

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-01

No.F. 42(74)/06/DSW/Estt/DWCD/ 47798-927

Dated

Feb.,2016

26 FEB 2016

ORDER

Due to scarcity of regular employees in the Department, the Department of Women and Child Development has engaged incumbents against various posts on contract /outsource basis and extension of such engagements are being made from time to time, as per functional requirement of the Branch/Office/Home/Project. Since the extension of contractual/outsource engagement are dependent on satisfactory work appraisals of the incumbents and requirement of the incumbents in the Branch/Home/Project/Institutions, as such all the District Officer/Branch In-Charges/ Supdt./CDPOs of the Districts/Homes/Institutions/Branches and Projects are requested to submit the work appraisal reports in respect of the contractual /outsource staff working with them to Admn. Branch at least one month in advance of the last date of present engagement with full justification for continuation of the engagement.

In case work appraisal reports with full justification for extension of the engagement in respect of the contractual /outsource staff is not furnished by the concerned District Officer/Branch/Unit In-Charges/Supdt./CDPOs, Admn. Branch shall not include the name of such staff in its proposals seeking concurrence of Finance Department for extension of the present engagement and responsibility for non extension of engagement of such staff and payment of remunerations shall lie on the concern District officer/Branch/Unit In-Charges/Supdt./CDPOs.

All the Branch/Unit In-Charges/District Officers/Supdt./CDPOs are requested to ensure compliance and get submitted the requisite reports, if already not submitted to Admn. Branch immediately, in respect of staff whose contractual engagement are valid upto 31.03.2016.

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Dated

(G. C. Lohani)
DY. DIRECTOR (ADMN.)
Feb.,2016

26 FEB 2016

Copy to:-

1. OSD to Director, DW&CD, Pt. Ravi Shankar Shukla Lane, New Delhi
2. Account Officer, DW&CD (HQ)
3. Dy. Commissioner of Police, SPUWAC, Nanakpura, New Delhi
4. All District Women & Child Development Officer, Delhi/ New Delhi
5. All Branch-in-charges, WCD (HQ)
6. All DDO/HOOs of Homes/Institutions/ICDS Projects of WCD
7. Asstt. Programmer for uploading the order on web site of Department.

(G. C. Lohani)
DY. DIRECTOR (ADMN.)