

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

F.No.17(35)/WCD/Admn./Election/2019-20/ 1844)

Dated: 14 NOV 2019

ORDER

In pursuance of letter No. F.CEO/Admn/104(17)/2019/Assembl.Elec./Delhi/PPIS/66780 dated 07/11/2019 issued by Election Officer (Admn.), Office of the Chief Electoral Officer, Delhi, please find **enclosed** herewith "**List of User IDs of all the DDOs/HOOs**" of Offices/Homes/Institutions/ICDS Projects of the Department of Women & Child Development (WCD), GNCTD, for uploading of the data of employees on the web-portal of "**Polling Party Personnel Information System**" for General Elections to Delhi Legislative Assembly, 2020. **Instructions to DDOs/HOOs for uploading/editing of data on the said web-portal is as under:**


1. Search User IDs from the above said list.
2. Default Password of all the User IDs is **election@1234** (However, it is mandatory to change the password, when login for the first time).
3. Do not forget your User ID and Password.
4. Open the said web-portal, link of which is **<https://ceo.delhi.gov.in/Loginpage.aspx>**
5. Enter User ID and Password and then login.
6. Open "Summary Report" option and verify the details of all employees who are presently drawing salaries from your office.
7. If any employee whose details are not mentioned in the said report, please open the link "**New Employee**", then fill the details "**Personal Information**", then "**Assembly Constituency and EPIC/Voter Card details**", and then "**Other Information**".
8. Repeat this process, till data in r/o all the employees get completed.
9. Go to the link of "Transfer Out Employees", then select "All" and "Search" and identify those employees in the list who have been transferred from your office. If detail of any employee who has been transferred from your office, is currently reflecting in your User ID, then go to the "Transfer Out" option in the said link.
10. Thereafter, enter "**Office Strength**". Employees data must match with the Office Strength.
11. After completing all the above procedures, click "**Generation of Completion Certificate**".

Hence, all the DDOs/HOOs of Offices/Homes/Institutions/ICDS Projects of WCD are hereby directed to upload/edit data on the above said web-portal in respect of all the regular Govt. employees who are drawing salaries from their Offices/Homes/Institutions/ICDS Projects. Further, all the DDOs/HOOs are directed to complete the uploading/editing of the data and must submit an "Action Taken Report (ATR)" to the Admn. Branch, WCD, latest by 12:00 Noon, tomorrow i.e. 15.11.2019.

This is to be treated as "**MOST URGENT/TIME BOUND**". **Non-Compliance of the orders will be viewed seriously and may attract disciplinary action under CCA (CCA) Rules, 1965.**

For any query regarding password/updating data on the above said portal, you may contact Sh. Ravindra Kumar Meena, Section Officer (Admn.) (8527467076), Sh. Arjun Singh (9999638683), Sr. Assistant and Sh. Virender Kumar Maurya (9650301668), Jr. Assistant.

Encl: As above (03-Pages).


(Anita Bharal)
Nodal Officer (Manpower)

To,

All the DDOs/HOOs of Offices/Homes/Institutions/ICDS Projects
Department of Women & Child Development, GNCTD.

Dated: 14 NOV 2019

Copy forwarded to: -

1. The Election Officer (Admn), O/o the Chief Election Officer, Old St. Stephen's College Building, Kashmere Gate, Delhi-110006.
2. Staff Officer to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. PA to Special Director, DWCD, Govt. of NCT of Delhi, New Delhi.
4. All the District Officers of DWCD, **with the direction to monitor the progress of all the Homes/Institutions under their jurisdiction, and to submit an Action Taken Report in the matter on behalf of such Homes/Institutions, latest by 12:00 Noon, tomorrow i.e. 15.11.2019.**
5. Dy. Director (ICDS), DWCD, GNCTD, K.G. Marg, New Delhi-110001, **with the direction to monitor the progress of all the ICDS Projects, and to submit an Action Taken Report in the matter on behalf of all the ICDS Projects, latest by 12:00 Noon, tomorrow i.e. 15.11.2019.**
6. System Analyst, IT Branch, DWCD, Govt. of NCT of Delhi, New Delhi, for uploading the order on website of the Department.
7. Guard file.


(Anita Bharal)
Nodal Officer (Manpower)

