

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, DELHI-110006

F.16(23)/WCD/Admn./Misc./2020/ 6817-23

Dated:

06 JUL 2022

ORDER

With reference to this office circular no. F.16(17)/DWCD/Leave/2016/52012-167 dated 28.03.2016 issued by Asstt. Director (Admn.) and circular dated 14.06.2022 issued by Secretary (WCD), it has been observed that leave application which required approval of worthy Secretary and worthy Director are received in Admn. Branch in a very short span of time and officers/officials are proceeded on leave without receipt of approval of competent authority. It is a very serious lapse committing by the applicants.

Henceforth, all concerned are directed to ensure leave cases of officers/officials must reach at Admn. Branch, DWCD (HQ) 15 days in advance and no leave case will be accepted if the date for commencing the leave will short of clear 15 days.

This issues with the prior approval of the Director, DWCD.

Encl: As above

(R. S. Ruhil)

Dy. Director (Admn.)

To,

All Branch in-charges, DWCD (HQ)

All District Officers, DWCD

All HOOs/DDOs, DWCD (through District Officers)

F.16(23)/WCD/Admn./Misc./2020/ 6817-23

Copy forwarded to: -

Dated:

06 JUL 2022

1. OSD to Secretary (DWCD), Govt. of NCT of Delhi, New Delhi.
2. P.A. to Director, DWCD Govt. of NCT of Delhi, New Delhi.
3. P.A. to Joint Director (ICDS Admn.), DWCD, Govt. of NCT of Delhi, New Delhi.
- ✓ 4. DPA/Concerned dealing assistant, IT Cell, DWCD (HQ) for uploading order on website of deptt.
5. Guard file.

(R.S. Ruhil)

Dy. Director (Admn.)

1116/00/20
2019/6/22

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECRETARY (SW & WCD)
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002
Tel: 011-23392691, Email: secretary.wcd@delhi.gov.in

F. No. 02/DWCD /Secy. Pr.Br./Note/2021-22/329-938

Dated: 14.06.2022

Circular

WHEREAS, an order no. 17(21)/WCD/Admn./Gen.Orders/2018/25166-74 dt. 13.02.2020 and a circular no. F.No.02/DWCD/Secy.Pr.Br./Circular/2021-22/646-47 dt. 22.10.2021 were issued to clarify that the Competent Authority for approving any kind of leave to officers working as Dy. Directors/Sr. Supdts, and above, is Secretary (SW/WCD).

2. AND WHEREAS, it has been observed that the above said directions are not being complied with, and officers have proceeded on leave repeatedly without prior approval of Secretary (SW/WCD). Attention of all concerned officers is hereby directed to the provisions of CCS Leave Rules, 1972 and CCS Conduct Rules, 1964 which mandate that leave is not a matter of right. Henceforth, any kind of leave availed without prior approval of Secretary (SW/WCD) by Dy. Directors/Sr.Supdts. will be treated as un-authorized absence, and action as deemed fit may be initiated as per rules.

3. AND WHEREAS, it is being reiterated that all officers and officials will adhere to official timings strictly and unauthorized absence may attract disciplinary action as per rules.

(Garima Gupta)
Secretary (SW/WCD)
14/6/22
Dated: 14.06.2022

To

1. Director, SW/WCD.
2. Joint Director SW.
3. Joint Director-I, WCD.
4. Joint Director-II, WCD.
5. Joint Director (Prohibition), WCD.
6. All officers concerned, SW.
7. All officers concerned, WCD, *D.D (Admn-2), WCD*

✓ May kindly be sent to
IT Branch for
uploading on website
of the Department
GC
28/6/22

SO (A)
(Signature)
28/6/22
17/12
D.D
20/6/22

C/477

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1, PT. RAVI SHANKER SHUKLA LANE, K.G. MARG
NEW DELHI-110001

No. F.16(17)/DWCD/Leave/2016/ 52012-167

Dated:

CIRCULAR

28 MAR 2016

All the officers/officials are hereby directed that their applications of Earned leaves/Child Care leaves should reach in Admn. Branch at least 15 days before the date he/she intends to avail the leaves so that the leave can be got approved timely by the Competent Authority. Further, no officer/official may avail such kind of leave without prior approval of Competent authority.

Asstt. Director (Admn)

No. F.16(17)/DWCD/Leave/2016/ 52012-167

Dated:

Copy to:

28 MAR 2016

1. OSD to Director, WCD (HQ).
2. P.A to Spl. Director (Admn) WCD (HQ).
3. P.A to Spl. Director (ICDS) WCD (HQ).
4. All Branch Incharge, WCD (HQ).
5. All District Women & Child Development Officers, DWCD.
6. All DDO/HOO of Homes/Institutions/ICDS, DWCD.
7. Asstt. Programmer with direction to upload the order on the website of Department.
8. Guard file.

Asstt. Director (Admn)