

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

F.17(39)/WCD/Admn./C.Virus/2020/14319-22

Dated: 16/Dec/2020

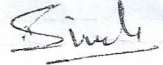
ORDER

vide circular dated 02.12.2020, it has been ordered that all the officers/officials except the officers of the level of Grade-I, will attend office up to 50% as per requirement to be assessed by the HOO/Head of Branches concerned (remaining 50% of the staff will work from Home) till 31.12.2020 or till further order whichever is earlier.

In this regard, all the Deputy Directors/Branch in-charges/DOs/HOOs/Supdts Institutions/Homes are hereby directed to ensure that staff is assigned work on the day of work from home and daily reporting is taken from them on mail, if it is found that the concerned officer/official has not complied with the direction, leave (CL/EL) be deducted from his/her leave account. All officers/officials working from home shall provide their mobile number and shall be available on phone.

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

Encl: As above.



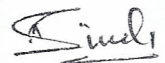
(K. S. Sehrawat)
Deputy Director (Admn.)

F.17(39)/WCD/Admn./C.Virus/2020/14319-22
Copy forwarded to: -

Dated:

16 DEC 2020

1. OSD 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.



(K. S. Sehrawat)
Deputy Director (Admn.)

Govt. of NCT of Delhi
Department of Women & Child Development
1st Floor, Maharana Pratap ISBT Building
Kashmere Gate, Delhi-110006

F.No 17(27)/WCD/ADMN/MISC/2019/PFI / 13247-51

Date:-
02 DEC 2020

CIRCLAR


In order to prevent spread of COVID-19 and in reference to letter No. 1(543)/DDMA(HQ)/MISC/COVID-19/PF-I/2020-21/2079 dated 28.11.2020 issued by Chief Secretary, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, Delhi Disaster Management Authority, Government of NCT of Delhi, the following measures are to be taken by the Department and Subordinate offices with immediate effects for functioning of the offices.

1. All officers of the level of Grade-I /equivalent and above will attend office to the extent of 100% strength. The remaining staff will attend up to 50% as per requirement to be assessed by HOO/Head of Branches concerned (remaining 50% of the staff will work from Home), till 31.12.2020 or till further order whichever is earlier.
2. All the Deputy Directors/Branch In-charges/DOs/HOOs/Supdts Institutions/Homes shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office functions on minimal strength and employees are desisted from travelling frequently, rest of the employees will work from home. Copy of the roster prepared shall be forwarded to Director, DWCD also. However, all Homes/Institutions/Branches those covered under essential services will function normally as already directed vide order no. 20.03.2020 (copy enclosed).
3. The officials allowed to work from home will available at any time as and when so required on phone, whatsapp, messages and emails. Any official allowed to work from home may be called to office, if so required.
4. The officials working from home shall not leave stations unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.
5. This arrangement shall be effective till 31.12.2020 or till further order.
6. Order about who among the officials will come to office shall be mailed at supdtadmnnwcd@gmail.com.

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

Yours faithfully,

Enc. As above


Dy. Director (Admn)
DWCD, GNCTD


To,
All Branch-In-Charges

02 DEC 2020

F.No 17(27)/WCD/ADMN/MISC/2019/PFI / 13247-51
Copy for information and necessary action: -

Date:-

1. OSD to Chairperson, DDMA, Govt. of NCT of Delhi via e-mail id - ddma.delhi@nic.in.
2. OSD to Secretary, DWCD, GNCTD.
3. PA to Director, DWCD, GNCTD.
4. PA to Joint Director, DWCD, GNCTD.
5. Data Processing Assistant for uploading circular on the website of the Department.
6. Guard file.


Dy. Director (Admn)
DWCD, GNCTD

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