

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
ISBT COMPLEX : KASHMERE GATE : DELHI**

No. F.17(27)/WCD/Admn./Misc./2019/PF/ 308

Dated : 9/8/21

**MEMORANDUM**

WHEREAS, to ensure punctuality and discipline among the staff of DWCD (HQ.), it was decided to maintain an entry register, so that all the staff of DWCD (HQ.) mark their entry timings.

AND WHEREAS, it was noticed that a large number of officials/officers entered the office premises quite late than the official timings.

AND WHEREAS, a memorandum dated 13.07.2021 was issued to all the officials/officers, who entered late in the office premises seeking their comments on the issue.

AND WHEREAS, all the officers/officials who filed their reply to the abovementioned memorandum took a common plea, that, the late attendance was due to covid restrictions imposed on the public transport systems by the government i.e. metro, bus etc.

AND WHEREAS, the justification given by the officers/official, is not found satisfactory, as the restrictions imposed by the government on public transport systems are known to everybody, and the officials should have started early for office, to ensure their attendance as per official timings.

AND NOW, all the below mentioned officials/officers are hereby directed to ensure that they maintain strict punctuality in respect of the official timings, as any repetition in this regard may make them liable for suitable proceedings under the CCS (CCA) Rules r/w CCS (Conduct) Rules.

This issues with the prior approval of the Competent Authority.



**Dy. Director (Admn.)  
DWCD : GNCTD**

Dated : 9/8/21

No. F.17(27)/WCD/Admn./Misc./2019/PF/ 308  
To (Ms./Shri)


1. Geeta Gulati, Asstt. Director, ICDS Branch, DWCD.
2. Poonam Kakoria, Asstt. Director, ICDS Branch, DWCD.
3. Gurmeet Kaur, Asstt. Director, ICDS Branch, DWCD.
4. Rupa, Asstt. Director, ICDS Branch, DWCD.
5. Poonam, Consultant, Poshan Branch, DWCD.
6. Vandita, Welfare Officer, RTE Branch, DWCD.
7. Kamini, Pr. Branch of JD – CPU, DWCD.

**Page...1 of 2/-**

8. Kuldeep, Jr. Assistant, RTE Branch, DWCD.
9. Abhishek, Welfare Officer, FAS Branch, DWCD.
10. Manish, LDC, ICDS Branch, DWCD.
11. Amit, Peon, Prohibition Branch, DWCD.
12. Suraj, LDC
13. Jitender, LDC, CPU Branch, DWCD.
14. Vipin, LDC, CPU Branch, DWCD.
15. Gaurav, Welfare Officer.
16. Anil Jain, Statistical Asstt., Planning Branch, DWCD.
17. Utkarsh, Steno, Prohibition Branch, DWCD.
18. Lalit Soni, Statistical Asstt., Planning Branch, DWCD.
19. Parul, CPU Branch, DWCD.
20. Rohit, CPU Branch, DWCD.
21. Aashu, Supervisor, ICDS Branch, DWCD.
22. Shivpal, Jr. Assistant, Pr. Branch of Consultant, DWCD.
23. Shakshi Gautam, Jr. Assistant, Admn. Branch, DWCD.
24. Priyanka, Welfare Officer, RTE Branch, DWCD.
25. Shilpika, Supervisor, ICDS Branch, DWCD.
26. Shweta, LDC, Prohibition Branch, DWCD.
27. Rajesh, Welfare Officer, Poshan Branch, DWCD.
28. Rakesh, Peon, Accounts Branch, DWCD.
29. Vinod, Peon, Poshan Branch, DWCD.
30. Gulzar, LDC, ICDS Branch, DWCD.
31. Bhopal, Peon, ICDS Branch, DWCD.
32. Giri Raj Meena, Jr. Assistant, Accounts Branch, DWCD.
33. Shreyasi, Welfare Officer, FAS Branch, DWCD.

Copy for information to :-

- 1). PS to the Director, DWCD.
- 2). PA to the Joint Director, DWCD.
- 3). The Incharge, NIC Cell, DWCD, with the direction to upload this memorandum on the official website of the department.

  
**Dy. Director (Admn.)**  
**DWCD : GNCTD**

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
ISBT COMPLEX : KASHMERE GATE : DELHI**

No. F.17(27)/WCD/Admn./Misc./2019/PF/ 309

Dated : 9/8/21

**MEMORANDUM**

WHEREAS, to ensure punctuality and discipline among the staff of DWCD (HQ.), it was decided to maintain an entry register, so that all the staff of DWCD (HQ.) mark their entry timings.

AND WHEREAS, it was noticed that a large number of officials/officers entered the office premises quite late than the official timings.


AND WHEREAS, a memorandum dated 13.07.2021 was issued to all the officials/officers, who entered late in the office premises seeking their comments on the issue.

AND WHEREAS, a large number of officers did not care to file any reply to the afore mentioned memorandum.

AND WHEREAS, late coming to office is subversive of the office discipline and non-filing of reply is an act of intentional insubordination, which is a violation of CCS (Conduct) Rules.

AND NOW, this recordable warning is being issued to all the below mentioned officials/officers, with the direction to ensure that they maintain strict punctuality in respect of the official timings and desist from any act which may lead to intentional insubordination, as in the present case, any such repetitions shall be viewed seriously for suitable proceedings under the CCS (CCA) Rules r/w CCS (Conduct) Rules.

This issues with the prior approval of the Competent Authority.

  
**Dy. Director (Admn.)  
DWCD : GNCTD**

Dated : 9/8/21

No. F.17(27)/WCD/Admn./Misc./2019/PF/ 309  
To (Ms./Shri)

1. Nisha Aggarwal, Sr. Supdt., DWCD.
2. Nafees Ahmed, Dy. Director, DWCD.
3. Sharmistha Sharma, Dy. Director, DWCD.
4. Durgesh Nandini, Asstt. Director, ICDS Branch, DWCD.
5. Humra Khalid, Asstt. Director, WEC Branch, DWCD.
6. Anirudh Soni, DPA, NIC Branch, DWCD.
7. Nand Kishore, Asstt. Director, Prohibition Branch, DWCD.
8. Devraj, Welfare Officer, RTI Branch, DWCD.
9. Malti, UDC, WEC Branch, DWCD.
10. Jyoti Goyal, State Coordinator, PMMVY, DWCD.
11. Sanjeev Kumar Tyagi, Jr. Assistant, ICDS Branch, DWCD.

12. Bhupender, LDC, RTE Branch, DWCD.
13. Sudhir Bhatia, Asstt. Section Officer, Admn. Branch, DWCD.
14. Deepankar, Peon, Pr. Branch of JD (ICDS), DWCD.

Copy for information to :-

- 1). PS to the Director, DWCD.
- 2). PA to the Joint Director, DWCD.
- 3). The Section Officer (Admn.) with the direction to ensure that this warning is kept in the personal folders of all the concerned officials/officers.
- 4). The Incharge, NIC Cell, DWCD, with the direction to upload this memorandum on the official website of the department.

**Dy. Director (Admn.)  
DWCD : GNCTD**