

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

F.No.13/PF/ICDS-Rohini-I/2018-19/1658-62

Dated :

**ORDER**

23 APR 2019

**Sub: Regarding Service Books in respect of officers/officials of DWCD.**

In continuation to this office Order No. F.9(245)/Admn/WCD/MACP/2017/35950-951 dated 26.12.2018, which has reference to the 3<sup>rd</sup> MACP case in r/o Ms. Dev Rani Banerjee, Supdt./CDPO (Retired on 30.11.2013), it is to inform that a proposal has been received from the DDO/HOO, ICDS-Rohini-I, WCD seeking permission for re-casting of Service Book on the basis of PBR and Service records available in the ICDS-Rohini-I.

Keeping in view above, before proceeding further in the above matter, office records of the Department are being scrutinized to ensure whether there are other similar cases in the Department or not. As per office records, there is no such similar case of other staff available, whose Service Books have lost, as on date, at the Headquarter Level. However, it is still required to scrutinize and ensure the same in the field offices of WCD i.e. Homes/Institutions/ICDS Projects.

Therefore, all the DDOs/HOOs of the Department of Women & Child Development, GNCTD are requested to do proper scrutinization of their officer records and to provide the details of officers/officials whose Service Books are lost with detailed reasons in brief, to the Admn. Branch, WCD, **within a period of 60 days** of the receipt of this order, so that the matter could be processed further.

If no response is received within the stipulated time period of 60 days, it will be assumed that no such cases are available in the Homes/Institutions/ICDS Projects of DWCD.

This may be treated as **URGENT**. This issues with the prior approval of the Competent Authority.

*Anita Bharal*  
23/4/19  
(Anita Bharal)

Dy. Director (Admn)

To,

**All the DDOs/HOOs,  
Deptt. of Women & Child Development,  
Govt. of NCT of Delhi.**

F.No.13/PF/ICDS-Rohini-I/2018-19/1658-62

Dated :

**Copy to :-**

1. PA to Director, WCD.
2. PA to Joint Director, WCD.
3. All District Officers of DWCD, with the request to serve the order to all the DDOs/HOOs within the jurisdiction of their respective districts.
4. System Analyst, WCD for uploading on website of the Department.
5. Guard File.

23 APR 2019

*Anita Bharal*  
23/4/19  
(Anita Bharal)

Dy. Director (Admn)