

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
2st Floor, MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE,
DELHI-110006

(Administration Branch)

F.No.17(27)/Wcd/Admn/Misc/2019/PF-II / 10221-25 Dated :-

CIRCULAR

09 SEP 2025

In compliance of the directions issued by the Worthy Secretary (WCD), GNCTD, vide letter dated **06.08.2025 (copy enclosed)**, it is hereby directed that **all files/PUCs/Papers are to be processed exclusively through the e-Office system** with immediate effect, as the performance of each Department is being monitored weekly by Worthy Chief Secretary, GNCTD.


The Director (WCD) has further directed that **no hard/physical files will be accepted in the Director's office** henceforth.

All Branch In-charges/Deputy Directors/District Officers/ DDOs, HOOs, and CDPOs of the Department are hereby directed to ensure **strict compliance** of these instructions. Any deviation will be viewed seriously.

This issues with the approval of the Worth Director, DWCD.

To,

**All Branch In-charges/ Deputy Directors /District Officers
/DDOs /HOOs & CDPOs,
Department of WCD, GNCTD**

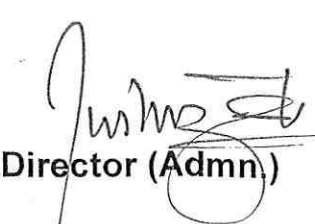

Dy. Director (Admn.)

F.No.17(27)/Wcd/Admn/Misc/2019/PF-II / 10221-25 Dated :-

Copy for information to:

1. PA to Secretary, DWCD
2. OSD to Director, DWCD
3. SO to Spl. Director, DWCD
- ✓ 4. Deputy Director, IT Cell with the directions to upload the circular on the website of the Department.

09 SEP 2025


Dy. Director (Admn.)