

CIRCULAR

No.	Issue Date	Issued By	Issuing Unit	Issuing Branch
33/2012	14/05/2012	DEPUTY COMMISSIONER OF POLICE	Police Head Quarters	RECORD BRANCH

Subject : Guidelines regarding Tenant Verification Form

Contents

CIRCULAR

Circular No.33/Record Branch/2012

The tenant verification form received in the Police Stations are sent to various States in India by the SHOs/ACsP concerned for antecedent verification of the tenants to which State they belongs. Generally the tenant verification form alongwith its enclosures such as proof of residence sent to various states by the SHOs/ACsP does not bear a forwarding letter of the concerned DCsP District/Unit.

Now, the Addl.CP/Special Branch, CID, Mumbai has raised an objection to this procedure and requested CP/Delhi to send such requisitions with a proper covering letter head of the concerned office in order to authenticate the correspondence to be really originating from the concerned office.

Keeping in view of above, it has been decided that all correspondence with regard to tenant antecedents verification should be forwarded to other states through the office of Addl.CsP/DCsP-Districts/Units concerned and not under the signatures of SHOs/ACsP Sub Division to avoid any inconvenience in sending such antecedents verification reports.

Sd/-

(MANGESH KASHYAP)
DEPUTY COMMISSIONER OF POLICE,
HEADQUARTERS, DELHI

No.3601-3710/RB/PHQ dt.14.5.2012

Copy to the:-

1. All Special Commissioners of Police, Delhi.
2. All joint Commissioners of Police, Delhi.
3. All Addl. Commiositioners of Police/DCsP/Districts/Units.
4. SO to CP, Delhi.
5. Addl.DCP/IT Centre with the request to get upload the Circular in intra DP net.
6. ACP/C&T and Insprs./C&T & Court Cell, PHQ.

Documents Released by M.O. of the District
Under R71 Act-2008, in
1266/91

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Now, the Addl.C.P./Special Branch, CID, Mumbai has raised an objection to this procedure and requested C.P./Delhi to send such requisitions with a proper covering letter on the letter head of the concerned office in order to authenticate the correspondence to be really originating from the concerned office.

Keeping in view of above, it has been decided that all correspondence with regard to tenant antecedent verification should be forwarded to other states through the office of Addl.CsP/DCsP-Districts/Units concerned and not under the signatures of SHOs/ACsP Sub Division to avoid any inconvenience in sending such antecedent verification reports.

Mangesh Kashyap
(MANGESH KASHYAP)

DEPUTY COMMISSIONER OF POLICE
HEADQUARTERS. :DELHI.

No. 360/-3710 /Record Branch/PHQ, dated Delhi, the 14-5-2012

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2. All Joint Commissioners of Police, Delhi.
2. All Addl. Commissioners of Police/DCsP/Districts/Units.
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