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**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. PA/JD/WCD/Misc./2019/ 38768-865

Date: 29.01.2019

**ORDER**

Punctuality and regularity are the hallmark of good governance. In order to facilitate proper implementation of the scheme and functioning of Anganwadis all CDPOs under ICDS are hereby directed as under: -

- 1) All CDPOs who are members of the ICDS live location group should reach their office / field area by 9:30 AM and post their live location after reaching office / Anganwadi / Kitchen / place of training or meeting / any other place of work as per office order on all working days latest by 10:00 AM. It is further to be noted that on every three late comings after 10:00 AM, one CL / EL shall be deducted from the leave account of the officer concerned.
- 2) After reaching office, all CDPOs are expected to stay in their office / field under their project till 5:00 PM and would move out from their office / field only with prior permission / intimation of their respective District Officers. If any official is found absent from her area of work without office orders or prior permission / intimation, her District Officer shall bring it to the notice of the HOD through office of the undersigned. The same shall be treated as unauthorized absence and the concerned official shall be liable for disciplinary action.
- 3) If CDPOs proceed directly from the residence to attend any meeting / official work outside office premises / field area of their ICDS project, they will post their live location after reaching that place of work as per office orders and also after reaching back their respective offices / fields.

*Handwritten signature and date: 29/1/2019*

- 4) Whenever any officer / official wishes to avail casual leave, her leave application in hard copy or via email should reach the office of her District Officer during first half of the day with a copy to email ID of the Deputy Director (ICDS). In case leave application is not received by the District Officer / Reporting Officer, the official / officer availing casual leave without intimation shall be treated as absent from duty in an unauthorized manner.
- 5) The ICDS live location group shall be monitored by the Deputy Director (ICDS) and S.O. (Admin) who would also be the admin for the group along with another functionary of ICDS Branch to be deputed by DD (ICDS). Any divergence from the above directions by any officer / official shall be brought to the notice of the HOD through office of the undersigned.
- 6) This issues with approval of the Director (WCD) for strict compliance.

*Ukhain*  
*29/1/2022*

JOINT DIRECTOR (WCD)

**Copy to:-**

1. PS to Secretary (WCD)
2. Deputy Director (ICDS) (H.A)
3. All CDPOs
- 4/ ✓ The system analyst for uploading on department's website.