

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF FOOD SUPPLIES & CONSUMER AFFAIRS  
305, K-BLOCK, VIKAS BHAWAN, NEW DELHI-02  
(ADMINISTRATION BRANCH)

F. No. 9(44)/2021/F&S/Admn /COVID/CDV/ 2261-65

Date: 11/06/21

CIRCULAR

In view of the emergent situation arising due to surge in COVID - 19 cases and on request from this department, the concerned District Magistrate/District Controller of Civil Defence have deployed CDVs at FPSs under their jurisdiction as a relief measure to maintain social distancing among cardholders during distribution of ration and enforce COVID appropriate behaviour. Accordingly, this office vide orders even No. dated 03.06.2021 has issued necessary instructions regarding attendance of CDVs deputed at FPS.


In this regard, the circle FSO and concerned district ACs are requested to ensure following:-

- (i) The monthly attendance report of CDVs should be compiled as per the format/proforma enclosed herewith this circular. Concerned FSO to forward the attendance report only after verifying the correctness of the same. No column should be left blank in the attendance report and CDVs having same name should specifically be distinguished to avoid any anomalies.
- (ii) Deployment orders issued by District Magistrate/ District Controller of Civil Defence in r/o each CDV be forwarded alongwith the monthly attendance report.
- (iii) A duly signed undertaking (in-original) obtained from each CDV has to be submitted alongwith their attendance report every month. Proforma for undertaking has also been enclosed herewith
- (iv) Documents self-attested by each CDVs (PAN Card, Aadhar Card & Cancelled Cheque/Copy of Passbook) which are required for payment of wages, through ECS, be also submitted to this office alongwith the attendance report of month of June 2021.
- (v) The monthly attendance report duly signed by concerned FSO alongwith the undertaking and other requisite documents be sent physically to Admn. Br HQ and copy of the same in excel format be sent through email to [fsoadmn305@gmail.com](mailto:fsoadmn305@gmail.com) by 3<sup>rd</sup> day of the next month for timely payment to CDVs
- (vi) As per the terms & conditions regarding deployment of CDVs, Each CDV is compulsorily required to be given at least 02 days off in a calendar month.

This is for your information and necessary action please.

Encl: As above

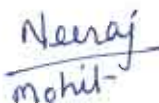
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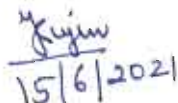
  
ASSISTANT COMMISSIONER (ADMN.)

1. PS to CFS / Addl. CFS/ Jt. CFS, F&S Department.
2. All Circle FSOs through concerned district ACs.
3. SSA (IT), F&S.
4. Guard File

  
ASSISTANT COMMISSIONER (ADMN.)

To upload.

  
Neeraj  
Mohit

  
15/6/2021

1015/SSA/Jt  
14/6/21