

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-110001**

No. F.13 (58)/Nodal Officer/WCD/Admn./2015/ 1712-21 **20 APR 2017** Dated April, 2017

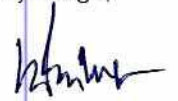
**Sub.:- Timely disbursement of wages in respect of contractual/outsourced workers/employees,**

With reference to letter No. PA/JLC(HQ)/CLA/Lab./15/2013 dated 02.05.2016 of Labour Department conveying the decision of Delhi Cabinet regarding furnishing of certificate to the Chief Secretary, Delhi by 20<sup>th</sup> day of each month by the Department, certifying disbursement of wages to contractual/outsourced workers by 7<sup>th</sup> of every month, the Department had issued circular bearing No. F 6(21)/DWCD/Admn./Misc./2014/3501-656 dated 16.05.2016 asking all the HOO/Branch In-Charge's to ensure compliance of the Cabinet Decision.

It has been observed that the Head of Offices/Branch In-Charge's even on issue of specific instructions are not furnishing the requisite certificate relating to disbursement of wages to contractual/outsourced staff working under them to Admn. Branch regularly. Admn. Branch or senior officers of the Department are not being apprised of the difficulties, in timely disbursement of wages by the HOO/DDOs, as a result the issues are not being resolved in time, which ultimately resulting in late release of wages to the contractual/outsourced staff. In respect of disbursement of wages/remunerations to contractual staff for the month of March-2017, it has been reported by some of the HOO's that due to non allocation of budget, the wages bills of March, 2017 of contractual staff could not be submitted to concern PAOs.

Keeping in view re-allocation of budget by Child Protection Unit vide order No.61(244)/Budget/DD(CW)/DWCD/2017-18/1673-94 dated 20.04.2017, all the concerned HOOs are directed to submit the wage bills to the PAO concern and get the disbursement effected by **21.04.2017** positively.

In future all HOO's/Branch In-Charge's of the Department, where contractual/outsourced staff are working, shall ensure release of wages/remunerations to the outsourced/contractual staff by 7<sup>th</sup> of every month. They shall submit a certificate of release of wages by 15<sup>th</sup> of the month, so that requisite certificate of disbursement of wages of preceding month, may be prepared and forwarded to the Chief Secretary by 20<sup>th</sup> of the Month. It is made clear that in case no communication is received from the concern HOO/DDO's by **15<sup>th</sup> of the month**, it shall be presumed that wages has been released and requisite certificate shall be furnished. In case the status of disbursement is found incorrect at any stage, responsibility of concerned HOO/DDO's shall be fixed.



(G.C. Lohani)

Dy. Director (Admn.)-WCD

**All concerned HOO/DDO's, Deptt. of Women & Child Development**

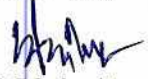
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Dated **20 APR 2017**  
April, 2017

Copy for information and necessary action:-

1. O.S.D. to the Director-WCD
2. Special Director (Admn.), Deptt. of Women & Child Development,

3. Additional Director (ICDS), Deptt. of Women & Child Development
4. Controller of Account, Deptt. of Women & Child Development
5. Dy. Controller of Accounts , Deptt. of Women & Child Development
6. All Dy. Director/ Plan Implementing Officer, WCD (HQ)
7. All District Officers, Deptt. of Women & Child Development
8. All Branch In-charges, WCD (HQ)
9. O.S.(Admn.) WCD (HQ) with direction to pursue the matter with all concerned HOO/DDOs for obtaining the certificate of disbursement by 15<sup>th</sup> of every month.
10. Assstt. Programmer (IT), Deptt. of Women & Child Development for uploading the order on web site of Department.



(G.C.Lohani)

Dy. Director (Admn.)-WCD