

GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE DIVISIONAL COMMISSIONER,  
REVENUE DEPARTMENT  
(CCS BRANCH)

5, SHAM NATH MARG, DELHI-54

I. T. BRANCH  
Revenue Department  
Diary 1906  
Date 10/9/18

F.No.87/27/CCS/2018/Misc./ 863-873

Dated: 9/9/2018

CIRCULAR


**Sub: Door Step delivery of services:- Instructions regarding verification of documents in issuance of certificates.**

The Door Step delivery of services is going to be launched by Hon'ble CM on 10/09/2018 with reference to 40 services to be started in first phase. Out of this 40 services, 15 services relates to Revenue Department i.e. issuance of various certificates. The simplified procedure for issuance of various kinds of certificates by Revenue Department was circulated vide office order dated 26/11/2015. In continuation of the said SOP, the following instructions are hereby issued with the approval of Competent Authority for verification while issuing certificates to the applicants:

There will not be any requirement of Physical visit to Revenue offices like SDM Office/Tehsildar Offices for **sole purposes of verification of original documents**. This step shall be substituted by

- i. Online verification of base documents, wherever possible.
- ii. Sending letter by concerned office to document-originating departments for authenticating a document if (i) is not possible in certain cases.
- iii. In cases when both are not possible, like out of state cases, a regular letter requesting authentication.

These instructions will come into force with immediate effect.

  
Mohammed A. Abid  
Deputy Commissioner (HQ)-III  
Dated: 9/9/18

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Copy to for information and necessary action to:-

1. OSD to Minister, Revenue, Govt. of NCT of Delhi.
2. OSD to Chief Secretary, Govt. of NCT of Delhi.
3. PS to Principal Secretary, Department for the welfare of SC/ST/OBC and Minority, 2nd Floor, B Block, Vikas Bhawan, GNCTD of Delhi.
4. PS to Divisional Commissioner, Revenue Department, GNCT of Delhi.
5. PA to DC-I (HQ), DC-II (HQ), DC-III (HQ), Revenue Department, GNCT of Delhi.
6. All District Magistrates with the direction to given adequate publicity of the instructions by displaying the same prominently on notice boards in their office and web-sites and follow these instructions scrupulously.
7. All SDMs (Districts)/ HQ, Revenue Department, GNCTD of Delhi.
8. Joint Director, IT Revenue Department with direction to make necessary modification in the application software and acknowledgment thereof, in view of the above circular.
9. All Tehsildars, Revenue Department, GNCTD of Delhi.
10. The System Analyst with the direction to upload the above order on the web-site of the Department.
11. Guard File.

  
Mohammed A. Abid  
Deputy Commissioner (HQ)-III