

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
7<sup>TH</sup> FLOOR, MSO BUILDING, ITO, NEW DELHI  
(ADMINISTRATION BRANCH)

F.NO. 44(61)/2023/DSW/Admn./Estt/Misc/ 11021-11080

Dated

Circular

13 SEP 2023

**Sub: Streamline the procedure , all the HODs, Govt. of NCT of Delhi are requested to adopt the following procedure for incorporating the correction /amendment in the office record.**

Please find enclosed herewith an Office Memorandum bearing No. F.6(5)/2023/S-IV/JSC/1264-1267 dated 3.8.2023 received from Services Department regarding procedure to be followed by all the HODs, Govt. of NCT of Delhi for incorporating the correction/amendment in the office record.

It is hereby requested/directed to forward the cases of amendment/correction in the seniority record of DSS/Steno Cadre officers/officials alongwith the supporting documents as per check list attached in the office memorandum for onward transmission to Services Department as per rules/guidelines issued by the DoPT, Govt. of India from time to time in this regard.

Encl: As above.

  
Section Officer(Admn.)

F.NO. 44(61)/2023/DSW/Admn./Estt/Misc/ 11021-11080

Dated

13 SEP 2023

Copy to:

1. All DDs/DSWOs/DDO/HOO/Supdt./In-charge of Homes/Institutions/Schools.
2. Sh. Abhimanyu, ASO through SO(Admn.) with the direction to forward the case of officer/official alongwith relevant documents to Services Department w.r.t. letter No. F.6(5)/2023/S-IV/JSC/1264-1267 dated 03/08/23(copy enclosed).
3. Sr. System Analyst for uploading on the website of the Department.
4. Guard File

28m  
13/9

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Section Officer(Admn.)

983/CC  
13/09/23

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT, BRANCH-IV  
5<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT  
I. P. ESTATE, NEW DELHI-110002

Office of the Secretary (SW)  
Deptt. of Social Welfare  
Govt. of NCT of Delhi

04 AUG 2023

1974

Dated: 09/08/23

No.F.6(5)/2023/S-IV/JSC/1264--1267

OFFICE MEMORANDUM

The Services Department (Seniority Cell) deals with the matters related to Correction of Name/Surname, Date of Birth, Date of Joining, Date of entry in Govt. Service, Addition/Insertion of PH/VH/SC/ST Category and Assignment/Re-Assignment of seniority in the concerned seniority list of DSS/Steno Cadre officers/officials on the basis of the representation of the officer/official alongwith the supporting documents/details/information furnished by the concerned Administrative Departments, GNCT of Delhi to the Services Department as per the Rules/instructions/guidelines issued by the DoPT, Govt. of India, from time to time, in this regard.

The detail of the matters dealt and supporting documents required/obtained for initiating action, are as follows:

Sl. No.	Description	Documents required to be furnished by the Administrative Department duly certified.
1	Correction/Amendment/ Addition/Deletion in Name /Surname	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order Regarding Change/addition/deletion in name/surname issued by concerned Administrative Department. 4. Gazette Notification. 5. News Paper Cutting for publication. 6. Deed (as per DoPT OM dated 12.03.1987). 7. Relevant page of Service Book where entry regarding correction/ amendment of name/surname has been made.
2	Correction/amendment in Date of Birth	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Matriculation Certificate. 4. Appointment order.
3	Correction of Date of appointment/ Date of Joining/ Date of Entry in Govt. Service	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order of Nomination. 4. Order of Appointment issued by the Administrative Department. 5. Taken on the Strength order issued by the Administrative Department.
4	Insertion of SC/ST/PH Category	1. Representation of the officer/officials. 2. 1 <sup>st</sup> page of Service Book 3. SC/ST/PH Certificate. 4. Administrative Order regarding insertion of SC/ST/PH Categories. 5. Verification/Clarification Report of SC/ST/PH Certificate by issuing authority. 6. Relevant page of Service Book where entry regarding insertion of SC/ST/PH Category has been made.
5	Assignment/Re-assignment of Seniority	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order regarding Notionally Promotion. 4. Taken on the strength order issued by the Administrative Department.

07 AUG 2023  
DY. No. 3661

P. circulate to all DDOs & H.O.s.  
Q

DSW  
DD (Admin.)

(Admin.)  
4/10/2023  
18/12/23

It has been observed that most of the representations are submitted by the officer/official who are going to retire and willing to rectify the record to have all retirement benefits at the time of retirement. But non furnishing the required documents at the first instance, put hurdles in the smooth retirement of the officer/official concerned.

Now, it has been decided to set a procedure, to be followed by Administrative Department, GNCT of Delhi to carry out above stated correction/insertion/addition/deletion in the office record of the officer/official concerned and thereafter the representation and requisite document (as per annexure) shall have to be submitted to the Services Department to incorporate the correction/amendment in the Seniority record of the officer/official concerned.

