

**GOVERNMENT OF NCT OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
2nd Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006
(ADMINISTRATION BRANCH)**

F.DWCD-M011/9/2025-ADMIN-W&CD/5359-62

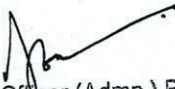
Dated:

10 JUL 2026

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

Please find enclosed herewith the letter no. F.4/2/2026/S-II/620-623 Dated 07.07.2026, received from Services Department, GNCTD in respect of the following officials working in Dept. of WCD as per details given below:-

S.No.	Seniorty number	Name of official/DOB	Documents required	DDO/HOO
1	19649	DEVINDER (01.01.1993)	Proforma/IC/VC/departmen tal Vigilance/TTR & APARs-2020-21 to 2024-25 & additional APAR 2025- 26 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or penalty completion certificate	ICDS Hastal
2	19702	NITESH SEHRAWAT (27.07.1996)		HHFCLP, Nirmal Chhaya
3	19728	SACHIN (05.04.1995)		ICDS Aman Vihar
4	19741	SAKSHI GAUTAM (03.10.1996)		ICDS Rohini-II
5	19773	AAKASH (24.11.1992)		ICDS Shakarpur
6	19827	VINIT KUMAR (03.09.1991)		WCW Sewa Kutir Complex
7	19960	ANIL KUMAR (15.02.1991)		Widow Home, Nirmal Chhaya
8	20013	NITIN KUMAR (11.01.1993)		SSH, Jail Road
9	20025	HIMANSHU PRATAP SINGH (28.07.1993)		ICDS Shahbad Daulatpur
10	20034	TARUNA (04.02.1987)		ICDS Prem Nagar
11	20111	SHATRUGHNA SHARMA (15.04.1982)		CHB-IV, Lajpat Nagar
12	20118	KAMAL JEET (12.01.1993)		CHB-I, Alipur
13	20124	PREMRAJ MAHAR (30.04.1988)		ICDS Sagarpur
14	20132	RITU RAJ (20.10.1990)		Nari Niketan, Nirmal Chhaya


 Section Officer (Admn.) Branch,
 Deptt. of Women & Child Development
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15	20154	AJIT KUMAR MEENA (03.07.1996)	Proforma/IC/VC/departamental Vigilance/TTR & APARs- 2020-21 to 2024-25 & additional APAR 2025-26 & No penalty certificate as on DONP/Current status of disciplinary case/criminal prosecution pending or penalty completion certificate.	WCW Sewa Kutir Complex
16	20175	VINAY KUMAR (03.02.1986)		ICDS Bhatti Mines
17	20182	ANUJ KUMAR (01.03.1977)		POS Majnu Ka Tila
18	20186	KANA RAM MEENA (15.11.1996)		ICDS Tilak Vihar
19	20195	CH KAZHIISO (15.12.1990)		ICDS Okhla
20	20212	MOHD SALEEM KHAN (10.02.1991)		ICDS Nihal Vihar
21	20218	MANISH KUMAR MEENA (20.10.1990)		ICDS Uttam Nagar
22	20219	MANOJ KUMAR (09.06.1990)		WCD (HQ)
23	20252	KAMNI VERMA (25.08.1991)		WCW Sewa Kutir Complex
24	20288	AMAN KUMAR (02.12.1996)		ICDS Wazirpur
25	20309	KULDEEP SINGH (04.04.1994)		ACHW, Jail Road

In this regard, you are hereby directed to provide the above said required documents in prescribed format i.e. Annexure- B & C duly filled and verified by the concerned DDO/HOO, along with the Departmental Vigilance Proforma in respect of above officials and submit to this office within 02 days for obtaining Vigilance clearance from WCD (HQ) level enabling onward submission of the requisite information to the Services Department, GNCTD, within the stipulated timeline.

This issues with the prior approval of the Competent Authority, WCD.

Encl: as above.

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Copy to:-

1. OSD to Director, WCD (HQ)
- ✓ 2. Dy. Director (IT Branch) with request to upload on the WCD's website
3. The concerned DDOs/HOOs (Mentioned in the table above).
4. Concerned officials through DDO/HOO concerned.
5. Guard File.

Section Officer (Admn.) 10 JUL 21

Dated:
Section Officer (Admn.) Branch,
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No.F.4/2/2026/S-II

ANNEXURE-B

**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 Grade-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/was pending/ Contemplated against the official (Yes/No). If yes, details thereof (Enclose copy of the Order)	:	
11	Whether any charge sheet is/was 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/was 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)

(Signature of Head of the Office)
Name of HOO with seal

No.F.4/2/2026/S-II

Annexure-C**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

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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.**

PROFORMA FOR VIGILANCE STATUS REPORT
(Departmental)

1. Name of the Officials/Officer:
2. Designation:
3. Pay scale/Pay Band:
4. Date of Birth:
5. Present place of posting/office:
6. Date of joining in present office/Deptt:
7. Place of posting from where official
Is drawing salary:
8. Purpose for vigilance status required:
9. Contact no. of the official/officer:
10. Whether on posted strength of DSW/DWCD
or Rehabilitation Services? :
11. Details of penalty, if any

It is certified that no case is pending or contemplated against Sh. /Smt. /Ms.
: _____ working in this
office as per service records.

Signature of HOO/HOD-----

Name of concerned HOO/HOD-----

Designation along with seal and date-----

Counter Signature of Reporting Officer
With Seal & Date