

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH
5/9 UNDER HILL ROAD, DELHI-110054
(website: <http://transport.delhigovt.nic.in>)

No. F.9(10)/10/Admn/Tpt./P.file-1/2025/ 18107

Dated: 23.04.2025

CIRCULAR

Sub.: Initiation of process for Promotion to the post of Head Constable (Enforcement).

Kindly refer to this office's circular of even number dated 21.03.2025 & its reminder dated 10.04.2025 wherein it was requested to furnish the requisite information [strictly in the enclosed pro-forma (Annexure-'B', 'C' & 'D')] in respect of the eligible Foot Constable, as per list enclosed (Annexure-A), working in this Department along-with valid HMV Driving License and ACR/APARs for the period of last three years.

However, despite best of efforts put in by the Admin Branch, out of 121 Foot Constables (Currently working), there are only 91 Foot Constables in respect of whom the requisite documents/papers/information have been received and the requisite documents/papers/information of 30 remaining Foot Constables (Annexure-1) are yet to be received through Enforcement Branch. 32

The Enforcement Officer (HQ), Transport Department is therefore, requested to personally ensure that the requisite documents in respect of the above-mentioned officials should reach the Admin Branch within 07 days positively, so as to finalize the cases of promotion and the vacant post of Head Constable can be filled up. It may be ensured that the content of the letter may be brought to the notice of all concerned.

It may be noted that only those officials will be considered for promotion whose record is made available and in case any official does not get considered due to non-furnishing of requisite documents/papers/information by the concerned official, the responsibility shall solely rest with the concerned official.

This issues with the prior approval of the Competent Authority. This may be treated as **MOST URGENT/TIME BOUND** and necessary documents may be furnished to the Admin Branch within 07 days of issue of this letter.

ADMINISTRATIVE OFFICER

To,

All Concerned (As per annexure-1)

Through Enforcement Officer (HQ), TPT.

No. F.9(10)/10/Admn/Tpt./P.file-1/2025/ 18107

Dated: 23/4/25

Copy forwarded for information and necessary action to:-

1. PA to SCOT (A), Transport Department, Govt. of NCT of Delhi, Delhi.
2. ✓ Sr. System Analyst, IT Branch with the request to upload the same on official website of Transport Department, GNCTD.
3. Guard file.

ADMINISTRATIVE OFFICER

24/4/25
SACW
PRAGS

FINAL REMINDER
MOST URGENT
Annexure-1

The requisite documents/papers/information of the following foot constables are yet to be received.

S.No	Seniority No.	Name of Official	D.O.B.	Category	Date of Appointment	Remarks
1	7	Jitender Nath Singh	08.03.1971	UR	07.04.1993	No document received
2	104	Naresh Kumar Chhillar	02.02.1971	UR	13.05.1997	-do-
3	106	Sunil Kumar	25.12.1992	UR	26.11.2020	-do-
4	108	Varun Upadhyay	02.06.1994	UR	11.02.2021	-do-
5	109	Sanjay	20.07.1993	UR	25.11.2020	-do-
6	112	Vicky S Sheoran	02.08.1987	UR	30.12.2020	-do-
7	118	Manjeet	21.09.1993	UR	26.11.2020	-do-
8	120	Umesh Verma	17.06.1993	UR	07.12.2020	-do-
9	134	Deepak	19.11.1994	UR	08.12.2020	-do-
10	146	Sunil	06.06.1989	UR	15.01.2021	-do-
11	148	Arun Kaushik	04.01.1995	UR	02.09.2022	-do-
12	149	Gaurav Chaudhary	27.04.1994	UR	20.01.2021	-do-
13	152	Neeraj Khatri	10.07.1990	OBC	08.12.2020	-do-
14	157	Rajnish Budhwar	10.12.1991	UR	21.06.2022	-do-
15	158	Deen Bandhu Jha	06.01.1992	UR	04.01.2021	-do-
16	168	Anil Gulia	10.02.1993	UR	29.06.2022	-do-
17	174	Sandeep	17.07.1993	UR	21.06.2022	-do-
18	178	Anil	04.05.1991	UR	03.06.2022	-do-
19	181	Devender	08.12.1990	UR	15.07.2022	-do-
20	188	Naveen Maan	20.06.1995	OBC	18.12.2020	-do-
21	189	Nitesh Anchal	19.06.1990	OBC	26.11.2020	-do-
22	193	Kirti Mann	22.02.1994	OBC	26.11.2020	-do-
23	197	Sumit Khatri	09.11.1993	OBC	03.12.2020	-do-
24	199	Navin Kumar	01.07.1993	SC	26.11.2020	-do-
25	211	Banti Kumar	02.10.1993	SC	04.12.2020	-do-
26	219	Parveen kumar	20.08.1994	OBC	30.12.2020	-do-
27	222	Rakesh Kumar	17.04.1987	SC	17.02.2021	-do-
28	234	Naveen Kumar Meena	05.07.1991	ST	24.12.2020	-do-
29	235	Aakash Kumar Meena	02.02.1993	ST	21.12.2020	-do-
30	237	Ajay Meena	15.06.1992	ST	04.12.2020	-do-
31	172	Shankey Verma	28.04.1995	UR	03.06.2022	Annexure-B not received
32	177	Amit Sharma	12.12.1990	UR	30.09.2022	Annexure-B not received

