

GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
9th LEVEL, B-WING, DELHI SECRETARIAT
NEW DELHI-110002

No. G-15/03/2015-CCU-Secy(IT)/5270-5339

Date: 20/08/2024

To

All Pr. Secretaries/Secretaries/Head of Departments
Government of NCT of Delhi
New Delhi.

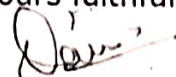
Subject: Promotion to the post of I.T. Assistant Grade 'B' (erstwhile Data Entry Operator Grade-B) of I.T. Cadre in Govt. of NCT of Delhi.

Sir/Madam,

I am directed to Inform that I.T. Department is in the process of promotion from the post of I.T. Assistant Grade-A (erstwhile Data Entry Operator Grade-A) to the post of I.T. Assistant Grade-B (erstwhile Data Entry Operator Grade-B).

It is therefore requested to provide the IC/VC/WC/No Penalty certificate/APAR in the prescribed proforma (copy enclosed) in respect of eligible officials working in your department within 15 days of receipt of this letter.

Yours faithfully



Dy. Secretary (IT)

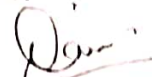
Encl.: As above.

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Copy to:

1. PS to the Pr. Secretary (IT), I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi.
2. The Section Officer (Admn.), I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi.
3. Website Incharge, I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi for uploading on the Website.



Dy. Secretary (IT)

INTEGRITY CERTIFICATE

Certified that Sh./Smt. _____ (name), _____ (designation) is working in _____ (name of the department) since _____ and it is also certified that his/her integrity is beyond doubt.

(Signature of HOD/HOO)
(with Date & Stamp)

WORK AND CONDUCT REPORT

Certified that Sh./Smt. _____ (name), _____ (designation) is working in _____ (name of the department) since _____ and it is further certified that his/her Work and Conduct is satisfactory.

(Signature of HOD/HOO)
(with Date & Stamp)

NO PENALTY CERTIFICATE

Certified that no Major / Minor Penalty has been imposed upon Sh./Smt. _____ (name), _____ (designation) during last ten years as per his/her Service Book/Record.

(Signature of HOD/HOO)
(with Date & Stamp)

Government of NCT of Delhi
---Name of the Department---

Sub: Vigilance Clearance Report in r/o

S.No	Name & Designation of the Officer (Sh./Smt./Ms.)	Date of Birth	Details of any Vigilance matters / Disciplinary proceedings/ criminal proceedings pending or contemplated against the Officer	Details of penalties imposed, if any	Details of previous posting as Gazetted Officers		Any other relevant information
					Deptt.	Period	

Note: It is certified that above information is as per Service Book and Personal File (s) and is true and correct.

**Name and Signature
of the Authorized Officer
with Seal and Date**