

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

F. 10(405)/2018/Admn-I/DSW/Estt./ 8288-8358

Date:

11 JUN 2018

CIRCULAR

This is in continuation of this office letter No. F. 10(405)/2018/Admn-I/DSW/Estt/5092-162 dated 18/05/2018 and its subsequent reminder dated 28/05/2018 and 06/06/2018 regarding Restructuring of various cadres of Social Welfare Department vide which views/comments were sought in the enclosed format on or before 08/06/2018 which is still awaited.

Director, SW & WCD has taken a very serious view of the matter and has desired the matter to be expedited.

It is therefore, once again requested to all the concerned officers who have still not submitted the requisite information to submit their views/comments in the format enclosed regarding their office on or before **13/06/2018** for placing the draft proposal for restructuring of various cadres before the committee.

This may be given **TOP PRIORITY**.

Encl: As above.

[Signature]
11/06/18

**(D. Karthikeyan)
Dy. Director (Admn)**

F. 10(405)/2018/Admn-I/DSW/Estt./ 8288-8358

Date:

11 JUN 2018

To:

1. All DDs/Branch In-charges, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. All DSWOs, DSW, GNCTD, Delhi.
3. All DDOs/HOOs of Homes/Institutions/Schools, DSW, GNCTD, Delhi.
4. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
5. 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 do needful urgently

*(M) 9^{am}
12/06/2018*

Sh. Kamal Kumar, A.P./A'

[Signature]
11/06/18

**(D. Karthikeyan)
Dy. Director (Admn)**

*1049/CC
12/6/18*

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: _____