

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)**

MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE, DELHI-110006

F. No. 17(40)/Admn./Misc. Orders/WCD/2024-25 8806-12 Dated:

4 SEP 2024

ORDER

An office order No. F.No.PA/Addl.Dir.(WCD)/2023-24/11195-99 was issued on dated 11.10.2023 on availing leaves with approval of the Competent Authority and maintaining proper record of the leaves.

It is reiterated that casual leaves/ leaves on medical grounds should be availed in most emergent situations and shall be availed with the prior intimation/approval of Reporting officer/Competent Authority respectively, failing which all such leaves availed without prior intimation shall be treated as unauthorized.

Application of leave shall be submitted on joining for approval and record. The medical leaves shall be availed with supporting documents and on joining, all relevant prescriptions with fitness certificate shall be produced for approval of leaves to the Competent Authority.

All Branch In-charges and field officers are also directed to ensure punctuality of staff, maintain proper records of the leaves and submit proposals for approval of leave in time.

This is for necessary compliance by all concerned officers/officials.

N. Singh 30/6/24
Dr. Navlendra Kumar Singh
Addl. Director, DWCD

To,

1. All Branch In-charges, DWCD, HQ.
2. All District Officers, DWCD, HQ.
3. All CDPOs of Anganwadi Services.
4. All Superintendents of Child Care Institutions, DWCD.
5. Dy. Director (IT) for uploading on department website for information.

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Copy for information to :-

1. OSD to Director, DWCD, GNCTD.
2. SO to Additional Director, DWCD, GNCTD.

N. Singh 30/6/24
Dr. Navlendra Kumar Singh
Addl. Director, DWCD