



MUNICIPAL CORPORATION OF DELHI
CENTRAL ESTABLISHMENT DEPARTMENT
22nd FLOOR, Dr. S.P. MUKHERJEE CIVIC CENTRE
J. L. NEHRU MARG, NEW DELHI - 110002

Reminder-I



भारत 2023 INDIA
वैश्विक कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

No. AO (Estt.)/CED/ SO-II/MCD/2024/ 6030

Dated: 17.01.2024


Subject: COP report.

In continuation with earlier letter No. AO(Estt.)/SO-II/MCD/2024/5852 dated 05.01.2024. The concerned DDOs are once again requested to provide the Currency of Punishment report in r/o the following Secretariat Assistant regular/ASO(CDC) as on date, immediately in the prescribed proforma enclosed herewith as "Annexure 1"

Sl. No.	Provisional Sr. No.	Name of the Officials	Father's/Husband's Name	Cat.	DOB
1.	08	Shish Kumar Lot	Sh. Sandhu Ram	SC	19.09.1966
2.	11	Kusum Lata	Lt. Sh. Arun Kumar	Gen	25.07.1964
3.	16	Rajesh	Lt. Sh. Ram Kishore	Gen	28.07.1969
4.	17	Lalit Kumar	Lt. Sh. S.C. Gupta	Gen	08.07.1972
5.	18	Sushma	Sh. Arun	Gen	12.05.1972
6.	19	Rajesh Kumar	Sh. Ram Narain	Gen	28.11.1970
7.	Not issued	Alok Kumar	Sh. Rattan Lal	SC	15.08.1967
8.	22	Gopal Krishan	Sh. Bakshi Ram	SC	26.07.1964
9.	23	Harender Kumar	Sh. R.K. Sharma	Gen	08.10.1966
10.	79	Hemant Kumar	Lt. Sh. Bachoo Lal	SC	26.01.1969
11.	112	Ravi Kumar Saini	Sh. Rohtash Kumar Lt. Smt. Meena Verma	SC	25.01.1973
12.	115	Mukesh Kumar	Sh. Om Prakash Sharma	Gen	15.07.1968
13.	124	Sunil Kumar Nigam	Sh. Shyambir Nigam	SC	13.06.1967
14.	136	Harjinder Pal Singh	Sh. Malkiat Singh	SC	07.09.1966
15.	138	Narender Singh	Sh. Gopal Singh	Gen	06.11.1972
16.	143	Raman Kumar	Sh. Baljeet Singh	Gen	23.03.1969
17.	151	Rahul Batra	Sh. R.R. Arora	Gen	30.09.1972
18.	161	Atul Gupta	Sh. Ved Prakash Gupta	Gen	24.09.1974
19.	183	Sunil Kumar	Sh. Suraj Parkash	SC	03.02.1975
20.	184	Satbir Singh	Sh. Balbir Singh	SC	01.07.1976
21.	241	Manoj Kumar	Sh. Om Prakash	SC	19.07.1973
22.	252	Bhupendra Sharma	Sh. Shri Sohan Lal Sharma	Gen	15.06.1965
23.	298	Deen Dayal	Sh. Shakamber Dutt	Gen	15.02.1966
24.	344	Madhu Bala	Sh. Smt Chandra	SC	31.07.1967
25.	346	Sharda Rani	Sh. Shri Vijay Kumar	Gen	10.10.1976
26.	347	Bimlesh	Sh. Narender Kumar	Gen	05.04.1973
27.	Not issued	Bhagwan Singh	Lt. Sh. Ram Kumar	Gen.	14.07.1968
28.	Not issued	Krishan Kumar	Sh. Budh Sain	SC	18.08.1968
29.	Not issued	Tika Ram	Sh. Madhwa Nand	Gen.	02.03.1970

The information required in connection with service matter may kindly be furnished to CED/MCD latest by 22.01.2024 positively.

This issues with the prior approval of Competent Authority.


(Manish Kumar)
Administrative Officer (Estt.)

Copy to: -

1. DDO concerned with the request to furnish COP reports for the last 05 years in r/o the officials mentioned above in the enclosed Performa along with supporting documents of Educational Qualification.
2. Office Copy

PROFORMA FOR COP REPORT OF SENIOR SECRETARIATE ASSISTANTS OF MCD

Name of Department

1. Name of the Employee
2. Father's/Husband's Name
3. Designation
4. Biometric I.D. No.
5. (a)Date of Promotion to the post of SSA
(on Adhoc basis)(Mentioned Office order No.)
- (b)Date of Promotion to the post of SSA
(on Regular basis)(Mentioned Office order No.)
6. Date of Birth
7. Srty. No.
(Senior Secretariat Assistant)
8. Educational Qualification
- (As per service record)
9. Any break in service
- (dies non period/Long absent/EOL give details)
10. Category (SC/ST/PH/OBC/UR)
11. Residential Address: -
-
12. Contact No.
13. Whether he/she is under COP
- or not for the last 05 years. In
Case, under COP, give detail and
attach the copy of order of penalty
14. Details of previous postings (including diverted capacity).

Name of the Department	Period	
	From	To

Certified that the above particulars are correct as per his/her service book and personal file and the incumbent is not under currency of punishment for the last five years. Further no RDA/Police case is pending against the official as per report enclosed.

Signature of DDO
With officials seal