

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI  
(ADMINISTRATION-I BRANCH)

F.10(257)/2015/DSW/Estt./Admn.-I/ 4974-5044  
CIRCULAR

Dated:  
17 MAY 2018

In the recent past, it has come to the notice of Department of Social Welfare that various Branch/District/Home/Institution of this Department are unilaterally surrendering/relieving the officers/officials of Cadre/ex Cadre to Department of Social Welfare(HQ) on various grounds viz., services of the officials/officers are no more required, administrative reasons etc., without any justification.

Attention of Various Branch/District/Home/Institution of this Department is invited to the fact that service matters including transfer/posting of officers/officials of Cadre/ex-Cadre come under the purview of the Admn. Branch. As such, officers/officials belonging to Cadre/ex Cadre cannot be surrendered or relieved without the formal orders of this Branch.

If any Branch/District/Home/Institution of this Department is of the view that an officer/official is not performing his/her duties diligently or his/her conduct is found not satisfactory, they shall immediately initiate or recommend appropriate departmental action under the relevant provisions of Conduct Rules against the erring officers/official. After initiation of action against the officer/official, if Branch/District/Home/Institution is of the view that the continuance of the said officer/official is against the interest of that Branch/District/Home/Institution a proposal for transfer/posting of such officer/official in this regard with proper justification shall be submitted to this branch for further action.

If any Branch/District/Home/Institution resort to unilateral surrender of any officer/official in contravention of the aforesaid instructions, it shall be presumed that there is no requirement of staff posting of such category officer/official in future and it would be deemed to be a surrender of official alongwith the post.

The above instructions shall be strictly complied with. The concerned DDO/HOO of Branch/District/Home/Institution shall personally be held responsible for non-adherence of the above instructions and no substitute will be provided in future to the Branch/District/Home/Institution concerned against any unilateral surrender of officer/official by this Department.

This issues with the prior approval of the Director (SW).

  
(D.KARTHIKEYAN)  
DD(Admn.)

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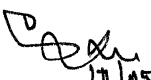
Copy to:

1. PS to Secretary(SW&WCD), GLNS Complex, Delhi Gate, New Delhi 110002.
2. PA to Director(SW), GLNS Complex, Delhi Gate, New Delhi 110002.
3. All DDOs/HOOs/Branch Incharges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare, GNCTD.
4. Sr. System Analyst (SW), GLNS Complex, Delhi Gate with the request to upload the order on the website of the Department.
5. Guard File.

94/CC  
21/5/18

  
21/05/2018

Sh. Abhishek Rai (A.P. 11A)

  
DD(Admn.-I)

**Proforma for Restructuring of Cadre**

**Name of Branch/Institution:**

S.No	Name of the Post	Category A/B/C	Number of Post exist as on today	No. of Posts proposed for Abolition/New Creation	Justification for abolition/creation	Remarks

**(Signature of Officer with stamp)**  
**Name of Officer:** \_\_\_\_\_  
**Date:** \_\_\_\_\_