S.No.	USER IDs of DDOs/HOOs	Name of the Office/Home/Institution/ICDS Projects
1	suptachb	ACHB Alipur
2	suptachw	ACHW Jail Road
3	suptbalsad	BAL SADAN Timarpur
4	suptbalika	BALIKA GRAH Jail Road
5	suptchbb	CHB-B Narela
6	suptujawl	CHB-I Lajpat Nagar
7	suptphul	CHB-I Alipur
8	suptali2	CHB-II Alipur
9	suptuday	CHB-II Lajpat Nagar
10	suptanupma	CHG-I Jail Road
11	suptanukri	CHG-II Jail Road
12	suptdcc	Day Care Centre Gulabi Bagh
13	donreast	DISTRICT OFFICE NORTH EAST
14	dosouth	DISTRICT OFFICE SOUTH
15	dowest	DISTRICT OFFICE WEST
16	suptfchs	Foster Care Home JAIL ROAD
17	supthhclp	HHCLP Majnu Ka Tila
18	supthhcl	HHFCLP Jail Road
19	icdsalipur	ICDS ALIPUR
20	cdpoav	ICDS Aman Vihar
21	cdpoanandp	ICDS Anand Parvat
22	cdpobabar	ICDS Babar Pur
23	cdpobaghkk	ICDS Bagh Kare Khan
24	cdpobawana	ICDS Bawana
25	cdpobhagi	ICDS Bhagirathi Vihar
26	cdpobhal	ICDS Bhalswa
27	cdpobhatim	ICDS Bhati Mines
28	cdpobudh	ICDS Budhpur
29	cdpoburari	ICDS Burari
30	icdschand	ICDS CHANDNI CHOWK
31	cdpodabri	ICDS Dabri
32	cdpoektav	ICDS Ekta vihar
33	cdpogpuri	ICDS Gautam Puri
34	cdpogeeta	ICDS Geeta Colony
35	cdpogovind	ICDS Govind Puri
36	cdpoham	ICDS Hamdard Nagar
37	cdpohasts	ICDS Hastsal
38	cdpohul	ICDS HOLAMBI KALAN
39	cdpoinderp	ICDS Inder Puri
40	cdpojp	ICDS Jahangir puri
41	cdpojait	ICDS Jaitpur
42	cdpojama	ICDS Jama Masjid
43	cdpojwalap	ICDS Jwala Puri
44	cdpokanjha	ICDS Kanjhawla
45	cdpokapas	ICDS KAPASHERA
46	cdpokarwal	ICDS Karawal Nagar

47	cdpokardam	ICDS Kardam Puri
48	cdpokhan	ICDS Khanpur
49	cdpokirti	ICDS Kirti Nagar
50	cdpokondli	ICDS Kondli
51	cdpokusump	ICDS Kusumpur Pahari
52	cdpomadip	ICDS Madipur
53	cdpomangla	ICDS Mangla Puri
54	cdpomangol	ICDS Mangol Puri
55	cdpomankhu	ICDS Mangolpur Khurd
56	cdpomayap	ICDS Maya Puri
57	cdpomeerv	ICDS Meer Vihar
58	cdpomeetha	ICDS Meethapur
59	cdponishaj	ICDS Mehrauli
60	cdpomolar	ICDS Molarband
61	cdponabi	ICDS Nabi Karim
62	cdponajf	ICDS Najafgarh
63	cdponand	ICDS Nand Nagari
64	cdponangli	ICDS Nangli
65	cdponanglo	ICDS Nangloi
66	cdponarela	ICDS Narela
67	cdponawada	ICDS Nawada
68	cdponihalv	ICDS Nihal Vihar
69	cdponilo12	ICDS Nilothi
70	cdponimri	ICDS Nimri
71	cdponizzam	ICDS Nizzamudin
72	cdpookhla	ICDS Okhla
73	icdsvihhar	ICDS PASCHIM VIHAR
74	cdpopatpar	ICDS Patpar Ganj
75	cdpoparvih	ICDS Pratap Vihar
76	cdporaja	ICDS Raja Garden
77	cdporajog	ICDS Rajouri Gardan
78	cdporani	ICDS Rani Bagh
79	cdporohini	ICDS Rohini
80	cdporohi2	ICDS Rohini-II
81	cdposagarp	ICDS Sagar Pur
82	cdposangam	ICDS Sangam Park
83	cdposang1	ICDS Sangam Vihar-I
84	cdposang2	ICDS Sangam Vihar-II
85	cdposavda	ICDS Savda
86	cdposeelam	ICDS Seelam Pur
87	cdposlmpr1	ICDS SEELAMPUR
88	cdposeemap	ICDS Seema Puri
89	cdposhahad	ICDS Shahadra
90	cdposhah	ICDS Shahbad
91	cdposd	ICDS Shahbad Daulatpur
92	cdposhagr	ICDS Shakar Pur
93	icdsshakur	ICDS SHAKURPUR
94	cdposhivv	ICDS Shiv Vihar

95	cdposhrira	ICDS Shri Ram Colony
96	cdposoniav	ICDS Sonia Vihar
97	cdposultan	ICDS Sultan Puri
98	cdposunder	ICDS Sunder Nagri
99	cdpotkhurd	ICDS Tikri Khurd
100	cdpotilakv	ICDS Tilak Vihar
101	icdstimar	ICDS TIMARPUR
102	cdpotrinag	ICDS Tri Nagar
103	cdpotrilok	ICDS Trilok Puri
104	cdpouttamn	ICDS Uttam Nagar
105	cdpovishnu	ICDS Vishnu Garden
106	cdpowazirp	ICDS Wazir Pur
107	cdpowazira	ICDS Wazirabad
108	icdszamroo	ICDS ZAMROODPUR
109	suptnari	NARI NIKETAN Jail Road
110	suptohb1	OHB-I Delhi Gate
111	suptkingsw	OHB-II Kingsway Camp
112	suptobser1	OHG Jail Road
113	suptmag	PLACE OF SAFETY BOYS Magzine Rd Majnu Ka Tila
114	suptsab1	SAB-I Dilshad Garden
115	suptsab2	SAB-II Dilshad Garden
116	suptsaq	SAG Dilshad Garden
117	suptssh	SHORT STAY HOME JAIL ROAD
118	suptvch1	VCH-I Lajpat Nagar
119	suptvch2	VCH-II Lajpat Nagar
120	suptvch3	VCH-III Lajpat Nagar
121	admn1	WCD HQ
122	wcwsn	WCW Shanker Market
123	suptwidowh	WIDOW HOME JAIL ROAD
124	wcw1	WORK CENTRE FOR WOMEN Shanker Market