



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
ISBT COMPLEX : KASHMERE GATE : DELHI

No.13(14)/DWCD/Vig./Misc./2017/ 21953-59

Dated :

24 MAR 2021

CIRCULAR

WHEREAS, the Director, DWCD, has taken a very serious view about the senior officers of DWCD (HQ.) frequently reporting late for duties, and remaining absent from the office during any half of the day, and proceeding on leave without prior sanction of leave, and tendency to send intimation of phone for all kinds of personal & family reasons for leave.

AND WHEREAS, the Director, DWCD, vide order dated 22.03.2021, has directed the Vigilance Branch, DWCD (HQ.) to start a pro-active role in the matter to ensure that a record is maintained for officers proceeding on leave/missing from duty without prior sanction, and for appropriate action thereafter for unauthorized absence.

AND WHEREAS, considering the present office arrangements, it is found appropriate to issue the following directions, for strict compliance :-

- a). Punctuality in observance of office timings has to be observed mandatorily by each and every member of the staff at DWCD (HQ.).
- b). Due to the Covid- 19 restrictions, the bio-metric system is presently not functional. Hence, it is found appropriate that all the officers upto the level of Dy. Directors at DWCD (HQ.) must record their attendance in the Common Attendance Registers, to be maintained branchwise.
- c). A team under the convenership of Section Officer (Admn.) was constituted by the Director, DWCD, vide Office Order dated 03.03.2021 to check the daily attendance records (branch wise). It is hereby directed that the Section Officer (Admn.) or in his absence Asstt. Director (RTE) shall share the details of latecoming, absence without prior permission etc., in respect of the Officers of DWCD (HQ.) with the Vigilance Branch, on daily basis, so that appropriate action is ensured against the delinquent officers.
- d). All the officers of DWCD (HQ.) (including Joint Directors/Deputy Directors) shall maintain a MOVEMENT REGISTER, which should be readily available on their seats round the clock, wherein, movements for government work or otherwise, should be recorded. There should not be any movement during the office hours without prior recording in the Movement Register. In case of random inspections, if the officers are not found available, then the Movement Register shall be checked. In each case, where the officer is not found available, for whatever reasons, and if his movement is not recorded in the movement register, then it shall be treated as an unauthorized absence from the office. Unavailability of the Movement Register, shall be the responsibility of the concerned Dy. Director.

- e). Random inspections by the Vigilance Branch, should become a regular feature, from now-on, and appropriate action against all the delinquent officers, should be processed for consideration by the competent authority.
- f). It is also found appropriate to reiterate that leave of any kind by the Officer of Group-B and above, must be sanctioned by the Competent Authority. Applications through electronic modes i.e. e-mail, whatsapp etc. needs to be discouraged, and shall be accepted only in cases of extreme exigencies to the satisfaction of the Competent Authority.

Non- Compliance of the afore directions, shall be viewed seriously and due action for unauthorized absence shall be taken under the provisions of the concerned rules.

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



( K. S. SEHRAWAT )  
DY. DIRECTOR (VIG.)

No.13(14)/DWCD/Vig./Misc./2017/ 21953-59.

- 1). All the Joint Directors/Deputy Directors at DWCD (HQ.)
- 2). All the Assistant Directors / Supdts./ Section Officers at DWCD (HQ.).
- 3). Assistant Director (RTE), DWCD.
- 4). Section Officer (Admn.), DWCD.
- 5). Incharge (IT Cell), with the direction to upload this circular at the official website of the department.

Dated :

24 MAR 2021

Copy for information to :-

- 1). OSD to the Secretary, DWCD, GNCTD.
- 2). PS to the Director, DWCD, GNCTD.



( K. S. SEHRAWAT )  
DY. DIRECTOR (VIG.)