

**GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
CADRE CONTROLLING UNIT**

9th LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI

F.No.G-15/2/2026/CCU/E-372614/

Dated:

To

All the ACS/Pr. Secy./Secretary/Director/Officers,
as per the list enclosed.

Subject: Promotion of System Analyst/Asstt Director (IT) to the post
of Sr. System Analyst/Dy. Director (IT).

Sir/Madam,

This Department has initiated the process of promotion of
following System Analyst/Asstt Director (IT) to the post of Sr. System
Analyst/Dy. Director (IT), Group-A, Gazetted, in the pay matrix level-11
as per 7th CPC.

In order to process the matter, it is requested to forward the
information/documents, in respect of all eligible officers mentioned in
the enclosed **Table-1** as per Annexure-A (Integrity Certificate/Vigilance
Clearance Report/Work Conduct Report/No Penalty Certificate), APARs
for the last 5 years and as per Annexure-B (Proforma for seeking
Vigilance Status Report) are required by this department.

It is, therefore, requested to kindly furnish the above mentioned
documents/information within 30 days henceforth in the prescribed
format, to facilitate assessment of their suitability for the post.
Proforma in Annexure-A & B are enclosed herewith.

This issues with the prior approval of Competent Authority.

Encl: As above

Yours faithfully,
Digitally signed by
Devendra Sharma
Date: 03-07-2026
16:11:42
Devendra Sharma
Dy. Secretary (IT)

Sl. No.	Officer Name (Sh./Ms.) (System Analyst)	DOB	Date of Appointment to the Present Grade	Present Deptt
1	P.P. Baruah	30.09.1968	12.08.2009	Transport
2	Malla Sreekanth	28.05.1978	12.02.2015	DOV
3	Ashok Kumar	08.12.1973	12.02.2015	DES
4	Manoj Kumar	04.02.1972	12.02.2015	DT&T
5	Annuruddha Kumar Soni	17.10.1981	07.09.2017	Industries
6	Anita	26.05.1967	09.12.2019	DES
7	Praveen Kumar Gupta	26.02.1968	09.12.2019	Revenue
8	Poonam	15.07.1980	09.12.2019	Excise
9	Mukesh Kuma Sinha	20.10.1981	09.12.2019	FS&CA
10	Sanju Bala	11.10.1982	09.12.2019	FS&CA On Deputation UIDAI
11	Priyanka Yadav	24.02.1983	09.12.2019	Revenue
12	Tripti Aggarwal	01.08.1979	09.12.2019	DTTE
13	Nidhi Rajpal	25.12.1984	09.12.2019	Industries Department
14	Vineet Saxena	03.03.1979	09.12.2019	DGHS
15	Swatantra Yadav	15.04.1976	09.12.2019	FS & CA
16	Madhu Yadav	05.06.1979	09.12.2019	IGH
17	Mamta Sharma	31.12.1980	09.12.2019	Education
18	Varun Kinra	11.03.1984	09.12.2019	WCD
19	Karundeep Kaur Oberoi	10.02.1987	09.12.2019	Revenue
20	Kajal Taneja	31.03.1982	09.12.2019	Legislative Assembly Secretariat (Delhi Vidhan Sabha)
21	Raj Kumar Joshi	07.10.1982	09.12.2019	Information Technology
22	Hemant Singh Pal	30.07.1984	09.12.2019	PAO
23	Poonam Walia	09.12.1983	09.12.2019	Information Technology
24	Shailendra Singh	24.09.1986	09.12.2019	Directorate of Prosecution
25	Sachin Varun	11.01.1983	09.12.2019	DSSSB
26	Sanjay Kumar	12.08.1979	09.12.2019	Labour

27	Ram Prakash	29.04.1982	09.12.2019	Directorate of Employment
28	Lalit Kumar	19.03.1980	09.12.2019	Home
29	Amit Kumar Verma	21.04.1984	09.12.2019	Finance
30	Himanshu Manchanda	04.11.1984	09.12.2019	Information Technology with additional charge of AR Deptt.
31	Nitin Kumar Gupta	10.06.1986	09.12.2019	Excise
32	Neetu	11.09.1978	09.12.2019	Social Welfare
33	Pardeep Kumar	02.11.1983	09.12.2019	Information Technology
34	Man Mohan	24.07.1975	09.12.2019	Environment with additional charge of Law Deptt.
35	Aman Deep Singh	07.08.1983	09.12.2019	DT&T

P R O F O R M A

1	Name of the Official (in Capital Letters) (Sh./Smt./Ms.)																					
2	Date of Birth																					
3	Seniority No. in System Analyst/AD(IT)																					
4	Category (SC/ST/OBC/PH/GEN.)																					
5	Whether official belongs to PwBD Category, if yes, specify mention sub-category																					
6	Mode of Recruitment (DSSSB/Compassionate/Redeployment)Promotion/ Absorption)																					
7	Education Qualification																					
8	Present Department (with Date of Joining)																					
9	Whether Integrity Certified (Yes/No)																					
10	Whether any Vigilance case is pending/ Contemplated against the official (Yes/No). if yes, details thereof.																					
11	Whether any charge sheet is issued under CCS(CCA) Rules, 1965 (Yes/No). If yes, details thereof.																					
12	Whether any penalty is an 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																					
13 (b)	Whether charge sheet submitted in the said case, in the court against the official (Yes/No), if yes, details thereof																					
14	Details of Previous Posting/Departments since entry in to Govt. Service <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sl. No.</th> <th style="width: 25%;">Department</th> <th style="width: 20%;">Post Held</th> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Sl. No.	Department	Post Held	From	To															
Sl. No.	Department	Post Held	From	To																		
17	Present Residential address																					
18	Contact Number/Mobile Number																					
19	E-mail id																					
20	Any other information if relevant																					

(Signature of Head of Deptt./HOO with seal)

INTEGRITY CERTIFICATEANNEXURE-A

Certified that Sh. _____
 i.e. _____ is working in this office
 _____ as _____ since
 his **INTEGRITY IS BEYOND DOUBT.** _____ and it is certified that

Signature of H.O.O./
 Controlling Authority with stamp & date

VIGILANCE CERTIFICATE

Certified that Sh. _____
 i.e. _____ is working in this office
 _____ as _____ since
 as per record he **is free from Vigilance Angle and no departmental/criminal
 proceedings is pending or contemplated against him.**

Signature of H.O.O./
 Controlling Authority with stamp & date

WORK AND CONDUCT REPORT

Certified that Sh. _____ is working in this office
 i.e. _____ since
 _____ as _____ and it is certified that
 his **Work and Conduct is satisfactory.**

Signature of H.O.O./
 Controlling Authority with stamp & date

NO PENALTY CERTIFICATE

Certified that **no minor/major penalty has been imposed** against
 Sh. _____ working in this office
 i.e. _____ as _____
 _____ during the last ten years.

Signature of H.O.O./
 Controlling Authority with stamp & date

Sub: Vigilance Clearance Report in r/o

Note: It is certified that above information is as per Service Book and Personal File (s) and is true and correct.

Name and Signature
of the Authorized Officer
with Seal and Date