

**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. 9 (31)/Admn./DWCD/Admn./2014/ 51447-449 Dated

ORDER

28 FEB 2018

Sub:- Submission of Appraisal Report in respect of contractual/outsource workers/ employees.

In order to send proposal to Finance Department for extension of the engagement of contractual employees deployed in different Homes/Institutions/Services/Projects, their performance appraisal report would be required.

All the HOOs/DDOs/CDPOs/Branch Incharges of the Institutions/Projects/Services are required to provide the appraisal report within 48 hours. In case of non-receipt of the same which results delay in the extension of the contractual engagement the concerned officers who have not the submitted the report in time will be accountable.



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

- 1. Branch In-Charges in WCD (HQ.)**
- 2. All CDPO-ICDS Projects.**
- 3. HOOs of all Homes/Institutions.**
- 4. web update,**