

**MOST URGENT
TIME BOUND**

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

No.F.7/Promotion/Rev/Estt./Div.Com/Pt. File-V/0875217/1959

Dated: 13/10/23

To

(i) ADMs
All District
Revenue Department,
GNCT of Delhi

(ii) Deputy Secretary
Land & Building Department,
B Block Vikas Bhawan,
New Delhi-110002

Sub: Requisition of Proforma, IC & VC etc. of Patwaris for DPC reg.

Sir,

A DPC is underway in this department for the promotion of eligible officials holding the post of Patwari to the post of Kanungo. In this regard, this branch received the APAR and other relevant documents from time to time.

In this connection please provide the duly filled Proforma (Annexure 'A'), Integrity Certificate and Vigilance Clearance Status (strictly according to proforma attached herewith) in respect of Patwaris in the list attached. In case, official was transferred recently (i.e. less than 90 days) then IC and VC (Annexure 'B') may be obtained from previous place of posting along with Annexure 'A' from current place of posting, Vigilance Clearance Status from current place of posting is also required in that case.

If any of the official(s) (as per list attached) has expired/resigned/removed from service or in case where about not known, the necessary information may also be provided to this office.

The aforesaid credentials should be submitted to this branch in a time bound manner of 10 days from the date of receiving of this letter.

This may be accorded **TOP PRIORITY**.

Yours faithfully,


(Parmod Kumar)

Sub Divisional Magistrate-I (HQ)

Encls: As above

No.F.7/Promotion/Rev/Estt./Div.Com/Pt. File-V/0875217/1959

Dated: 13/10/23

Copy forwarded for information and necessary action to the:

1. Section Officer, Vigilance Branch, Revenue (HQ) with request to provide the Vigilance Clearance Status at Head Quarters level in r/o the officials as per list of official enclosed with this letter.
2. PA to DC-VII(HQ), Revenue (HQ)
3. SSA, Revenue Department with request to upload this letter on the website of this department.
4. Guard File.


(Parmod Kumar)

Sub Divisional Magistrate-I (HQ)

S. N	Seniority No.	Name of the official(DOB)	APAR Received Yes/No	Remarks
1	319	Sh. Pappu Kumar Meena (15.06.1965)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
2	328	Sh. Leeladhar Sharma (24.12.1963)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
3	333	Sh. Trilok Chand (26.06.1964)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
4	343	Sh. Subhash Chand (01.01.1966)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
5	345	Sh. Vinod Kumar Pandey (26.08.1965)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
6	347	Sh. Chander Shekhar (01.01.1963)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
7	348	Sh. Inderjeet (29.12.1963)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
8	352	Sh. Prem Singh Rana (18.09.1963)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
9	357	Sh. Bijender Singh (15.01.1968)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
10	358	Sh. Govind Ram (15.12.1963)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
11	359	Sh. Rajiv Rana (01.07.1970)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
12	362	Sh. Anil Kumar (10.07.1970)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
13	365	Sh. Lalit Kumar Rana (01.04.1971)	YES	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). APAR FOR PERIOD from 01/04/16 TO 31.03.17.
14	367	Sh. Hari Om (19.09.1967)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
15	373	Sh. Hari Om Shokeen (17.05.1970)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
16	375	Sh. Santosh Dutt (20.01.1969)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
17	384	Sh. Om Prakash (30.10.1967)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
18	395	Sh. Arvind Kumar (06.06.1969)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
19	-	Sh. Satish Kumar Yadav (20.07.1972)	YES	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). APAR for period 1 April, 2016 to 9 December, 2020
20	401	Sh. Sanjay Kumar Solanki (08.07.1974)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
21	405	Sh. Sunil Kumar (01.09.1973)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
22	406	Sh. Sanjay Kumar Verma (29.06.1975)	NO	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Provide Original APAR from 1 April,2016 to 31 March, 2021
23	416	Sh. Ram Avtar (01.10.1966)	YES	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable).
24	418	Sh. Jai Bhagwan (10.12.1966)	YES	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable).
25	419	Sh. Ram Tirath (15.02.1967)	YES	Provide duly filled Proforma'A' & 'B'.Proforma'C'(if applicable). Original or Attested copy of APAR for year 2016-2017

