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

F.No. 9(155)/Misc./Admn./WCD/2017/31981-986

Dated

27 NOV 2018  
4.. NOV 2018

**MEMORANDUM**

Whereas vide Order/Memorandum no. 24842-74 dated 14/09/2018, 26511-31 dated 05/10/2018, 28397-419 dated 22/10/2018, 29015-47 dated 26/10/2018 and 28975-29014 dated 26/10/2018 (copy enclosed) , all the concerned Reporting Officers were directed to deduct 01 day Casual Leave/Earned Leave from the leave account for every 03 late comings in r/o the officer/official who have arrived late in the month of August & September, 2018.

Therefore, all the concerned Reporting Officers/DDOs/HOOs are directed to submit their explanation within 03 days of receipt of this memorandum for non-compliance of above said orders&for showing their insubordination behavior by defying orders of Director and why Disciplinary Proceeding should not be initiated against them under CCS (CCA) Rules.

This issues with the prior approval of Director (WCD).

  
23/11  
J.K. Jain  
Joint Director (Admn.)


All concerned Reporting Officers,  
Department of Women & Child Development

F.No. 9(155)/Misc./Admn./WCD/2017

Dated

Copy for information to:-

1. OSD to Director, WCD.
2. PA to Joint Director, DWCD, WCD (HQ).
3. Officers/officials concerned, DWCD, Govt. of NCT of Delhi.
4. Assistant Programmer for uploading on the website of the Department.
5. Guard file.

  
23/11  
J.K. Jain  
Joint Director (Admn.)



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

No. 9(155)/Misc/Admn./WCD/2017/P.t./ 24842-74.

Dated:

18 SEP 2018

**ORDER**

In compliance of the directions issued by the Director, DWCD vide order No. F.1/DWCD/P.B./Misc./2018-19/20415-418 dated 01/03/2018, all HOOs/DDOs of Department of Women & Child Development are hereby informed to deduct 01 Casual Leave/ Earned Leave from the leave account for every 03 late comings in respect of the Officers/Officials who have arrived late in the month of August 2018. Particulars of the Officers/Officials along with number of late coming days in the month of Aug 2018 are as under:-

Sl. No.	Name of the officer/official	Designation	Posted at	No. of Late coming days in the month of Aug 2018
1.	Sh. Sehzad Khan	District Officer (South-West)	District Office, South-West	19
2.	Ms. Anita Bharal	District Officer (South)	District Office, South	11
3.	Ms. Manju Varshney	District Officer (North)	District Office, North	17
4.	Ms. Anita Gaur	District Officer (West)	District Office, West	17
5.	Sh. Nafees Ahmad	Superintendent	District Office, South-West	13
6.	Sh. Veer Pal	Superintendent	Sanskar Ashram B	12
7.	Ms. Swati Sharma	Superintendent	Sanskar Ashram G	19
8.	Ms. Durgesh Nandini	Superintendent	After Care Home for Women	10
9.	Sh. Parveen Kumar	Superintendent	JJB-IV	13
10.	Sh. M.K. Chandra	Superintendent	District Office, New Delhi	09
11.	Sh. Vinod Kumar Meena	Superintendent	District Office, South	08
12.	Sh. Yogesh Mishra	Superintendent	Children Home for Boys, Lajpat Nagar	15
13.	Sh. Anil Jain	Statistical Assistant	Planning Branch	10
14.	Sh. Vinod Kumar	LDC	ICDS Branch	05
15.	Sh. Ram Naresh	UDC	ICDS Branch	15
16.	Ms. Shikha	Supervisor	ICDS Branch	11
17.	Ms. Arti	LDC	ICDS Branch	12
18.	Sh. Hitendar Nath	Peon	ICDS Branch	13
19.	Sh. Sudhir Bhatia	Head Clerk	Admn.	10
20.	Ms. Sarita Rani	Care Taker	Admn.	17
21.	Ms. Kamakshi	Data Entry Operator	District New Delhi	07
22.	Sh. Jitendera Singh	LDC	Dte. Of Prohibition	06
23.	Sh. Ashish Ranjan	Welfare Officer	FAS	06
24.	Ms. Roopa Bahl	Supervisor	ICDS Branch	17
25.	Ms. Anita Kaushal	Supervisor	ICDS Branch	14

o/c



26.	Ms. Archana Jalwan	Supervisor	Secretary (WCD & SW)	08
27.	Sh. Nand Kishore	Statistical Assistant	Dte. Of Prohibition	06
28.	Sh. Amit Kumar Singh	Dist. Program Coordinator	IGMSY Branch	08
29.	Sh. Manish Kumar Mishra	State Program Assistant	IGMSY Branch	17
30.	Sh. Anand Dubey	Dist. Program Coordinator	IGMSY Branch	08

It is also informed that Compliance report/Action taken report on the above matter must be submitted in the Admn. Branch, WCD (HQ) within 07 working days of receipt of the order.

