

**MOST URGENT**

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE, NEW DELHI-02  
(ADMINISTRATION BRANCH)

No.F.10(232)/2015/DSW/Cir/Estt./ 28318-388

Dated: 23 JAN 2017

**CIRCULAR**

Please find enclosed the copy of circular vide No. F.No.3/17/HP-I/Estt/Part file/5448-5500 dated 23/12/2016 received from the Dy. Secretary (Home-I), Department of Home, GNCTD, regarding a file No. F.3/17/10/HP-I/Estt. On the subject "**Regularization of leave of Constable (Exe) Permanand, No. 319/Sec.**" belongs to Home-I (Police) Branch, Deptt of Home is untraceable in records of home Department.

All the Branch Incharges are hereby requested to search these aforementioned files and if found, it may be sent to Department of Home or the file is not traceable, a NIL report may be sent to this branch.

This issue with the prior approval of the Competent Authority.

Encls: As above.

  
20/01/17  
Supdt. (Admn.II)

No.F.10(232)/2015/DSW/Cir/Estt./ 28318-388

Dated: 23 JAN 2017

**Copy to:**

1. PA To Director (SW), GLNS Complex Delhi Gate, Delhi.
2. PA to Spl. Director (SW), GLNS Complex Delhi Gate, Delhi.
3. All DDs, DSW, GNCTD, Delhi Gate, Delhi.
4. All DSWOs, DSW, GNCTD, Delhi Gate, Delhi.
5. All DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi
6. System Analyst, DSW for uploading the circular on the Departmental website.
7. Guard file.

  
20/01/17  
Supdt. (Admn.II)

01 JAN 2017

Dy. No. 193

**DEPARTMENT OF HOME**  
**Govt. of National Capital territory of Delhi**  
**Home Police - I/Establishment Branch: Home Department**  
**5<sup>th</sup> Level "C" Wing Delhi Secretariat, I.P. Estate, New Delhi**  
**Tel.No. 011-23392042/ Fax 23392622**

F.No.3/17/10/HP-I/Estt./Part-file/ 544825500

Dated: 23/12/16

CIRCULAR

A file bearing No. F.3/17/10/HP-I/Estt. on the subject "Regularization of leave of Constable (Exe.)Permanand, No.319/Sec." belongs to Home-I(Police) Branch, Department of Home, Govt. of NCT of Delhi, is untraceable in records of Home Department.

All Heads of the Departments, Govt. of NCT of Delhi are requested to trace the above mentioned file in office record of respective department. In case the file is traced out, the same may be sent back to this department. In case the file is not traceable, a NIL report may be sent to this department within 15 days of the receipt of this circular.

The matter may be treated as MOST URGENT.

*(Signature)*  
(PAWAN KUMAR)  
Dy. Secretary(Home-I)

✓ All Heads of the Departments  
Govt. of NCT of Delhi

F.No.3/17/10/HP-I/Estt./Part-file/

Dated:

Copy for information to:

1. PS to Pr. Secretary (Home), GNCT of Delhi.
2. PA to Spl. Secretary(Home), GNCT of Delhi.
3. Addl. Secretary(Home), GNCT of Delhi.
4. DCP(Estt.), PHQ,I.P. Estate, New Delhi-02.

*(Signature)*  
(PAWAN KUMAR)  
Dy. Secretary(Home-I)

Spl. Dir

*(Signature)*  
13/1/17

*D. circulate to all branches for their inputs report directly to the Secy.*



*MS. Narayan*  
*2393/sf/pk*  
*13/1/17*

*Stamp*  
*13/1/17*  
*(A)*

