

GOVT. of N.C.T. OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2nd FLOOR, MAHARANA PRATAP ISBT BUILDING, KASHMEREGATE-
DELHI-110006

F.No.16(37)/WCD/Admn./Misc.Matter/2022/ 17617-21 Dated:

Circular

All the DDOs/ HOOs are hereby directed to complete the service book of all the concerned officers/ Officials drawing salary from their jurisdiction till 31.01.2024. Further, all officers/ officials of this Department are directed to check their Service record entry and leave record in service book between 01.02.2024 to 29.02.2024 and submit the certificate in prescribed format for placing the same in service book (format enclosed).

If any deficiency found in the service book of any officers/ officials, the same may be brought to the notice of the concerned DDO/ HOO/ Branch In-charge for correction of the same.

This issues with the prior approval of Director, DWCD.

Encl: As above.

K
Dy. Director (Admn.)

F.No.16(37)/WCD/Admn./Misc.Matter/2022/ 17617-21 Dated:

Copy for information and further necessary action:-

1. PS to Director, DWCD, GNCTD
2. PS to Additional Director, DWCD, GNCTD
3. All Branch incharge of HQ.
4. All District Officers, DWCD, GNCTD
- ✓ 5. Deputy Director, IT Cell with the direction to upload this Circular on the official website of DWCD.
6. Guard file.

Dy. Director (Admn.)

FORMA FOR LEAVE APPLICATION Department of Women and Child Development

- Employee Name _____
- 2) Designation _____
- 3) Department/Branch _____
- 4) Type of Leave applied for (Whether E.L./Commuted/ Half Pay/ Maternity leave) _____
- 5) Period of Leave _____
- 6) Date since leave is requested _____
- 7) Whether station leave required _____
- 8) Prefixes/Suffixes _____
- 9) Address during leave _____
- 10) Details of last 03 leaves availed.1 _____
- 2 _____
- 3 _____
- 11) Balance of leave i) Earned Leave _____
- ii) Casual leave _____
- 12) Reasons for Leave _____
- (It should be specific, not general)**

SIGNATURE OF EMPLOYEE

Recommendations of Branch In-charge/Head of Office with ground.

FOR OFFICIAL PURPOSE (filled by DDO/ HOO in own handwriting)

I.....DDO/HOO/BRANCH INCHARGE of
certified that i have check & verified above said information i.e. balance of Earned Leave/
Casual leave and leave availed record as per service book record.

Signature of concerned DDO/ HOO