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03/12/14

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF N.C.T. OF DELHI
1, Canning Lane, Kasturba Gandhi Marg, New Delhi-110001.
Ph:-23070378, Fax:-23070379**

File No.01/DWCD/P.A./2014-15/ 31415-419

Dated: -
03 DEC 2014

ORDER

Sh. S.C. Garg, Joint Director(IT) Social Welfare will hold additional charge of Joint Director(Technical). Sh. S. C. Garg, Joint Director(IT) would mark down all Dak/letters(Dak of Director, SW) and would ensure that copies of all important dak/letters is sent to the undersigned on daily basis.

Ms Saroj Rawat, Dy. Director(FAS) is hereby designated as H.O.O. and Nodal Officer for dealing with all Parliament Questions of Social Welfare. Parliament Question register to be transferred properly to Ms Saroj Rawat by Sh. S.C. Garg.

Urgent files marked to the undersigned as link officer Director(Social Welfare) by Joint Director(Technical), will be brought personally by the concerned branch officer and movement of those files will be done in the personal branch of the undersigned. All dak and downward files will be done by Joint Director (IT) and copies of important dak will be provided to the undersigned for information.

(SAUMYA GUPTA)
DIRECTOR, WCD
2/12/14
Link officer/SW.

Copy to:

1. Secretary(WCD/SW), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi.
2. Joint Director(IT), Department of Social Welfare, Delhi Gate, New Delhi.
3. Deputy Director (FAS), Department of Social Welfare, Delhi Gate, New Delhi.
4. P.A. to Director(Social Welfare), Department of Social Welfare, Delhi Gate, New Delhi.
5. PA to Director (WCD), 1, Canning Lane, K.G. Marg, New Delhi.