

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

F.10 (335)/Admn-I/2016/DSW/Estt./ 2518 - 2588

Dated:

01 MAY 2018

CIRCULAR

All the concerned officers are requested to send the details of Permanent posts and the present Staff details in the enclosed Proforma to this branch on or before **03/05/2018 (Thursday)** in hard copy as well as soft copy through email ID **dswadmn1@gmail.com**.

This may be given **TOP PRIORITY**.

Encl: As above.


01/05/18

D. KARTHIKEYAN)

DY. DIRECTOR (ADMN)

F.10 (335)/Admn-I/2016/DSW/Estt./ 2518 - 2588

Dated:

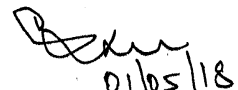
01 MAY 2018

To:

1. All DDs, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. DCA, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
3. All DSWOs, DSW, GNCTD, Delhi.
4. All DDO/HOO of Homes/Institutions/Schools, DSW, GNCTD, Delhi.
5. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
6. Guard file.

Copy to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi for kind information.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi for kind information.


01/05/18

D. KARTHIKEYAN)

DY. DIRECTOR (ADMN)

897/cc
01/5/18

Sanctioned Post Details

Name of Institution: _____

S.No.	Name of the Post	Group A/B/C	Sanctioned strength	Filled			Post Creation Order No. (please enclose the copies of order)	Remarks
				Regular Basis	Outsource Basis	Contractual Basis		

(Signature of DDO/HOO)

Name of DDO/HOO: _____

Mobile No: _____

STAFF DETAIL

Name of Institution:

S.No.	Name Officer/Official	of	Designation	Posted against the post of	Salary Drawn against the post of	Remarks

(Signature of Branch In-Charge)

Name of Branch In-charge: _____

STAFF DETAIL

Name of Institution:

S.No.	Name Officer/Official	of Designation	Posted against the post of	Salary Drawn against the post of	Remarks

(Signature of Branch In-Charge)

Name of Branch In-charge: _____