

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI  
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG  
NEW DELHI-110001**

F.No.9(206)/Admn/WCD/MACP/2015/

32884-86

Dated :

10 OCT 2017

**ORDER**

**Sub:** Requirement of documents i.e. Service Book/Work Conduct & Integrity Certificate/Vigilance Proforma & Service Verification Chart in respect of Ex-Cadre Officers/Officials, for the purpose of grant of MACP benefits.

On scrutiny of the proposals for grant of MACP benefits in respect of following Ex-Cadre Officers/Officials, it is to inform that the following documents are required for further processing their MACP cases, as per details below :-

| S. No. | Name of the officers/ officials with Designation          | Place from where the officer/official is drawing Salary | Required Documents  |
|--------|---|---|---|
| 1.     | Naheed Arafeen,<br>CDPO (Retd.)<br>DOB - 09.08.1957       | DDO/HOO, ICDS-Paschim Vihar                             | • Service Book  |
| 2.     | Nirmal Devi,<br>CDPO (Retd.)<br>DOB - 15.01.1956          | DDO/HOO, ICDS-Meer Vihar                                | • Service Book  |
| 3.     | Shehnaz Parveen,<br>CDPO (Retd.)<br>DOB - 28.03.1950      | DDO/HOO, ICDS-Khanpur                                   | • Service Verification Chart<br>• Service Book<br>• ACRs/APARs for the period - (2005-06 to 2009-10)  |
| 4.     | Vandana,<br>CDPO<br>DOB - 03.01.1959                      | DDO/HOO, ICDS-Badarpur                                  | • Service Book<br>• ACRs/APARs for the period - (2008-09 to 2013-14)  |
| 5.     | Sachidanand Tiwari,<br>TGT<br>DOB - 01.01.1961            | DDO/HOO, CHB(B), Narela                                 | • Work Conduct & Integrity Certificate<br>• Proforma for Vigilance Report   |
| 6.     | Savita Kaushik,<br>Supervisor<br>DOB - 27.04.1960         | DDO/HOO, ICDS-Shahdara                                  | • Work Conduct & Integrity Certificate  |
| 7.     | Sushma Rani,<br>Matron<br>DOB - 12.04.1958                | DDO/HOO, CHG, Dilshad Garden                            | • Work Conduct & Integrity Certificate<br>• Proforma for Vigilance Report<br>• Service Verification Chart<br>• Service Book   |
| 8.     | Pushpa Saxena,<br>PTI<br>DOB - 10.07.1957                 | DDO/HOO, Counselling & Guidance Bureau-I, Gulabi Bagh   | • Service Book  |
| 9.     | Shashi Bala,<br>Occupational Teacher<br>DOB - 05.04.1961  | DDO/HOO, WCW-Shanker Market                             | • Work Conduct & Integrity Certificate<br>• Proforma for Vigilance Report<br>• Service Verification Chart   |
| 10.    | Surender Kumar,<br>House Father<br>DOB - 14.02.1969       | DDO/HOO, ACH(B), Alipur                                 | • Work Conduct & Integrity Certificate<br>• Proforma for Vigilance Report<br>• Service Verification Chart<br>• Service Book<br>• ACRs/APARs for the period - (2006-07 to 2014-15) |
| 11.    | Kunwar Singh,<br>Occupational Teacher<br>DOB - 04.07.1960 | DDO/HOO, OHB-II, Kingsway Camp                          | • Work Conduct & Integrity Certificate<br>• Proforma for Vigilance Report<br>• Service Verification Chart<br>• Service Book   |

All the concerned DDOs/HOOs are hereby requested to forward the above mentioned requisite documents in respect of above mentioned Officers/Officials, to the Admn. Branch, WCD, at the earliest, for further processing their MACP cases.

*Raveel*  
(Ravindra Kumar)  
Supdt. (Admn) 10/10/17

To,

1. All concerned DDOs/HOOs as mentioned above.
2. All officers/officials concerned through DDO/HOO concerned.

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Copy to :-

1. Dy. Director (Vigilance), Deptt. of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi-110002, with a request to scrutinize the records to ensure availability of ACRs/APARs in respect of **Ms. Shehnaz Parveen, CDPO (Retd.), Vandana, CDPO & Surender Kumar, House Father** for the above mentioned periods and if available, to forward the same to Admn. Branch, WCD, at the earliest.
2. Asstt. Director (Vigilance), Deptt. of Women & Child Development, GNCTD, K.G. Marg, New Delhi-110001, with a request to scrutinize the records to ensure availability of ACRs/APARs in respect of **Ms. Shehnaz Parveen, CDPO (Retd.), Vandana, CDPO & Surender Kumar, House Father** for the above mentioned periods and if available, to forward the same to Admn. Branch, WCD, at the earliest.
3. Asstt. Programmer, WCD for uploading on website of the Deptt.

*Raveel*  
(Ravindra Kumar)  
Supdt. (Admn) 10/10/17