

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
FIRST FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006**

F.No.PA/JD/WCD/2021-22/1270-1291

Dated:-13.09.2022

**CIRCULAR**

The undersigned conducted a surprise visit at HQ, WCD today dt. 13.09.2022 at 10:15 AM and it was found that 95 percent of Officers/Officials were not present in the office. The general office timing at WCD, HQ is 09:30 AM to 06:00 PM and all the officers/officials must be punctual and adhere to the office timings without fail.

Now therefore, all the officers/officials are hereby directed to adhere to office timings in future positively failing which necessary disciplinary action shall be initiated against the erring officers/officials.

*Nav*  
13.9.22  
(Dr. Navlendra Kumar Singh)  
Joint Director (Coordination)

To

1. All Dy. Director/Branch In-Charges for necessary compliance and bringing this to notice of all the staff.

2. DPA, IT with request to upload the same on deptt. website.

Copy for information to:-

1. OSD to Secretary, WCD, GNCTD
2. SO to Director, WCD, GNCTD

*Nav*  
13.9.22  
(Dr. Navlendra Kumar Singh)  
Joint Director (Coordination)

DPA (IT)