

**GOVERNMENT OF N.C.T. OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
OFFICE OF THE SECRETARY**

C-708, 7TH FLOOR, DELHI SECRETARIAT, IP ESTATE, DELHI-110002

F.No. 02 / DWCD / Secy / Pr. Br / WCD / 263-265 Dated: 10/12/2025

ADVISORY

WHEREAS the safety, dignity and well-being of women employees is of paramount importance, and it is the duty of the Department to ensure a secure and enabling work environment at all times.

AND WHEREAS instances of women employees having to remain in office beyond normal working hours require clear safeguards, structured responsibility and strict oversight so that no woman is placed at risk while performing official duties;

NOW, THEREFORE, it is hereby directed that no woman employee shall be required or expected to remain in office beyond normal working hours unless absolutely unavoidable. In all such exceptional circumstances, the concerned Branch Head/Reporting Officer shall be personally responsible for ensuring her safe return. Every Branch Head shall -

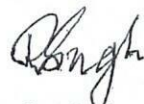
- a) Assess in advance whether work necessitating late sitting by a woman employee is essential and unavoidable.
- b) Ensure that women employees are not asked to stay back for routine or non-time-sensitive tasks that can reasonably be taken up on the next working day.
- c) Where late sitting becomes unavoidable, coordinate with the Care Taking Branch to make appropriate arrangements so that the woman employee is dropped safely to her residence or to another safe and convenient point, using an official vehicle or other duly verified arrangements.
- d) Remain fully accountable for ensuring that such arrangements are actually made and executed in a timely manner.

Further, the Care Taking Branch shall extend full support in arranging an official vehicle or other safe mode of travel and shall maintain a log of such drop-off arrangements for record and monitoring purposes.

Special Director shall exercise overall supervision and oversight to ensure effective implementation of these directions on day to day basis. The Director shall monitor compliance and review the records maintained by the Care Taking Branch on arrangements made for women employees required to work late and take corrective action in cases of non-compliance or lapses in ensuring the safety of women employees.

All Officers/Branch Heads/Reporting Officers are additionally reminded to maintain a humane, gender-sensitive and responsible managerial approach, keeping foremost the safety and dignity of women employees. The requirement to work late must always be accompanied by proactive facilitation of safe travel arrangements.


This advisory is expected to be complied with in letter and spirit, ensuring that the safety of women employees remains a non-negotiable for all.


(Dr. Rashmi Singh)
Secretary, WCD

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Copy to:

1. The Director, DWCD, GNCTD, Maharana Pratap ISBT Building, Kashmiri Gate, New Delhi-110006 - To ensure strict compliance.
2. The Special Director, DWCD, GNCTD, Maharana Pratap ISBT Building, Kashmiri Gate, New Delhi-110006 - To ensure strict compliance.
3. The Deputy Director (IT), DWCD, GNCTD, Maharana Pratap ISBT Building, Kashmiri Gate, New Delhi-110006 - For uploading on the website of the Department.


(Dr. Rashmi Singh)
Secretary, WC