

**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/ 5180-81

Dated : 11 JUN 2019

**ORDER**

**Sub: Requirement of documents 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	Address of DDOs/HOOs of Place of Salary Posting	Required Documents
1.	<b>Premoday Khakha,</b> <b>Supdt./CDPO</b> DOB – 23.11.1971	DDO/HOO, CHB-II Alipur	<ul style="list-style-type: none"><li>Work Conduct &amp; Integrity Certificate</li><li>Duly filled-in proformas (signed by concerned DDO/HOO and counter-signed by concerned Reporting Officer) for obtaining Vigilance Clearance (both at Departmental level and at DOV level)</li><li>ACRs/APARs for the last 5 years from the date of eligibility of MACP</li></ul>
2.	<b>Rakesh Kumar Yadav,</b> <b>Supdt./CDPO</b> DOB – 02.02.1970	DDO/HOO, OHB-II, Kingsway Camp	<ul style="list-style-type: none"><li>ACRs/APARs for the last 5 years from the date of eligibility of MACP</li></ul>
2.	<b>Anil Kumar,</b> <b>Supdt./CDPO (ad hoc)</b> DOB –	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"><li>Duly filled-in &amp; signed proforma of MACP</li><li>Work Conduct &amp; Integrity Certificate</li><li>Duly filled-in proformas (signed by concerned DDO/HOO and counter-signed by concerned Reporting Officer) for obtaining Vigilance Clearance (both at Departmental level and at DOV level)</li><li>Service Verification Chart</li><li>Service Book (original)</li><li>ACRs/APARs for the last 5 years from the date of eligibility of MACP</li></ul> <p>(File bearing No. F. 9(286)/Admn/WCD/MACP/2019/ already sent to WCW-Shanker Market, seeking above mentioned documents)</p>
3.	<b>Dev Rani Banerjee,</b> <b>Supdt./CDPO (Retd.)</b> DOB – 22.11.1953	DDO/HOO, ICDS-Rohini-I	<ul style="list-style-type: none"><li>Service Verification Chart</li><li>Re-Casted Service Book</li><li>ACRs/APARs for the last 5 years from the date of eligibility of MACP</li></ul> <p>(File bearing No. F.13/PF/ICDS-Rohini-I/2018-19/ is under submission for approval for re-casting of service book of the officer)</p>
4.	<b>Nirmal Devi,</b> <b>Supdt./CDPO (Retd.)</b> DOB – 15.01.1956	DDO/HOO, ICDS-Meer Vihar	<ul style="list-style-type: none"><li>Service Book</li></ul>
5.	<b>Shankar Vinod,</b> <b>Caretaker</b> DOB – 05.04.1963	DDO/HOO, OHB-I, Delhi Gate	<ul style="list-style-type: none"><li>Duly filled-in proforma (signed by concerned DDO/HOO and counter-signed by concerned Reporting Officer) for obtaining Vigilance Clearance (at Departmental level)</li></ul>

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, within 30 days of the receipt of order, for further processing their MACP cases. This issues with the prior approval of Competent Authority.

  
Section Officer (Admn)

To,

- All concerned DDOs/HOOs as mentioned above. **(through R & I Branch)**
- All officers/officials concerned through DDOs/HOOs concerned.

F.No.9(206)/Admn/WCD/MACP/2015/ 5180-81

Dated :

Copy to :-

- PA to Director, WCD.
- System Analyst, WCD for uploading the order on website of the Department.

11 JUN 2019

  
Section Officer (Admn)