

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

F.10(232)/2015/DSW/Cir./Estt/Pt.II/ 6779-6821

Dated:

31 MAY 2018

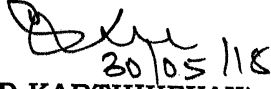
CIRCULAR

All Head of the Office/DDOs are requested to submit the details of Officers/Officials due for retirement on attaining the age of superannuation till 31.12.2018 in the proforma appended below:-

S.No.	Name & Designation	Father/Husband Name	Date of Birth	Date of Retirement	Remarks, if any

The concerned HOO/DDO responsible for preparing the pension papers is requested to initiate work of preparation of pension paper as per rules in order to avoid delays in finalization of pension case and timely payment of retirement benefit.

Hence, it is requested to submit the details in the proforma **on or before 08.06.2018 positively.**

  
20/05/18  
(D.KARTHIKEYAN)

DY. DIRECTOR (ADMN)

To

1. All Supdts/HOO/DDOs, DSW, GNCT of Delhi.
2. Sr. System Analyst, DSW for uploading the circular on the departmental website.
3. Guard file.

F.10(232)/2015/DSW/Cir./Estt/Pt.II/ 6779-6821

Copy to:-

1. PA to Director (SW), for information.

Dated:


31 MAY 2018

  
20/05/18  
(D.KARTHIKEYAN)

DY. DIRECTOR (ADMN)

1002/CC  
1/6/18

(M13) For  
01/06/2018  
System Analyst

  
01.06.18