

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

F. No. 16(33)/DWCD/Admn./Misc./ 2022/P.F. 39

Dated: 21/4/23

CIRCULAR

All the DDOs/HOOs of Department of Women & Child Development are directed to provide the incumbency report in r/o staff drawing salary under their administrative jurisdiction in the attached format (Copy enclosed) in **MS-Excel format** through soft copy at Gmail: suptadmnwcd@gmail.com within two days of the receipt of this Circular.

Encl: As above

[Signature]
20/4/23

Deputy Dir. (Admn.)

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

Dated:

To :-

1. All the DDOs/HOOs of DWCD, Govt. of NCT of Delhi.
2. Data Processing Assistant/Concerned dealing Assistant, IT Cell, DWCD, Govt. of NCT Delhi with the request for uploading the Circular on the website of the Department.
3. Guard File.

INCUMBENCY REPORT IN R/O STAFF OF DEPARTMENT OF WOMEN & CHILD DEVELOPMENT

S. No.	Name of official (Mr./Ms.)	Father/Husband Name (Mr./Mrs.)	Designation	Nature of Job (Regular/ Contractual/ Outsourced)	D.O.B.	D.O.J. in WCD	Category	Residential Address	Place of Physical Posting	Date of current posting	Salary Drawn from.	Mobile No.
1.												
2.												
3.												
4.												
5.												

