

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT, GNCTD**  
**MAHARANA PRATAP ISBT BUILDING KASHMEIRI GATE, NEW DELHI-110006**  
**(ADMINISTRATION BRANCH)**

F. 4(146)/Admn/WCD/Misc. 12021/19438-39

**ORDER**

Dated:-  
30 NOV 2021

**Sub:- Regarding Service Book and Personal file of CDPOs**

It is to inform that the Ld. Director, DWCD has desired all the officers who are posted as DDO/HOO and are having charge of their own personal files be directed to submit their personal files/Service Books in the Administration Branch, DWCD.

Non compliance will be viewed adversely against the officer concerned.

  
**Section Officer (Admn)**

U.O. No. F. 4(107)/Admn/WCD/Misc Matters/2021/19438-39.

Dated  
30 NOV 2021

**All DDOs/HOO**

IT Branch for uploading the order on website to DDO/HOO/CDPO/Superintendent, concerned Homes/Institutions/ICDSs projects.