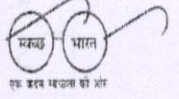




**MUNICIPAL CORPORATION OF DELHI**  
**Central Establishment Department**  
**22nd Floor, Dr. SPM Civic Centre,**  
**JLN Marg, New Delhi -110002,**



No: AO/SO-IV/CED/2022/1573

Dated: 23.08.2022.

**CIRCULAR**

All HODs/DDOs are hereby requested to provide the details of Data Entry Operators (DEOs) working under their control for their service records and further extension of their services, by 30.08.2022 as per enclosed prescribed performa.

This issues with the approval of the Competent Authority.

*P K Jolly*  
23-8-22

**(P K Jolly)**

**Administrative Officer**

Distribution:-

1. All HODs/DDOs
2. PS to Addl. Commissioner (Estt.)- for kind info. to Addl. Commr.(Estt.).
3. PA to Director (P) for kind information
4. Director (IT) to upload the same on MCD website.
5. Office copy/Guard file.



Sl. No.	Details of Data Entry Operators working in MCD			
1.	Name	:		
2.	Father's Name	:		
3.	Husband's Name	:		
4.	Gender	:		
5.	BMID No.	:		
6.	Employee. Code	:		
7.	Hiring Agency Name	:		
8.	Date of Birth	:		
9.	Category	:		
10.	Initial Date of Joining in MCD	:		
11.	Present Place of posting	:		
12.	Date of Present Place of posting	:		
13.	Zone/ HQ	:		
14.	Drawing Salary Department	:		
15.	Drawing Salary Against Post	:		
16.	Previous Place of Working/Department (Last 4 Posting)	:	Department	From To
17.	Present Address	:		
18.	Permanent Address	:		
19.	Mobile No.	:		
20.	Email ID	:		
21.	Educational Qualification	:		
22.	Pan card	:		
23.	Aadhar Number	:		
24.	ESIC Number	:		
25.	EPF/UAN Number	:		
26.	Bank Account Number	:		
27.	Bank name with Branch Address	:		
28.	IFSC code	:		

Recent  
Passport size  
photograph  
with Signature

Signature of DDO

Admm. Officer (CED)