



मुख्यालय

Headquarters

पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002

PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002

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संख्या. A-22/15/2/2023-E.I (SSO DPC)

दिनांक: 20-09-2024

To,

1. All Addl. Commi. & Regional Directors/ Regional Directors/ Deputy Director (I/c)  
Regional Offices/Sub Regional Offices.
2. D (M) D, Delhi
3. Jt. Director (E.V) Hqrs. Office, New Delhi.

Subject: DPC for the year 2021, 2022 & 2023 for promotion to the post of SSO/Manager Grade-II/ Supdt. – reg.

Sir/Madam

I am directed to refer to this office letter of even no. dated 15.04.2024 on the subject cited above. Departmental Promotion Committee for promotion to the post of SSO/Manager Grade-II/Supdt.is going to be held shortly.

In view of above, it is therefore requested to furnish the fresh vigilance clearance in respect of eligible assistants who is in consideration zone as per the Draft Seniority list published on dated 16.08.2024 vide E-II Branch Hqrs. Office file No.A-01/02/Revised seniority(Astt.)/2024-E-II (console no. 17964/2024) in the following format given below :

Sl. No.	Employee ID	Sl.No. & Year in the All India seniority list	Name of the Assistant/Head Clerk	Date of Birth (verified from the service records)	Category	Date of regular promotion in the cadre of Assistant /Head Clerk	whether officiating as SSO or not
1	2	3	4	5	6	7	8

Vigilance clearance along-with details of penalty, if any rendered along-with date of completion of penalty	Present place of posting RO/SRO/Hospital etc.	Remarks if any
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9	10	11

Further, the details of Assistant / Adhoc SSO who Vol. Retd/Expired/Resigned during the year 2021 to 2023 may also be intimated in a separate sheet.

The aforesaid information along with updated APAR Dossiers (if not sent earlier) may be forwarded through email at [estt1-hq@esic.nic.in](mailto:estt1-hq@esic.nic.in) latest by 23.09.2024.

Yours faithfully,

Assistant Director (E-I)