

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. 9(186)/Admn./DWCD/MACP/2015/ 48180-277

Dated

Feb.,2016

CIRCULAR

29 FEB 2016

Service Book with Leave Accounts of Mrs. Usha Rani, CDPO who joined the Department as Supervisor on 28.05.1983, was destroyed in fire on 05.10.2013 at OHB-II. For re-casting of her Service Book and Leave Accounts personal files of the officer, maintained at various ICDS Projects, where Mrs. Usha Rani worked as Supervisor is required to ascertain factual details of hr service in the Department.

All the CDPO's are requested to verify their office records and get the personal files and other relevant records pertaining to Mrs. Usha Rani, CDPO, forwarded to Admn. Branch immediately. Since Mrs. Usha Rani, CDPO is retiring on attaining the age of superannuation on 31.05.2016, as such early action in this regard is required.

All Child Development Project Officers

ICDS- Delhi/New Delhi

No.F. 9(186)/Admn./DWCD/MACP/2015/ 48180-277

Dated

Asstt. Director (Admn.)
Feb.,2016

29 FEB 2016

Copy to:-

1. OSD to Director, DW&CD, Pt. Ravi Shankar Shukla Lane, New Delhi
2. Mrs. Usha Rani, CDPO-Wazirpur for information.
3. *Asstt. Programmer, Deptt. of wcd with request to upload.*

(S.M.Ali)
Asstt. Director (Admn.)