

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SEWA KUTIR COMPLEX, KINGSWAY CAMP, DELHI-110009**

No. F.17(33)/WCD/Admn./Cadre Restructuring/2019/9461-64 Dated: 21/Aug/2019

**CIRCULAR**

In pursuance of minutes of meeting vide No. F.10(405)/2018/Admn-I/DSW/Estt./748-752 dated 29/07/2019, held on 25/07/2019 at 03.00 in the Chamber of Secretary (SW & WCD), all Deputy Directors/District Officers of DWCD are hereby requested to assess their staff requirements in view of the current and projected mandate and submit their proposals in the prescribed proforma (attached herewith) latest by 28/08/2019 so that after compiling all the reports regarding staff requirements, a consolidated proposals may be sent to AR Department by Admn. Branch, DWCD for their comprehensive study.

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

Encl: As above

*Anita Bharal* 20/8/19  
(Anita Bharal)  
Deputy Director (Admn.)

**All Deputy Directors/District Officers  
Department of Women & Child Development**

No. F.17(33)/WCD/Admn./Cadre Restructuring/2019/9461-64 Dated: 21/AUG/2019  
Copy forwarded to:-

1. PS to Secretary (DSW/DWCD), Department of Social Welfare, GLNX Complex, Firozshah Kotla, Delhi Gate, New Delhi-110002.
2. Staff Officer to Director, DWCD, GNCTD.
3. P.A. to Addl. Director, DWCD, GNCTD.
- ✓ 4. System Analyst, IT Branch, DWCD, GNCTD for uploading the circular on website of the Deptt.
5. Guard file.

*Anita Bharal* 20/8/19  
(Anita Bharal)  
Deputy Director (Admn.)

**Proforma for Restructuring of Cadre**

2/c

**Name of Branch/Institution:**

S.No.	Name of the Post	Category A/B/C	Number of Post exist as on today	No. of Posts proposed for Abolition/ New Creation	Justification for abolition/creation	Remarks

**(Signature of Officer with stamp)**

**Name of Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_