

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVERNMENT OF N.C.T. OF DELHI  
1, Pt. Ravi Shankar Shukla Lane  
Kasturba Gandhi Marg, New Delhi-110001  
Ph:- 23070378, Fax:- 23070379

File NO. 01/DWCD/MISC/2017-18/ 31482-94 Dated:-

ORDER

04 OCT 2017

The official reporting time is 9.30 a.m. To ensure punctuality, in compliance of directions issued by Chief Secretary dated 09.12.2016, the Officers/Officials reporting for duty after 9.45 a.m., will be considered as late. On every three late comings, one casual leave will be deducted automatically.

Officers/Officials reporting after 9.45 a.m. will submit an explanation to the undersigned, citing reasons for delay in reaching office. Appropriate action will be taken as per rules against Officers/Officials, who are habitual late comers.

Mr. Shiv Shakti, Asst. Programmer to give attendance sheet of the whole month to the branch incharges respectively and all branch incharges to prepare and submit an attendance report of the staff reporting to them, to the undersigned on 1<sup>st</sup> working day of each month.

Non-Compliance will be viewed seriously.

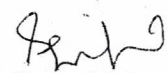
  
(Shilpa Shinde)  
Director

File NO. 01/DWCD/MISC/2017-18/ 31482-94 Dated:-

Copy to:-

1. PS to Secretary (SW/WCD)
2. Spl. Director(WCD), HQ.
3. I.F.A.(WCD), HQ.
4. D.C.A. and DD(Planning)
5. DD(Admn. and Prohibition)
6. DD(ICDS)P/P
7. DD(ICDS)R/R
8. DD(CPU-I, II & ICPS)
9. DD(W.E.C.)
10. DD(FAS/VAC/Ladli/PMMVY)
11. DD(Estates, Litigation and Caretaking)
12. P.O.(RTE, RGO, GRC )
- ✓ 13. Asst. Programmer
14. Guard file

04 OCT 2017

  
(Shilpa Shinde)  
Director