

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**G.N.C.T. OF DELHI**  
**1, Pt. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001**

No. F-62(7)/2000-DSW/Estt/ 4131-38

Dated: 01 MAY 2018

**OFFICE MEMORANDUM**

It has been noticed that applications (such as Leave/Child Care Leave/ LTC/permission to visit abroad etc.) of the Officers/officials posted in various offices/institutions of Department of Women & Child Development which requires approval of Director/Spl. Director, WCD are received/forwarded directly in the Administration Branch without the recommendation of Head of Office/Leave Record.

It is requested that all the applications of staff which require Administrative Approval of Director/Spl. Director, WCD should be put up and sent to Administrative Branch in the Pr. File of the Officer/Official with the recommendation of HOO and name of his/her link officer alongwith the Service Book/Leave Record and any other formalities, as per rule. In case of Retirement Orders file should be put up alongwith attested copies of Aadhar Card and first page of Service Book. For obtaining Vigilance Status at HQ level Duly filled Vigilance Proforma must be signed by concerned DDO and countersigned by the H.O.O. Otherwise applications stated above will not be entertained and will be returned-in-original (R.I.O.).

This issues with the prior approval of the competent authority.

No. F-62(7)/2000-DSW/Estt/ 4131-38

Dated: 01/05/2018

(S.K. Srivastava)

Dy. Director (Admn.)

01 MAY 2018

**Copy to :-**

1. DSD to Director, WCD.
2. PA to Spl. Director (Admn), WCD.
3. All Branch In-charges/Dy. Directors of WCD (HQ), for circulation amongst their staff.
4. All District Officers of DWCD, through Supdt. (R&I Branch), WCD (HQ).
5. DDOs/HOOs of all the Homes/Institutions, through Dy. Director (CPU/ICPS), WCD (HQ).
6. DDDs/HOOs of all the ICDS Projects, through Dy. Director (ICDS), WCD (HQ).
7. All the officers/officials of DWCD.
- ✓ 8. Asstt. Programmer, WCD for uploading the order on website of the Deptt.

(S.K. Srivastava)

Dy. Director (Admn.)