

GOVT 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. 12(1)/Adm/meeting/2014

6726-30

Dated: 05/07/2022

Circular

Sub:- Regarding timely disbursement of wages of outsourced employees.

With reference to the circular no. F.No.F.6(457)/IT/e-office/2015/Part file-4/CD-042672655/2826-2895 dated 10.06.2022 of Delhi Secretariat the payment of wages of outsourced employees taken from various agencies. Such details are submitted to CS office by 10<sup>th</sup> of every month as a compliance report.

To comply the above said order, it is directed all DDO/Supdt./District Officer/Branch-in-Charge to disburse the wages of outsourced employees should be paid on & before the expiry of 7<sup>th</sup> day of the next every month.

Whereas, you are aware that it is strictly directed to disburse the salary of outsource staff on urgent basis as the certificate of disbursement for remuneration by 20<sup>th</sup> of every month has to be submitted to the Chief Secretary, Delhi & Labour Deptt.

Whereas, it is the personal responsibility of each HoD/Secretary to ensure due payment to al contractual/outsourced employees.

Hence, a comply the above said directions, all DDO/Supdt./District Officer/Branch-in-Charge requested to provide the Attendance Certificate Report (hard Copy) of outsourced employees with the Admn. Branch on or before 1<sup>st</sup> working day of each month for timely disbursement of wages

(Sh. R.S. Ruhil)  
Dy. Director(Admn.)

F.NO. 12(1)/Adm/meeting/2014

6726-30

Dated:

05 JUL 2022

Copy forwarded to :-

1. Joint Director, Department of Information Technology, GNCTD, 9<sup>th</sup> Level, B.wing Delhi Secretariat, IP Estate, New Delhi.
2. OSD to Secretary (DWCD), GNCTD, GLNS Complex, Delhi Gate, Delhi.
3. PS to Director, DWCD, GNCTD, Kashmere Gate, Delhi
4. Officer Concerned
5. DPA/Concerned dealing assistant, IT Cel, DWCD, GNCTD for uploading the order on website of the deptt.
6. Guard file.

(Sh. R.S. Ruhil)  
Dy. Director(Admn.)