

MOST IMMEDIATE

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(180)/DSW/Admn-II/Prom.-WO/2016/ 26141-205

Dated:

1.3 DEC 2017

To

All Branch Incharges/HoO/DDO/DSWO,
Department of Social Welfare,
Govt. of NCT of Delhi.

Subject: Promotion to the post of Welfare/Probation/Prison Welfare Officers, Grade-II

Sir/Madam,

It is informed that the proposal for filling up of the 08 vacant posts of Welfare/Probation/Prison Welfare Officers, Grade-II by promotion on **ad-hoc basis** is under process and as such the information in respect of the House Father/House Mother/Matron/Asstt.Boarding Supdt. and Basic Teachers in PB-I Scale of Rs.5200-20200 with Grade Pay of Rs.2400/- with ten years regular service in the respective grades and possessing at least Bachelor's Degree from Recognized University/Institute is sought.

You are therefore, requested to furnish the information as per the proforma given below in respect of the officials working as House Father/House Mother/Matron/Basic Teachers/Asstt.Boarding Superintendent within 20 days positively. In case the requisite information is not received by the stipulated period and the matter will be processed further on the basis of the record available in this Office.

PROFORMA

S.No.	Particulars	Information required.
1	Name	
2	Designation	
3	Present Pay Scale	
4	Date of entry	
5	Date of appointment in present grade	
6	Edn.qualification as per Service Book	
7	Remarks, if any	

SIGNATURE OF THE DDO/HoO/DSWO
(with Office Seal)

Yours faithfully

(R.P. VATS)

SECTION OFFICER (Admn-II)

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Copy to:

- 1.Sr.System Anaylist, DSW with the request to upload the letter and list on the website of the Department.
- 2.Guard file.

(R.P. VATS)

SECTION OFFICER (Admn-II)