

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/ 43266-73 Dated January, 2018

Sub.:- Timely disbursement of wages in respect of contractual/outsourced workers/employees 08 JAN 2018

With reference to U.O. No. SO/CS/2018/156 dated 02/01/2018 received from Chief Secretary, Delhi and 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 20th day of each month by the Department, certifying disbursement of wages to contractual/outsourced workers by 7th of every month, the Department had issued circular bearing No. F6(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 is the personal responsibility of each Head of Office/DDO to ensure that all contractual/outsourced workers are paid their wages for previous month latest by seventh day of next month. It has been observed that the Head of Offices/DDO/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.

All HOO's/DDO/Branch In-Charge's of the Department are again advised to ensure timely payment to contractual/outsourced workers, where contractual/outsourced staff are working. They shall ensure release of wages/remunerations to the outsource/contractual staff by 7th of every month. They shall also submit a certificate of release of wages by 10th of the month, so that requisite certificate of disbursement of wages of preceding month, may be prepared and forwarded to the Chief Secretary by 20th of the Month.

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

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

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Copy for information and necessary action:-

1. O.S.D. to the Director-WCD
2. Special Director (Admn.), Deptt. of Women & Child Development,
3. Controller of Account, Deptt. of Women & Child Development
4. Dy. Controller of Accounts, Deptt. of Women & Child Development
5. All Dy. Director/ Plan Implementing Officer, WCD (HQ)
6. All District Officers, Deptt. of Women & Child Development
7. All Branch In-charges, WCD (HQ)
8. Asstt. Programmer (IT), Deptt. of Women & Child Development for uploading the order on web site of Department.

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