

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

F. 9(287)/Admn. /WCD/ Misc./2019/ 42332-36

Dated: 27/1/2019

**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 January 2019. Particulars of the Officers/Officials along with number of late coming days in the month of January 2019 are as under: -

S. No.	Name of the officer/official	Designation	Posted at	No. of Late coming days	Reporting Officer
1.	Sh. S.K.Srivastava	District Officer	DO (NW-I) & North	12	HOO, HQ
2.	Sh. Sehzad Khan	District Officer	DO (South-West)	08	HOO, HQ
3.	Sh. Asha Gandhi	District Officer	DO (West)	08	HOO, HQ
4.	Sh. Karamchand	Superintendent	DO (West)	09	District Officer (West)
5.	Sh. Nafees Ahmad	District Officer	DO (New Delhi)	09	HOO, HQ
6.	Sh. Veer Pal	Superintendent	Sanskar Ashram Boys	08	District Officer (North East)
7.	Sh. Subhash Gautam	Superintendent	CHB Alipur	05	District Officer (North West-II)
8.	Ms. Deepika Mamgain	Superintendent	VCH Lajpat Nagar	04	District Officer (South)
9.	Ms. Anjela Singh	Superintendent	Children Home for Girls	10	District Officer (West)
10.	Ms. Poonam Rana	Superintendent	Short Stay Home	07	District Officer (West)
11.	Ms. Maya Gemini	Superintendent	DO (North)	07	District Officer (North)
12.	Ms. Chesta Yadav	Superintendent	After Care Home	05	District Officer (West)
13.	Sh. Parveen Kumar	Superintendent	JJB-IV	04	District Officer (East)
14.	Sh. M.K.Chandra	District Officer	DO (North-East)	05	HOO, HQ
15.	Sh. V.K. Meena	Superintendent	DO (South)	08	District Officer (South)
16.	Sh. Rakesh Yadav	Superintendent	Place of Safety	04	District Officer (North)
17.	Ms. Shalini Puri	AD (CTB)	WCD, HQ	20	DD (CTB)
18.	Ms. Yogita Gupta	AD (CPU)	WCD, HQ	18	DD (CPU)
19.	Ms. Humra Khalid	AD (Estate)	WCD, HQ	13	DD (Estate)
20.	Ms. Sarmistha Sharma	DD (ICDS)	WCD, HQ	20	---
21.	Ms. Suchi Sehgal	DD (CPU)	WCD, HQ	21	---

