

GOVT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1st FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI-110006

F.No.9(206)/Admn./WCD/MACP/2015/6262-64

Dated:

ORDER

28 JUN 2022

Sub:- Requirement of documents i.e. Service Book, Work Conduct & Integrity Certificate, Vigilance Performa & Service Verification Chart in r/o Ex-cadre officers/ officials, for the purpose of grant of MACP benefits.

Kindly refer to this office order dated 06.06.2022 wherein sought requisite documents for grant of MACP benefits in r/o following Ex-cadre officers/ officials, it is to inform that the following documents are required for further processing their MACP cases, as per details below:-

S.No.	Name of the officers/ officials with Designation	Place from where the officer/ official is drawing salary	Required Documents
1.	Sudesh Kumar, Driver	DDO/ HOO, ICDS Okhla	1. APAR for the period of 2009-10 & 2010-11
2.	Kitabo Devi, Peon	HQ, DWCD	1. APAR for the period of 2016-17, 2017-18, 2018-19, 2019-20 & 2020-21
3.	Kamlesh Kumari, Supervisor (Retd.)	DDO/ HOO, ICDS Okhla	1. APAR 2015-16, 01.04.2017 to 30.10.2017 & 2018-19
4.	Gugan Singh, Peon (Retd.)	POS, Majnu ka Tila	1. APAR for the period of 2015-16 to 2019-20
5.	Sumitra, Peon (Retd.)	DDO/ HOO, ICDS Sangam Vihar-1	1. APAR for the period of 2003-04 to 2010-11
6.	Binod Kumar, Chowkidar (Retd.)	DDO/ HOO, Day care centre, Gulabi Bagh	1. APAR for the period of 2015-16 to 2019-20
7.	Tarun Yadav, Supdt.	DDO/ HOO, ICDS Vishnu Garden	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate
8.	Rajbir Singh, Care Taker (Retd.)	Nari Niketan, Hari Nagar	1. APAR for the period of 2015-16 to 2019-20
9.	Vishakha Burman, Cook (Retd. VRS)	DDO/ HOO, HHFCLP, Nirmal Chhaya Complex	1. APAR for the period of 2013-14 to 2017-18
10.	Sarita Rani, Care Taker	CHG-1, Jail Road	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate 5. APAR for the period of 2012-13 to 2016-17 6.

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11.	Asha Kanaujiya, Supervisor (Retd.) Gr-1	DDO/ HOO, ICDS Nand Nagri	1. APAR for the period of 2014-15 to 2018-19
12.	Rajender Prasad, Care Taker	CHB-1, kasturba Niketan, Lajpat Nagar	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate 5. APAR for the period of 2015-16 to 2019-20
13.	Saramma G. Sakriah, Staff Nurse	Place of safety, Majnu ka Tila	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate 5. APAR for the period of 2013-14
14.	Bhupinder Singh, Chowkidar	DDO/ HOO, ACHB, Narela	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate 5. APAR for the period of 2014-15 to 2018-19
15.	Hemlata, Supervisor Gr-II	DDO/ HOO, ICDS Meer Vihar	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate 5. APAR for the period of 2015-16 to 2019-20
16.	Kavita Yadav, Supervisor Gr-II	DDO/ HOO, ICDS Najafgarh	1. Vigilance clearance performa 2. Work conduct & Integrity certificate 3. EOL/ Dies non certificate 4. Service verification certificate

All the concerned DDOs/ HOOs are hereby again requested to forward the above mentioned requisite documents in r/o above mentioned officers/ officials, to the Admn. Branch, WCD within a week, for further processing their MACP cases.


Section Officer (Admn.)

To

1. All concerned DDOs/ HOOs as mentioned above
2. All officers/ officials concerned through DDO/ HOO concerned

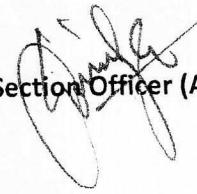
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Copy to:-

1. P.S to Director, DWCD, GNCTD.
2. Deputy Director (Vigilance), DWCD, with a request to provide the APARs in r/o above mentioned officials/ officers (period mentioned against their names) to Admn. Branch, at the earliest.
3. DAP (IT) for upload official website of DWCD.


Section Officer (Admn.)