

**GOVT 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.6(153)/WCD/Admn./Promotion/Supdt. to Sr. Supdt./2023

Dated: 09/10/23

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

Reference to this office letter No. F.No.6(153)/WCD/Admn./Promotion/Supdt. to Sr. Supdt./2023/7094-97 dated 01.08.2023 and reminder dated 04.10.2023 wherein this office requested to concerned DDO/ HOO to provide the requisite documents i.e. Original Service Book, Work Conduct and Vigilance performa (Deptt./ DOV level) and APAR for last 05 years for processing the promotion case from Superintendent to Sr. Superintendent. 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 pending on the part of concerned DDO/ HOO for further processing promotion cases, as per details below:-

S.N o.	Name of the officers/ officials with Designation	Place where the officer/ official is drawing salary	Required Documents
1	Manoj Kumar Chandra	DDO/ HOO, OHG-Jail Road	APAR for the period 01.01.2019 to 31.03.2019 & 01.04.2019 to 31.03.2020
2	Nafees Ahmad	VCH-II	---
3	Inderpreet Pathak	CHB-I, Alipur	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2019-20
4	Savita Malik	ICDS, Rohini-I	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate APAR for the period 2017-18, 2018-19
5	Subhash Chand Gautam	OHB-II, Kingsway Camp	Vigilance clearance performa DOV level
6	Sapna Goel	ICDS Shiv Vihar	Vigilance clearance performa DOV level APAR for the period 2017-18

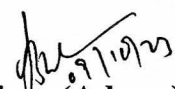
7	Manjula Kathuria	VCH-III Lajpat Nagar	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
8	Sadhna Singh	ICDS Seema Puri	Vigilance clearance performa DOV level
9	Pomilla Chibber	ICDS Maya puri	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
10	Yogita Gupta	HQ	<b>APAR for the period 2017-18 to 2020-21</b>
11	Humra Khalid	HQ	---
12	Ram Vir Singh	PoS Manju Ka Tila	---
13	Namrata Biruli	Nari Niketan, Nirmal Chayya Complex	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
14	Praveen Kumar	JJB-III, Sewa Kutir	---
15	Ravinder Kumar Yadav	ICDS Sultan Puri	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
16	Premoday Khakha	Suspend	Suspend
17	Vir Pal	SAB-II, Dilshad Garden	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2019-20 to 2021-22</b>
18	Dholan Ram	ICDS Nizamuddin	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
19	Gita Rana	ICDS Aman Vihar	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
20	Dinesh Kumar Singh	CHG-I, Nirmal Chayya Complex	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
21	Kuldeep Singh	CHB-II, Alipur	---
22	Alia Saeed	CHB-II, Lajpat Nagar	Vigilance clearance performa Departmental/DOV level Work conduct & Integrity Certificate

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			<b>APAR for the period 2017-18 to 2021-22</b>
23	Symphony	ICDS Kusum pur Pahadi	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate <b>APAR for the period 2017-18 to 2021-22</b>
24	Durgesh Nandini	CARA, Deputation	Vigilance clearance performa Departmental/ DOV level Work conduct & Integrity Certificate <b>APAR for the period 2020-21</b>
25	Syed Mohsin Ali	HQ	---

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 latest by 11.10.2023, for further processing promotion cases.

Your's faithfully,

  
Section Officer (Admn.)

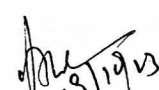
To

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

F.No.6(153)/WCD/Admn./Promotion/Supdt. to Sr. Supdt./2023 /11078-8) Dated:

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, if available (period mentioned against their names) to Admn. Branch.
3. Dy. Director (Admn.), Central Adoption Resource Authority, West Block-VIII, Wing-II, 2nd Floor, R.K. Puram, New Delhi-110066.
- ✓ 4. System Analyst, DWCD to upload the same on official website of DWCD.

  
Section Officer (Admn.)

09 OCT 2023