

**Department of Women & Child Development**  
**Govt. of NCT of Delhi**  
**(Care Taking Branch)**  
**1, PT. Ravi Shankar Shukla Lane, K.G. Marg, New Delhi-01**

F.No.39 (SBA)/CTB/WCD/14-15/ 21858-861

Dated: 13 AUG 2018

**CIRCULAR**

**Sub:- Regarding Provision for basic amenities in all the public dealing offices of the Dept. of Women & Child Development.**

It is hereby directed that at least the following basic amenities should be ensured to the visiting public in all the public dealing offices of the department of WCD:-

1. Proper waiting area should be identified for the visiting public and it should have sitting arrangements with working fans/ coolers/ and protection from sunlight/rain etc.
2. Separate clean toilets (ladies and Gents) and drinking water should be available to the visiting public.
3. The dealing staff should be available as per office timings and should be courteous to the visiting public.
4. District Officers/Branch In charges, shall make regular inspections in respect of above basic amenities and forward a fortnightly report to the WCD Head- Quarters.



**(P.C Jain)**  
**Director**

F.No.39 (SBA)/CTB/WCD/14-15/ 21858-861

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**CC:-**

1. All District Officers of DWCD
2. P.S to Secretary (WCD)
3. All Child Development Project Officers
4. System Analyst to upload the circular in Department website.

  
**Joint Director (CTB)**