3544/50(A)  
8/8/2023  
Abhinav

Sh. Shrestha for circulation  
and Sh. Abhinav for  
further action  
as mentioned in the file  
i to iv  
9/8/23



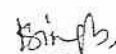
In order to streamline the procedure, all the HODs, Govt. of NCT of Delhi are requested to adopt the following procedure for incorporating the correction/amendment in the office record:-

- (i) Obtain the requisite documents as specified above in the O.M. required for a certain kind of correction/amendment.
- (ii) Issue an office order to this effect as requested by the officer/official.
- (iii) Furnish the documents (as per check list) to the Services Department for incorporating necessary amendment/correction in the seniority record of the officer/official.
- (iv) A Departmental representative not below the rank of ASO/Dealing Asstt., be deployed to submit the case alongwith requisite documents required at Facilitation Counter of Services Department, GNCT of Delhi, 5<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, New Delhi-110002.

For this purpose, the Services Department has set up a "FACILITATION COUNTER" at the Seniority Cell, 5<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, New Delhi-110002 to receive the cases of amendment/correction in the seniority record. The case shall be received on the spot if it is found complete. If any short coming is found in the case, it shall be returned with the remarks to re-submit the case after enclosing the additional documents required to incorporate the amendment/correction in the seniority record.

This is issues with the approval of the Competent Authority.

All HODs, Govt. of NCT of Delhi.  
Encl:- As above

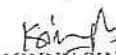
  
(DR. KINNY SINGH)/IAS  
SPECIAL SECRETARY (SERVICES)

No.F.7(1)/2023/S-IV/JSC/1264-1267

Dated: 03/08/23

Copy to:-

1. P.A. to Pr. Secretary(Services), Services Department, GNCT of Delhi.
2. P.A. to Spl. Secretary/Deputy Secretary, Services Department, GNCT of Delhi.
3. Section Officer (Coordination) with the request to upload the order on the website of the Services Department, Seniority Head.

  
(DR. KINNY SINGH)/IAS  
SPECIAL SECRETARY (SERVICES)

# 194/c 2/c CHECK LIST

Sl. No.	Matters Examined by the Seniority Cell, Services Department	Required documents of the officer/official provided by the Administrative Department.	Whether attached
I	II	III	IV
1	Correction/Amendment/ Addition/Deletion in Name Surname	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order Regarding Change/addition/deletion in name/surname issued by concerned Administrative Department. 4. Gazette Notification. 5. News Paper Cutting for publication. 6. Deed (as per Dopt OM dated 12.03.1987). 7. Relevant page of Service Book where entry of correction/ amendment of name/surname has been made.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
2	Correction/amendment in Date of Birth	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Matriculation Certificate. 4. Appointment order.	Yes/No Yes/No Yes/No Yes/No
3	Correction of Date of appointment/ Date of Joining/ Date of Entry in Govt. Service.	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order of Nomination. 4. Order of Appointment issued by the Administrative Department. 5. Taken on the Strength order - issued by the Administrative Department.	Yes/No Yes/No Yes/No Yes/No Yes/No
4	Insertion of SC/ST/PH Category	1. Representation of the officer/officials. 2. 1 <sup>st</sup> page of Service Book. 3. SC/ST/PH Certificate. 4. Administrative Order regarding insertion of SC/ST/PH Categories. 5. Verification/Clarification Report of SC/ST/PH Certificate by issuing authority. 6. Relevant page of Service Book where entry regarding insertion of SC/ST/PH Category has been made.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
5	Assignment/Re-assignment of Seniority	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order regarding Notionally Promotion. 4. Taken on the strength order issued by the Administrative Department.	Yes/No Yes/No Yes/No Yes/No

If any of the document, mentioned in column III, is not attached, the reasons for it, need to be specified.

## CHECK LIST

SL No.	Matters Examined by the Seniority Cell, Services Department	Required documents of the officer/official provided by the Administrative Department.	Wether attached
I	II	III	IV
1	Correction/Amendment/ Addition Deletion in Name Surname	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order Regarding Change addition/deletion in name/surname issued by concerned Administrative Department. 4. Gazette Notification. 5. News Paper Cutting for publication. 6. Deed (as per Dopt OM dated 12.03.1987). 7. Relevant page of Service Book where entry regarding correction/ amendment of name/surname has been made.	Yes/No Yes/No Yes/No  Yes/No Yes/No Yes/No Yes/No
2	Correction/amendment in Date of Birth	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Matriculation Certificate. 4. Appointment order.	Yes/No Yes/No Yes/No Yes/No
3	Correction of Date of appointment/ Date of Joining/ Date of Entry in Govt. Service.	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order of Nomination. 4. Order of Appointment issued by the Administrative Department. 5. Taken on the Strength order issued by the Administrative Department.	Yes/No Yes/No Yes/No Yes/No Yes/No
4	Insertion of SC/ST/PH Category	1. Representation of the officer/officials. 2. 1 <sup>st</sup> page of Service Book 3. SC/ST/PH Certificate. 4. Administrative Order regarding insertion of SC/ST/PH Categories. 5. Verification/Clarification Report of SC/ST/PH Certificate by issuing authority. 6. Relevant page of Service Book where entry regarding insertion of SC/ST/PH Category has been made.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
5	Assignment/Re-assignment of Seniority	1. Representation of the officer/official. 2. 1 <sup>st</sup> page of Service Book. 3. Order regarding Notionally Promotion. 4. Taken on the strength order issued by the Administrative Department.	Yes/No Yes/No Yes/No Yes/No

If any of the document, mentioned in column III, is not attached, the reasons for it, need to be specified.