

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

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F.17(36)/WCD/Admn./Separation of RRs/2019/20673-84

Dated:

06 DEC 2021

**Sub: - Regarding submission of information.**

It is informed that details regarding vacancy position (sanctioned posts, filled posts & vacant posts) are to be collected from all the offices of the DWCD as per the PBR and official record of various Homes/Institutions/ICDS Projects which has to be further compiled and present before the Director, DWCD for perusal.

Therefore, you are directed to submit the data and post sanction order as per PBR and official record in the prescribed format (enclosed as Annexure-I) in the Admn. Branch, DWCD before 08.12.2021.

**Encl: As above.**



**(Arvind Prakash)**  
Section Officer (Admn.)

**To,**

1. The DDO/HOO (All Child Welfare Committees) (list of DDO/HOO is enclosed)
2. The DDO/HOO, WCW, Shankar Market
3. *And Programmer, web for uploading*

ANNEXURE-I

Name of the Home/Institution/ICDS Project: -

Salary Posting Purpose: -

Sl. No.	Post Sanction order no. and Date	Name of the post	No. of sanctioned post	Filled (regular)	Vacant	No. of post filled through Contractual/outsource against vacancy	Remarks

Physical Posting Purpose: -

Sl. No.	Post Sanction order no. and Date	Name of the post	No. of sanctioned post	Filled (along with name of employee)	Vacant	Remarks

Signature of HOO/DOO/Supdt. with stamp