

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002
[ADMINISTRATION BRANCH-II]

No.F.45(137)/2009/DSW/Estt/P.IV/ 12366-435

Dated:
03 AUG 2017

CIRCULAR

It has been observed that no leave record/account is being maintained by the respective Head of Office in respect of Regular/Contractual Welfare Officers as well as other employees working in the Homes/Institutes of the Department.

All the DDOs/Head of Office are hereby directed to complete the Service Books of the employees working under their jurisdiction. Salary from the concerned DDO/HoO where physically working will only be drawn after obtaining the requisite attendance certificate every month failing which salary will not be released. Non-compliance of the order will be viewed seriously and responsibility of delay will be fixed as per CCS(CCA) Rules.

This is issued with the prior approval of the Competent Authority.

Bawa
21/8/17
(SEEMA BAWA)
DEPUTY DIRECTOR (Admn-II)

Copy forwarded for information and immediate necessary action to :
All Head of Office/DDOs,
Homes/Institute,
Social Welfare Department,
Government of NCT of Delhi

No.F.45(137)/2009/DSW/Estt/P.IV/

Dated:

Copy forwarded for information to :

1. PA to Secretary (WCD/SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Director(SW), GLNS Complex, Delhi Gate, New Delhi.
3. PA to Special Director(SW), GLNS Complex, Delhi Gate, New Delhi.
4. Sr. System Analyst, DSW(HQ) to upload on the website of this Department.

(SEEMA BAWA)
DEPUTY DIRECTOR (ADMN-II)

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF WEST BENGAL
GEN. COMPLEX, 100, RAJABAI SAHAY ROAD, CALCUTTA-700 001
ADMINISTRATIVE PROCEEDING

Reference No. W.B. 123456789

ORDER

The undersigned, being a duly qualified and authorized officer of the Department of Social Welfare, Government of West Bengal, do hereby order that the applicant's application for the grant of a certificate of eligibility for the purpose of admission to the Government Medical College, Calcutta, is hereby approved. The applicant is directed to produce the necessary documents to the undersigned within a period of one month from the date of the receipt of this order. The applicant is also directed to pay the prescribed fee of Rs. 100/- towards the cost of the certificate. The applicant is further directed to appear before the undersigned on the date mentioned in the schedule hereto for the purpose of signing the certificate. The applicant is also directed to produce the necessary documents to the undersigned within a period of one month from the date of the receipt of this order. The applicant is also directed to pay the prescribed fee of Rs. 100/- towards the cost of the certificate. The applicant is further directed to appear before the undersigned on the date mentioned in the schedule hereto for the purpose of signing the certificate.

For the undersigned,
Signature of the Officer
Name of the Officer
Designation of the Officer
Department of Social Welfare
Government of West Bengal

Received by the applicant
Signature of the Applicant
Name of the Applicant
Date of receipt of this order