GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
MAHARANA PRATAP I.S.B.T BUILDING, KASHMERE GATE, DELHI-06
(CARETAKING BRANCH)

F.No.39/Misc/2019-20/CTB/Part-(I) 10313-19 **Dated:** 29 OCT 2025

Subject: Time-Bound Disposal of Obsolete, Surplus, and Unserviceable Stores across all offices of the Department of Women & Child Development (WCD), GNCTD.

It has been observed that a substantial amount of office space, institutional rooms, and open premises are currently being blocked by accumulated unserviceable stores, junk furniture, scrap items, and obsolete IT equipment across various field formations. In order to optimize government infrastructure, maintain clean working environments, and prevent the degradation of asset values, a structured disposal process must be executed immediately.

This Advisory is issued for strict compliance by all peripheral and field establishments under the administrative control of this Department, including Branches at HQ level, all District Offices, Child Care Institutions (CCIs), Homes, Juvenile Justice Boards (JJBs), Child Welfare Committees (CWCs), SA&P Projects, and any other subordinate field units.

All Heads of Offices shall ensure that condemnation and disposal of stores are carried out strictly in accordance with the General Financial Rules (GFR), 2017. No item shall be discarded or destroyed except after following the due procedure prescribed under these Rules.

Any procedural lapse, omission or deviation from GFR, 2017, or any loss of revenue to the Government that may lead to an audit objection in future, shall be the personal responsibility of the Head of the concerned Office/Institution/Unit.

All Heads of Subordinate Offices/Institutions are hereby directed to complete the condemnation of all obsolete, surplus and unserviceable stores in their respective offices on or before 08.11.2026.

This issues with the approval the Competent Authority.

Deputy Director (CTP)

Copy for strict compliance forwarded to:

1. All Branch-in-charges, Department of Women & Child Development (HQ), GNCTD.
2. All District Officers, Department of Women & Child Development, GNCTD.
3. All Superintendents of Child Care Institutions (CCIs)/Homes.
4. All Superintendents of all Juvenile Justice Boards (JJBs) & Child Welfare Committees (CWCs).
5. All CDPOs, SA&P Projects, Department of Women & Child Development, GNCTD.

Copy for information to:

1. OSD to the Director, WCD HQ, GNCTD.
2. Joint Director (IT), WCD HQ for uploading on the official website.

Deputy Director (CTP)