GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-III)
7TH LEVEL, ‘B’ WING, DELHI SECRETARIAT, I.P. ESTATE,
NEW DELHI-110002.


Dated: 17/08/2016

To

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

Sub: Inclusion of name in the final eligibility list of regular Class IV employees working in various departments of GNCT of Delhi, who were appointed on or prior to 31.12.2005 and having educational qualification of at least Matriculation or equivalent from a recognized Board/Institution, for considering their promotion to the post of Gr.IV (DASS)/LDC – reg.

Sir/Madam,

This department had circulated the final eligibility list of regular Class IV employees, appointed on or prior to 31.12.2005, vide letter No.F.14(1)/1/Cl.IV/2009/S.III/ Vol.II/2952 dated 26.11.2013, after receiving applications of eligible regular Class IV Employees from the concerned departments. However, recently, it has been seen that some of the departments are still forwarding applications of their Class IV Employees for inclusion of their names in the Eligibility List.

In order to avoid piecemeal submission of applications and also to give a last and final chance to such eligible regular Class IV employees appointed on or prior to 31.12.2005, but not been included in the eligibility list till date for considering promotion to the post of Grade IV DASS/LDC, this department intends to invite their applications. The applications of such Class IV Employees should be submitted in the prescribed proforma, as per Annexure I & II enclosed, along with attested copies of educational qualification, Service Book 1st page and category certificate (SC/ST/OBC/PH), if any.

If the documents of any left out eligible Class-IV official, appointed on or prior to 31.12.2005, is not furnished to the Services Department, the onus of not including his/her name in the final eligibility list will be that of the concerned department. It may also be ensured that documents in respect of Class IV employees, who have been assigned eligibility number earlier, are not sent again for inclusion.

All Head of Departments are, therefore, requested to kindly send the above mentioned requisite documents in respect of left out eligible Class-IV employees, who are willing to be considered for promotion to the post of Grade IV DASS/LDC, to this department, latest by 30.09.2016.

This may please be given Top Priority.

Additional Director
Diary No. 710866
Dated: 24/08/16

Yours faithfully,

(ANUPMA CHAKRAVORTY)
DEPUTY SECRETARY II (SERVICES)

Encl: As above.
ANNEXURE-II

PROFORMA

1. Name of the Official
2. Educational Qualification
   (Please indicate Matric with Science /or without Science)
3. Date of Birth
4. Date since when continuously holding the post of Class-IV in the prescribed Pay scale.
5. Whether appointment was made by SSB/Selection Committee/re-deployed
6. Date of appointment as Class-IV Employees on regular basis
   (In case re-deployed mentioned date of Re-deployment)
7. Date of confirmation in the grade,
   If any, (Do not indicate date of Q.P. here)
8. Office/Department where working
9. Whether SC/ST/OBC/PH(OH/VH/HH)
   (Specify category and attached duly attested copy of certificate)
10. Residential Address
11. Remarks

(Signature of the official)

Certified that the particulars as mentioned above have been checked and verified from the service book and other service records.

(Signature of Head of office/ Head of the Department)
(With seal)
## ANNEXURE-I

NAME OF THE DEPARTMENT

**DATE-WISE LIST OF GROUP ‘D’ EMPLOYEES OF GOVERNMENT OF NCT OF DELHI**

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<tr>
<th>S.NO.</th>
<th>NAME &amp; DESIGNATION</th>
<th>QUALIFICATION (PL. INDICATE MATRIC WITH SCIENCE OR WITHOUT SCIENCE)</th>
<th>DATE OF BIRTH</th>
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Certified that the above particular have been checked and verified from Service Book and other Service Record.

Signature of HOO/HOD

Name & Stamp

NB:– Duly attested photo copy should also be furnished in support of qualification and belonging to SC/ST/OBC/PH