

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1, CANNING LANE, K.G. MARG
NEW DELHI-110001
(Administration Branch)

F. No. 9(155)/Misc./Admn./WCD/2014/

Dated :

ORDER

As per the directions of Special Director (Admn.), WCD, following officials/officers are hereby informed that as per Biometric Attendance Report, they have leave in excess of admissible/applied leaves during the year 2015. The officials/officers are hereby directed to apply for EL for the days shown against their name and regularize the absence:-

S. No.	Name of officer/official	Designation	Branch Name	Overdue Leave
1.	Suraj Kumar	LDC	Acctt. Branch (working in Services Deptt.)	01
2.	P.Aparna	Steno	Pr. Branch (Spl. Dir.)	04
3.	Archana Joshi	UDC	Spl. Dir.(ICDS)	17
4.	Subhash Chand	UDC	Admn.Br.	4
5.	Dharam Pal	UDC	Admn. Br.	5
6.	Karam Chand	W.O.	Admn. Br.	3
7.	Sangeeta Sharma	Caretaker	FAS	8
8.	Ashima	Supervisor	ICDS	1
9.	Roopa Bahl	Supervisor	ICDS	34
10.	Anita Kaushal	Supervisor	ICDS	5
11.	Som Parkash Sharma	AO	ICPS	2
12.	N.C.Balooni	Steno	Pr.Br. of DD (ICDS)	2
13.	Anjali	LDC	Ladli Branch	6
14.	Shivani Kapur Bavja	Supdt.	Licence Br.	1
15.	Sumita Moza	PO	RTE Branch	3
16.	Raj Kamra	UDC	RTI	1
17.	Poonam Singh	CT	VAC Branch	2
18.	Prabha	S.A.	WEC Branch	1

Further, the following contractual employees have also availed extra leave in the year 2015. In this regard, salary of the contractual employees is to be deducted, the detail is as under:-

S. No.	Name of officer/official	Designation	Branch Name	Overdue Leave
1.	Rekha Joshi	O.A. (Contractual)	Spl. Dir. (ICDS)	02
2.	Preeti Gupta	W.O. (Contractual)	CPU	7
3.	Aizaz Fatima	W.O. (Contractual)	CPU	2
4.	Sharanjeet Kaur	W.O. (Contractual)	FAS	1
5.	Hari Chand	S.A. (Contractual)	ICDS	4
6.	Mekadius Sanjay Beck	CT (Contractual)	R & I Branch	4

All the above staff members are requested to get the absence period regularized immediately by applying the leave due & admissible, failing which action shall be initiated against them for willful absence.

This issues with the prior of the Competent Authority.



ASSTT. DIRECTOR (ADMN.)

F. No. 9(155)/Misc./Admn./WCD/2014/ 46141-146

Dated: 11 FEB 2016

Copy to:-

1. OSD to Director, WCD (HQ)
2. PA to Addl. Director, WCD (HQ)
3. Account Officer, WCD (HQ)
4. ✓ Asstt. Programmer, IT Branch, WCD (HQ)
5. Officers/Officials concerned
6. Guard file.



ASSTT. DIRECTOR (ADMN.)