

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

F.No. 16(41)/WCD/Misc. Matter/2023/ 11666-68

Dated:

01 OCT 2025

CIRCULAR

All District Officers of the Department of Women & Child Development, GNCTD and all Branch In-charges of DWCD (HQ) are hereby **requested** to provide the information of the officers/officials under their respective District jurisdiction (which also includes all offices i.e. SA&P Projects/Institutions/Homes/JJBs/CWC etc.) who have **not attended any training (online/offline) or been nominated for any training during the last five years, in the enclosed prescribed format** received from UTCS, in respect of Regular officials (DSS, Steno cadres & Ex-cadre only).

2. In this connection, it is reiterated that:

- The information must be provided strictly in the prescribed format.
- In case **no such official exists**, the information may kindly be furnished as "NIL" (mandatory).
- The information must be sent **only through e-mail** at: supdtadmnwcd@gmail.com

3. You are therefore **directed to ensure strict compliance** and furnish the required information **positively by 03.10.2025 (Friday) at 1:00 PM**, so that a consolidated report may be prepared and forwarded to UTCS within the stipulated time.

4. It is further informed that **non-compliance of this order may attract disciplinary proceedings** against the defaulting officer.

Encl.: Prescribed Format


01/10/2025

Section Officer (Admin)

To,

Wg.
All Branch In charges/District Officers,
Department of Women & Child Development,
Government of NCT of Delhi.

Copy to:-

1. Assistant Director, RTEG, Branch DWCD.
2. Deputy Director, IT Cell with the request to upload this "Circular" on the website of the Department.

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT (MONITORING CELL)
5th LEVEL, "A" WING, DELHI SECRETARIAT
I.P.ESTATES, NEW DELHI-110002

F.No. Misc./MTC/SERVICES/2024/

Dated:

To,

All the Head of Departments,
Govt. of NCT of Delhi/Corporations/
Autonomous Bodies, Local Bodies etc.

Sub: Collection of Training Data in respect of IAS,DANICS,DSS.Steno cadre & Ex-cadre officers/officials of GNCTD and autonomous Bodies_regarding

Madam/Sir,

Please find enclosed herewith the letter No.F7(2)/6/2024/UTCS/TS-III/DANICS-62/5940 dated 04.09.2025 received from the Directorate of Training (UTCS), GNCTD on the subject cited above vide which UTCS has requested for data relating to number of officers/ officials (i.e. IAS, DANICS, DSS, Steno cadres & Ex-cadre) of GNCTD, Autonomous Bodies, Local Bodies and Corporations, who have not yet attended/nominated for any training during the last 5 years, in order to strengthen the training framework and design appropriate programmes.

In this context, I am directed to request you to kindly furnish the requisite information in prescribed format as detailed below to monitoringcellservices@gmail.com latest by **06.10.2025**, so that a consolidated report may be forwarded to UTCS.

S.No.	Name. of Officer/Official	Designation	Group A/B/C	Specify cadre to which the officers/officials belongs

This may please be accorded Priority.

Encl: As Above

Yours Faithfully,

Digitally signed by
Jitendra Kumar Arora

Date: 29-09-2025

(Jitendra Kumar Arora)

Deputy Secretary, Services

Copy to : -

1. Deputy Secretary - I, II & III with the request to provide requisite