

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

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-II/ 7884-98

Dated : **22 SEP 2020**  
**TIME BOUND/REMINDER**

**ORDER**

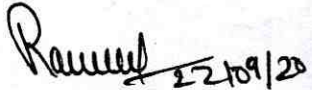
**Sub: REMINDER - Pending documents in r/o MACP cases (received upto 31.07.2020).**

In continuation to this office Order No. F.9(206)/Admn/WCD/MACP/2020/PartFile-II/7160-78 dated 14.09.2020, it has been noticed that the following documents in r/o below mentioned **10 (Ten)** officers/officials are still pending and have not been provided by the concerned DDOs/HOOs despite of repeated requests/letters/reminders issued from time to time, thus causing delay in processing their MACP cases, as under :-

S. No.	Name of the officers/ officials with Designation	Place from where the officer/ official is drawing Salary	Pending Documents (except ACRs/APARs)
1.	<b>Rakesh Kumar Yadav</b> , Supdt./CDPO (DOB-02.02.1970)	OHB-II, Kingsway Camp	<ul style="list-style-type: none"> <li>• Proforma of MACP</li> <li>• Work Conduct &amp; Integrity Certificate</li> <li>• Proforma for Vigilance Clearance (Departmental)</li> <li>• Proforma for Vigilance Clearance (DOV)</li> <li>• EOL/Dies-Non Certificate</li> <li>• Service Book</li> </ul>
2.	<b>Manoj Kumar Chandra</b> , Supdt./CDPO (DOB-26.10.1974)	CHB-II, Lajpat Nagar	<ul style="list-style-type: none"> <li>• Service Book</li> </ul>
3.	<b>Yogesh Chandra Mishra</b> , Supdt./CDPO (DOB-10.12.1961)	ACHB-Narela	<ul style="list-style-type: none"> <li>• Proforma for Vigilance Clearance (Departmental)</li> <li>• EOL/Dies-Non Certificate</li> </ul>
4.	<b>Chanchal Satija</b> , Supdt./CDPO (DOB-25.06.1961)	ICDS-Chandni Chowk	<ul style="list-style-type: none"> <li>• Proforma for Vigilance Clearance (Departmental)</li> <li>• Proforma for Vigilance Clearance (DOV)</li> </ul>
5.	<b>Usha Singh</b> , Supervisor/CDPO (on CDC basis) (DOB-15.01.1963)	ICDS-Mangolpuri	<ul style="list-style-type: none"> <li>• Work Conduct &amp; Integrity Certificate</li> <li>• Proforma for Vigilance Clearance (Departmental)</li> </ul>
6.	<b>Nadira Tabassum</b> , Supervisor/ CDPO (on CDC basis) (Retired) (DOB-16.11.1959)	ICDS-Mehrauli	<ul style="list-style-type: none"> <li>• EOL/Dies-Non Certificate</li> <li>• Service Book</li> </ul>
7.	<b>Ramesh Chander Samewal</b> , Chowkidar (DOB-12.08.1965)	Widow Home-Jail Road	<ul style="list-style-type: none"> <li>• Service Verification Chart</li> <li>• EOL/Dies-Non Certificate</li> <li>• Service Book</li> </ul>
8.	<b>Shankar Vinod</b> , Caretaker (DOB-05.04.1963)	OHB-I, Delhi Gate	<ul style="list-style-type: none"> <li>• Work Conduct &amp; Integrity Certificate</li> <li>• Proforma for Vigilance Clearance (Departmental)</li> <li>• EOL/Dies-Non Certificate</li> </ul>
9.	<b>Rameshwar Lal</b> , Ex-Caretaker (Now Junior Assistant/Gr-IV DASS) (DOB-24.06.1973)	ICDS-Shahbad	<ul style="list-style-type: none"> <li>• Work Conduct &amp; Integrity Certificate</li> <li>• Proforma for Vigilance Clearance (Departmental)</li> <li>• EOL/Dies-Non Certificate</li> </ul>
10.	<b>Mahender Prasad</b> , Ex-Caretaker (Now Junior Assistant/Gr-IV DASS) (DOB-04.01.1970)	ICDS-Rajouri Garden	<ul style="list-style-type: none"> <li>• EOL/Dies-Non Certificate</li> </ul>

All the concerned DDOs/HOOs are once again reminded to forward the above mentioned "pending documents" in r/o above mentioned officers/officials to the Admn. Branch (WCD), **latest by 25.09.2020 (05:00 PM)**, **positively**, without any further delay. Pending list in r/o ACRs/APARs will be issued, separately in due course. This may be treated as **MOST URGENT/TIME BOUND.**

**Non-compliance of the order shall be viewed seriously and may attract disciplinary action as per CCS (CCA) Rules.**

  
(Ravindra Kumar Meena)  
Section Officer (Admn)

To,

1. DDO/HOO, OHB-II, Kingsway Camp, WCD.
2. DDO/HOO, CHB-II, Lajpat Nagar, WCD.
3. DDO/HOO, ACHB-Narela, WCD.
4. DDO/HOO, ICDS-Chandni Chowk, WCD.
5. DDO/HOO, ICDS-Mangolpuri, WCD.
6. DDO/HOO, ICDS-Mehrauli, WCD.
7. DDO/HOO, Widow Home-Jail Road, WCD.
8. DDO/HOO, OHB-I, Delhi Gate, WCD.

9. DDO/HOO, ICDS-Shahbad, WCD.
10. DDO/HOO, ICDS-Rajouri Garden, WCD.

F.No.9(206)/Admn/WCD/MACP/2020/PartFile-II/ 7884-98

Dated : 22 SEP 2020

Copy to :-

1. OSD to Secretary (WCD), Govt. of NCT of Delhi.
2. PA to the Director, Department of Women & Child Development, Govt. of NCT of Delhi.
3. PA to the Joint Director (Admn), Department of Women & Child Development, Govt. of NCT of Delhi.
4. Dy. Controller of Accounts, Department of Women & Child Development, Govt. of NCT of Delhi.
5.  Data Processing Assitant, Computer Cell, WCD, for uploading the order on website of the Department.

*Ravind*  
22/09/20  
(Ravindra Kumar Meena)  
Section Officer (Admn)

*Data pso*