

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**LABOUR DEPARTMENT
ADMINISTRATION BRANCH
5 SHAM NATH MARG, DELHI-110054**

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Ph. No. : 011-23963334

F.1/31/1204/LC/Estt./2024 /257-262

Date: 15/04/2025

CIRCULAR

Subject: Issuance of Work & Conduct Report, Integrity Certificate, Vigilance Clearance Certificate, Major/Minor Penalty Certificate and Undertaking for promotion to the post of Ahlmad.

Kindly provide the Work & Conduct report, Integrity Certificate, Vigilance Clearance Certificate and Undertaking (on prescribed proforma as enclosed) for promotion to the post of Ahlmad in respect of MTS mentioned below for promotion to the post of Ahlmad on regular basis:

| Sl.no | Name of MTS | D.O.B |
|-------|-------------------|------------|
| 1 | Sh. Nakul | 25.10.1997 |
| 2 | Sh. Yogesh | 16.10.1999 |
| 3 | Ms. Dimple Ujjwal | 03.02.1990 |
| 4 | Ms. Bharti | 03.07.1994 |

This issues with the approval of Competent Authority.

Kavita Sharma

(KAVITA SHARMA)

SECTION OFFICER(ADMN.)

Date: 15/04/2025

F.1/31/1204/LC/Estt./2024 /257-262

Copy forwarded for information and necessary action to the following:-

1. PS to Secretary-cum-Commissioner (Labour), Labour Department, GNCT of Delhi.
2. District/Branch Head concerned with the request to provide above information within seven days of issuance of this letter.
3. SO (Vigilance), Labour Department with the request to provide Vigilance clearance certificate of above mentioned officials.
4. System Analyst, Labour Department, with the request to upload this order on the website of the Department.
5. Officials concerned through District/Branch heads.
6. Personal file/Guard file.

Kavita Sharma

SECTION OFFICER(ADMN.)

INTEGRITY CERTIFICATE

The record of service of
Sh./Smt./Ms. _____ Designation _____ who is to be
considered for promotion to the post of _____ have been carefully
scrutinized and it is certified that there is no doubt about his/her integrity.

Signature of Controlling Officer with seal

WORK & CONDUCT REPORT

It is certified that the Work & Conduct Report of Sh./Smt./Ms.
_____ Designation _____ is satisfactory as per office
record.

Signature of Controlling Officer with seal

UNDERTAKING

I _____ presently posted at the office of
_____ as _____ hereby undertake that I am
Interested/Not Interested in the promotion to the post of Ahlmad and shall not
refuse the promotion of Ahlmad if promoted.

Name _____

Designation _____

Dated:

Countersigned by District Head/Branch Incharge of employee

Signature with Seal

Note: The interested employee shall not entitle to refuse the promotion of Ahlmad
once he/she furnished this undertaking/consent for promotion to the post Ahlmad.