26	421	Sh. Ghanshyam Sharma (01.03.1967)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
27	422	Sh. Yogesh Kumar (12.01.1969)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021 as earlier Photocopies of APAR was provided.
28	424	Sh. Ram Kumar (30.12.1969)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021 as earlier Photocopies of APAR was provided.
29	425	Sh. Satya Parkash (01.06.1972)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
30	427	Sh. Mukesh Kumar (15.11.1973)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
31	429	Sh. Sandeep Kadyan (12.10.1980)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
32	430	Sh. Parvinder Tomar (03.08.1983)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
33	431	Sh. Manoj Kumar Dahiya (08.07.1978)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
34	432	Sh. Sanjeet Kumar (02.02.1977)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide APAR for the period from 01/04/17 to 30.06. 2017
35	433	Sh. Kailash Singh (24.03.1980)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
36	434	Sh. Gyander Rana (01.01.1974)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
37	435	Sh. Surender Yadav (21.07.1980)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide APAR in yearwise format from 1 April, 2016 to 31 March, 2021. Earlier submitted APARs are not in yearwise format.
38	437	Sh. Shakti Singh (18.12.1969)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
39	438	Sh. Ram Pal Verma (12.04.1966)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
40	440	Sh. M.N Sharma (05.09.1965)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
41	441	Sh. B R Sharma (08.12.1964)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
42	442	Sh. Rajender Prasad Yadav (15.02.1967)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Resubmit APARs as earlier submitted APARs have overwriting.
43	443	Sh. Subodh Kumar (01.01.1974)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Submit APAR for the period from 01 April, 2016 to 31 March, 2018.
44	444	Sh. Sarjit Singh (01.07.1969)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
45	446	Sh. Giri Raj Singh (07.05.1964)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
46	447	Sh. Omkar Dutt (20.03.1966)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
47	448	Sh. Vijay Kumar (30.04.1968)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
48	449	Sh. Rajesh Sharma (20.11.1968)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).
49	450	Sh. Ashwani Kumar (01.06.1975)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
50	452	Sh. Swarn (29.05.1987)	NO	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). Provide Original APAR from 1 April, 2016 to 31 March, 2021
51	453	Sh. Sanjeev Kumar (10.09.1986)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). NRC required for April, 2016 to 22 Sept, 2016
52	454	Shiv Kumar Jindad (05.08.1985)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable). NRC required in place of ACR for period 12.12.2018 to 26.02.2019 & 27.02.2019 to 31.03.2019
53	455	Sh. Manoj Kumar (30.07.1981)	YES	Provide duly filled Proforma 'A' & 'B'. Proforma 'C' (if applicable).

**PROMOTION TO THE POST OF KANUNGO
PROFORMA FOR VIGILANCE, INTEGRITY & OTHER SERVICE PARTICULARS**

1. Name of the official (in capital letters) :
2. Date of Birth :
3. Seniority No. in Gr.III (DASS)/Kanungo :
4. Qualification :
5. Category (Gen/SC/ST) :
6. Ph Sub-Category(VH/DD/Ortho) :
7. Present Department (with date of joining) :
8. Whether Integrity Certificate (Yes/No) :
9. Details of suspension, if any :
10. Whether any Disciplinary /departmental case is pending /contemplated against the official (Yes/No) If yes, details there of :
11. Whether any charge sheet is issued under CCS(CCS) Rules, 1965 (Yes/NO) If yes , detail there of :
12. Whether any penalty is/was in operation /imposed (Yes/No). If yes, details thereof :
13. (a) Whether any criminal case is pending against the official (Yes/No). If yes, details thereof. :
(b) Whether charge sheet submitted in the said case in the court against the official (Yes/No), If yes, details thereof. :
14. Previous Department, since entry into Government Service (use Separate sheet, if required)

S.no.	Departments	Designation	From (DD/MM/YY)	To (DD/MM/YY)
1.				
2.				
3.				

15. Present Residential Address :
16. Telephone/Mobile Number :
17. E-mail address :
18. Any other information :

(Signature of official concerned)

Signature of Head of Office
Name of HOO with seal

Annexure-B

INTEGRITY CERTIFICATE

The records of service of Sh. _____ (DoB;.....), Patwari who is to be considered for promotion to the post of Kanungo have been carefully scrutinized and it is certified that there is no doubt about his integrity.

Signature of Head of Office
Name of HOO with seal

.....
.....

VIGILANCE CLEARANCE CERTIFICATE

On the basis of the records of service of Sh.....(DOB:.....), Patwari who is to be considered for promotion to the post of Kanungo, it is certified that no vigilance case or disciplinary proceeding or criminal proceeding is pending against the said Sh.....
.....and he is clear* from vigilance angle in terms of the instructions issued by the DoPT, GOI vide OM dated 14.09.1992 and instructions issued in this regard from time to time.

Signature of Head of Office
Name of HOO with seal

**In case the official is not clear from the vigilance angle, then the details of the case shall be provided.*

Annexure-C

**VIGILANCE CLEARANCE/NO PENALTY CERTIFICATE FOR PROMOTION IN CASE
OF LEFT OUT CASES OF PREVIOUS DPC**

On the basis of the service record of Sh.....,
Designation.....DOB:.....who is to be considered for promotion to the
post of Kanungo, Revenue Department, GNCTD, it is certified that the official was clear from
vigilance angle in terms of the instructions issued by the DoPT OM dated 14.09.1992 & 02.11.2012
and no penalty was in operation on the date of notional promotion.....

Signature of Head of Office
Name of HOO with seal