

**Reminder**  
**MOST URGENT**

Govt. of NCT of Delhi  
**Department of Information Technology**  
(Cadre Controlling Unit)  
Level 9, 'B' Wing, Delhi Secretariat, New Delhi-110002.

NO.F.13(2)/2014/ITC/ 10648-53

Dated: 26-11-14

To  
The Pr. Secretaries/ Secretary/HODs  
Govt. of NCT of Delhi

**Sub: Regarding consideration for Modified Assured Career Progression Scheme (MACP) to Data Entry Operators Gr 'B' IT Cadre Employees .**

Sir,

With reference to this office letter No.13(2)/2014/ITC/7714-21 dated 29.08.2014 on the subject cited above ,it is once again requested that the document mentioned against the names of official who are being considered for Modified Assured Career Progression Scheme (MACP), may please be forward to IT Department for further perusal latest by 02.12.2014.

S.No	Name of Official (S/Sh/Smt.)	Designation	Present Department	Documents required
1.	Santosh Kumar	DEO Gr 'A'	Revenue	Latest VC/IC//Work & Conduct Certificate
2.	S.P. Kharwal	DEO Gr 'A'	Trade & Taxes	Latest VC/IC/Work & Conduct Certificate.
3.	Manu Bali	DEO Gr 'A'	Trade & Taxes	Latest VC/IC/Work & Conduct Certificate.
4.	Promila Sharma	DEO Gr 'B'	Transport	Latest/ IC/Work & Conduct Certificate.
5.	Manju Bhalla	DEO Gr 'B'	Transport	LatestVC/ IC/Work & Conduct Certificate.
6.	Rakesh Kumar Bhatia	DEO Gr 'B'	Transport	Latest VC
7.	Renu Malhotra	DEO Gr 'B'	Revenue	Latest IC/VC/Work & Conduct Certificate.
8.	Ashwani Kumar Aggarwal	DEO Gr 'B'	Trade & Taxes	Latest IC/VC/Work & Conduct Certificate
9.	Manju Ahluwalia	DEO Gr 'C'	Transport	Latest VC/IC/Work & Conduct Certificate.
10.	Raj Rani Dewan	DEO Gr 'C'	Trade & Taxes	Latest VC/IC/Work & Conduct Certificate



This may be accorded **TOP PRIORITY** and may be treated as final reminder in this matter.

Yoursfaithfully,

(Anil Bhola)

Dy. Secretary (IT)

NO.F.13(2)/2014/ITC/

Dated:

**Copy for information and necessary actions to:-**

1. The Principal Secretary-cum-Commissioner, Transport Department, Govt. of NCT of Delhi, 5/9 Underhill Road, Delhi-110054.
2. The Pr. Secretary, Office of Secretary Revenue, Govt. of NCT of Delhi, 5, Sham Nath Marg, Delhi-110054.
3. The Commissioner, Department Trade & Taxes, Govt. of NCT of Delhi, Vyapar Bhawan, I.P Estae, New Delhi-110002.
4. Copy to the Programmer, Information Technology Department GNCT of Delhi, to upload this circular in departmental website.
5. P.S. to Secretary (IT), Department of Information Technology, Govt. of NCT of Delhi.
6. Guard File.

(Anil Bhola)  
Dy. Secretary (IT)