

**REMINDER
MOST URGENT**

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]**

F. 1/Misc/2015-16/DSW/ 32682-32752

Dated: 10 MAR 2017

CIRCULAR

In continuation of this office letter no. F.1/Misc./2015-16/DSW/23391-23461 dated 05/12/2016 regarding Post Sanction Order of Officers in respect of Salary drawn from their Home/Institution, all DDs/DSWOs/DDOs/HOOs of homes and institutions of this Department are hereby directed to submit a certificate along with sanction post details (salary bill) submitted to PAO every month (sample enclosed) regarding details of all the officers have been sent before undersigned.

Further, if the requisite information has not been sent yet, it is requested to send the information in the Proforma enclosed through e-mail at dswadmn1@gmail.com to undersigned urgently by **15.03.2017**.

This may be given **TOP PRIORITY**.

Encl: As above.


Dy. Director (Admn-I)

F. 1/Misc/2015-16/DSW/ 32682-32752

Dated:

10 MAR 2017

Copy to:

1. All DDs, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. All DSWO/DDO/HOO of Homes/Institutions, DSW, GNCT, Delhi.
3. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Dy. Director (Admn-I)

2930/CC

10/03/2017

SAMPLE

MH : 223502101950001 Salary non-plan
SANCTION POST DETAILS FOR THE PERIOD OF 6/2016 (BILL NO. : 44)

Post Details	Temp./Pmt.	Sanctioned Post	Filled Post	Vacant Post
Pmt. Post sanctioned, vide F 41(9)/B1/dsw/estt./35827, dated 18/07/1981 (Non-Plan)				
SUPRTENDENT	Pmt.	1	1	0
S/N	Pmt.	0	0	0
LDC	Pmt.	0	0	0
AYAA	Pmt.	0	0	0
ATTENDANT	Pmt.	0	0	0
SWEEPER	Pmt.	0	0	0
CHOWKIDAR	Pmt.	0	0	0
COOK	Pmt.	0	0	0
WO	Pmt.	0	0	0
CARETAKER	Pmt.	0	0	0
AYAA/ ATTENDANT	Pmt.	0	0	0
Pmt. Post Sanction vide F 41(9)/B1/DSW/Estt./36043, dated 18/07/1981				
S/N	Pmt.	1	1	0
LDC	Pmt.	1	0	1
AYAA	Pmt.	1	0	1
ATTENDANT	Pmt.	2	1	1
SWEEPER	Pmt.	2	0	2
CHOWKIDAR	Pmt.	1	1	0
COOK	Pmt.	1	0	1
WO	Pmt.	1	0	1
HOUSE FATHER	Pmt.	1	0	1
Pmt. Post Sanction vide F 11(12)/69/DSW/Estt./12959, dated 26/03/1999 (Non-Plan)				
SUPRTENDENT	Pmt.	1	0	1
S/N	Pmt.	1	1	0
LDC	Pmt.	1	0	1
WO	Pmt.	1	0	1
AYAA/ ATTENDANT	Pmt.	2	1	1

D.D.O.

Home for Mentally Retarded Person (Adults)
Dept. of Social Welfare, Govt. of N.C.T. of Delhi
Aerika Complex, B-Block, Sector-1, Delhi-85