jyoti Kumari Pal	29.09.87	18106	ITI Vivek Vihar
17.	Rohit Kumar	02.10.88	18113	BTE /DKDF
18.	Deepak	15.05.89	18114	ITI AKS / IIT Dwarka
19.	Varun Paul	13.06.89	18115	ITI Mori Gate (UTS-II, UT Division, MHA, Govt. of India in diverted capacity)
20.	Kanwer Raghvinder Singh Mann	04.08.92	18117	BTE
21.	Shikha	07.02.93	18120	ITI Jail Road
22.	Nadeem	27.12.90	18124	DTTE (HQ) (Services Department in diverted capacity)
23.	Pritika Chaudhary	04.01.87	18125	ITI Shahdara
24.	Amit Dabas	18.09.89	18129	ITI Jahangir Puri
25.	Yogesh Kumar	05.06.92	18132	ITI Pusa
26.	Gunjan	03.05.94	18134	ITI Pusa / KIT
27.	Nisha	20.10.89	18139	ITI Jail Road
28.	Rakesh Mann	30.09.91	18141	BTE
29.	Anil Kumar	24.06.91	18143	E-I Branch, DTTE (HQ)
30.	Ajay Chillar	17.10.87	18148	RTI Branch, DTTE (HQ)
31.	Deepak Vijayran	23.07.91	18151	Secretariat Branch, DTTE (HQ)
32.	Sanjay Kumar	12.09.91	18152	E-IV Branch, DTTE (HQ)
33.	Ishaq Khan	04.12.82	18154	ITI Dheerpur
34.	Yajander	22.11.84	18156	Allotment Branch, DTTE (HQ)
35.	Rohit Yadav	03.11.90	18158	BTE
36.	Ramesh	10.03.84	18159	E-IV Branch, DTTE (HQ)
37.	Sandeep Kumar	13.02.88	18161	BTC Pusa
38.	Ravi Shankar Verma	15.03.90	18162	BTE
39.	Rajesh Rana	11.05.90	18163	Accounts Branch, DTTE (HQ)
40.	Mala	03.01.85	18167	ITI Nand Nagri

41.	Sandeep Dabas	27.07.85	18168	DTTE (HQ) / Pr. Br. of Dir. (TTE)
42.	Amit Saini	17.02.88	18169	Secretariat Branch, DTTE (HQ)
43.	Nitesh Pal	31.03.88	18170	BTE / Pr. Br. of Secretary (TTE)
44.	Yogesh Goswami	11.04.85	18172	ITI AKS (O/o Financial Commissioner, GNCTD in diverted capacity)
45.	Sunny	01.02.87	18173	Academic Branch, DTTE (HQ)
46.	Abdul Haid	24.09.89	18174	ITI (W) Vivek Vihar
47.	Ramit Kumar Ray	21.03.90	18175	ITI Nand Nagri / KIT
48.	Pawan	14.09.91	18176	ITI Pusa
49.	Ravi Kumar	02.07.88	18177	O/o Dy. Apprenticeship Advisor, BTC Pusa Campus
50.	Nadeem Ahmed	02.01.89	18178	ITI Mayur Vihar
51.	Prateek Yadav	19.04.89	18179	ITI Tilak Nagar
52.	Rahul Choudhary	18.05.89	18180	ITI Shahdara
53.	Manish Kumar	04.09.87	18183	ITI Mangol Puri
54.	Harish Yadav	04.03.94	18246	ITI Jaffarpur
55.	Deepak Kumar	27.09.88	18311	ITI Tilak Nagar / NSUT
56.	Kavita Yadav	01.03.88	18428	ITI Jaffarpur / NSUT
57.	Mahender Singh	14.07.72	18466	ITI Jaffarpur / NSUT
58.	Devender	14.01.85	18478	ITI Malviya Nagar
59.	Ravish Kumar	18.04.91	18481	Academic Branch, DTTE (HQ)
60.	Vipin Kumar	02.08.91	18485	ITI Jahangir Puri / E-IV Branch, DTTE (HQ)

Integrity certificate in respect of all Grade-IV (GNCTDSS), whose names are mentioned in the above table, will be given by the Controlling/ Reporting Officer of the office where such official is posted physically and such Integrity Certificate will be sent to the Head of Office of the Institute from where the official is drawing salary for sending consolidated information/documents.

Further, the Vigilance Clearance certificate will be issued by the Head of Office from where the official is drawing salary and if the official is working at some other Institute/office in diverted capacity, the Vigilance Certificate will be issued by the Head of Office after collecting Vigilance Status of the official from the Controlling/ Reporting Officer of such official.

Further, the Following instructions may kindly be followed strictly: -

- It may be ensured that the Service particulars in respect of the officials are complete in all aspects.
- Integrity Certificate (IC), Vigilance Clearance (VC) and attested Type Test Report/Type test exemption order (if applicable) must be forwarded along with prescribed proforma and duly send by HOO.
- Copy of order of Disciplinary Proceeding/ under suspension/ removal from service in respect of official & penalty completion certificate, if any, may be forwarded along with Service Particulars.
- Details of period, if any, to be treated as non-qualifying service for the purpose of pension.

