

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1ST FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI-110006

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-II/ 1580-21

Dated : 17 JUN 2020

ORDER

Sub: URGENT/TIME BOUND - Requirement of documents in respect of Ex-Cadre Officers/Officials, for the purpose of grant of MACP benefits.

In compliance of the guidelines issued vide this office Order No. F.9(206)/Admn/WCD/MACP/2020/PartFile-II/25305-24 dated 17.02.2020 and on scrutiny of the proposals for grant of MACP benefits in respect of following Ex-Cadre Officers/Officials as received from concerned DDOs/HOOs from time to time, it is to bring to the notice of the concerned DDOs/HOOs, the following discrepancies have been found in accordance with the said guidelines issued vide above referred Order dated 17.02.2020, as per details below:-

S. No.	Name of the officers/ officials with Designation	Address of DDOs/HOOs of Place of Salary Posting	Available Documents	Required Documents
1.	Dev Rani Banerjee, Supdt./CDPO (Retd.) (DOB-22.11.1953)	DDO/HOO, ICDS-Rohini	<ul style="list-style-type: none"> • Proforma of MACP • Work Conduct & Integrity Certificate (not required as the officer already retired) • Vigilance Clearance Report (Departmental) • Vigilance Clearance Report (DOV) • ACR/APAR for the period – 2012-13 	<ul style="list-style-type: none"> • Service Verification Chart • EOL/Dies-NON Certificate • Service Book (Re-Casted) • ACRs/APARs for the period – 2008-09, 2009-10, 2010-11, 2011-12
2.	Nirmal Devi, Supdt./CDPO (Retd.) (DOB-15.01.1956)	DDO/HOO, ICDS-Meer Vihar	<ul style="list-style-type: none"> • Proforma of MACP • Work Conduct & Integrity Certificate (not required as the officer already retired) • Vigilance Clearance Report (Departmental) • Vigilance Clearance Report (DOV) • Service Verification Chart • Service Book • ACRs/APARs for the period – 2005-06, 2006-07, 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 	<ul style="list-style-type: none"> • EOL/Dies-Non Certificate
3.	Namrata Biruly, Supdt./CDPO (DOB-12.12.1968)	DDO/HOO, Nari Niketan-Jail Road	Status – Deferred by Screening Committee in its meeting held on 19.11.2019 and necessary directions already issued to concerned DDO/HOO vide Order No. F.9(206)/Admn/WCD/MACP/2015/Pt.File-I/20151-63 dated 16.12.2019	<ul style="list-style-type: none"> • ACRs/APARs for the period – 2012-13, 2013-14, 2014-15, 2015-16, 2016-17
4.	Poonam Tripathi, Supdt./CDPO (Retd.) (DOB-10.12.1959)	DDO/HOO, ICDS-Karawal Nagar	Status – Deferred by Screening Committee in its meeting held on 19.11.2019 and necessary directions already issued to concerned DDO/HOO vide Order No. F.9(206)/Admn/WCD/MACP/2015/Pt.File-I/20151-63 dated 16.12.2019	<ul style="list-style-type: none"> • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18
5.	Anil Kumar, Supdt./CDPO (adhoc) (DOB-19.10.1960)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17

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17/06/20

S. No.	Name of the officers/ officials with Designation	Address of DDOs/HOOs of Place of Salary Posting	Available Documents	Required Documents
6.	Premoday Khakha, Supdt./CDPO (DOB-23.11.1971)	DDO/HOO, CHB-II, Alipur	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
7.	Rakesh Kumar Yadav, Supdt./CDPO (DOB-02.02.1970)	DDO/HOO, OHB-II, Kingsway Camp	<ul style="list-style-type: none"> • Service Verification Chart 	<ul style="list-style-type: none"> • Proforma of MACP • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • EOL/Dies-Non Certificate • Service Book • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18, 2018-19
8.	Dinesh Kumar Singh, Supdt./CDPO (DOB-02.06.1966)	DDO/HOO, CHG-I, Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18, 2018-19
9.	Geeta Gulati, Supdt./CDPO (DOB-03.10.1962)	DDO/HOO, ICDS-Wazirpur	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
10.	Hoor Jahan Supdt./CDPO (DOB-20.08.1959)	DDO/HOO, ICDS-Gautampuri	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Proforma for Vigilance Clearance (DOV) • ACRs/APARs for the period – 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
11.	Nalini Joshi, CDPO (on CDC basis) (DOB-24.10.1964)	DDO/HOO, ICDS-Geeta Colony	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate 	<ul style="list-style-type: none"> • Proforma for Vigilance Clearance (Departmental) • Work Conduct & Integrity Certificate • Service Book • ACRs/APARs for the period – 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
12.	Usha Singh, CDPO (on CDC basis) (DOB-15.01.1963)	DDO/HOO, ICDS-Mangolpuri	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18, 2018-19
13.	Premalata, CDPO (on CDC basis) (DOB-15.06.1962)	DDO/HOO, ICDS-Zamrudpur	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book • ACRs/APARs for the period – 2018-19 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18
14.	Usha M Pahwa, CDPO (on CDC basis) (DOB-15.12.1962)	DDO/HOO, ICDS-Bhatti Mines	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book • ACRs/APARs for the period – 2018-19 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18

