

REMINDER-I

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

F.1/Misc/2015-16/DSW/19353-395

Dated:

28 AUG 2018

CIRCULAR

In continuation of this office letter of even no. dated 18/05/2018 regarding furnishing of certificate that remuneration of all staff (Regular/Contractual/Outsourced) posted/drawing salary in their respective institution has been released only after receiving their attendance particulars and the Service Books of all the staff has also been updated accordingly in the enclosed proforma on or before the **15th day** of every month, the requisite from your side is still awaited.

It is, therefore, again requested to send the information in the enclosed proforma through e-mail at dswadmn1@gmail.com latest by **31.08.2018**.

This may be given **TOP PRIORITY**.

Encl: as above.



(D. Karthikeyan)

Dy. Director (Admn)

F.1/Misc/2015-16/DSW/19353-395

Dated:

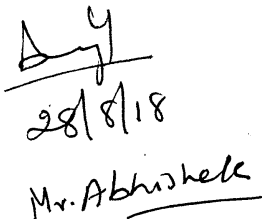
28 AUG 2018

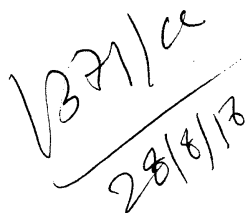
To:

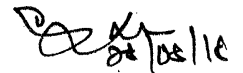
1. All DDOs/HOOs of Homes/Institutions/Schools, DSW, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the order on the Departmental website.
3. Guard file.

Copy for information to:

1. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi for kind information.


28/8/18
Mr. Abhishek


28/8/18



(D. Karthikeyan)

Dy. Director (Admn)

CERTIFICATE

Certified that remuneration of all the staff (Regular/Contractual/Outsourced) posted for salary purpose/physically at _____ (Name of Institution) has been released for the month of _____ after receiving their attendance from the place of their physical posting and the Service Books of the staff has been updated accordingly.

(Signature of the Officer with stamp)

Name of the officer: _____

Date: _____