

GOVT. NCT OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
ISBT BUILDING, KASHMIRI GATE, DELHI-06

DWCD-M021/1/2025-ADMIN-WOMEN AND CHILD DEVELOPMENT DEPARTMENT

1958-62

Dated

OFFICE ORDER

15 MAY 2026

In pursuance of approval of the worthy Secretary, DWCD, in order to ensure better financial management, effective budget control, real-time expenditure monitoring, systematic utilization of funds and overall administrative efficiency, it has been decided that the work relating to processing and sanction of wages bills in respect of outsourced staff engaged in DWCD namely Cooks, Caretakers and JJB staff i.e. Copyist/LDC, Section Writer/LDC and Stenographer deployed in Homes/Institutions and Juvenile Justice Boards (JJBs) for the implementation of Juvenile Justice Act, shall be undertaken by the CPDU Branch with effect from 01.04.2026.

The expenditure in respect of the aforesaid outsourced staff is booked under Budget Head "2235 02 102 54 00 13 - Office Expenses - Implementation of Juvenile Justice Act, 2000 (Care and Protection of Children)" which is already being managed by CPDU Branch.

Accordingly, all concerned DDOs/HOOs shall submit the monthly attendance records of the outsourced staff engaged against the aforementioned post(s) to CPDU Branch for further necessary action.

Further, CPDU Branch is directed to timely process the Bills regarding wages of these outsourced staff.

This issues with the approval of the Competent Authority.


Dy. Director (Admn.)
DWCD, GNCTD

Copy to :-

1. Dy. Director (CPDU), DWCD, ISBT Kashmere Gate, Delhi.
2. MD, M/s ICSIL, Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate, Phase - III, New Delhi - 110020. (011-40538951)
3. Dy. Director, IT Branch, DWCD.

Copy for information:-

1. PS to the Secretary, DWCD, GNCTD, 4th Floor, Delhi Secretariat, New Delhi.
2. OSD to the Director, DWCD, GNCTD, ISBT Kashmere Gate, Delhi.
3. Guard File


Dy. Director (Admn.)
DWCD, GNCTD