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15.	Archana, Supervisor (DOB-12.04.1977)	DDO/HOO, ICDS-Mangolpuri	<ul style="list-style-type: none"> • Proforma of MACP • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Verification Chart • ACRs/APARs for the period – 2017-18, 2018-19, 2019-2020 	<ul style="list-style-type: none"> • EOL/Dies-Non Certificate • Service Book • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17
16.	Khurshida, Supervisor (DOB-22.03.1965)	DDO/HOO, ICDS-Seemapuri	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Book • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18, 2018-19
17.	Raj Pal Singh, Driver (DOB-20.02.1970)	DDO/HOO, ICDS-Nizamuddin	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Book • ACRs/APARs for the period – 2013-14, 2014-15, 2015-16, 2016-17, 2017-18
18.	Azad Singh, Driver (DOB-21.08.1963)	DDO/HOO, OHB-II, Kingsway Camp	<ul style="list-style-type: none"> • Proforma of MACP • Service Book • ACRs/APARs for the period – 2013-14 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Verification Chart • EOL/Dies-Non Certificate • ACRs/APARs for the period – 2014-15, 2015-16, 2016-17, 2017-18
19.	Shankar Vinod, Caretaker (DOB-05.04.1963)	DDO/HOO, OHB-I, Delhi Gate	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
20.	Salluddin Miyan, Chowkidar (DOB-18.02.1963)	DDO/HOO, HHFCLP-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
21.	Satbir Singh, Chowkidar (DOB-08.03.1965)	DDO/HOO, Nari Niketan-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
22.	Rajender Ram, Chowkidar (DOB-05.08.1967)	DDO/HOO, VCH-III, Lajpat Nagar	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
23.	Ram Chander, Chowkidar (DOB-10.09.1965)	DDO/HOO, VCH-I, Lajpat Nagar	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
24.	Ramesh Chander Samewal, Chowkidar (DOB-12.08.1965)	DDO/HOO, Widow Home-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Certificate under sub-rule (1) and (2) of rule-32 of CCS (Pension) Rules, 1972 (as such, EOL/Dies-Non Certificate not required) • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
25.	Anju Devi, Aya (DOB-01.07.1969)	DDO/HOO, Creche-Gulabi Bagh	<ul style="list-style-type: none"> • Proforma of MACP • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Verification Chart • EOL/Dies-Non Certificate
26.	Gopal Singh, Peon (DOB-15.10.1964)	DDO/HOO, ICDS-Mangolpuri	<ul style="list-style-type: none"> • Proforma of MACP 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • Service Verification Chart • EOL/Dies-Non Certificate • Service Book
27.	Ram Sanjeevan, Watch and Ward (DOB-29.05.1965)	DDO/HOO, Nari Niketan-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate

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S. No.	Name of the officers/ officials with Designation	Address of DDOs/HOOs of Place of Salary Posting	Available Documents	Required Documents
28.	Lakshmi Devi, Watch and Ward (DOB-08.10.1966)	DDO/HOO, Nari Niketan-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
29.	Dina Nath Sah, Caretaker (DOB-02.09.1960)	DDO/HOO, Nari Niketan-Jail Road	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate
30.	Chaman Lal, Chowkidar (DOB-16.06.1966)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
31.	Trilok Singh, Chowkidar (DOB-04.02.1962)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
32.	Rajender Singh, Chowkidar (DOB-01.07.1962)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
33.	Devender Singh, Chowkidar (DOB-15.06.1967)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
34.	Tariff Singh, Chowkidar (DOB-01.07.1965)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
35.	Din Dayal, Chowkidar (DOB-15.10.1968)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
36.	Ram Kumar, Chowkidar (DOB-05.05.1965)	DDO/HOO, WCW-Shanker Market	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • EOL/Dies-Non Certificate • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental)
37.	Rameshwar Lal, Ex-Caretaker (Now Junior Assistant/Gr-IV DASS) (DOB-24.06.1973)	DDO/HOO, ICDS-Shahbad	<ul style="list-style-type: none"> • Proforma of MACP • Service Verification Chart • Service Book 	<ul style="list-style-type: none"> • Work Conduct & Integrity Certificate • Proforma for Vigilance Clearance (Departmental) • EOL/Dies-Non Certificate

All the concerned DDOs/HOOs (as mentioned above) are hereby directed to forward the requisite documents in respect of above mentioned Officers/Officials, to the Admn. Branch, WCD, **within 15 days of the receipt of order**, failing which concerned DDOs/HOOs shall be held responsible for non-grant of MACP benefits. This is to be treated as **MOST URGENT/TIME BOUND**. This issues with the prior approval of Competent Authority.

(K.P. Kori)
Section Officer (Admn)

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-III/ 1580-21

Dated :

19 JUN 2020

Copy to :-

1. PA to Director, Department of Women & Child Development, Govt. of NCT of Delhi.
2. PA to ^{SPL} Director, Department of Women & Child Development, Govt. of NCT of Delhi.
3. **All concerned DDOs/HOOs (as mentioned above at S.No. 1 to 37), WCD (through R & I Branch)**
4. Concerned officers/officials through DDOs/HOOs concerned.

5. Data Processing Assistant/Concerned Dealing Assistant, Department of Women & Child Development, Govt. of NCT of Delhi, for uploading the order on website of the Department.

(K.P. Kori)
Section Officer (Admn)