

NORTH DELHI MUNICIPAL CORPORATION
CENTRAL ESTABLISHMENT DEPARTMENT
13TH FLOOR, DR. SP MUKHERJEE CIVIC CENTRE
J.L NEHRU MARG, DELHI-110002

REMINDER
URGENT

No. AO/ASO-V/CED/NDMC/2021/2109

Dated | 8/02/2021

CIRCULAR

As per directions of the Higher Authorities, all HODs of North DMC were requested; vide letter No. AO/ASO-V/CED/NDMC/2021/1879 dated 19/01/2021, to send the details of Drivers working under their control with the status of their deployment, in the prescribed proformat, within 03 days of receipt of this letter. However despite lapse of one month only a few departments have sent the required information to CED. Various Departments have still not sent the desired information to CED. Higher Authorities have taken a serious view on it.

In view of the above, all HODs, North DMC, who have not sent the desired information to CED, are again requested to send the details of Drivers working under their control with the status of their deployment, as per proforma given hereunder, within 03 days of receipt of this letter;-

Sr. No.	Name and Father's Name of Driver	D.O.B.	BMID NO.	Place of posting and duration in the present place (Ward No./Vehicle No. e.t.c.)	To whom the Driver is attached	Place for drawal of salary

Moreover, those Departments; who have already sent the required information to CED, do not require to send the information again.

This may be treated as 'Urgent' please.

This issues with the approval of Competent Authority.

Signature
19.2.21

परफॉर्म
19.2.21
Dr. Jolly

Signature
18.2.21
(P.K.Jolly)

Administrative Officer/Estt.

Distribution:

- (1) All HODs/North DMC
- (2) Addl. Director (IT): with the request to get the same uploaded on Mpl. Website under head "Circular"
- (3) PA to Ditreector (P): for information please
- (4) Office Copy/Guard File