This issues with the prior approval of the Director, DWCD.

*Ranveer*  
14/09/18  
(R.K. Meena)  
Section Officer (Admn.)

**All Concerned HOOs/DDOs of DWCD**

No. 9(155)/Misc/Admn./WCD/2017/P.t./ 24842-74.  
Copy forwarded to:-

Dated:  
14-SEP 2018

1. OSD to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
2. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. Guard file.

*Ranveer*  
14/09/18  
(R.K. Meena)  
Section Officer (Admn.)



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

No. 9(155)/Misc/Admn./WCD/2017/P.t./ 26511-31

Dated:

05 OCT 2018

**MEMORANDUM**

Please refer to this office order No. F.9(155)/Misc/Admn./WCD/2017/P.t./ 24842-74 dated 14/09/2018 vide which all HOOs/DDOs of Department of Women & Child Development were informed to deduct 01 Casual Leave/ Earned Leave from the leave account for every 03 late comings in respect of the following Officers/Officials who had arrived late in the month of August 2018 and compliance report/action taken report in this regard was sought from the concerned HOOs/DDOs within 07 working days of receipt of the above order.

Sl. No.	Name of the officer/official	Designation	Posted at	No. of Late coming days in the month of Aug 2018
1.	Sh. Sehzad Khan	District Officer (South-West)	District Office, South-West	19
2.	Ms. Anita Bharal	District Officer (South)	District Office, South	11
3.	Ms. Manju Varshney	District Officer (North)	District Office, North	17
4.	Ms. Anita Gaur	District Officer (West)	District Office, West	17
5.	Sh. Nafees Ahmad	Superintendent	District Office, South-West	13
6.	Ms. Swati Sharma	Superintendent	Sanskar Ashram G	19
7.	Ms. Durgesh Nandini	Superintendent	After Care Home for Women	10
8.	Sh. Parveen Kumar	Superintendent	JJB-IV	13
9.	Sh. M.K. Chandra	Superintendent	District Office, New Delhi	09
10.	Sh. Vinod Kumar Meena	Superintendent	District Office, South	08
11.	Sh. Yogesh Mishra	Superintendent	Children Home for Boys, Lajpat Nagar	15
12.	Sh. Anil Jain	Statistical Assistant	Planning Branch	10
13.	Sh. Vinod Kumar	LDC	ICDS Branch	05
14.	Sh. Ram Naresh	UDC	ICDS Branch	15
15.	Ms. Shikha	Supervisor	ICDS Branch	11
16.	Ms. Arti	LDC	ICDS Branch	12
17.	Sh. Hitendar Nath	Peon	ICDS Branch	13
18.	Sh. Sudhir Bhatia	Head Clerk	Admn.	10
19.	Ms. Sarita Rani	Care Taker	Admn.	17
20.	Ms. Kamakshi	Data Entry Operator	District New Delhi	07
21.	Sh. Jitendera Singh	LDC	Dte. Of Prohibition	06
22.	Sh. Ashish Ranjan	Welfare Officer	FAS	06
23.	Ms. Roopa Bahl	Supervisor	ICDS Branch	17
24.	Ms. Anita Kaushal	Supervisor	ICDS Branch	14



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25.	Ms. Archana Jalwan	Supervisor	Secretary (WCD & SW)	08
26.	Sh. Nand Kishore	Statistical Assistant	Dte. Of Prohibition	06
27.	Sh. Amit Kumar Singh	Dist. Program Coordinator	IGMSY Branch	08
28.	Sh. Manish Kumar Mishra	State Program Assistant	IGMSY Branch	17
29.	Sh. Anand Dubey	Dist. Program Coordinator	IGMSY Branch	08

In this connection, it is informed that after lapse of the stipulated time period, none of the concerned HOOs/DDOs has submitted the Compliance report/Action taken report in the Admn. Branch, WCD (HQ).

Hence, you are once again directed to submit Compliance report/Action taken report in the Admn. Branch, WCD (HQ) within 03 working days of receipt of this memorandum.

Non-compliance of order/memorandum will be viewed seriously.

This issues with the prior approval of the Director, DWCD.


  
(R.S. Ruhil)  
Deputy Director (Admn.)

**All Concerned HOOs/DDOs of DWCD**

No. 9(155)/Misc/Admn./WCD/2017/P.t./26511-31  
Copy forwarded to:-

1. OSD to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
2. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. Guard file.

