

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

F.16(23)/WCD/Admn./Misc./2020/ 5036-45

Dated: 30/06/2024

CIRCULAR

It has been noticed that some officers/officials in the Department of WCD arrive after 10:30 AM and leave early at around 05:00 PM. It is reiterated that the office timings for DWCD (HQ) is 09:30 AM to 06:00 PM and for field officers it is 09:30 AM to 05:00 PM.

All Officers/Officials of the DWCD are hereby directed to adhere to punctuality in office timings without fail.

If during visit/surprise visit, any officials/officers is found absent then strict disciplinary action will be initiated against the faulty officers/officials.

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



Deputy Director (Admn.)

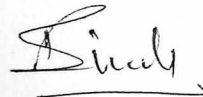
F.16(23)/WCD/Admn./Misc./2020/ 5036-45

Dated:

Copy forwarded to: -

13 0 JUN 2024

1. OSD to Secretary, DWCD, Govt. of NCT of Delhi, New Delhi.
2. PA to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. PA to Joint Director (CTB/Estate), DWCD, Govt. of NCT of Delhi, New Delhi.
4. PA to Joint Director (CPU), DWCD, Govt. of NCT of Delhi, New Delhi.
5. PA to Joint Director (RTE), DWCD, Govt. of NCT of Delhi, New Delhi.
6. All Branch In-Charges/Deputy Directors of WCD (HQ).
7. All District Officers of DWCD.
8. All Supdts./CDPOs of Homes/Insitutions/ICDS Projects.
9. All concerned.
- ✓ 10. Data Processing Assistant/Concerned dealing assistant, IT Cell, DWCD, GNCTD for uploading the circular on website of the Deptt.
11. Guard file



Deputy Director (Admn.)