It may be ensured that the contents of the letter may be brought to the notice of official concerned working in your department. In case, any of the said official is not working in your department a certificate in this regard may be given to this department.

Yours faithfully,



(A N GAUR)

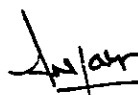
DEPUTY DIRECTOR (ADMN.)

Dated: 21/07/2022

No.F.3 (20)/2022/TTE/E-IV/Gr.IV/ 5068 - 5080

Copy for information and necessary action to:

- Deputy Secretary (Services), Services-II Branch, Services Department, 5th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
- The Section Officer Vigilance Branch, with the request to provide status of APARs for the period 2016-17 to 2020-21 & additional APAR 2021-22 in respect of all the Grade-IV (GNCTDSS) officials whose name is mentioned in the above table.
- PPS to the Secretary/PS to the Director, TTE (HQ).
- System Analyst, Computer Branch, DTTE (HQ) with the request to upload the same along-with enclosures on Department's Website.



(A N GAUR)

DEPUTY DIRECTOR (ADMN.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (II)
(Delhi Secretariat, 5th Level, A Wing, I.P. Estate, New Delhi-02)
(<http://services.delhi.govt.nic.in/>)

No.F.4/8/2022/S-II/2097-2100

Dated: 20/07/2022

To

The Head of the Departments,

(List enclosed)
Govt. of NCT of Delhi,
Delhi/New Delhi.

Sub: **Initiation of process for Promotion to the post of Grade-III (GNCTDSS).**

Madam/sir,

I am directed to inform that Services Department is initiating the process for promotion to the post of Grade-III (GNCTDSS) from eligible Grade-IV (GNCTDSS) on regular basis. It is, therefore, requested to provide the information [strictly in the enclosed proforma (Annexure-'B' & 'C')] in respect of eligible officials, as per list enclosed (Annexure 'A'), working in your Department along-with APARs for the period 2016-17 to 2020-21 & additional APAR 2021-22 immediately to Services Department. If any APAR for the above period is not available, a non-availability certificate may please be issued and any five available APARs (five years since his/her initial appointment) may be forwarded for placing before the DPC.

The requisite APARs in respect of the officials mentioned in the Annexure 'A' be made available to the Deputy Secretary (Services), Services-IV Branch, Services Department, 5th Level, B wing, Delhi Secretariat, New Delhi. In case the requisite APARs have not been written, a non-reporting certificate / non-availability certificate along-with all the available APARs may kindly be sent to this department. Further, Proforma (Annexure 'B') & Integrity Certificate/Vigilance Clearance (Annexure 'C') may be made available to Deputy Secretary (Services), Services - II Branch.

The documents in respect of officials mentioned in 'Annexure D' will be called later after taking the necessary approval of relaxation in qualifying service from the Competent Authority.

Further, the following instructions may kindly be followed strictly:-

1. It may be ensured that the Service Particulars in respect of the officials are complete in all aspects.
2. Integrity Certificate (IC), Vigilance Clearance (VC) and attested Type Test Report/Type test exemption order (if applicable) must be forwarded along with prescribed proforma and duly signed by HOO.
3. Copy of order of Disciplinary Proceeding/under suspension/removal from service in respect of official & penalty completion certificate, if any, may be forwarded along with Service Particulars.
4. Details of period, if any, to be treated as non-qualifying service for the purpose of pension.
5. It may be ensured that the contents of the letter may be brought to the notice of official concerned working in your department.

In case, any of the said official is not working in your department a certificate in this regard may be given to this department.

Contd...

Page 1 of 28

SO(A)

Pl. Circulate & Complete the exercise
within 15 days positively.

21/07

21/7/22

Dr. Himanshu

It is also requested that all the HOD(s) concerned shall provide vigilance clearance strictly in accordance with OM No. 22034/4/2012-Estt(D) dated 02/11/2012 issued by DoT, Govt. (As per Annexure 'C') in respect of the officials being considered for promotion.

All any of the official(s) (as per list enclosed as Annexure 'A') has expired/resigned/removed from service, promoted/appointed to higher grade/post or transferred/sent on deputation to other department, the necessary information may be provided to this department with service particulars of the official, so that further correspondence can be made as and when required.

It is also requested that if the name of any eligible Grade IV (ONCTDSS)/Jr. Assistant official has not been included in the enclosed list, his/her particulars duly certified from Service Book of the concerned official may be provided to this department, so that they may also be considered, if otherwise eligible.

It may be noted that only those officials will be considered whose record is made available and in case any official is not considered due to non-furnishing of requisite documents/papers/information by the concerned Department, the responsibility shall rest with the concerned Department.

This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to this department within 30 days.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: Annexure 'A', 'B', 'C' & 'D'

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.4/8/2022/S-II/ 2097-2100

Dated: 20/07/2022

Copy to: -

1. The Section Officer, Services-IV Branch, Services Department with the request to prepare the **detailed grading chart of the APARs** in respect of the officials (as per list as Annexure 'A') and provide the same to Services-II Branch when the meeting of DPC is convened.
2. The Section Officer (S-III), Services Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. The Section Officer (Co-ordination) with the direction to upload the circular on the official website of Services Department.

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

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 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.**