

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1ST FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI-110006

F.No.OS/Admn/WCD/2014/ 5640 - 45

Dated : 07/07/2021

CIRCULAR

Many officers/officials are applying for Earned Leave at **short periods of intimation**. Thus some times the officer/official and the link officer/official both are on earned leave this directly hampers functioning of the department.

Thus all officers/officials are advised to **apply for Earned Leave atleast 15 days in advance** to avoid multiple officers takes Leave at same time. This is essential for the smooth functioning of the office. It may also be checked by officer/official concerned at his/her level directly from Link Officer/official regarding their presence in the period when the officer/official is on the leave and same be indicating in the application.

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

Ravind
(Ravindra Kumar Meena)
Section Officer (Admn)

Dated: JUL 2021

F.No.OS/Admn/WCD/2014/ 5640 - 45

Copy to :-

1. PA to Director, Department of Women & Child Development, Govt. of NCT of Delhi.
2. PA to Joint Director, Department of Women & Child Development, Govt. of NCT of Delhi.
3. Controller of Accounts, Department of Women & Child Development, Govt. of NCT of Delhi.
4. Dy. Controller of Accounts, Department of Women & Child Development, Govt. of NCT of Delhi.
5. All the officers/officials of department of WCD.
6. Data Processing Assistant/Concerned Dealing Assistant, Department of Women & Child Development, GNCTD, for uploading the order on website of the Deptt.

Ravind
(Ravindra Kumar Meena)
Section Officer (Admn)