

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

MOST-URGENT  
TIME-BOUND

F.No.9(206)/Admn/WCD/MACP/2015/22114-117

Dated :

16/08/2018

16 AUG 2018

**ORDER**

**Sub: Requirement of documents in respect of Ex-Cadre Officers, for the purpose of grant of MACP benefits.**

The following documents in r/o Ex-Cadre Officers of the Department, are required for the purpose of grant of financial up-gradation under MACP scheme, as per details :-

S. No.	Name of the officers/ officials with Designation	Required Documents from the concerned DDOs/HOOs from where the officers are drawing salary
1.	Shalini Puri Dua, Supdt./CDPO DOB - 08.01.1972	<ol style="list-style-type: none"><li>1. Duly filled-in &amp; signed proforma of MACP</li><li>2. Work Conduct &amp; Integrity Certificate</li><li>3. Duly filled-in &amp; signed proformas (both at Departmental Level and at DOV level) for obtaining Vigilance Clearance (<b>duly-signed by concerned DDO/HOO and counter-signed by concerned Reporting Officer</b>)</li><li>4. Service Verification Chart</li><li>5. Service Book</li></ol>
2.	Manjula Kathuria, Supdt./CDPO DOB - 27.09.1970	
3.	Sadhna Singh, Supdt./CDPO DOB - 04.07.1972	
4.	Pomilla Chhibber, Supdt./CDPO DOB - 17.01.1969	
5.	Shivani Kapur Baveja, Supdt./CDPO DOB - 25.12.1969	
6.	Yogita Gupta, Supdt./CDPO DOB - 02.02.1970	
7.	Humra Khalid, Supdt./CDPO DOB - 02.08.1972	
8.	Ramvir Singh, Supdt./CDPO DOB - 02.10.1966	
9.	Namrata Biruly, Supdt./CDPO DOB - 12.12.1968	
10.	Praveen Kumar, Supdt./CDPO DOB - 15.04.1964	
11.	Durgesh Nandini, Supdt./CDPO DOB - 01.01.1974	

All the concerned DDOs/HOOs are hereby directed to forward the above mentioned requisite documents in respect of above mentioned Officers/Officials, to the Admn. Branch, WCD, **latest by 20<sup>th</sup> August, 2018**, for further processing their MACP cases.

In case, the documents are not provided within the stipulated time, the liability for delay in processing of MACP cases in r/o above mentioned officers shall lie with the concerned DDOs/HOOs.

This may be treated as **MOST URGENT/TIME BOUND**. This issues with the prior approval of the Competent Authority.

*Ravindra Kumar*  
16/08/18  
(Ravindra Kumar)  
Section Officer (Admn)

To,  
All the concerned DDOs/HOOs,  
DWCD, GNCTD.

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Copy to :-

1. PA to Director, WCD.
2. PA to Spl. Director (Admn), WCD.
3. Asstt. Programmer, WCD for uploading the order on website of the Deptt.

*Ravindra Kumar*  
16/08/18  
(Ravindra Kumar)  
Section Officer (Admn)