

REMINDER-III

**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.10(133)/DSW/Admn-II/WO-1/2014/

Dated:

To

The Head of Office/DDO,
Beggar Home-I, Sewa Sadan, Lampur,
DELHI.

Subject : **Regarding leave account in r/o Sh.Sumit Antil, WO**

Sir,

Please refer to this office letter No.F.10(133)/DSW/Admn-II/WO-1/2014/28671 dated 27.01.2017 and subsequent reminder even number dated 07.03.2017 and 03.04.2017 regarding supply of Service Book, Pr.File, Leave account maintained alongwith all applications and month-wise attendance certificates in respect of Sh. Sumit Antil, Welfare Officer immediately which is still awaited.

Therefore, you are requested to provide the Service Book, Pr. File, Leave applications and Attendance certificates month-wise immediately to this office to proceed further in the matter.

Yours faithfully,

(SEEMA BAWA)
DEPUTY DIRECTOR (Admn-II)

No.F.10(133)/DSW/Admn-II/WO-1/2014/ 14863

Dated:

23 AUG 2017

Copy is also forwarded to:

1. Sr. System Anylist, Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110 002 with the request to provide bio-metric attendance of Sh. Sumit Antil, Welfare Officer w.e.f. 01.10.2015.

(SEEMA BAWA)
DEPUTY DIRECTOR (Admn-II)