

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

m

F. 10(335)/Admn-I/2016/DSW/Estt./ 3951-4021

Date:

11 MAY 2018

CIRCULAR

In continuation of this office letter No. F. 10(335)/Admn-I/2016/DSW/Estt/3311-381 dated 09/05/2018 regarding Conferment of Powers by 'virtue of office rather than on individual officers by name', all concerned officers are requested to sent the details of conferment of Power in respect of their branch/institution in the enclosed Proforma to this branch on or before **17/05/2018** in hard copy as well as soft copy at the email ID **dswadmn1@gmail.com**.

If no information is available, a "NIL" report may be sent.

Encl: As above.

[Signature]
10/05/18
(D. KARTHIKEYAN)

DY. DIRECTOR (ADMN)

F. 10(335)/Admn-I/2016/DSW/Estt./ 3951-4021

Date:

11 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 for information to:

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

Please obs the receipt.

[Signature]
10/05/18
(D. KARTHIKEYAN)

DY. DIRECTOR (ADMN)

181/CC
15/5/18

MR 10/05/18
19/05/2018
Sh. Kamal Kumar, A. P

Proforma for details on Conferment of Power

Name of Branch/Institution:

S.No.	Name of the Act & relevant Section	Nature of Duties	Whether Power has to be conferred to Post/Person as per rule	Who has been conferred with the Power as on today (Please Attach copy of the order)	Remarks

(Signature of Officer with stamp)
Name of Officer: _____
Date: _____