GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Maharana Pratap ISBT Building, Kashmere Gate, Delhi–110006

F.13(188)/WCD/Admn/RouseAvenue/2024 9660-65 Dated: 14 OCT 2026

ADVISORY

Sub: Timely processing of proposals for extension of engagement and ensuring regular disbursement of salaries/wages to contractual and outsourced personnel – reg.

All Administrative Branches, District Offices, subordinate offices, institutions, scheme offices and other concerned establishments under the Department of Women and Child Development, GNCTD, are hereby advised to ensure timely processing of proposals relating to extension of engagement of contractual and outsourced personnel deployed under their respective jurisdictions.

The Department, while reviewing matters relating to the engagement of contractual and outsourced personnel, has taken note of instances wherein delays in obtaining requisite approvals and issuance of annual extension of engagement orders have had a consequential bearing on the timely disbursement of monthly salaries/wages. The issue has also engaged the attention of the Hon'ble Industrial Tribunal in certain matters concerning delayed payment of wages.

In this regard, it is considered appropriate that the existing administrative processes be suitably streamlined, wherever necessary, with a view to minimising avoidable procedural delays and facilitating the timely issuance of extension orders and regular disbursement of salaries/wages. Accordingly, all concerned offices/branches are advised to ensure the following:

i. **Advance initiation of proposals:** The process for extension of engagement shall be initiated sufficiently in advance of the expiry of the existing engagement orders, allowing adequate time for scrutiny, approval and issuance of the requisite orders.

ii. **Timely submission of proposals:** The concerned District Offices, institutions, scheme offices and other subordinate establishments shall ensure timely

submission of attendance particulars, performance reports and other prescribed documents, to the concerned Administrative Branch.

iii. **Expeditious processing:** The concerned Branches shall undertake timely scrutiny and processing of extension proposals and ensure appropriate follow-up for obtaining the requisite administrative and financial approvals, wherever applicable.

iv. **Monitoring of pending cases:** All concerned offices/branches shall maintain an updated record of engagements due for extension and proposals pending at various stages. Any procedural impediment or anticipated delay shall be brought to the notice of the concerned supervisory authority in a timely manner.

v. **Coordination for salary disbursement:** The concerned Administrative Branches, Establishment/Accounts Branches, Drawing and Disbursing Officers and manpower-providing agencies, wherever applicable, shall maintain effective coordination to ensure timely completion of requisite formalities, verification of attendance and processing of salary/wage bills in accordance with the applicable rules and contractual terms.

vi. **Timely resolution of deficiencies:** Any deficiency in documentation, attendance records, financial approvals or other requisite formalities shall be communicated and resolved expeditiously so that the processing of extension proposals and disbursement of salaries/wages are not delayed on account of avoidable administrative reasons.

The Heads of Offices and concerned supervisory officers shall periodically review the status of pending extension proposals and take appropriate corrective measures wherever delays are noticed. Particular attention shall be given to cases approaching the date of expiry of the existing engagement, so that necessary action is initiated well in advance.

The above measures are intended to strengthen administrative efficiency, ensure greater procedural certainty and minimise circumstances that may give rise to avoidable grievances and consequent legal proceedings. All concerned shall, therefore, accord due priority to the matter and ensure appropriate follow-up within their respective jurisdictions.

It is clarified that this advisory does not dispense with any requirement relating to administrative or financial approval, nor shall it be construed as providing for automatic extension or continuation of any engagement. All extensions shall

remain subject to the applicable rules, terms of engagement, availability of funds and approval of the competent authority.

All concerned officers are requested to bring the contents of this advisory to the notice of the officials dealing with the matter under their respective jurisdictions and ensure necessary compliance.

This issues with the approval of the competent authority.

Deputy Director (Admin)

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Copy for information to:

1) SO to Secretary, WCD, DWCD, Govt. of NCT of Delhi, New Delhi
2) OSD to Director, DWCD, Govt. of NCT of Delhi, New Delhi

Copy for Compliance to:

1. All Heads/branch in charges, DWCD, GNCTD.
2. All District Officers, DWCD, GNCTD.
3. All Heads of subordinate offices, institutions, homes and scheme offices under DWCD.
4. IT Branch with request to upload on Dept website.

Deputy Director (Admin)