



NORTH DELHI MUNICIPAL CORPORATION
 Central Establishment Department
 13th Floor, Dr. S. P. Mukherjee Civic Centre,
 J.L. Nehru Marg, New Delhi-110 002

Reminder-2

No. F.02(39)/AC/CED/DA-IV/2015/3794

Dated: 26.11.15

CIRCULAR

Subject :- Urgent Requirement of details of erstwhile Class IV (Ministerial) employees appointed through Central Establishment Department (erstwhile MCD) for preparation of upto date Seniority List.

Reference: - This office letter no. AC/CED/NDMC/2015/D-2826 dated 22-07-2015 and letter no. No: AC/CED/NDMC/2015/D- 24-08-2015

Reference above, it was requested to all the HOD's and DDO's to forward the detail in respect of Centralized Class IV (Ministerial) employees appointed through CED. Whereas report in this regard is still awaited from various departments due to which Central Establishment Department is not able to initiate the process for finalization of up to date seniority in respect of erstwhile Class IV Centralized Cadre.

All HODs/DDOs, North/South/East DMC who have not furnished the requisite information till date, are hereby requested to furnish the same in the following format.

| Sl No | Name of the employee with Father's/Husband's name | Designation | Date of Birth | Date of regular Appnt. | Bio-metric ID no. | Edu. Quali- fication | Whether belong to SC /ST/ PH | Name & office of the Department in which working/Corporation |
|-------|---|-------------|---------------|------------------------|-------------------|----------------------|------------------------------|--|
|-------|---|-------------|---------------|------------------------|-------------------|----------------------|------------------------------|--|

Further, a final seniority list in respect of Class-IV employees of erstwhile MCD was circulated vide this office letter No. RPA-V-I/CED (C-I)/2009/R.K./89 datd 06.03.2009 which is required to be updated. However, in the said seniority list post of certain employees has not been found verified i.e. whether they fall under centralized cadres or not. Thus, all DDOs- North/South/East DMC are requested to verify these posts. Copy of Seniority list dated 06.03.2009 is also enclosed herewith.

The aforementioned information may be furnished at the earliest preferably within 15 days from the issuing of this letter. In case no reply receives in this regard within 15 days, the reply from the concerned department shall be treated as NIL.

Distribution:-

1. Director (Personnel)- North/South/East
2. All HODs/DDOs, North DMC
3. Addl. Director (IT) with the request to upload the same on the website of North DMC under the Tab **FLASH** and under the Departmental Tab CED.
4. Office Copy / Guard File.

MVP
 Supdt. IV (East) 11/11/15

Received
 27.11.15

A. J. Arora
 11/11/15
 North DMC