

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
1<sup>st</sup> Floor, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, NEW DELHI-110006

(ADMINISTRATION BRANCH)

F.16(37)/ WCD/Admn/MiscMatter/2022/ 2999-3005

Dated: 31/05/24

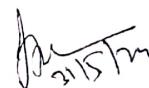
**CIRCULAR**

All Deputy Director/Branch-in-charges, District Officers, DDO/HOOs of DWCD, GNCTD are hereby informed that following detailed **DAK Entry and Distribution Register** is missing and not traceable in Administration branch, DWCD and requested to direct their branch/office staff to check their records thoroughly and in case the register is tracked the same may be handed over to Administration branch, DWCD (HQ) within three days after receiving this circular.

Details of register is as under:

| S/N | Name of register   | Type of file                               | Details of file                                                       |
|-----|--------------------|--------------------------------------------|-----------------------------------------------------------------------|
| 1   | DAK/DIARY REGISTER | DAK Entry & Distribution detailed Register | The entries have made in the register w.e.f. 13.03.2024 to 27.05.2024 |

This issues with the prior approval of the competent authority.



Section Officer (Admn.)

F.16(37)/ WCD/Admn/MiscMatter/2022/ 2999-3005 Dated:

Copy for information to:-

1. PS to Director, DWCD, GNCTD.
2. PA to Addl. Director, DWCD, GNCTD.
3. The Joint Director (Admn.), DWCD, GNCTD
4. All Dy. Director/Branch-in-charges, DWCD (HQ).
- ✓ 5. Dy. Director (IT Branch) with request to upload on department's website.
6. All District Officers/DDO/HOOs, DWCD, GNCTD
7. Concerned dealing hand.
8. Guard File.

31 MAY 2024



Section Officer (Admn.)