

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1 CANNING LANE, K.G. MARG, NEW DELHI-110001

No.F. 8(90)/DWCD/Admn./Ladli/ICSIL/2011-12/

46851-854

Dated

March, 2015

24 MAR 2015

ORDER

Director, Department of Women and Child Development has desired that all Branch In-charges of Department of Women and Child Development while submitting notes to their immediate seniors shall write their name below their signatures in the note sheets. The Branch in charge will also follow following actions while processing the note:-

- Scrutinize the note of the dealing hand/subordinate;
- Finally dispose of routine cases for which empowered as per issued instructions;
- Take intermediate routine action;
- Record, where necessary a note setting out his own comments' or suggestions; and
- Submit the case to the appropriate higher officer with dated signature;



(G.C.Lohani)

Dy. Director (Admn.)-WCD

No.F. 9(30)/DWCD/Admn./Misc./2009/

46851-854


Dated

March, 2015

Copy forward to:-

24 MAR 2015

- P.A. to the Director, Department of Women & Child Development, GNCT Delhi, Delhi
- All Branch In charges Department of Women and Child Development,
- Assistant programmer, DWCD for uploading the order on web site of Department,
- Guard File.



(G.C.Lohani)

Dy. Director (Admn.)-WCD