

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DLEHI**  
**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/ 19099

Dated: 30/04/2025

**CIRCULAR**

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

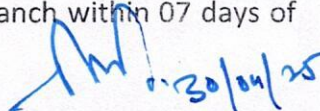
Kindly refer to this office's circular of even number dated 21.03.2025 & its reminder dated 09.04.2025 and 23.04.2025 wherein it was requested to furnish the requisite information [strictly in the enclosed proforma (Annexure- 'B', 'C' & 'D')] in respect of the eligible Foot Constable, as per list enclosed (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 113 Foot Constables in respect of whom the requisite documents/papers/information have been received and the requisite documents/papers/information of 08 remaining Foot Constables (Annexure-1) are yet to be received through Enforcement Branch.

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/ 19099

Dated: 30/04/2025

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



**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
1	7	Jitender Nath Singh	08.03.1971	UR	07.04.1993
2	104	Naresh Kumar Chhillar	02.02.1971	UR	13.05.1997
3	106	Sunil Kumar	25.12.1992	UR	26.11.2020
4	146	Sunil	06.06.1989	UR	15.01.2021
5	174	Sandeep	17.07.1993	UR	21.06.2022
6	197	Sumit Khatri	09.11.1993	OBC	03.12.2020
7	235	Aakash Kumar Meena	02.02.1993	ST	21.12.2020
8	237	Ajay Meena	15.06.1992	ST	04.12.2020

  
30/04/25



**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) <b>(Please attach the Integrity Certificate)</b>	:	
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 <b>valid HMT driving license</b> (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.)