

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2ND FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI-110006

F.16(38)/DWCD/Admn./Mis.matter/2021/Part-I/ 21121-25

Date: 13/Mar/2026

CORRIGENDUM

In partial modification of an order no. F16(38)/DWCD/Admn./Mis.Matter/2021/Part-1/21073-77 dated 12.03.2026 and supersession of all earlier orders issued by the Department (excluding an order dated 09.10.2025 issued by the Secretary, DWCD regarding sanction of leaves of all Gazetted Officers) with a view to ensure expeditious disposal of proposals of leaves, the competent authority is pleased to order the following delegation of powers for sanction of leaves in respect of Government officers/officials (including contractual, outsourced and scheme based employees) of the Department of Women & Child Development, GNCTD:-

Name of Post	Nature of Leave	No. of Days	Sanctioning Authority
All Gazetted Officers	All Type of Leaves	----	As per Order dated 09.10.2025 issued by the Office of Secretary.
For Non Gazetted Officials- Regular, Contractual, Outsourced and Scheme Based Employees (Mission Vatsalya, Mission Shakti, SA&P)	Casual Leave/ Earned Leave/ Medical Leave	Up to 15 Days	The concerned District Officer (for field officials) and the Deputy Director/Assistant Director (where a Deputy Director is not heading the branch) for Headquarters officials
		Beyond 15 days to 30 Days	Director, DWCD
		Beyond 30 Days	Secretary, DWCD

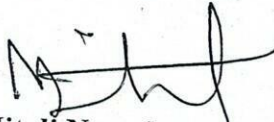
Notwithstanding the above delegation, in respect of special categories of leave such as Maternity Leave, Paternity Leave, Child Care Leave (CCL), Ex-India Leave, EOL, Study Leave and any other leave, the Competent Authority has been specifically prescribed as mentioned in the table below as per the applicable rules/orders/instructions:-

Sr. no.	Type of Leave	Competent Authority
1	Leaves permissible under Maternity benefit Act/Child Care Leave/ Paternity Leave/ Extraordinary Leave	Director, DWCD

2	Ex-India Leave	As per applicable Rules
3	Study Leave	As per applicable Rules

A copy of the sanctioned leave in all cases shall invariably be endorsed/marked to the higher authorities in the administrative hierarchy for information and record. Proper link charge arrangement shall be ensured by the concerned officer in-charge. No incumbent shall leave the station and proceed on leave without prior approval of the Competent Authority except in emergent medical condition or unavoidable factors with justification. District Officer/ Deputy Director/Assistant Director (where Deputy Director is not heading the branch) should ensure that leaves sanctioned should be recorded in the service book/leave record of the concerned staff, wherever applicable and leave records of all the concerned staff be properly maintained.

This issues with the approval of the Secretary, DWCD and shall come into force with immediate effect.


(Mitali Namchoom)
Director (WCD)

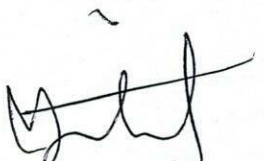
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To

1. All Branch in-charges at the DWCD, HQ.
2. District Officers/Supdts./CDPOs/DDOs/HOOs, DWCD.
3. IT Branch to upload on the Department's Website.

Copy for information to:

1. Secretary, DWCD
2. Special Director, DWCD
3. Office copy


(Mitali Namchoom)
Director (WCD)