GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2ND FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI – 110006

F(168)/DWCD/2021-22 7799–8001 **Dated-** 01 SEP 2026

CIRCULAR

Subject: Prior approval of Competent Authority for ex-India leave/travel by contractual and outsourced staff — regarding

It has come to notice that certain contractual and outsourced staff engaged in this Department proceed abroad without obtaining prior permission/approval of the Competent Authority.

It is hereby circulated for strict compliance that all contractual and outsourced staff working in this Department shall obtain prior approval of the Competent Authority before proceeding on ex-India leave/travel, irrespective of the purpose of visit.

Applications for such permission shall be submitted, through proper channel, at least one month prior to the proposed date of travel, in the proforma prescribed by Services Department OM dated 02.07.2025.

No contractual/outsourced staff shall proceed abroad without such prior approval. Failure to obtain approval before undertaking foreign travel shall be treated as unauthorised absence and shall render the concerned person liable for action as deemed fit under the applicable terms of contract/outsourcing agreement.

All Branch/Section Heads and Heads of Institutions are directed to ensure strict compliance of this circular and to bring it to the notice of all contractual and outsourced staff working under them.

This issues with the approval of the Competent Authority.

(Deputy Director, Admin)

Copy to:

1. All Branch In-charge and District Officers of DWCD for strict Compliance
2. IT Branch — for uploading on the Department website
3. Guard file