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MOST URGENT

Reminder-I



**NORTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
13TH FLOOR, DR. SP MUKHERJEE CIVIC CENTRE
J.L NEHRU MARG, DELHI-11002**



No. AO/DA-V/CED/NDMC/2017/293

Dated: 02/02/17

CIRCULAR

Sub:-Currency of Punishment & Work & Conduct Report in R/o Regular Drivers working in North/East/South DMCs.

This is in continuation to letter No. S.O.-IV/DA-V/CED/NDMC/2017/86 dated 11/01/2017 on the subject cited above.

All DDOs (North South and East Corporation) are once again requested to provide the COP & Work and Conduct report (last 5 years) of regular Drivers working under their jurisdiction. The requisite information may kindly be provided on prescribed format (enclosed) at the earliest enclosing therein orders of regular appointment as Driver/probation clearance orders and orders of regularization if, the driver appointed earlier on Adhoc basis, if the reports not sent earlier.

**(Ashok Kumar Verma)
Section Officer-IV(Estt.)**

Copy to :-

1. All HODs North DMCs
4. All HODs South DMC through Dir. (P)/SDMC
5. All HODs East DMC through Dir. (P)/EDMC
6. ~~Adst.~~ Director (IT) with the request to upload the same on the website of all three Corporations. / South DMC
7. PA to Dir. (P) for information.
8. Office Copy

A1
Adst. IT
PA(SO)
EL/BR

8-2-17

Subject: Currency of Penalty Report and Certificate of Drivers working in all three Corporations (on regular basis)

PROFORMA

No. _____

Dated _____

1	Name of Employee	
2	Father's Name	
3	Name of the Post	
4	Date of Initial Appointment as Regular Driver	Regular Adhoc
5	Date of Regular appointment as Driver (attach orders)	
6	Order Reg. Clearance of probation/ Regularization from Adhoc (Attach Orders)	OO and date of probation Clearance Regularization order and date from Adhoc
7	Present Corporation and department where working	
8	Seniority No.	
9	Bio Metric I. D. No.	
10	Category(SC/ST/PH/OBC/UR) (attach certificate)	
11	Date of Birth	
12	Educational Qualification	D.o.Entry in Sr.Book Passing Year.....
13	Present pay band and grade pay	
14	Present Residential Address	
15	Dies non / Break in service (If any)	

Section Officer-IV(Estt.)/North DMC,

**Sign. of DDO with official Seal
Official Telephone No.**

It is certified that the above particulars are correct as per updated entry in Service Book and Personal File of the incumbent and nothing has been concealed there from.

16	Has he/she been under Currency of Punishment/Penalties for the last 10 years?	Yes	No
17	In case of under punishment/penalties, please give details.		
18	Present residential Address		
19	Details of previous posting (including diverted capacity)	Name of the Department & Corporation	From
			To
			Period