

GOVERNMENT OF NCT OF DELHI
REVENUE DEPARTMENT
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-110054

No. F. 1(31)/2023/GA/DC/HQ/ 321

Dated: 10/02/2023


CIRCULAR

All the Revenue Districts are requested to furnish the Incumbency statement of all officers/officials working in respective District in the prescribed Annexure (enclosed as A to D) duly attested by respective Head of Office of the District for smooth functioning and up to date data of the officials to be maintained in General Administration Branch, Revenue (HQ). The districts are requested to provide incumbency statement every month latest by 10th of every month.

In addition to it, there are many instances where the General Administration Branch, Revenue (HQ) was not provided with information while relieving or taken on strength of official/officials in the respective district. Therefore, Revenue Districts are requested to endorse such order while issuing these orders.

This may please be treated on priority.


Encl: - Performa A, B, C & D


(Sharad Kumar)
SDM-III (HQ)

Dated: 10/02/2023

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Copy for information and necessary action to:-

1. DMs of all Revenue Districts.
2. SDMs (Admin) of all Revenue Districts.
3. Sr. System Analyst, Revenue Department (HQ) with request to upload it on the website of the department.
4. PA to Pr. Secretary (Revenue) Divisional Commissioner, 5, Sham Nath Marg, Delhi.
5. Controller of Accounts, Revenue Department, 5, Sham Nath Marg, Delhi.


(Sharad Kumar)
SDM-III (HQ)

