

**TIME BOUND
URGENT**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION,
MUNI MAYARAM MARG, PITAMPURA, DELHI-110034.
ESTABLISHMENT-IV (Phone No: 011-27322927).**

No: F.3 (24)/2023/TTE/E-IV//5690-96

dated: 03/11/2023

To

1. The Campus Director
DSEU RAJOKARI CAMPUS, GB Pant DSEU Okhla 1 Campus DSEU,
Ambedkar Institute of Technology, Guru Nanak Dev Rohini Campus DSEU
2. The Principal
ITI Mayur Vihar, ITI Narela, ITI Sirifort
3. Branch Incharge, Vigilance Branch
4. Controller, Board of Technical Education, Delhi.

Sub: Promotion to the post of Grade-IV (DASS)/Junior Assistant –Furnishing Vigilance Clearance Report / Integrity in respect of regular Class-IV/Group 'C' (Multi Tasking Staff) (erstwhile Group-D) employees-reg.

Sir/Madam,

I am directed to forward herewith a copy of letter No. F.14(1)/1/Class-IV/Promotion/2023/S-III/1795-1796 dated 12.10.2023 received from Services Department (III) on the above mentioned subject. The detail of employees of this department under consideration zone is as under:-


Sl. No	Name of the Official (Smt./Sh.)	Designation	Date of Birth	Present Posting	Documents required
1.	Vinod Kumar	WSA	05.02.1979	DSEU RAJOKARI CAMPUS	1. Integrity Certificate, Vigilance Clearance Report. 2. Willingness/Unwillingness (as per enclosed proforma). 3. Attested photocopy of first page of service book showing addition of Matric/equivalent qualification in service book along with photocopy of Matriculation Certificate and Caste Certificate 4. Duly filled up the employee detail proforma (as per enclosed proforma)
2.	Rajnish Juyal	WSA	22.06.1980	GB Pant DSEU Okhla 1 Campus DSEU	
3.	Vinod Kumar	WSA	11.11.1978	GB Pant DSEU Okhla 1 Campus DSEU	
4.	Radhey Shyam	WSA	15.05.1977	E-I Branch, DTTE (HQ), Drawing salary from Guru Nanak Dev Rohini Campus DSEU	
5.	Rajesh Yadav	MTS	13.06.1979	Pr. Br. Of DD (Admn.), (drawing salary from ITI Sirifort)	
5.	Anil Kumar	WSA	18.06.1977	Board Of Technical Education	
7.	Vishal Bhardwaj	MTS	15.04.1984	Board Of Technical Education	
8.	Kavita Devi	MTS	11.11.1977	Vig. Branch, DTTE (HQ)	
9.	Shamsher Singh	MTS	10.01.1969	S.B Branch, (drawing salary from ITI Narela)	
10.	Manju Devi	MTS	25.05.1970	Ambedkar Institute of Technology (drawing salary from ITI Mayur Vihar)	

Further it is requested that if any of the Group 'C' (MTS)/ Workshop Attendent (erstwhile Group-D) employees mentioned in the list has already been promoted / retired / resigned / expired, their names may also be sent to this office with complete details.

All concerned Principals / HOOs / Branch-in-charges are therefore, requested to kindly furnish the requisite information along with relevant documents in respect of all the Group 'C' (MTS) / Workshop Attendent (erstwhile Group-D) employees (**willing or Unwilling**) to this office, **latest by 07.11.2023.**

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

Encl: As above.


(C. SRI RAMAN)
SECTION OFFICER (ADMN.)

dated: 03/11/2023

No: F.3 (24)/2023/TTE/E-IV/5690-96

Copy to:-

1. The Branch In charge, E-I Branch, Secretariat branch , DD (Admn.) DTTE (HQ).
2. The PS to Secretary (TTE) / Director (TTE).
3. System Analyst, Computer cell, DTTE (HQ), along with a copy and format of letter dated 12.10.2023 issued by the Services Department, Govt. of NCT of Delhi with the request to upload the same on Website of DTTE.


(C. SRI RAMAN)
SECTION OFFICER (ADMN.)

