

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
 1<sup>st</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING,  
 KASHMERE GATE, DELHI-110006

F.16(27)/WCD/Admn./Conversion of Posts/2020/12156-61

Dated:

13 NOV 2020

**Sub: - Regarding conversion of Temporary posts into Permanent ones.**

Please refer order dated 04.11.2020 on the subject cited above vide which all Branch in-charges, DWCD (HQ) and District Officers, DWCD were directed to take necessary action in the matter and submit compliance report within a week.

But, no reply has been received so far. Therefore, all the concerned are again directed to take necessary action as per Finance (Accounts) Department OM dated 13.08.2020 and circular dated 23.09.2020 and submit compliance report within 03 days of receipt of this order.

**Encl: As above (04 pages)**

*IRA SINGHAL*  
12/11/2020

**IRA SINGHAL (IAS)**  
**Jt. Director (Admn.)**

**To**

1. All Branch In-charges, DWCD (HQ) (through R&I Branch)
2. All District Officers, DWCD (through R&I Branch)

F.16(27)/WCD/Admn./Conversion of Posts/2020/12157-61

Dated:

13 NOV 2020

Copy forwarded to: -

1. PA to Secretary, DWCD, Govt. of NCT of Delhi,
2. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
4. Data Processing Assistant/Concerned Dealing Assistant, IT Branch, DWCD, GNCTD for uploading the circular on website of the Deptt.
5. Guard file.

*IRA SINGHAL*  
12/11/2020

**IRA SINGHAL (IAS)**  
**Jt. Director (Admn.)**

4/c  
361

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
1<sup>st</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, DELHI-110006

F.No. 9(277)/Admn./WCD/Misc/2018//11490-95

Dated:

**ORDER**


**04 NOV 2020**

**Sub: - Regarding conversion of Temporary posts into Permanent ones.**

Please find enclosed herewith Finance (Accounts) Department OM dated 13.08.2020 and circular dated 23.09.2020 along with its enclosure vide which all departments of GNCT of Delhi have been requested to initiate necessary steps to convert the temporary posts involving work of permanent nature into permanent ones, provided these posts were in existence for more than three years and were filled and these posts are required further on a long term basis.

Hence, all the Branch In-charges at DWCD, HQ and District Officers are directed to take necessary action at their end as per above mentioned O.M. & Circular and submit compliance report within a week of issue of this order.

**Encl: As above (03 pages)**

  
03/11/2020  
**IRA SINGHAL (IAS)**  
**Jt. Director (Admn.)**

**To**


1. All Branch In-charges, DWCD (HQ) (through R&I Branch)
2. All District Officers, DWCD (through R&I Branch)

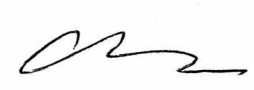
F.No. 9(277)/Admn./WCD/Misc/2018//11490-95-  
Copy forwarded to: -

Dated:

**04 NOV 2020**

1. PA to Secretary, DWCD, Govt. of NCT of Delhi,
2. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
4. Data Processing Assistant/Concerned Dealing Assistant, IT Branch, DWCD, GNCTD for uploading the circular on website of the Deptt.
5. Guard file.

  
03/11/2020  
**IRA SINGHAL (IAS)**  
**Jt. Director (Admn.)**



3/c 350/2 350/c

No.F.20/06/2020-AC/jsfina/1830-1833

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 23/09/2020 299

CIRCULAR

5-10-20

Director (WCD)  
01 JUL 2020  
1656  
Play No. ....

Subject: Regarding conversion of Temporary posts into Permanent ones.

Finance Department, vide Office Memorandum No.F.20/06/2020-AC/jsfina/1512-1513 dated 13.08.2020 (copy enclosed), had requested all the Departments of Govt. of NCT of Delhi to initiate necessary steps to convert the temporary posts involving work of permanent nature into permanent ones, provided these posts were in existence for more than three years and were filled and these posts are required further on a long term basis in consultation with the Finance Department. It has also stated in the said O.M. that while submitting the proposal to Finance Department, the Department shall furnish the details in the prescribed proforma attached therewith.

2. It has however been noticed that the departments are merely forwarding the duly filled prescribed proforma without the relevant/ concerned file. In the absence of the genesis, Finance Department is not in a position to examine the request of the department.


