

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

No. F.17(25)/WCD/ADMN. /TBR/2019/P.F./

Dated

ORDER

Delay in submission of TBR has been viewed seriously.

All Deputy Directors are hereby directed to submit particulars of important disposal pertaining to their area of work during the current week to the Administrative Branch on every Friday by 03.00 PM positively, for further compilation under Rule 17 of Transaction of Business of Govt. of NCT of Delhi Rule, 1993. The Admn. Branch will thereupon submit the report in the file to the Secretary/Director by Monday morning so that the TBR is sent to the Hon'ble Deputy C.M. by Tuesday.

Non compliance of the order will be viewed seriously. Responsibility of concerned officer will be fixed if any delay for submission of the above report is occurred and appropriate action will be initiated against them. Special Director, DWCD will co-ordinate effectively for compliance of this direction.

---S/d---
(S.B. Shashank)
Director (DWCD)

1. Spl. Director, DWCD
2. Joint Director, Directorate of Prohibition
3. All Deputy Director, DWCD

No. F.17(25)/WCD/ADMN. /TBR/2019/P.F./
Copy for information to:-

/ 12781-87

Dated

04 OCT 2019

1. OSD to Deputy Chief Minister, GNCTD, A-wing, 6th Level, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. PS to Secretary (DSW & DWCD), Deptt. of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi-110002.
3. PA-to Special Director, DWCD, GNCTD.
- ✓ 4. System Analyst, IT Branch, DWCD, GNCTD for uploading the order on the website of the Deptt.
5. Guard file

Anita Bharal 4/10/19
(Anita Bharal)
Deputy Director (Admn.)