22.	Ms. Suman Sharma	AD (Poshan)	WCD, HQ	18	DD (ICDS)
23.	Ms. Lata Negi	DD (WEC)	WCD, HQ	18	---
24.	Ms. Durgesh Nandini	AD (ICDS)	WCD, HQ	09	DD (ICDS)
25.	Sh. Ram Naresh	Sr. Asstt.	ICDS Branch	20	DD (ICDS)
26.	Ms. Irena Tigga	Asstt. Programmer	ICDS Branch	12	DD (ICDS)
27.	Ms. Ruchi Sharma	Supervisor	ICDS Branch	07	DD (ICDS)
28.	Sh. Gulzar Ahmed	LDC	ICDS Branch	18	DD (ICDS)
29.	Sh. Rohit Sharma	Program Officer	ICPS Branch	10	DD (ICDS)
30.	Sh. Anand Dubey	DPC	IGMSY Branch	16	DD (FAS/IGMSY)
31.	Sh. Manish Kumar	SPA	IGMSY Branch	09	DD (FAS/IGMSY)
32.	Sh. Amit Kumar	DPC	IGMSY Branch	08	DD (FAS/IGMSY)
33.	Sh. Ravi Prakash Singh	DPC	IGMSY Branch	10	DD (FAS/IGMSY)
34.	Ms. Ritu Verma	DPC	IGMSY Branch	20	DD (FAS/IGMSY)
35.	Ms. Shruti Chamola	Office Attendent	Ladli Branch	05	DD (Ladli)
36.	Ms. Bhumika	Statistical Assistant	Planning Branch	12	DCA, HQ
37.	Sh. Anil Jain	Statistical Assistant	Planning Branch	11	DCA, HQ
38.	Sh. Bhupendra	LDC	RGO Branch	22	JD (RGO)
39.	Sh. Anoop Singh	Helper	R&I Branch	10	JD (R&I)
40.	Sh. S.K. Tyagi	LDC	R&I Branch	13	JD (R&I)
41.	Sh. Shivani Chauhan	Program Officer	SARA/DCPU	05	DD (CPU)
42.	Ms. Sunita Rani	ASO	VAC Branch	19	DD (VAC)
43.	Sh. Satish Aswal	Sr. Asstt.	Vigilance Branch	13	SO (Admin),HQ
44.	Ms. Namita Jain	Welfare Officer	WEC Branch	10	DD (WEC)
45.	Ms. Naz Mehdi	Welfare Officer	WEC Branch	05	DD (WEC)
46.	Ms. Gayatri	Sr. Asstt.	WEC Branch	09	DD (WEC)
47.	Sh. Amit Kumar	Peon	ICDS Branch	10	DD (ICDS)
48.	Ms. Roopa Bahl	Supervisor	ICDS Branch	19	DD (ICDS)
49.	Ms. Arti	LDC	ICDS Branch	17	DD (ICDS)
50.	Ms. Chanchal	LDC/Typist	ICDS Branch	05	DD (ICDS)
51.	Ms. Gurmeet Kaur	AD	ICDS Branch	08	DD (ICDS)
52.	Ms. Khyati	Supervisor	ICDS Branch	08	DD (ICDS)
53.	Ms. Ashu	Supervisor	ICDS Branch	14	DD (ICDS)
54.	Ms. Manisha	LDC	Accounts Branch	12	DCA, HQ
55.	Sh. Sanjay Sharma	AAO	Accounts Branch	10	DCA, HQ
56.	Sh. Vijay Kumar	Caretaker	Admin Branch	06	DD (Admin)
57.	Sh. Vivek Choudhary	LDC	Admin Branch	07	DD (Admin)
58.	Sh. Pravesh Kumar	LDC	Admin Branch	05	DD (Admin)
59.	Sh. Abhishek Kumar	LDC	Admin Branch	16	DD (Admin)
60.	Sh. Sudhir Bhatia	ASO	Admin Branch	09	DD (Admin)
61.	Ms. Sarita Rani	Caretaker	FAS Branch	09	DD (FAS)
62.	Ms. Monica Rawat	LDC	Admin Branch	12	DD (Admin)
63.	Sh. Ramchandra Yadav	UDC	Accounts Branch	08	DCA, HQ

64.	Sh. Sunil Kumar	UDC	Admin Branch	06	DD (Admin)
65.	Ms. Kamini Sharma	Supervisor	CPU Branch	10	DD (CPU)
66.	Ms. Aizaz Fatima	Welfare Officer	CPU Branch	05	DD (CPU)
67.	Sh. Lalit Kumar Soni	Statistical Assistant	CTB Branch	06	DD (CTB)
68.	Ms. Kamakshi	DEO	DO (New Delhi)	12	District Officer (New Delhi)
69.	Sh. Dev Raj Singh	Welfare officer	RGO Branch	14	JD (RGO)
70.	Sh. Nand Kishore	AD	Prohibition	10	JD (Prohibition)
71.	Sh. Ashish Ranjan	Welfare Officer	FAS Branch	23	DD (FAS)
72.	Ms. Supreet Kaur	Welfare Officer	FAS Branch	05	DD (FAS)
73.	Ms. Inderpreet Pathak	AD	FAS Branch	08	DD (FAS)

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.

Hence, all concerned reporting officers are hereby directed to send compliance report/action taken report to the undersigned within 07 working days of receipt of this order after deducting casual leaves of the concerned

officers/officials and in case earned leaves deducted, the concerned reporting officer would also send compliance report/action taken report to the undersigned within stipulated time period as mentioned above after obtaining the same from the concerned DDO/HOO.

Non-compliance of the order will be viewed seriously.

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



(R.S. Ruhil)

Deputy Director (Admn.)


**All Concerned Reporting Officers  
Department of Women & Child Development**

F. 9(287)/Admn. /WCD/ Misc./2019/ 4/ 2332-36.

Copy forwarded to:-

1. PA 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.
5. System Analyst, WCD for uploading on website.

Dated: 17 MAR 2019



(R.S. Ruhil)

Deputy Director (Admn.)