

**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(231)/Admn/WCD/DD/Sr.Suptd./MACP/2016/ 11321-26

Dated **02 NOV 2020**

**TIME BOUND/REMINDER**

**ORDER**

**Sub: Requirement of fresh Work Conduct & Integrity Certificate and fresh Proforma for Vigilance Clearance (DOV) in r/o officers for the purpose of MACP (in the GP 7600/-).**

All the concerned DDOs/HOOs are directed to provide the requisite documents in r/o the following officers for the purpose of MACP, as per details below :-

S. No.	Name of the officers with Designation	Place from where the officer is drawing Salary	Required Documents
1.	Shalesh Kumar Srivastava, Sr. Suptd. (DOB-01.12.1962)	Widow Home, Jail Road	<ul style="list-style-type: none"><li>• Work Conduct &amp; Integrity Certificate (fresh)</li><li>• Proforma for Departmental Vigilance Clearance (fresh)</li><li>• Proforma for Vigilance Clearance (DOV) (fresh)</li></ul>
2.	Rakesh Bala Bidhuri, Sr. Suptd. (DOB-08.11.1963)	VCH-I, Lajpat Nagar	<ul style="list-style-type: none"><li>• Work Conduct &amp; Integrity Certificate (fresh)</li><li>• Proforma for Departmental Vigilance Clearance (fresh)</li><li>• Proforma for Vigilance Clearance (DOV) (fresh)</li></ul>
3.	Sarmistha Sharma, Sr. Suptd. (DOB-01.03.1963)	WCD (HQ)	<ul style="list-style-type: none"><li>• Work Conduct &amp; Integrity Certificate (fresh)</li><li>• Proforma for Departmental Vigilance Clearance (fresh)</li><li>• Proforma for Vigilance Clearance (DOV) (fresh)</li></ul>
4.	Lata Kumari Negi, Sr. Suptd. (DOB-10.04.1969)	WCD (HQ)	<ul style="list-style-type: none"><li>• Work Conduct &amp; Integrity Certificate (fresh)</li><li>• Proforma for Departmental Vigilance Clearance (fresh)</li><li>• Proforma for Vigilance Clearance (DOV) (fresh)</li></ul>
5.	Sunita Rani/Verma, Suptd./CDPO (Retd.) (DOB-26.10.1959)	ICDS-Budhpur	<ul style="list-style-type: none"><li>• Attested copy of Work Conduct &amp; Integrity Certificate issued at the time of retirement (if available).</li><li>• Proforma for Departmental Vigilance Clearance (fresh)</li><li>• Proforma for Vigilance Clearance (DOV) (fresh)</li></ul>

Further, I am directed to inform that the meeting of the Screening Committee for considering their MACP cases, has been scheduled to be held on **02.12.2020 (tentatively)**, as such, the concerned DDOs/HOOs must submit the requisite documents **to the Admn. Branch (WCD) within 02 days of the receipt of this order**, failing which the responsibility for delay in grant of MACP benefits shall lie with the concerned DDO/HOO.

**Note : Format of Work Conduct & Integrity Certificate and Proforma of Vigilance Clearance (both Departmental and DOV) are enclosed herewith.**

**Encl : As above (03-Pages).**

*Ravindra*  
**(Ravindra Kumar Meena)**  
**Section Officer (Admn)**

**To,**

1. HOO, WCD (HQ). (through R & I Branch, WCD)
2. DDO/HOO, Widow Home-Jail Road, WCD. (through R & I Branch, WCD)
3. DDO/HOO, VCH-I, Lajpat Nagar, WCD. (through R & I Branch, WCD)
4. DDO/HOO, ICDS-Budhpur, WCD. (through R & I Branch, WCD).

F.No.9(231)/Admn/WCD/DD/Sr.Suptd./MACP/2016/ 11321-26

Dated : **02 NOV 2020**

**Copy to :-**

1. PA to the Director, Department of Women & Child Development, Govt. of NCT of Delhi.
2. Data Processing Assistant, Computer Cell, Department of Women & Child Development, Govt. of NCT of Delhi, for uploading the order on website of the Department.

*Ravindra*  
**(Ravindra Kumar Meena)**  
**Section Officer (Admn)**

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**WORK CONDUCT & INTEGRITY CERTIFICATE**

It is certified that Sh./Smt./Ms. \_\_\_\_\_,  
Designation - \_\_\_\_\_, is presently working in the Department of  
Women & Child Development, Govt. of NCT of Delhi.

His/Her work and conduct is **"Satisfactory"**. His/Her integrity is **"Beyond  
Doubt"**.

Dated : \_\_\_\_\_

**Signature of Reporting Officer  
with Seal & Date**

## **PERFORMA FOR VIGILANCE STATUS REPORT**

### **(Departmental)**

1. Name of the Official/Officer : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Pay Scale : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Present place of Posting/Office : \_\_\_\_\_
6. Date of joining in present Office/Deptt. : \_\_\_\_\_
7. Place of posting from where official is drawing salary : \_\_\_\_\_
8. Purpose for vigilance status required : \_\_\_\_\_
9. Contact No. of the Official/Officer  
(a) Office : \_\_\_\_\_  
(b) Mobile No. : \_\_\_\_\_
10. Whether on posted strength of DSW, DWCD or Rehabilitation Services ? : \_\_\_\_\_
11. Details of penalty, if any : \_\_\_\_\_

It is certified that no case is pending or contemplated against Sh./Smt./Miss \_\_\_\_\_ working in this office as per service records.

**Signature of DDO/HOO/any authorized officer**

Name of DDO/HOO/any authorized officer \_\_\_\_\_

Sh./Smt./Ms. \_\_\_\_\_

Designation along with seal and date \_\_\_\_\_

\_\_\_\_\_  
**Counter-Signature of Reporting Officer  
with Seal & Date**

**PERFORMA FOR SEEKING VIGILANCE STATUS REPORT**

**(DOV level)**

**Name of the Department : Department of Women & Child Development, GNCTD**

S.No.	Name & Designation of the Officer (Sh./Smt./Ms.)	Date of Birth	Details of any Vigilance matter/disciplinary proceedings pending or contemplated against the officer	Details of penalties imposed, if any	Details of the previous postings as Gazetted posts	Any other relevant information
01	02	03	04	05	06	07
					Deptt. Duration	

**Note : It is certified that above information is as per Service Book and Personal file(s) and is true and correct.**

**Name & Signature of the DDO/HOO  
or any authorized officer  
with Seal & Date**

**Counter-Signature of Reporting Officer  
with Seal & Date**