## GOVT. OF NCT OF DELHI DEPARTMENT OF WOMEN & CHILD DEVELOPMENT

(Administration Branch)

1st Floor, Maharana Pratap, ISBT Building, Kashmere Gate, Delhi- 110006

F.17(44)/Admn./Misc.Matter/2024/

Date: 09/10/24

## **CIRCULAR**

Sub: Updating physical posting employees details

To maintain accurate and up-to-date records of physical posting employees, it is hereby requested to all Offices/Branches/Homes/Institutions/JJBs/CWCs/ICDS projects of the Department to fill in the details of the employees in the googlesheet immediately.

## Please find the link:

 $\underline{https://docs.google.com/spreadsheets/d/1da5SZcICDtP20cCftBEDR76XpWcg} \\ \underline{mNYbkvQXgi7juVU/edit?gid=0\#gid=0}$ 

The concerned HOOs are directed to send a signed copy of duly filled performa of physical posting employees under their jurisdiction to ADMIN Branch, WCD.

This issue with the approval of Competent Authority.

Jt. Director (ADMIN), WCD

To,

All Offices/Branches/Homes/ Institutions/JJBs/ICDS projects of DWCD

F.17(44)/Admn./Misc.Matter/2024//73/-33

Date: 09/10/24

Copy to:

1. IT Branch, DWCD (for uploading in the Department's website)

- 2. Addl. Director, DWCD
- 3. OSD to Director, DWCD

Jt. Director (ADMIN), WCD

on

Superintendent/DD/AD	institution/Home/JJB/Branch/	Number of employee physically, posted( all types) in the office	Name of each official/officer physically posted with their Date of Birth.	(Regular/Contract/Outs ource/Part Time)	Specify if any additional charge is given.	Posted since	Date of Retirement	ID of employee	Remarks (if any)
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