

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ADMINISTRATION BRANCH
2nd FLOOR : MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE : DELHI-110006

F.16 (31)/WCD/Adm/Misc./2021/ 594

Date:- 27/8/24

Circular

All the HOO/DDO & Branch incharges are hereby instructed to furnish the details as per annexures of below mentioned employees category through their concerned District Office within 03 days from the date of this circular positively. District Offices will ensure that all the offices under their jurisdiction will submit their report within time frame.

Details in r/o Group C employees mentioned in the list below are required in the prescribed format as per annexure-A, B.

List of employees category wise:-

1. Peon
2. Caretaker
3. Chowkidar
4. House Father
5. House Mother
6. House Aunty
7. Aaya
8. Cook
9. Driver
10. Sweeper
11. Kitchen Helper
12. Watch & Ward

This issues with the prior approval of the competent authority.

To

All DDO/HOO/Branch Incharges of DWCD

Enclosre:- Annexure-A, B


SO (Admn.)

Copy for information to:-

- ✓ 1. Deputy Director, IT Cell with the directions to upload the circular on the website of the Department.
2. Guard File

