

(GOVERNMENT OF N.C.T. OF DELHI)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Maharana Pratap, ISBT Building, Kashmere Gate, Delhi-06
(R.T.E.G. BRANCH)



F.No. 56(151)/RTE/DWCD/Misc. Matt./Gen./P-1/2022-23/

Date: 11 9 JAN 2024

17292-98

CIRCULAR

The undersigned is directed to convey that all officials/officers are required to submit details of trainings/seminars/workshops attended when submitting the APAR/Performance Appraisal to their reporting officer for the specified period. Subsequently, the reporting officer concerned shall forward the details of the trainings mentioned in the APAR of the official/officer to the RTEG & Administration Branch for cross-verification to ensure the accuracy of information regarding trainings/workshops/seminars.

The information must be furnished as follows:-

- Name of the Officer/Official :
- Designation :
- Posted at :
- No. of Trainings/Workshops/Seminars Attended:
- Duration (Period of APAR) :

This is issued with the approval of the Director, DWCD.

Deputy Director (RTEG)

F.No. 56(151)/RTE/DWCD/Misc. Matt./Gen./P-1/2022-23/

Date:

Copy to:

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1. PA to Director, DWCD for information please.
2. PA to Additional Director, DWCD for information please.
3. Joint Director (Admin.) for necessary action please.
4. All District Officers, Department of DWCD.
5. All Deputy Directors, Branch In-Charges at Headquarters of DWCD, GNCTD.]
6. Deputy Director (IT/Coordination) to upload on Department website.
7. All officers/official of the Department of WCD for information and compliance please.

Deputy Director (RTEG)