

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

No.F.3 (15)/2024/TTE/E-IV/GR.IV/5229-39

Dated: 03/12/24

To,

1. The Controller, Board of Technical Education, Delhi.
2. The Principals, ITI Jahangir Puri / ITI Malviya Nagar, Delhi.
3. The Branch-In-Charges, E-II, E-IV, Planning, R&I, Pr. Br. Of Director (TTE), DTTE (HQ), Delhi.
4. The HOS/Principal, Govt. Sarvodaya Bal Vidyalaya, West Patel Nagar, Delhi-110008 (School ID-1516143),
5. The HOS/Principal, Sarvodaya Kanya Vidyalaya, Malviya Nagar, Delhi- 110017 (School ID- 1923046)
6. The HOS/Principal, DDE, Dist. South West, C-4, Vasant Vihar, New Delhi-110057
7. The HOS/Principal, DDE (East), Dist. East, D-Block, Anand Vihar, Delhi-110092

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

Sir/Madam,

It is inform that that Services Department is considering the cases of following Gr. IV (GNCTDSS) officials for promotion to the post of Gr.III (GNCTDSS) on regular basis as conveyed vide letter no. F.4/1/2024/S-II/637-40 dated 23.08.2024 and their subsequent reminder dated 08.11.2024. Further a reminder II dated 25/11/2024 is also issued from Services Department for seeking requisite information / documents in respect of officials. (copy enclosed). It is therefore, requested to provide the requisite information as mentioned in table against the official working under your administrative control within 04 days in the **duly signed/stamped Service Particulars, Integrity Certificate & Institute Level Vigilance Clearance Certificate strictly in the prescribed proformas (Annexure-'B' & 'C')**.

S. No.	Name of the official (Mr. /Mrs/ Ms.)	D.O.B.	SNTY No.	Present place of physical posting	Drawing salary from	Documents Still Awaited
1.	Jitender Kumar (VH)	02.11.1985	19412	ITI Jahangirpuri	ITI Jahangirpuri	APAR- 28/11/18-31/03/19
2.	Rakesh Dagar	10.11.1992	19462	BTE	DTTE (HQ)	APAR 2023-24
3.	Chhima Kumari	11.07.1968	19546	ITI Malviya Nagar	ITI Malviya Nagar	APAR 2023-24
4.	Rajesh Kumar	14.06.1975	18630	Accounts Branch, DTTE (HQ)	Govt. Sarvodaya Bal Vidyalaya, West Patel Nagar, Delhi-110008 (School ID-1516143)	APAR 01/07/21-31/03/22 to 2023-24 & PROFORMA (ANNEXURE-B)/IC/VC/TTR
5.	Gaurav	24.03.1977	19443	Board of Technical Education, DTTE	Sarvodaya Kanya Vidyalaya, Malviya Nagar, Delhi- 110017 (School ID- 1923046)	APAR 2022-23, 2023-24 & PROFORMA (ANNEXURE-B)/IC/VC/TTR
6.	Bablu Yadav	01.05.1980	19485	R & Branch, DTTE (HQ)	DDE, Dist. South West, C-4, Vasant Vihar, New Delhi- 110057	APAR 01/04/23-28/02/24 & PROFORMA (ANNEXURE-B)/IC/VC/TTR
7.	Mahender Singh	09.10.1977	19536	E-II Branch, DTTE (HQ)	DDE (East), Dist. East, D-Block, Anand Vihar, Delhi-110092	APAR 2022-23, 2023-24 & PROFORMA (ANNEXURE-B)/IC/VC/TTR
8.	Neeraj	15.06.1996	19556	SD	DDE, Dist. South	APAR 2019-20 TO 2023-

	Kumar			Branch, DTTE (HQ)	West, C-4, Vasant Vihar, New Delhi- 110057	24 & PROFORMA (ANNEXURE- B)/IC/VC/TTR
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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. Further, the Vigilance Clearance certificate will be issued by the Head of Office from where the official is drawing salary.

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 individual and verified 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.

This may be treated as **MOST URGENT/TIME BOUND** and necessary documents duly signed/stamped may be furnished to this office strictly within 04 days from the date of issue.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

(SANJEEV KUMAR)  
DEPUTY DIRECTOR (ADMN.)

No.F.3 (15)/2024/TTE/E-IV/GR.IV/5229-39

Dated: 03/12/24

Copy for information and necessary action to:

- Deputy Secretary (Services), Services-II Branch, Services Department, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
- PPS to the Secretary/PS to the Director, TTE (HQ).
- Concerned Branch-Incharges with the request to issue duly signed / stamped Integrity Certificate strictly in the prescribed proforma (Annexure-'C').
- System Analyst, Computer Branch, DTTE (HQ) with the request to upload the same along-with enclosures on Department's Website.

(SANJEEV KUMAR)  
DEPUTY DIRECTOR (ADMN.)