

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001

No.F.9(155)/Misc./Admn./WCD/2017/

40415-16


Dated:
18 DEC 2017

MEMORANDUM

As per Bio-Metric attendance report for the period 01/10/2017 to 31/10/2017 (copy enclosed), following officers/officials working in WCD(HQ) have not attended office till 09.45 a.m. This has been viewed seriously by the Director. As per order, one day CL will be deducted for every three late comings after 09.45 a.m and the officer/official will also submit the explanation to the undersigned in this regard. In case of non availability of CL in the leave account, EL will be deducted .

Further, all the Branch Incharges of DWCD(HQ) are hereby directed to obtain the CL applications from the officers/official and directed to ensure punctuality of officers/officials working under their control.

This issues with the approval of the Competent Authority.


(S.K. Srivastava)
Dy. Director(Admn)

All Branch Incharges of DWCD

No.F.9(155)/Misc./Admn./WCD/2017/


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Copy to :-

1. OSD to Director, WCD for information of the Director.
2. P.A. to Spl. Director (Admn.), WCD.


(S.K. Srivastava)
Dy. Director(Admn)

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