

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(38)/WCD/Admn./Misc. Matter/2022/ 1898

Dated: 05/2/24

CIRCULAR

Deputy Directors/Branch In-charges of PMMVY/Ladli/S&AP/CPU/VAC & FAS are directed to process all kinds of leave in r/o the contractual/outsourced employees posted in any offices of DWCD whose service matters of extension, posting etc. are directly governed by their concerned branches and put up directly to the Competent Authority for approval.

Further, they are directed not to route any file regarding leave of such contractual/outsourced employees for seeking approval of the Competent Authority through Admn Branch.

This issues with the prior approval of the Competent Authority.

[Signature]
5/2/24

Joint Director (Admn.)

To,

All concerned Deputy Directors/Branch Incharges/District Officers /DDOs /
HOOs & CDPOs,
Department of WCD,
ISBT Building, Kashmere Gate,
New Delhi-110006.

Copy for information to:

1. PS to Director, DWCD.
2. PA to Additional Director, DWCD.
- ✓ 3. Deputy Director (IT Cell) to upload this Circular on the website of the Department.
4. Guard file.

[Signature]

Joint Director (Admn.)