3349/2020  
11/10/20

3. All the departments are hence requested to submit the proposal to the Finance Department in the respective Original file wherein the approval of Competent authority was obtained for creation of temporary posts and subsequently wherein the approval of Finance Department was being obtained for continuation/ extension of the said temporary posts till 2019-20 alongwith the duly filled prescribed proforma.

4. All the departments are requested to initiate necessary action as per above and in accordance with Finance Department's OM No.F.20/06/2020-AC/jsfina/1512-1513 dated 13.08.2020 and submit the proposal in relevant file by following the due procedures of sending the file to Finance Department.

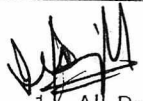
11/10  
Director (WCD)

5. This issues with the approval of the Secretary (Finance).

  
23/9/2020  
(L.D. JOSHI)

Jt. Secretary (Accounts)


Encl. : As above.



1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Jt. Secretaries/ Deputy Secretaries- Finance Department.
3. PPS to the Secretary (Finance).
4. Website

Please provide the details immediately

Office of the Secretary  
Dept. of Women and Child Development  
Govt. of NCT of Delhi  
30 SEP 2020  
Dy. No. 923

  
6/10/20  
Sh. Kiran

07/10/20  
Sumit  
Ramesh  
Sh. RK

O.S.D. to  
J.D. (Admin)  


2c 337C

No.F.20/06/2020-AC/Jstina/1512-1513  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 13/08/2020

**OFFICE MEMORANDUM**

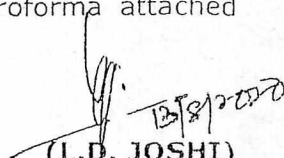
Subject: Regarding conversion of Temporary posts into Permanent ones.

As per Sl. No.29 of Government of India's Decision regarding conversion of temporary posts into permanent ones under Section II, Chapter 13 : Creation of Posts of Swamy's Establishment and Administration Manual, the Administrative Departments, may, if they are satisfied that the temporary posts are required for work of permanent nature, convert with the approval of the Internal Financial Adviser, 90% of such posts up to the level of Deputy Secretaries into permanent ones, provided they have been in existence for a continuous period of not less than 3 years. Further in Government Colleges, Schools and Teachers Training Institutions where enrolment has stabilized, 100% of the temporary teaching posts may be made permanent by the Administrative Department concerned, provided that the temporary posts have been in existence for a continuous period of not less than three years and are required for work of a permanent nature.

2. The action for the conversion of temporary posts into permanent ones is thus required to be taken by the Heads of Departments concerned on the strength of which the said temporary posts have actually been created. However, while processing the proposals regarding continuation of temporary posts received from various Departments, it has been noticed that several posts were created years back and the Departments have not taken any initiative to convert the said temporary posts into permanent ones even though the said posts were in existence for more than three years.

3. All the Departments are, therefore, requested to initiate necessary steps to convert the temporary posts involving work of permanent nature into permanent ones, provided these posts were in existence for more than three years and were filled and these posts are required further on a long term basis in consultation with the Finance Department.

4. While submitting the proposal to Finance Department, the Department shall furnish the details in the prescribed proforma attached herewith

  
(L.D. JOSHI)  
Jt. Secretary (Accounts)

To

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Jt. Secretaries/ Deputy Secretaries- Finance Department.

11C-358/C

Annexure to O.M. No.F.20/6/2020-AC/jsfina/1512-1513, dated 13<sup>th</sup> August, 2020

**Proforma to be submitted to Finance Department for initiating the Proposals for conversion of temporary posts into permanent ones**

S.No.	Particulars	Reply of the Department
1.	Nomenclature and numbers of the temporary Post	
2.	Pay Scale of the Post	
3.	Date of Creation (alongwith copy of Order of creation)	
4.	Whether the purpose for which these posts were created still exists?	
5.	Whether the purpose is of permanent nature? If so, whether these posts are in existence for the last more than three years?	
6.	Whether the valid sanction for continuation of these posts for the last three years has been obtained. If so, the sanction of the last years be linked up	
7.	Name of the persons occupying the post/drawing salary against this post upto 31 <sup>st</sup> March of last FY.	
8.	Whether any of these posts remained vacant for more than one year. If so, the reasons for not filling up of these posts may be furnished	
9.	Number of temporary posts proposed for conversion to permanent posts.	