

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:

/ 6456-62
30 JUN 2025

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 16.05.2025 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 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, Supdt./ CDPO (DD (Admn on CDC)	VCH-II	APAR for the period 2022-23 and 2023-24
2	Savita Malik, Supdt./ CDPO (District Officer on CDC	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, Supdt./ CDPO (District Officer on CDC)	CHB-I, Alipur	APAR for the period 01.01.2019 to 31.03.2019, 2022-23 and 2023-24
4	Manoj Kumar Chandra, Supdt./ CDPO (District Officer on CDC)	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, Supdt./ CDPO (District Officer on CDC)	ICDS Shiv Vihar	Vigilance clearance performa Departmental/ DOV level
6	Manjula Kathuria, Supdt./ CDPO (District Officer on CDC)	VCH-III Lajpat Nagar	Work conduct & Integrity Certificate APAR for the last 05 years
7	Sadhna Singh, Supdt./ CDPO (DD (A) on CDC)	ICDS Seema Puri	Vigilance clearance performa Departmental Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
8	Pomilla Chibber, Supdt./ CDPO (District Officer on CDC)	ICDS Maya puri	Vigilance clearance performa DOV level Work conduct & Integrity Certificate APAR for the period 2023-24
9	Yogita Gupta, Supdt./ CDPO (District Officer on CDC)	HQ	Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
10	Humra Khalid, Supdt./ CDPO (District Officer on CDC)	HQ	Work conduct & Integrity Certificate APAR for the period 2022-23 and 2023-24
11	Ravinder Kumar Yadav, Supdt./ CDPO	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, Supdt./ CDPO	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, Supdt./ CDPO	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, Supdt./ CDPO	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, Supdt./ CDPO	Nari Niketan, Nirmal Chayya Complex	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2023-24
16	Gita Rana, Supdt./ CDPO	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, Supdt./ CDPO	CHG-I, Nirmal	Vigilance clearance performa Departmental/ DOV level

		Chayya Complex	Work conduct & Integrity Certificate APAR for the last 05 years
18	Kuldeep Singh, Supdt./ CDPO	CHB-II, Alipur	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2022-23 & 2023-24
19	Alia Saeed, Supdt./ CDPO	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, Supdt./ CDPO	HQ	APAR for the period 2022-23 & 2023-24
21	Dholan Ram, Supdt./ CDPO	ICDS Nizamuddin	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
22	Dharmendra Kumar Singh, Supdt./ CDPO	ICDS Paschim Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
23	Tarun Yadav, Supdt./ CDPO	ICDS Vishnu Garden	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
24	Rakesh Kumar Yadav, Supdt./ CDPO	OHB-II, Sewa Kutir	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
25	Seema Malik, Supdt./ CDPO	ICDS Pratap Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
26	Karam Chand, Supdt./ CDPO	CHB-II Lajpat Nagar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
27	Poonam , Supdt./ CDPO (DOB:14.12.1980)	ICDS Savda	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
28	Vinod Kumar Meena, Supdt./ CDPO	ICDS Sangam Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
29	Chesta Yadav, Supdt./	Foster Care,	Vigilance clearance performa Departmental/

	CDPO	Nirmal Chayya	DOV level Work conduct & Integrity Certificate APAR for the last 05 years
30	Poonam , Supdt./ CDPO (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, Supdt./ CDPO	ICDS Nawada	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
32	Pushplata Shokinda, Supdt./ CDPO	ICDS Nangli	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
33	Durgesh Nandini, Supdt./ CDPO (DD, WEC on CDC)	ACH for Women	Work conduct & Integrity Certificate NRC for the period 24.01.2024 to 31.03.2024
34	Syed Mohsin Ali, Supdt/ CDPO (DD, CPU on CDC)	HQ	Work conduct & Integrity Certificate APAR for the period 2023-24
35	Archana, Supdt./ CDPO	ICDS Nihal Vihar	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
36	Sunita Vats, Supdt./ CDPO	ICDS Nilothi	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the last 05 years
37	Neeru Gahlot, Supdt./ CDPO	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

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

F.No.6(153)/ WCD/Admn./Promotion /Supdt. to Sr. Supdt./2023/6456-62 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 Supdt./ CDPO (period mentioned against their names) to Admn. Branch.
5. System Analyst, DWCD to upload the same on official website of DWCD.
6. Concerned dealing Assistant who dealing the service matter of Supdt./ CDPO.


Section Officer (Admn.)

30 JUN 2025