

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF N.C.T OF DELHI
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File No. 01/DWCD/PB/Misc./2017-18/ 12368 - 457

Dated :-

20 JUL 2017

ORDER

The files being sent in the office of the undersigned, should meet with the following requirements:-

1. In the note sheets, comments/views to be sent as typed notes using at least font size of 13.
2. All the pages in a file to be properly numbered, flagged and numbering of paragraphs to be clearly mentioned.
3. Inclusion of Rules/OMs/Circulars (if any) are there, the same should be kept in the file and properly annexed for reference.
4. In the very beginning of a proposal/note, the PUC being referred to, be clearly stated in the file through either numbering of PUC in the noting or through flagging the PUC properly.

In case of non-compliance of any of the above directions, the files will not be entertained.


(Shilpa Shinde)
Director

Dated :-

20 JUL 2017

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Copy for information and necessary action to:

1. Special Director (WCD)
2. Internal Financial Advisor
3. DD(Admn./Vigilance/Estate/Litigation)
4. DD(CPU- I & II)
5. DD(FAS/LadII/VAC/M.B.P./PGMS)
6. DD(ICDS)-Policies and Programmes
7. DD(ICDS)-Reforms and Restructuring
8. All District Officers
9. Deputy Controller of Accounts
10. P.O. (RTE/RGO/GRC)
11. Asstt. Director (Proh./Caretaking)
12. Asstt. Director (RTI)
13. All CDPOs
14. All Superintendents
15. Guard file


(Shilpa Shinde)
Director