

**GOVT. OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**(ADMINISTRATION BRANCH)**  
**2<sup>nd</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING**  
**KASHMERE GATE, DELHI - 110006**

No.F.16(38)/WCD/Admn./Misc.//2022//1977

Dt. 28/02/23

A Proposal for Cadre Restructuring of Department of Women & child Development is to be sent urgently to the Administrative Department, Govt. of NCT of Delhi for consideration, for which details of sanctioned/filled/vacant post in various homes/institutions/JJB/district offices/wcd(hq) of DWCD is required.

Therefore, all the DDO/HOO of homes/institutions/district offices/branches of DWCD are hereby directed to furnish the sanctioned post creation details in following format (regular/pmt.) alongwith copy of post creation order.

Sl. No.	Name of Post	Post Creation order No. & Date	Total No. sanctioned Post	No. of Filled post		No. of Vacant post
				for salary purpose	Physical/ actual	

This may be treated as most urgent and the information should reach in admn. branch of WCD (HQ) by tomorrow positively.

  
28/2/23  
Deputy Director (Admn.)

The DDO/HOO,

All the homes/institutions/JJB/District offices/WCD(HQ)/WCW

DPA to upload on the website of DWCD.