

**Government of NCT of Delhi**  
**Department of Women and Child Development**  
**Administration Branch**  
**1<sup>st</sup> Floor Maharana Pratap ISBT Building,**  
**Kashmere Gate, Delhi-110006**

F.No.4(35)/Admn/WCD/Misc/2019/Pt. file/1412-16

**Dated:**

22 APR 2022

**CIRCULAR**

As per Minutes of the Senior Officer Meeting of the officers of Department of Women & Child Development held on 28.03.2022, direction were issued to use the correct sequence of the name of the Government, Department and Sections in the letter head.

Therefore, all the District Officers/DDOs/HOOs/Branch in-charges are hereby directed to use the correct sequence of Department on letter head as under:-

- a. Government of NCT of Delhi
- b. Department of Women & Child Development
- c. Name of the Branch/District Office/Home
- d. Address

This issues with the approval of Pr. Secretary, DWCD.

  
(Arvind Prakash)

Section Officer (Admn)

To,

All District Officers/DDOs/HOOs/Branch in-charges,  
Department of Women and Child Development  
GNCT of Delhi

F.No.4(35)/Admn/WCD/Misc/2019/Pt. file/1412-16  
**Copy forwarded to:-**

1. OSD to Pr. Secretary, DWCD, GNCT of Delhi.
2. PS to Director, DWCD, GNCT of Delhi.
3. IT cell, DWCD, GNCTD for uploading on website of the Department.
4. Guard File

**Dated:**

22 APR 2022

  
(Arvind Prakash)

Section Officer (Admn)