

Reminder

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)/ 6081-6140

Dated: 19.09.24

To

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

Sub: 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.

Madam/Sir,

Please refer to this office letter No. G-15/03/2015-CCU-Secy(IT)/5270-5339 dated 20/08/2024 on the subject cited above (copy enclosed).

In this regard, it is once again requested to provide the IC/VC/WC/No Penalty Certificate/APAR in the prescribed Performa (copy enclosed) in respect of IT Assistant -Grade – A (erstwhile Data Entry Operator Grade-A) working in your Department who are eligible for promotion to the post of IT Assistant Grade – B at earliest.

This may please be accorded TOP PRIORITY.

Yours faithfully,



Dy. Secretary (IT)

Encl.: As above.

No. G-15/03/2015-CCU-Secy(IT)/ 6081-6140

Dated: 19.09.24

Copy to:

- 1 PS to Secretary (IT), I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi All Head of Departments concerned, Govt. of NCT of Delhi.
- 2 The Section Officer (Admn.), I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi.
- 3 Website In-charge, I.T. Department, Govt. of NCT of Delhi, 9th Level, B-Wing, Delhi Secretariat, New Delhi for uploading in the Website.



Dy. Secretary (IT)

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.

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

Date: 20/08/2024

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.
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21/8/24



Dy. Secretary (IT)

SO (4-1)
Mn

21/8/24
Sh. Dr. Shalini - ASO

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

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