

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE , NEW DELHI-110006

F.6(21)/DWCD/Admn./Mis./2014/14053

Dated : 11/12/20

CIRCULAR

Sub.: Information regarding Permanent / Contractual/ Outsource Staff.

The WCD Department deals with implementation of various scheme / policies concerning Welfare & Development of Women and Children. There are various schemes where implementation is being carried out under Headquarter Level and many schemes/Homes/Institution are run at the District Level.

WCD Department handles diverse nature of work which is taken care of by different categories of Ex. Cadre staff like WO, Protection Officer, Doctor, House Father, etc. . It is observed that many institutions/Homes are working with skeletal staff while some others are working with excess staff.

In order to streamline the functioning of the department as a whole and optimum utilization of the manpower available, Worthy Director, DWCD has desired that the staff rationalization be undertaken for smooth functioning. This is to be done after considering all the factors regarding requirement of staff and quantum of the work in each branch.

All the Branch-in- Charges are requested to provide the details of work undertaken at each location and give specification like number of children/women at particular Homes/Intutions/JJBs. Also justification of the staff posted/required in their office in respect of Permanent/ Contractual/ Outsource/Diverted capacity to be given in the prescribed format by 14.12.20 to the Admn. Branch positively in Hard / Soft copy.

Non submission of the information with regard to the details of work under taken and staff required with justification will indicate that there is no requirement of said staff in those branches/institutions.

This issues with the prior approval of the Worthy Director, DWCD.

Encl. As above

Dy. Director (Admn.),

Department of Women & Child Development

To

All District Officer / Home Superintendent/ All Branch-in -Charge /DDOs

Copy to :-

1. The OSD to the Secretary, DWCD, Delhi Gate.
2. The SO to the Director, DWCD, HQ
3. PA to Joint Director (Admn.), DWCD , HQ.
4. Data Processing Assistant for uploading the same order on the departmental website.

