

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
1ST FLOOR, MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE,
DELHI-110006

No.F.07(60)/WCD/Admn/Requisition/MTS/2020/ 2615-17

Dated:
19 MAY 2025

CIRCULAR

The Details in r/o Post Sanctioned Orders & Incumbency Status regarding the Post of MTS is to be complied by Administration for maintaining the accurate details regarding Live & abolished posts.

In this regard, all the HOOs/Incharge of all Homes/ Institutions & WCW of DWCD are directed to submit the details of Sanctioned Post of MTS (Chowkidar, Sweeper, Mali and Peon etc.) within 03 days of receipt of this circular in prescribed proforma as under:-

S.No	Name of Institution	Post Creation Order no. & Date	Total Sanction Strength (Full Time staff)	Name of the official physically posted (Full Time Staff) (Reg./Contractual)	Name of the official drawing salary against the post	Vacant Salary position	Date since when the last salary was drawn against the sanctioned post
1							

S.No	Name of Institution	Post Creation Order no. & Date	Total Sanction Strength (Part Time staff)	Name of the official physically posted (Part Time Staff) (Reg./Contractual)	Name of the official drawing salary against the post	Vacant Salary position	Date since when the last salary was drawn against the sanctioned post
1							


Dy. Director (Admn) 19/5/25

No.F.07(60)/WCD/Admn/Requisition/MTS/2020/ 2615-17

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Copy to (for furnishing information):-

1. All HOOs/ Incharges of Homes/ Institution & WCW, DWCD
2. Incharges of Child Care Institutions, DWCD.
3. DD (IT) for upload on official website of DWCD.
4. Guard File.


Dy. Director (Admn) 19/5/25