



**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**Government of NCT of Delhi**  
**1, Pt. Ravi Shankar Shukla Lane, Kasturba Gandhi Marg**  
**New Delhi – 110001**

F.No. F01/DWCD/PB/MISC. 2018-19/35703-708

Dated: 24 DEC 2018

**CIRCULAR**

It has been observed that despite issuance of earlier office orders dated 19.06.2017 and 11.10.2018, some branches of the department not only keep the issues pertaining to court cases pending till the last moment but also do not furnish the replies/comments to the government counsels within time. In many cases, either replies are not filed on time or a representative from the concerned branch do not attend the court proceedings causing delay in proceedings and unnecessary embarrassment to the department. Considering the recent experience of court proceedings in the matters of (1) **Farman Vs. GNCTD** (2) **Sukulal Sunar Vs. GNCTD (Habeas Corpus)**, it is found appropriate to issue following directions for strict compliance by all the concerned authorities :-

- 1) It will be the duty of Assistant Director/Deputy Director of the concerned branch to prepare Para-wise comments/status report with due diligence along with supporting documents and submit the same to the Joint Director/ Addl. Director/ Director/ Secretary for consideration and concurrence in a time bound manner, within a week from the date of hearing, to ensure submission of approved affidavit/reply in court well before the next date of hearing/compliance, as the case may be. No delay in this regard shall be treated un-intentional.
- 2) In case of any urgency pertaining to court matters, it will be duty of the Assistant Director/Deputy Director of the respective branch to get the affidavit cleared from the competent authority by hand and submitting the same directly to the government counsel.
- 3) The Assistant Director's/Deputy Director's being well conversant with the matter pertaining to their respective branches shall interact/brief the government counsels, directly, about facts of the case and furnish clarifications/replies to queries raised by them to facilitate proper drafting of status report/affidavit and effective representation of the department in various courts. A personal on-table interaction, in each case, with the government counsel shall be highly appreciated so that the matters/issues are finalized and settled well before the date of hearing.
- 4) After obtaining approval of the competent authority, the status report/affidavit shall be signed and stamped by the Assistant Director/Deputy Director of the branch concerned or by the District Officer, concerned as the case may be.
- 5) Assistant Director's from the concerned branch being conversant with the details of the case must be present in court for hearing. After attending Court, the concerned Assistant Director shall brief the competent authority about the proceedings as soon as possible/practicable.

It is made clear that Litigation Branch of the department is only a Nodal Branch to facilitate coordination issues with various authorities/ counsels and should not be expected to prepare replies/ status reports/ affidavits on behalf of the department. They are only expected to supervise the court matters as 'paravi officers' and nothing more on their part is solicited, as such. However, it shall be their prime duty to report absence of concerned officer's during the court hearings.

While, it is being brought to knowledge of all concerned that it is the bounden duty of a government servant to perform the task assigned within the time frame for the purpose and failure to adhere to the time limit prescribed is considered to be lack of devotion to duty within the meaning of Clause (ii) of Sub Rule (1) Rule 3 of CCS (Conduct) Rules, 1964. Besides, Rule 3A of the CCS (Conduct) Rules, 1964, solicits courteous & promptness from the government servants in their official duties. The delay in submission of the requisite information by the concerned authorities reveals dilatory attitude leading to delay in appropriate disposal, and as such forms 'good and sufficient reason' for being proceeded against for penalties enumerated in Rule 11 of the CCS (CCA) Rules.

**Henceforth, any delay in the court matters contrary to the afore detailed directions shall be considered as an act of negligence, insubordination, dereliction of duties, willful delay, lacking devotion, amounting to unbecoming of a government servant, and action as deemed fit shall be initiated against the concerned officers/officials, under the relevant rules, without any further notice.**

*Jitendra*  
(JITENDRA)  
JOINT DIRECTOR/HOD-WCD

No. F.

Dated :

- 1). All the Deputy Director's, DWCD (HQ.), GNCTD, with the request to circulate this Circular to all the Branch Incharges of DWCD (HQ.) & subordinate staff.
- 2). All the District Officers, DWCD, GNCTD, with the request to circulate this circular to all the Branch Incharges/ Supdts/ CDPOs, under their area jurisdiction.

No. F. *01/DWCD/PIB/Misc./2018-19/35703-708* Dated : *24 DEC 2019*

**Copy for information to :-**

- 1). PA to the Secretary, DWCD, GNCTD.
- 2). PA to the Director, DWCD, GNCTD.
- 3). PA to the Joint Director, DWCD, GNCTD.
- 4). The Asstt. Programmer, DWCD (HQ.) with the direction to upload this memorandum at the official site of the department.

*Symphony*  
(SYMPHONY)  
OSD TO DIRECTOR, WCD  
*24.12.18*