GOVERNMENT OF NCT OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
2nd Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006
(ADMINISTRATION BRANCH)

F.DWCD-M011/9/2025-ADMIN-W&CD/ 10008-11 Dated: 22 OCT 2026

OFFICE ORDER

Subject: Removal of deficiencies in APARs and other documents for promotion to the post of Grade-III (GNCTDSS) – reg.

I am directed to refer to Reminder-II bearing No. **F.4/2/2026/S-II/1042-45 dated 12.10.2026**, received from the Services Department regarding deficiencies in the APARs and other requisite documents in respect of Junior Assistants posted in this Department in connection with the ongoing process of promotion to the post of Grade-III (GNCTDSS).

The details of the officials concerned, along with the deficiencies indicated by the Services Department, are as under:

"Table-A"

S.No.	Seniroity Number	Name Of Official	Concerned DDO/HOO	Details Of Deficiencies
1	19702	Nitesh Sehrawat	HHCLP Nirmal Chhaya	APARS-2022-23 TO 2025-26
2	19741	Sakshi Gautam	SA&P Rohini-II	APARS-2022-23 TO 2025-26
3	19773	Aakash	SA&P Shakarpur	APARS-2024-25, 2025-26
4	19960	Anil Kumar	Widow Home, Nirmal Chhaya	APARS-2024-25, 2025-26
5	20025	Himanshu Pratap Singh	SA&P Shahbad Daulatpur	APAR-05.03.2021 TO 08.03.2021, 2023-24 TO 2025-26.
6	20034	Taruna	SA&P Prem Nagar	APARS- 05.03.2022 TO 31.03.2022, 05.09.2023 TO 31.03.2024, 2024-25, 2025-26.
7	20132	Ritu Raj	Nari Niketan, Nirmal Chhaya	APARS- 2022-23 TO 2025-26.
8	20182	Anuj Kumar	POS Majnu Ka Tilla	APARS- 09.09.2024 TO 30.11.2024, 2025-26.
9	20212	Mohd Saleem Khan	SA&P Nihal Vihar	APARS- 01.04.2022 TO 27.02.2023, 2025-26
10	20218	Manish Kumar Meena	SA&P Uttam Nagar	APARS- 26.04.2022 TO 31.03.2023, 2024-25, 2025-26

11	20252	Kamni Verma	WCW Sewa Kutir	APARS- 01.09.2021 TO 31.03.2022 TO 2025-26. PROFORMA (ANNEXURE-B)
12	20288	Aman Kumar	SA&P Wazirpur	APARS- 29.10.2022 TO 31.03.2023, 2023-24 TO 2025-26
13	20309	Kuldeep Singh	ACHW Nirmal Chhaya	APAR- 2025-26, PROFORMA (ANNEXURE-B)

In view of the above, all concerned DDOs/Heads of Offices are requested to **examine the deficiencies indicated against the officials under their respective charge and take immediate necessary action to rectify the same**. The requisite APARs, documents and information, including the prescribed Proforma (Annexure-B), wherever applicable, may be completed and forwarded to the Services Department through the appropriate channel, as required.

The compliance report, along with the requisite documents, may also be furnished to the Administration Branch, DWCD, **without delay**, to facilitate timely submission to the Services Department.

The matter may be treated as **MOST URGENT** in view of the ongoing promotion process.

Section Officer (Admn.)

F.DWCD-M011/9/2025-ADMIN-W&CD/ 10008-11 Dated: 22 OCT 2026

Copy to:

i. OSD to Director, DWCD, GNCTD
ii. The Joint Director (IT Cell) with request to upload on the WCD official website.
iii. Concerned DDO/HOO mentioned in the table above.
iv. Concerned officials.
v. Guard file.

Section Officer (Admn.)