

GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
CADRE CONTROLLING UNIT
9th LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI

F.No.15(1)/2021/ITC/CCU/ 3067-74

Dated: 08/5/2025

To

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

Subject: Promotion of Senior System Analyst to the post of Joint
Director (IT).

Sir/Madam,

This Department has initiated the process of promotion of following Senior System Analyst (earlier designated as System Analyst) to the post of Joint Director (IT), Group- 'A' Gazetted in the pay scale of Rs. 78800-209200, Matrix level-12 of pay matrix.

In order to process the matter, 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 Additional Chief Secretary (IT).

Encl: As above

Yours faithfully,


Section Officer (CCU)

Table-1

S N.	Snty .No.	Name of the Officer Sh./Smt./ Ms./Mrs.	Whether belong to SC/ST/O BC, If not, say Neither	Date of birth	Date of entry in Govt. Service	Posting Detail	Name of Department
1	19	Krishan Kant Chandra	SC	26.12.1976	01.03.2007	28.05.2019	(1) Transport Department physically (2) Information & Technology for salary purpose
2	20	Maya Ram Tomar	ST	06.02.1969	22.04.1991	19.09.2013	Trade & Taxes Deptt.
3	21	Vijay Shendre	GEN	12.02.1967	30.09.1997	28.05.2019	Principal A/c Office
4	22	Ravikant Digamber Satdev	SC	29.07.1968	09.03.1998	28.05.2019	(1) O/o Excise, Entt. & Luxury Tax for salary purpose (2) Delhi Vidhan Sabha for physically
5	23	Mohan Singh	GEN	22.06.1966	29.09.1989	28.05.2019	(1) Trade & Tax Department for salary purpose (2) DSSSB for Physically
6	24	Sanjay Kumar Gautam	SC	26.06.1971	30.10.2008	28.05.2019	(1) Transport Department for salary purpose (2) Excise Department for physically
7	25	Jenevibha Kujur	ST	07.06.1968	10.08.1998	28.05.2019	Food Supply & Consumer Affairs



ANNEXURE-A

INTEGRITY CERTIFICATE

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

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

VIGILANCE CERTIFICATE

Certified that Sh. _____ is working in this office
i.e. _____ since
_____ as _____ and it is certified that
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

---Name of the Department---

Government of NCT of Delhi

Sub: Vigilance Clearance Report in r/o

S.No	Name & Designation of the Officer (Sh./Smt./Ms.)	Date of Birth	Details of any Vigilance matters / Disciplinary proceedings/ criminal proceedings pending or contemplated against the Officer	Details of penalties imposed, if any	Details of previous posting as Gazetted Officers		Any other relevant information
					Deptt.	Period	

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