

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMAN AND CHILD DEVELOPMENT
SEWA KUTIR COMPLEX, KINGSWAY CAMP, NEW DELHI-09

F.NO.PA/Spl.Dir WCD/Misc./2019-20/ 3325 - 27

Dated: 10/10/19

ORDER

It has been observed that the concerned Incharge of homes/institutions/branches working under the DWCD are not verifying the bills of the vendors who are providing the services viz. Security, Sanitation, Vehicle etc. The Care taking branch of Headquarter is facing hardship in making payment timely to the various vendors resulting of which the department is facing embarrassing position before the various higher authorities. Whereas as per agreement it is required to make payment to the vendor for which the services availed prior to 20th of the following month.

It is, therefore, directed that all DDs/DO/Incharges of subordinate offices / Institution / homes shall furnish the report regarding services provided by the vendor during the month is satisfactory along with the verified bills to the DD (CTB) by 5th of every month failing which action as deemed fit shall be initiated against the officer concerned.

Further, in case the services of the vendor found to be unsatisfactory the action shall be initiated timely and action taken report against the vendor shall be furnished to HQ.

J.K. Jain
20/10/19
(J.K. JAIN)

SPECIAL DIRECTOR (WCD)

Copy to:

1. All DD/DO/Incharges of Institution for compliance.
2. DD (CTB), HQ.
3. SO to Director (WCD) for information.

4. System Any. (with Request to upload on Dept. website)