

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ISBT BUILDING, KASHMERE GATE, NEW DELHI-110006
(ADMINISTRATION BRANCH)

F. No. 16(38)/WCD/Admn/Misc Matter/2021/

17571-77

Dated:

12 JAN 2026

CIRCULAR

As the last quarter of the Financial Year 2025-26 is currently ongoing, and considering its critical importance for review, monitoring, and timely completion of departmental targets and activities, it has been directed by the Secretary, Department of Women and Child Development (DWCD) that regular review meetings of all branches shall be conducted during this period.

Accordingly, all officers/officials of the Department, including those posted in field offices and branches, are hereby directed to desist from availing any kind of leave during the last quarter of FY 2025-26, except under exceptional and unavoidable circumstances.

Any request for leave, if unavoidable, shall be strictly regulated and may be considered only with prior approval of the competent authority.

All Heads of Offices / Branch In-charges shall ensure strict compliance of these instructions and make suitable arrangements to ensure uninterrupted functioning of their respective offices.

This issues with the approval of the Competent Authority, DWCD.

Nag 12.1.26
Dr. Navlendra Kumar Singh
Special Director (DWCD)

F. No. 16(38)/WCD/Admn/Misc Matter/2021/17571-77

Dated:

12 JAN 2026

To

1. All Branch in-charges DWCD, GNCTD
2. All the District Officers, DWCD, GNCTD
3. All the Superintendents of Child Care Institutions, DWCD, GNCTD
4. All the CDPOs of ICDS Projects, DWCD, GNCTD

Copy for information to:

1. PS to Secretary, WCD
2. OSD to the Director, WCD
3. SO to the Special Director, WCD

4. DD(17) for updation

Nag 12.1.26
Dr. Navlendra Kumar Singh
Special Director (DWCD)