

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(156 Mis)/Admn./DWCD/

22889

Dated

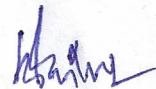
07 Oct. 2016

CIRCULAR

As per existing instructions issued from WCD (HQ), for extension of contractual/outsourced engagement of contractual/outsourced staff from time to time, the concerned Home/Institution/Project/Branch In Charges are required to forward the work appraisal reports of the contractual/outsourced staff working with them to concerned branch of WCD (HQ) with justification for continuation of the contractual/outsourced engagement.

It has been observed that in spite of clear instructions in this regard, some of the head of Homes/Institutions/Projects/Branch In Charges are not forwarding the work appraisal reports of the contractual/outsourced staff to WCD (HQ) on regular basis and neither submitting justification for extension of contractual/outsourced engagement/deployment of such staff working with them.

All head of Homes/Institutions/Projects/Branch In Charges are once again requested to check the status and ensure that work appraisal reports of all contractual/outsourced staff working with them are submitted to the concerned branch in WCD (HQ) from time to time. Delay in extension of contractual engagement or release of remunerations to the contractual /outsourced staff, if any, due to non receipt of work appraisal reports and request for continuation of engagement shall be attributed to the concerned Head of the Homes/Institutions/Projects/Branch In Charges.



(G.C. Lohani)

Dy. Director (Admn.)

Oct., 2016

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1. P.A. to the Director-DWCD
2. All Head of Homes/Institutions/Projects
3. All Branch In-charges, WCD (HQ)