

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
G.N.C.T. OF DELHI

1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

F.9(80)/Incumbency/D WCD/ Admn//Pt. File/2015/ 2582-91

Date:- 3 MAY 2017

To

1. The Office of the RO/SDM(Mehrauli), ward no. 58-60, District South, Old Tehsil Building, Mehrauli, New Delhi.
2. The Assistant Commissioner(HR), Trade and Tax Department, ITO, Delhi
3. The CDPO (ICDS),Mehrauli, Delhi
4. The CDPO (ICDS), Shakarpur, Delhi

Sub: Human Resource Management System

Sir/Madam,

With reference to the Services Department letter dated 30/03/2017, on the subject cited above, The following officials of DASS Cadre, who are working under your control, had been requested to report Administration Branch, DWCD for furnishing the information, but in spite of repeated telephonic requests and order dated 27/04/2017, following officials are not furnishing the information as a result the process of duly filled in Pro-forma is delayed.

S.NO.	Name of the official with designation	Working at
1.	Sh. Satish Singh Aswal, UDC drawing salary from ACH, Jail Raod	Office of the RO/SDM(Mehrauli), ward no. 58-60, District South, Old Tehsil Building, Mehrauli, New Delhi
2.	Sh. Suresh Kumar, UDC, drawing salary from WCW, Shanker Mkt.	Diverted capacity at the Office of Assistant Commissioner(HR), Trade and Tax Department, ITO, Delhi
3.	Ms. Neetu James, UDC drawing salary from CHG-I, Jail Road	ICDS(Mehrauli)
4.	Sh. Khem Chand, LDC drawing salary from ICDS(Shakarpur)	ICDS(Shakarpur)

You are therefore requested to direct the above official to report Admn. Branch, DWCD with his/her Aadhar Card immediately and after filling the information in the Pro-forma put his/her signature in the relevant column immediately.

Yours faithfully,

(RAVINDRA KUMAR MEENA)  
SUPDT.(ADMN.)

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- Copy to:
1. Assistant Programmer (IT) for uploading the order on web site of the Department.
  2. DDO concerned with the direction to release salary of above staff after obtaining compliance.

(RAVINDRA KUMAR MEENA)  
SUPDT.(ADMN.)