

**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.PA/JD/WEC/MISC/2015-16

35243-267

Dated: -


26 NOV 2015

ORDER

It has been observed that some of the staff members posted at WCD(HQ) are not found in their seats frequently and spend lot of time outside the office during working hours.

All officers/officials are directed to be available in their branches and if anyone is found loitering around outside the HQ premises, during 9.30 am to 1.30 pm and 2.00 pm to 6.00 pm, without official reason/work, his/her absence will amount to unauthorized absence from duty and disciplinary action will be taken against him/her.

If one needs to leave office during working hours i.e. 9.30 am to 6.00 pm for some urgent work, then the branch head must be informed about the same.


26/11/2015.

(SUSHIL SINGH)

JOINT DIRECTOR/H.O.O.

Copy to :-

1. All D.Ds Concerned and staff of their respective branches.
2. O.S.D to Director (WCD)