

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

F.No.6(153)/WCD/Admn./Promotion/Supdt. to Sr. Supdt./2023

Dated:

Sub:- Requirement of documents i.e. Work Conduct & Integrity Certificate, Vigilance Performa (Departmental/ DOV Level) & APARs in r/o Ex-cadre officers, for the purpose of promotion from Supdt. to Sr. Supdt.

Sir/ Madam,

In continuation of this office letter dated 03.04.2025 & 06.05.2025 wherein this office requested to concerned DDO/ HOO to provide the requisite documents i.e. Work Conduct and Vigilance performa (Deptt./ DOV level) and APAR for processing the promotion case from Superintendent to Sr. Superintendent. As per the direction issued in the meeting which was held in the chamber of Secretary, DWCD on 08.05.2025, the zone of consideration has been revised. On scrutiny of the proposal for promotion from Supdt. to Senior Supdt. in r/o following Ex-cadre officers, it is to inform that the following documents are still required for further processing their 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.	Nafees Ahmad	VCH-II	APAR for the period 2022-23 and 2023-24
2.	Savita Malik	ICDS, Rohini-I	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
3.	Inderpreet Pathak	CHB-I, Alipur	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 01.01.2019 to 31.03.2019, 2022-23 and 2023-24
4.	Manoj Kumar Chandra	DDO/ HOO, CHB-IV, Lajpat Nagar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
5.	Sapna Goel	ICDS Shiv	Vigilance clearance performa Departmental/ DOV

		Vihar	level APAR for the period 2023-24
6.	Manjula Kathuria	VCH-III Lajpat Nagar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
7.	Sadhna Singh	ICDS Seema Puri	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
8.	Pomilla Chibber	ICDS Maya puri	Vigilance clearance performa DOV level Work conduct & Integrity Certificate APAR for the period 2023-24
9.	Yogita Gupta	HQ	APAR for the period 2022-23 and 2023-24
10.	Humra Khalid	HQ	APAR for the period 2022-23 and 2023-24
11.	Ravinder Kumar Yadav	ICDS Sultan Puri	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2021-22 to 2023-24
12.	Vir Pal	SAB-II, Dilshad Garden	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2021-22 to 2023-24
13.	Subhash Chand	OHB-II, Sewa Kutir	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 to 2023-24
14.	Ram Vir Singh	PoS Manju Ka Tila	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 to 2023-24
15.	Namrata Biruli	Nari Niketan, Nirmal Chayya Complex	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2023-24
16.	Gita Rana	ICDS Aman Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 & 2023-24
17.	Dinesh Kumar Singh	CHG-I, Nirmal Chayya Complex	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2019-20 to 2023-24

18.	Kuldeep Singh	CHB-II, Alipur	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 & 2023-24
19.	Alia Saeed	CHB-II, Lajpat Nagar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2020-21 to 2023-24
20.	Symphony	HQ	APAR for the period 2022-23 & 2023-24
21.	Dholan Ram	ICDS Nizamuddin	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2017-18 to 2023-24
22.	Dharmendra Kumar Singh	ICDS Paschim Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
23.	Tarun Yadav	ICDS Vishnu Garden	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
24.	Rakesh Kumar Yadav	OHB-II, Sewa Kutir	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
25.	Seema Malik	ICDS Pratap Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
26.	Karam Chand	CHB-II Lajpat Nagar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
27.	Poonam (DOB:14.12.19 80)	ICDS Savda	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
28.	Vinod Kumar Meena	ICDS Sangam Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
29.	Chesta Yadav	Foster Care, Nirmal Chayya	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years



30.	Poonam (DOB:20.02.1981)	ICDS Ekta Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
31.	Anjela Rani	ICDS Nawada	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
32.	Pushplata Shokinda	ICDS Nangli	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
33.	Durgesh Nandini	ACH for Women	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2023-24
34.	Syed Mohsin Ali	HQ	APAR for the period 2022-23 & 2023-24
35.	Archana	ICDS Nihal Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
36.	Sunita Vats	ICDS Nilothi	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
37.	Neeru Gahlot	ICDS Sangam Vihar-II	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years

In this regard, it is also submitted that most of APARs which are already received in Admn. branch has no disclosure certificate as well as Annual Health Check up. as per Office Memorandum dated 08.01.2021, 27.06.2021 & 25.04.2022 which were issued by Services Department, GNCTD, Annual Health Check up is necessary for all employee, aged 40 years and above serving in various department of GNCTD. As per above memorandum Annual Health Check up are exempted for the APAR period 2019-20, 2020-21, 2021-22 & 2022-23. Further, it is also requested to all above mentioned officers to attach Annual Health Check up for the APAR period 2023-24 and onward.

As mentioned above, disclosure certificates not attached in most of APARs. In this regard, it is also requested that kindly contact the Admn. branch and submit disclosure certificate and complete his/ her APARs.



The concerned DDOs/ HOOs are hereby once again requested to forward the above mentioned requisite documents in r/o above mentioned officers to the Admn. Branch, WCD, for further processing promotion cases.

Your's faithfully,


Section Officer (Admn.)

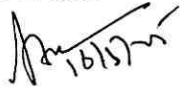
To

**1. All Concerned DDOs/ HOOs mentioned above
DWCD, GNCTD**

F.No.6(153)/WCD/Admn./Promotion/Supdt. to Sr. Supdt./2023/2465-69 Dated:

Copy to:-

1. P.S to Secretary, DWCD, 3rd Floor, Vypaar Bhawan, ITO, Delhi.
2. OSD to Director, DWCD, GNCTD, 1st Floor, ISBT Building, Kashmiri Gate, Delhi
3. SO to Special Director, DWCD, GNCTD, 1st Floor, ISBT Kashmiri Gate Delhi
4. 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.
5. System Analyst, DWCD to upload the same on official website of DWCD.


Section Officer (Admn.)

16 MAY 2025