

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/ 15219-22.

CIRCULAR

Dated :

28 DEC 2020

Sub.: Renewal of Contract of contractual Staff working in the Department of Women & Child Development.

The WCD Department deals with implementation of various schemes / 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 contractual/temporary staff working in the Department of Women & Child Development is taking their responsibility/work, very lightly and therefore many mistakes have been noticed to have been committed at the multiple levels.

All the Branch-in- Charges are requested to provide monthly work performance of the contractual/ temporary staff in the prescribed format. No renewal of contract request is accepted unless the monthly work performance of the contractual/ temporary staff is submitted on record by their concerned officers.

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

Encl. As above

Ramul
24/12/20
Section Officer (Admn.)

To

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

Copy to :-

1. The PS to Director, DWCD, HQ ISBT Building, Maharana Pratap, Kashmere Gate, New Delhi-110006.
2. The PA to the Joint Director, DWCD, HQ ISBT Building, Maharana Pratap, Kashmere Gate, New Delhi-110006.
- ✓ 3. Data Processing Assistant for uploading the same order on the departmental website.

Ramul
24/12/20
Section Officer (Admn.)

APPRAISAL REPORT PERFORMA

Name of the Institution	
Name of the District Officer	
Name of the Superintendent	
<u>Personal Details of Staff :-</u>	
Name of the Officials	
Qualification/Years of Experience	
Category of Post (Contractual)	
Since When Posted	
Work Assigned	
Self Appraisal	
Criteria of Appraisal (Out of 50)	
1. Punctuality 05	
2. Discipline 05	
3. Knowledge about work attended 10	
4. Attitude towards dealing with children 10	
5. Quality of Assignment handled during the period under Report 10	
6. Maintenance of records (case files of Children, medical report, child can plan etc.) 10	
Total 50	
Grading Very Good A 40-50 Good B 30-40 Average C 20-30 Poor D 10-20	
Final Grading and remarks of the Superintendent	