

**DEPARTMENT OF SOCIAL WELFARE
(CARE TAKING BRANCH)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENS COMPLEX, DELHI GATE
NEW DELHI-110002**

F.71 (225)/DSW/CTB/17-18/HWH/2018/171/2-62

Dated

08 AUG 2018

To

The District Social Welfare Officers, Superintendents/HOO/DDOs
All District/Homes/Schools
Department of Social Welfare, GNCT of Delhi.

Sub: - Reg. Work satisfaction report & attendance in respect of security guard & sanitation workers deployed in various homes/institutions for the month of June-July 2018.

Sir/Madam,

It is to inform that work satisfaction report & attendance (dually signed by officer incharge) in respect of security guards and sanitation workers deployed in the various homes/institutions of Department of Social Welfare for the month of June & July 2018 have not been received in this office till date due to which this branch is unable to process the bills for payment.

It is, therefore, all concerned District Social Welfare Officers/ Superintendents/HOO/DDOs are requested to send the work satisfaction report to this office at the earliest to enable us to process the bills.

Zakir Husain
8/8/2018

(Zakir Husain)

Superintendent (CTB)

Copy to:-

- (1) S.O., Computer Branch, with request to upload on Department web site.

Jeansing
09.08.18

Boyle
9/8/18

Mr. Nikin