

MOST URGENT

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

F. 10(335)/Admn-I/2016/DSW/Estt./ 15666-736

Date:

CIRCULAR

31 JUL 2018

Please find enclosed copy of letter No. PA/Addl.L.C./Lab./2018/2268 dated 20/07/2018 along with Prescribed Proforma received from Inspecting Officer (HQ), Labour Department, GNCT of Delhi regarding Furnishing of details of employees engaged directly by the department on contract and outsourced employees engaged through contractor.

All concerned officers are therefore, requested to send the details of employees engaged directly by the department on contract and outsourced employees engaged through contractor in the prescribed Proforma to this branch on or before **01/08/2018** in hard copy as well as soft copy at the email ID **dswadmn1@gmail.com**.

If no information is applicable, a "NIL" report may be sent to this office.

This may be given **TOP PRIORITY**.

Encl: As above.

[Signature]
21/07/18
Dy. Director (Admn-I)/LO

F. 10(335)/Admn-I/2016/DSW/Estt./ 15666-736

Date:

To:

31 JUL 2018

1. All DDs/DSWOs/DDOs/HOOs/Institution In-charges/Principals/Vice-Principals, Department of Social Welfare, GNCTD, Delhi.
2. All Concerned Dealing Assistants, Administration Branch, DSW, HQ.
3. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
4. 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.

[Signature]
31/07/18
Dy. Director (Admn-I)/LO

[Signature]
Sh. Nitin

1227/CC
31/7/18

Proforma for furnishing information in respect of employee engaged directly by the department on contract:-

Name of Department :-

Sl.No.	Name of employee	Designation	Monthly wages

Proforma for furnishing information in respect of outsourced employees engaged through contractor :-

Name of Department/

Sl.No.	Name of employee	Name of contractor	Designation	Monthly wages