

REMINDER-II

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
1st Floor, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, NEW DELHI-110006

F.No.16(25)/WCD/Admn./Sparrow/2020 /18868-72

Date:-

**OFFICE ORDER**

03 JAN 2023

In pursuance of Order No. F.No. 02/DWCD/Secy.Pr.Br./Note/2021-22/1022 dated 30.08.2022 issued by Secretary, DWCD, in this regard an office order F.No.16(25)/WCD/Admn./Sparrow/2020/18210-16 dated 22-12-2022 and a reminder order F.No.16(25)/WCD/Admn./Sparrow/2020/1706-09 vide dated 27-12-2022 was issued. All the DDOs/HOOs were directed to provide the details of sanctioned posts, organization/ branch data, employee information, Employee (Regular, Contractual & Outsourced) working (Posting and Salary) in the Excel Sheet at the earliest for further proceedings. There is no need to send the hard copy, excel sheet will be sufficient.

Link of the Google Sheet (Excel sheet) is given below: -

<https://docs.google.com/spreadsheets/d/1M2t7QJVdZOrYHGvh1E2BiJ-H-f22FmXZreYmWr5ohbA/edit?usp=sharing>

As the desired information is still awaited in spite of a reminder, the Joint Director Admin has taken a serious note on this and directed to furnish the said information within 2 days positively. Non compliance will be taken seriously & the names of the concerned DDOs will be intimated to concerned authority.

Please ignore if already filled/provided through above link. For any query contact/email us at- [suptadmncd@gmail.com](mailto:suptadmncd@gmail.com)

**This may be treated as MOST URGENT.**

To,

1. DDO/HOO, (HQ), WCD, GNCTD
2. All DDO/HOO/Supdt. Homes/Institutions/ CDPO/JJ Boards
3. All District Officers
4. System Analyst to upload the order with given Link on the website.

Copy To,

1. Joint Director (Admin) for information

Deputy Director (Admn.)

31/1/23  
Dy. DIRECTOR (Admn.)  
Department of Women & Child Development  
Govt. of NCT of Delhi  
1st Floor, Maharana Pratap ISBT Building  
Kashmere Gate, Delhi-110006