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 & 06.05.2025wherein 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 beverevised. 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	
e d d		drawing salary	a a
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	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
5.	Sapna Goel	Nagar ICDS Shiv	Vigilance clearance performa Departmental/ DOV



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	o gr	1	Vihar	level APAR for the period 2023-24
H	6.	Manjula	VCH-III	Vigilance clearance performa Departmental/ DOV
		Kathuria	Lajpat	level
		Radiana	Nagar	Work conduct & Integrity Certificate
	3		Nagai	
\vdash	7.	Sadhna Singh	ICDS	APAR for the last 05 years
	/.	Saulilla Siligii	Seema Puri	Vigilance clearance performa Departmental/ DOV level
			Seema Fun	G Contraction
				Work conduct & Integrity Certificate
H	8.	Pomilla	ICDC M	APAR for the period 2022-23 and 2023-24
	٥.	and some w	ICDS Maya	Vigilance clearance performa DOV level
		Chibber	puri	Work conduct & Integrity Certificate
-		W. C.	***	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	ICDS	Vigilance clearance performa Departmental/ DOV
		Kumar Yadav	Sultan Puri	level
				Work conduct & Integrity Certificate
				APAR for the period 2021-22 to 2023-24
	12.	Vir Pal	SAB-II,	Vigilance clearance performa Departmental/ DOV
		a	Dilshad	level
			Garden	Work conduct & Integrity Certificate
				APAR for the period 2021-22 to 2023-24
	13.	Subhash Chand	OHB-II,	Vigilance clearance performa Departmental/ DOV
			Sewa Kutir	level
	-			Work conduct & Integrity Certificate
	Service S			APAR for the period 2022-23 to 2023-24
	14.	Ram Vir Singh	PoS Manju	Vigilance clearance performa Departmental/ DOV
		=	Ka Tila	level
		Se .		Work conduct & Integrity Certificate
		Vancous de la constant de la constan		APAR for the period 2022-23 to 2023-24
	15.	Namrata Biruli	Nari	Vigilance clearance performa Departmental/ DOV
			Niketan,	level
l			Nirmal	Work conduct & Integrity Certificate
			Chayya	APAR for the period 2023-24
			Complex	
	16.	Gita Rana	ICDS Aman	Vigilance clearance performa Departmental/ DOV
ŀ			Vihar	level
	-			Work conduct & Integrity Certificate
			NA.	APAR for the period 2022-23 & 2023-24
	17.	Dinesh Kumar	CHG-I,	Vigilance clearance performa Departmental/ DOV
		Singh	Nirmal	level
			Chayya	Work conduct & Integrity Certificate
			Complex	APAR for the period 2019-20 to 2023-24
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APAR for the last 05 years				Chayya	
					APAR for the last 05 years



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	30.	Poonam (DOB:20.02.19	ICDS Ekta Vihar	Vigilance clearance performa Departmental/ DOV level
		81)		Work conduct & Integrity Certificate
				APAR for the last 05 years
	31.	Anjela Rani	ICDS	Vigilance clearance performa Departmental/ DOV
			Nawada	level
1		(An		Work conduct & Integrity Certificate
				APAR for the last 05 years
	32.	Pushplata	ICDS	Vigilance clearance performa Departmental/ DOV
		Shokinda	Nangli	level
			861	Work conduct & Integrity Certificate
				APAR for the last 05 years
od.	33.	Durgesh	ACH for	Vigilance clearance performa Departmental/ DOV
		Nandini	Women	level
		ti g		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	Vigilance clearance performa Departmental/ DOV
			Vihar	level
		(4)	4	Work conduct & Integrity Certificate
				APAR for the last 05 years
	36.	Sunita Vats	ICDS	Vigilance clearance performa Departmental/ DOV
			Nilothi	level
			360	Work conduct & Integrity Certificate
				APAR for the last 05 years
	37.	Neeru Gahlot	ICDS	Vigilance clearance performa Departmental/ DOV
	1000		Sangam	level
		0	Vihar-II	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.

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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./2023/2465-69ated:

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.)