Dated:  
05 OCT 2018

  
(R.S. Ruhil)  
Deputy Director (Admn.)



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**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI**

**1, PT. RAVI SHANKER SHUKLA LANE, K.G. MARG, NEW DELHI-110001**

No. 9(155)/Misc/Admn./WCD/2017/P.t./ 28397-419.

Dated:  
**22 OCT 2018**

**ORDER**

In compliance of the directions issued by the Director, DWCD vide order No. F.1/DWCD/P.B./Misc./2018-19/20415-418 dated 01/08/2018, all HOOs/DDOs/ Reporting Officers of Department of Women & Child Development are hereby directed to deduct 01 Casual Leave/ Earned Leave from the leave account for every 03 late comings in respect of the Officers/Officials who have arrived late in the month of September 2018. Particulars of the Officers/Officials along with number of late coming days in the month of Sep 2018 are as under:-

Sl. No.	Name of the officer/official	Designation	Posted at	No. of Late coming days in the month of Sep 2018	HOO/DDO/Reporting Officer
1.	Sh. Sehzad Khan	District Officer (South-West)	District Office, South-West	16	HOO, HQ
2.	Ms. Manju Varshney	District Officer (North)	District Office, North	16	HOO, HQ
3.	Ms. Anita Gaur	District Officer (West)	District Office, West	15	HOO, HQ
4.	Sh. Subash Gautam	Superintendent	CHB, Alipur	12	HOO/DDO, OHB-II, Kingsway Camp
5.	Ms. Swati Sharma	Superintendent	Sanskar Ashram G	19	HOO/DDO, Sanskar Ashram Girl (SAG), Dilshad Garden
6.	Sh. M.K. Chandra	Superintendent	District Office, New Delhi	05	HOO/DDO, VCH, Lajpat Nagar
7.	Sh. Anil Kumar	Superintendent	District Office, Central	12	HOO/DDO, WCW, Shankar Market
8.	Ms. Shivani Chauhan	Program Officer	SPSU/SARA/DCPU	06	DD (CPU), HQ
9.	Sh. Bhupendra	LDC	RGO Branch	09	Asstt. Director (RGO), HQ
10.	Sh. Anil Jain	Statistical Assistant	Planning Branch	09	DCA, HQ
11.	Sh. Manish Kumar Mishra	State Program Assistant	IGMSY Branch	09	DD (FAS/IGMSY), HQ
12.	Sh. Anand Dubey	Dist. Program Coordinator	IGMSY Branch	09	DD (FAS/IGMSY), HQ
13.	Sh. Ram Naresh	UDC	ICDS Branch	10	DD (ICDS), HQ
14.	Ms. Arti	LDC	ICDS Branch	13	DD (ICDS), HQ
15.	Sh. Hitendar Nath	Peon	ICDS Branch	07	DD (ICDS), HQ
16.	Ms. Anita Kaushal	Supervisor	ICDS Branch	08	DD (ICDS), HQ



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17.	Ms. Roopa Bahl	Supervisor	ICDS Branch	15	DD (ICDS), HQ
18.	Ms. Suman Sharma	Assistant Director	ICDS Branch	08	DD (ICDS), HQ
19.	Ms. Sarita Rani	Care Taker	Admin Branch	17	DD (FAS), HQ
20.	Sh. Manish Kumar Jain	AAO	Accounts Branch, HQ	04	HOO, HQ
21.	Sh. Dinesh Kumar	Peon	R&I Branch	07	Asstt. Director, BFF, HQ

In case where the above said officers/officials have already availed their all casual leaves and there are no casual leaves available for deduction, the concerned reporting officer will inform in writing to the concerned HOO/DDO of the above said officers/officials for deduction of Earned leave from their leave account.

It is also directed that Compliance report/Action taken report on the above matter must be submitted in the Admn. Branch, WCD (HQ) within 07 working days of receipt of the order.

Non-compliance of order/memorandum will be viewed seriously.

This issues with the prior approval of the Director, DWCD.


  
(R.S. Ruhil)  
Deputy Director (Admn.)

**All Concerned HOOs/DDOs/Reporting Officers  
Department of Women & Child Development**

No. 9(155)/Misc/Admn.WCD/2017/P.t./28397-419.  
Copy forwarded to:-

Dated: 22 OCT 2018

1. OSD to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
2. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. Officers/Officials concerned, DWCD, Govt. of NCT of Delhi, New Delhi.
4. Guard file.

  
(R.S. Ruhil)  
Deputy Director (Admn.)