

**MOST URGENT**  
**TIME BOUND**

**GOVERNMENT OF NCT OF DELHI**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**CADRE CONTROLLING UNIT**  
**9<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI**

File No. G-15/1/2016-CCU-Secy (IT)/192/- 1939

Dated: 24/3/2025

To

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

Subject: Promotion of Data Processing Assistants (Previously Assistant Programmer)  
to the post of System Analyst (Previously Programmer).

Sir/Madam,

This Department has initiated the process of promotion of following Data Processing Assistants (previously Assistant Programmer) to the post of System Analyst (previously Programmer), Group-'A' Gazetted in the pay Matrix Level-10 Rs. 56,100-1,77,500/-.

2. In order to process the matter, information/documents, in respect of all eligible officers mentioned in the enclosed **Table-1** per Annexure-A (Integrity Certificate/Vigilance Clearance Report/work conduct Report/No penalty certificate), APARs and as per Annexure-B (Proforma for seeking Vigilance Status Report) are required by this department.

3. 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 (IT)

**Table-1**

Sl. No.	Snty. No.	Name of the DPA (Mr./Ms.)	Date of birth	Date of entry In Govt. Service	Name of the Department
1	60	Sumit Sharma	24.08.1982	05.07.2010	The Divisional Commissioner (Revenue), Govt. of NCT of Delhi, 5 Sham Nath Marg, Civil Lines, Delhi-110054
2	61	Anu Arora	30.03.1981	08.06.2010	The Chairman, UTCS, Govt. of NCT of Delhi, Karkardooma, New Delhi.
3	62	Shiv Kumar	07.05.1983	07.05.2010	The Chairman, DSSSB, Govt. of NCT of Delhi, FC-18 Institutional Area, Karkardooma, Near Railway Reservation Centre, Delhi-110092.
4	63	Anuruddha Kumar Soni	17.10.1981	19.07.2010	The Assistant Commissioner (HR), Department of Trade & Taxes, Govt. of N.C.T. of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi
5	64	Shankar Dutt Khajuria	21.11.1979	01.06.2010	The Director, Directorate of Education, Govt. of NCT of Delhi, Old Sectt., Delhi-110054.
6	65	Deepika Sharma	23.10.1984	01.06.2010	The Divisional Commissioner (Revenue), Govt. of NCT of Delhi, 5 Sham Nath Marg, Civil Lines, Delhi-110054
7	66	Geeta Malik	12.08.1981	07.06.2010	The Director General of Home Guards, Nishkamsewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027.
8	67	Manjeet Singh Shokeen	23.12.1980	14.05.2010	The Registrar, Delhi Co-operative Societies, Govt. of NCT of Delhi, New Delhi
9	68	Om Prakash	11.12.1983	28.09.2010	1. The Director, Deptt. of Women and Child Development, Mahrana Pratap ISBT Complex, Kashmere Gate, Delhi-110006 for pay purpose and 2. The Commissioner, Department of Industries, 419, FIE, Udyog Sadan, Patparganj Indl. Area, Patparganj, Delhi-92 for physically.
10	72	Ravi Kumar	29.11.1983	01.06.2010	The ACS, Urban Development Department, Govt. of NCT of Delhi, 9th & 10th level, Delhi Secretariat, I.P. Estate, Delhi-110002.
11	73	Sandeep Sharawat	31.01.1985	18.06.2010	1. The ACS, IT Department, Govt. of NCT of Delhi, Delhi Sectt. New Delhi for pay purpose and 2. SO to CS, Delhi, CS office, Delhi Secretariat, GNCTD for physically



12	75	Girish Yadava	10.01.1984	16.07.2010	The Commissioner, Excise Department, Govt. of NCT of Delhi, L & N Block, Vikas Bhawan, I.P. Estate, New Delhi
13	76	Seema Rani	19.03.1978	11.06.2010	The Medical Director, Lok Nayak Hospital, Govt. OF NCT Delhi, Jawahar Lal Nehru Marg, New Delhi-110002.
14	77	Basant Kumar	01.05.1979	03.06.2010	The Secretary to LG, LG. Secretariat, Govt. of NCT of Delhi, Civil Lines, New Delhi-110054.
15	77-A	Naveen Kumar Rathor	18.08.1985	20.11.2019	1. The Deputy Director (Admn.), Dte. of Training & Technical Education, Govt. of NCT of Delhi, Muni Maya Ram Marg, Pitam Pura, New Delhi-110088 for pay purpose and  2.The Secretary, Delhi Building & Other Construction Workers Welfare Board, A-Wing, 7 <sup>th</sup> Floor, Vikas Bhawan-II, Civil Lines, Delhi-54 for physically.
16	78	Pranveer Singh Baisla	09.01.1980	11.10.2010	The Assistant Commissioner (HR), Department of Trade & Taxes, Govt. of N.C.T. of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi
17	80	Dharmender Kumar	01.01.1985	16.07.2010	1.The Assistant Commissioner (Admn.), Transport Department, Govt. of NCT of Delhi, 5/9 Under Hill Road, Delhi-110054 for pay purpose and  2.The Secretary to Minister IT, 8 <sup>th</sup> Level, Delhi Secretariat, Govt. of NCT of Delhi, New Delhi for physically.
18	83	Vinay Kumar	20.12.1980	10.06.2010	1. The Pr. Secretary, Department of Social Welfare, MSO Building, IP Estate, New Delhi for pay purpose and  2.The Secretary to Minister Edn., Delhi Secretariat, Govt. of NCT of Delhi, New Delhi for physically.
19	84	Gaurav Singh	12.01.1983	05.08.2010	The Medical Director, GTB Hospital, Govt. OF NCT Delhi, Dilshad Garden, Delhi-110095.





**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

## **ANNEXURE-B**

## PROFORMA FOR SEEKING VIGILANCE STATUS REPORT

**Name of the Department:**

S.No	Name of the Officer	D.O.B.	Designation	Cadre/Ex-Cadre	If any vigilance matter is contemplated against the officer in the Department, details of the same may please be furnished.	Details of the previous postings on Gazetted posts (as per Service Book and duration record)	
1	2	3	4	5	6	7	
						Deptt.	Duration

It is certified that above information is as per Service Bonk and records and is correct and true.

**Name & Signature of Authorized Officer**  
with seal & date