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INFORMATION FOR PROMOTION TO THE POST OF HEAD CONSTABLE (ENFORCEMENT)

1	Name of the official (in Capital Letters)	:	
2	Date of Birth	:	
3	Seniority No. in Foot Constable	:	
4	Category (GEN/SC/ST)	:	
5	Whether belongs to PH Category, if yes, specify the details (HH/VH/OH)	:	
6	Mode of Recruitment (DSSSB/Promotion/Others)	:	
7	Whether Integrity Certificate (Yes/No) (Please attach the Integrity Certificate)	:	
8	Whether any Vigilance case is/was pending/Contemplated against the official (Yes/No). if yes, details thereof.	:	
9	Whether any charge sheet is/was issued under CCS(CCA) Rules, 1965 (Yes/No). If yes, details thereof.	:	
10	Whether any penalty in operation / imposed (Yes/No), if yes, details thereof.	:	
11	Whether any criminal case is / was pending against the official (yes/no). if yes, details thereof.	:	
12	Details of ACR/APARs attached	:	
13	Whether having valid HMT driving license (Yes/No), if yes, please attach a copy.	:	
13	Mobile Number	:	
14	E-mail id	:	
15	Any other information if relevant	:	

(SIGNATURE OF OFFICIAL)**(ATTESTED BY BRANCH INCHARGE/EO)**

INTEGRITY CERTIFICATE

The records of service of Sh..... Foot Constable (Enforcement) who is to be considered for promotion to the post of Head Constable (Enforcement) have been carefully scrutinized and it is certified that there is no doubt about his integrity.

SIGNATURE OF ENFORCEMENT OFFICER/IN-CHARGE

(OFFICE STAMP OF THE OFFICER)

WORK AND CONDUCT REPORT

It is certified that the work and conduct of Sh..... Foot Constable (Enforcement) who is to be considered for promotion to the post of Head Constable (Enforcement) is satisfactory.

SIGNATURE OF ENFORCEMENT OFFICER/IN-CHARGE

(OFFICE STAMP OF THE OFFICER)

PROFORMA FOR ISSUE OF VIGILANCE REPORT

1	Name	
2	Designation	
3	Date of Birth	
4	Date of initial appointment	
5	Place of present posting	
6	Date of posting in present Branch	
7	Purpose of Vigilance Clearance Report	
8	Whether any charge-sheet is issued under CCS (CCA) Rules 1965 ? If yes,-detials thereof along with copy of relevant orders.	
9	Details of Major/Manior Penalties imposed entire service tenure till date with order No./Date (alongwith copy / copies), if any.	
10	Details of criminal case is pending, if any.	

Certified that no vigilance case/court case at any level is pending against me. In case any court case/Vigilance case against me is detected later on, I will be responsible for the same & disciplinary action may be taken against me for concealing the fact.

(SIGNATURE OF EMPLOYEE WITH DATE)

.....
As per the service record of the official concerned, no DP case/criminal case is pending against the above officer / official. Further, it is also certified that as per service record no penalty is in operation.

(DEALING ASSISTANT)
ADMIN BRANCH

ADO / SECTION OFFICER
TRANSPORT DEPARTMENT

DY. COMMISSIONER (VIG.)