

**MOST URGENT/OUT - TODAY**



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
1, PT. RAVI SHANKAR SHUKLA LANE, K. G. MARG, NEW DELHI-110001**

F.13(14)/Vig./WCD/2018/ 36250 - 253

Dated : 28 DEC 2018

**CIRCULAR**

It has been observed that references of Vigilance Branch (HQ.), DWCD, sent to Branch Incharges/ Head of Homes/Head of Projects/ District Offices etc., seeking action taken report or documents or inquiry report or fact finding report, are not being responded by the concerned as per the time line intimated in the references. Delay in furnishing the requisite reports results in late/non submission of compliance reports / ATRs to the higher authorities, specially Directorate of Vigilance, GNCTD.

In this regard, directions were issued vide Department's Circulars dated 22.12.2016 and 20.12.2017, wherein, it was required that the timeline prescribed is to be mandatorily followed in issues relating to Vigilance Branch. However, it has been observed that the authorities of the department are still quite casual in responding the references from the Vigilance Branch and generally the time limitations prescribed are violated.

While 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 lacking 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.

In view of the afore detailed, it is found appropriate to issue following directions for strict compliance by all the concerned authorities :-

- 1). It must be ensured that the references received from the Vigilance Branch (HQ.) are attended to forthwith and responded within the time line prescribed in the reference.
- 2). All the District Officers are requested to sensitize the officers/officials within their jurisdiction to take suitable action diligently as well as promptly.

**Henceforth, any unnecessary delay in the vigilance matters 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)  
JOINT DIRECTOR (VIG.)

F.13(14)/Vig./WCD/2018/

Dated :

- 1). The Deputy Director (Admn.), DWCD, GNCTD, with the request to direct the concerned to circulate this Circular to all the Branch Incharges of DWCD (HQ.)
- 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.

F.13(6)/Vig./WCD/2016/ 36250 - 255

Dated : 28 DEC 2018

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 and also convey the same to all concerned through e-office portal.

  
( R. K. MEENA )  
SECTION OFFICER (VIG.)