EMPLOYEE DETAILS PROFORMA

1	Name & Design. of the official (Sh/Smt/Miss)	:	
2	Date of Birth	:	(in figures-{xx/xx/xxxx): (in words).....
3	Designation/Post held	:	
4	Whether the official has been promoted to the post of Lab. Assistant (Yes/No)	:	
5	If yes, order no. and date of Promotion	:	
6	Date of relieving from Present Deptt.	:	
7	If No:	:	
8	Date of regular Appointment in Class-IV	:	
9	Seniority No. in Class-IV/Group-C	:	
10	Category(Gen/SC/ST/OBC)	:	
11	PH(VH/HH/OH)	:	
12	Present Pay Level with Pay	:	
13	Educational Qualification (at the time of initial appointment)	:	
14	Subsequently acquired educational qualification with date of passing the relevant exam:(Also send an attested photocopy of first page of service book showing addition of matric/equivalent qualification in service book)	:	
15	Whether Integrity Certified (Yes/No)	:	
16	Whether any vigilance case is pending/ contemplated against the official (Yes/No), If yes, details thereof:	:	
17	Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No), If yes details thereof	:	
18	Present Residential Address with Pin Number	:	
19	Telephone Number/ Mobile Number	:	
20	Whether the official has given his willingness for promotion to the post of Grade-IV DASS/Junior Assistant, if so, the date of intimation.	:	
21	Any other Information	:	

(Signature of the official)

Certified that the above mentioned information is true and correct as per the service record of the official maintained in the department.

(SIGNATURE OF HEAD OF OFFICE WITH SEAL)

CERTIFICATE

I, ,S/o.....DOB.....

working in Section/Branch.....of.....

Department, am willing for promotion to the post of Grade-IV (DASS)/ Junior Assistant.

SIGNATURE OF THE OFFICIAL

**SIGNATURE OF HEAD OF OFFICE
(official Seal)**

CERTIFICATE

I, ,S/o.....DOB.....

Working in Section/Branch.....of.....

Department am not willing for promotion to the post of Grade-IV (DASS)/ Junior Assistant.

SIGNATURE OF THE OFFICIAL

**SIGNATURE OF HEAD OF OFFICE
(official Seal)**

Note:- It may be brought to the notice of the concerned official that option of willingness / Un-willingness once exercised will not be changed at any stage.

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- (III)
B WING, 5TH LEVEL, DELHI SECRETARIAT,
NEW DELHI 110002**

No.F.14 (1)/1/Class-IV/Promotion/2023/S-III / 1795-1796

Date: 12-10-2023

To

All the concerned Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.

**Sub: Promotion to the post of Grade-IV (DASS)/Junior Assistant - Furnishing
Vigilance Clearance Report/ Integrity Certificate in respect of regular
Class-IV/Group 'C' (erstwhile Group D) employees-reg.**

Sir/Madam,

I am directed to request to furnish Vigilance Clearance Report, Integrity Certificate along with Willingness/Un-willingness and employee details proforma in respect of regular Class-IV/Group 'D' [now Group 'C'] employees are working in the pay matrix (Rs. 18000-56900) with three years service in the grade rendered after appointment thereto on regular basis of your department as per Annexure 'A' enclosed for considering their promotion to the post of Grade-IV(DASS)/Junior Assistant.

It is requested to ensure that Integrity Certificate and Vigilance Clearance Report along with Willingness/Un-Willingness and Employee Details Proforma (as per format enclosed) in respect of each official are sent to this department latest by **14.11.2023** positively, failing which the official concerned may not be considered for promotion and responsibility for the same will rest with the concerned department only. It may also be brought to the notice of the concerned officials that option of willingness/un-willingness once exercised cannot be changed at any stage.

Further, if any of the Group 'C' (erstwhile Group 'D') employees mentioned in the attached list had promoted/retired/resigned/expired, their names may also be sent to this department with complete details.

2658/E-14
31/10/23

Encls:- as above.

Yours faithfully,

**(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)**

No.F.14 (1)/1/Class-IV/Promotion/2023/S-III / 1795-1796 Date: 12-10-2023

Copy for information and necessary action to:-

1. Section Officer (Coordination.), Services Department with the request to upload the letter on the department's website.

**(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)**

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