

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
1ST FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06

F.No. PA/Addl.Dir. (WCD)/2023-24/ 11195-99

Dated:

ORDER

11 OCT 2023

It is observed that the officers/officials in the department often send whatsapp messages for availing frequent casual leaves and leaves on medical grounds.

It is hereby directed that all the officers/officials desist from taking leaves on whatsapp and should avail leaves by prior approval of Competent Authority.

The casual leaves shall also be taken in advance and only in extreme urgent circumstances, the Reporting officers shall be intimated by message, email or call and submit application for approval of leave on joining for record.

The medical leaves shall be availed with supporting documents and on joining they shall produce all relevant prescriptions with fitness certificate for approval of leaves by Competent Authority. Non production of relevant documents will attract disciplinary action.

All the Branch In-charges shall ensure that if any leave is availed by their respective staff on whatsapp or through e-mail in extreme emergency, same shall be put up for approval of Competent Authority and same will be deducted from leave account failing which Branch In-charge shall be held responsible.

This is for necessary compliance of all concerned.

Navy 11/10/23
Dr. Navlendra Kumar Singh
Addl. Director, DWCD

To

1. All Branch In-Charges, DWCD, HQ
2. All District Officers, DWCD, GNCTD
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.

Copy for information to:-

PS to Director, DWCD, GNCTD