

**MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
S.P. MUKHARJEE CIVIC CENTRE,
22ND FLOOR, J.L.N. MARG,
NEW DELHI – 110002**

No. Dir(P)/CED/MCD/2022/ 3047

Dated: 07/11/2022**CIRCULAR**

It has been observed that Currency of Punishment Report, Annual Immovable Property Return Report and APAR/ACRs are not being sent to CED in a stipulated time resulting thereby delay in DSC/DPC of all cadres including Engineering and Higher scale of Medical Cadres. CED has to issue second and third Reminders to the concerned department for sending the aforesaid reports.

Commissioner, MCD has taken a serious view in this regard and directed to take appropriate action against erring DDOs concerned.

All HODs/DDOs are hereby directed to send Currency of Punishment Report, Annual Immovable Property Return Report and APAR/ACRs to CED within 03 days of the receipt of the requisition failing which the matter will be reported to Higher Authorities for initiation of disciplinary proceedings.

This issues with the approval of the Competent Authority.

Rajeev Kumar
7/11/22
(Rajeev Kumar)
Director (Personnel)

Distribution :-

1. All Addl. Commissioners
2. All Dy. Commissioners
3. All HODs/DDOs / *Through email*
4. ADC/Engg. with the request to send the requisite information to CED by 9-11-2022 as per list enclosed
5. Director (IT) with the request to upload the same on the municipal website

Copy for information to:-

1. PS to Special Officer for information of Special Officer
2. PS to Commissioner for information of Commissioner