

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

F.1/Misc/2015-16/DSW/ 5242-84

Date:
18 MAY 2018

CIRCULAR

It is hereby directed that all the DDOs/HOOs of Department of Social Welfare, GNCTD, shall invariably send a certificate in the enclosed Proforma to Administration Branch on or before the **15th day** of every month stating that remuneration of all the staff (Regular/Contractual/Outsourced) posted/drawing salary in their respective institution has been released only after receiving their attendance particulars and the Service Books of all the staff has also been updated accordingly.

Encl: As above.

D. Karthikeyan
18/05/18
(D. Karthikeyan)

Dy. Director (Admn)

F.1/Misc/2015-16/DSW/ 5242-84

Date:

18 MAY 2018

To:

1. All DDOs/HOOs of Homes/Institutions/Schools, DSW, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the order on the Departmental website.
3. Guard file.

Copy to:

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

D. Karthikeyan
18/05/18
(D. Karthikeyan)
Dy. Director (Admn)

943/CC

21/5/18

(M) B. P. R. 2

21/05/2018

Sh. Abhishek Raw A.P. 11'A11

CERTIFICATE

Certified that remuneration of all the staff (Regular/Contractual/Outsourced) posted for salary purpose/physically at _____ (Name of Institution) has been released for the month of _____ after receiving their attendance from the place of their physical posting and the Service Books of the staff has been updated accordingly.

(Signature of the Officer with stamp)

Name of the officer: _____

Date: _____