

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
1<sup>st</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, DELHI-110006

F.No.9(277)/Admn./WCD/Misc./2018

Dated:

**CIRCULAR**

Please find enclosed herewith the proforma received from the Deptt. of Health and family welfare, GNCTD for filling and submitting the information to the undersigned till 25.02.2021.

Hence, all the District officers, Supdt./CDPOs of Homes/Institutions/ICDS Projects are hereby requested to comply with the same.

Encl: As above

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

F.No.9(277)/Admn./WCD/Misc./2018/19256-60  
Copy forwarded to:-

Dated:

1. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
2. PA to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. All District Officers, DWCD, Govt. of NCT of Delhi, New Delhi.
4. All Supdt/CDPO of Homes/Institutions/ICDS Projects, GNCTD, New Delhi.
- ✓ 5. Data Processing Assistant/Concerned Dealing Assistant, Computer Cell, DWCD (HQ), GNCTD for uploading the circular on website of the Deptt.
6. Guard file.

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

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GUIDELINES FOR COLUMN WISE FILLING UP OF DATA OF FRONT LINE WORKERSAT DISTRICT/DEPARTMENTS

Sl. No.	Column Head	Guidelines
1.	Sl. No.	
2.	Name of Beneficiary	Enter the name of the beneficiary in this field
3.	Designation	Disaster Management Volunteers
4.	Photo ID Name –PAN Card, Voter I-Card	PAN Card (Use exact Format)
5.	Photo ID No.	Enter the PAN Card number
6.	Gender	Male Female
7.	DOB	Eg. 07, 14, 21 etc.
8.	Month of Birth	JUL, MAY
9.	Year of Birth	Eg. 1984
10.	Mobile No.	Enter only one 10 digit mobile number
11.	Mobile No. Belongs to	Self (use exact format)
12.	Name of Office	Revenue Department (use exact format)
13.	Presently Working State	Delhi (use exact format)
14.	Presently Working District	Enter your district in capital letters (Eg. Central Delhi)
15.	Presently working Block (Sub Division)	Enter locality of your district corresponding to your Pin code in sentence case (Eg. Daryaganj)
16.	Current Office Address	Enter Address e.g. DM Office Daryaganj Central District Delhi (Don't use any punctuation mark or any special character)
17.	Postal Code of Current Office	Enter the postal code of current office (Eg. 110002)
18.	Residential Address	Daryaganj (same as written under "Block Head")
19.	State	Delhi (use exact format)
20.	District	Enter your district in sentence case (Eg. North West)
21.	Block	Enter your block in sentence case (Eg. North West)
22.	Street	Enter your street in sentence case (Eg. North West)
23.	Postal Residential Address	Enter the postal code of current residential address of the beneficiary (Eg. 110086)
24.	Nearest Locality	Enter nearest locality corresponding to pin code eg. Prem Nagar (for pin code 110086)
25.	Vaccination preferred on Current Address	Current Address (use exact format)
26.	Vaccination preferred on Residential Address	