

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG
NEW DELHI-110001

F.No.17(16)/WCD/Admn/WorkAllocation/2018/466-469

Dated: 05/04/2018

ORDER

Sub : Preparation of Vacancy Position and Incumbency Records on 1st working day of every month.


All the concerned officials of Admn. Branch, WCD (HQ) are hereby directed to prepare the status of vacancy position of posts of WCD and to provide a duly-signed hard copy of the same to the concerned Dealing Assistant - **Sh. Pravesh Kumar, Junior Assistant/Gr-IV(DASS)** for compilation, **on 1st working day of every month, positively** in the below mentioned proforma :-

S.No.	Name of the post	Group A/B/C	Sanctioned Posts	Filled Posts (on regular)	Filled Posts (on contractual)	Filled Posts (on outsourced)	Vacant Posts

Further, they are also directed to prepare the incumbency records of the officers/officials working in WCD and to update the same on **1st working day of every month, positively** in the below mentioned proforma :-

S.No.	Name & Designation	Date of Birth	Date of Joining WCD	Aadhar No.	Address	Phone No.	Place of physical posting/Physically posted as	Place of salary posting/Drawing salary against which post

Non-compliance of the order will be viewed seriously.


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

To,


1. All the concerned officials of Admn. Branch, WCD (HQ), for preparation.
2. Sh. Pravesh Kumar, Junior Assistant/Gr-IV(DASS), Admn. Branch, WCD (HQ), for compilation.

F.No.17(16)/WCD/Admn/WorkAllocation/2018/

466-46905 Dated: 05 APR 2018

Copy to :-

1. PA to Director, WCD.
2. PA to Spl. Director (Admn), WCD.
3. Asstt. Programmer, WCD for uploading the order on website of the Deptt.


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