

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

F. 10(333)/Admn-I/2016/DSW/Estt/Pt-I/22935-23005 Dated: 25 SEP 2018

CIRCULAR

Sub: Effective Maintenance of Complaint Register - regarding

All DDs/DSWOs/DDO/HOOs of Homes/Institutions/Schools of Department of Social Welfare, GNCTD are hereby directed to maintain the Complaint Register of the complaints received from the general public properly in an effective manner.

Further, all the complaints received from general public should also be redressed in a time bound manner. Non-compliance will be viewed seriously.

This issues with the approval of Director (SW)


Section Officer (Admn-I)

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To

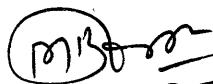
1. All DDs/DSWOs/DDOs/HOOs of Homes/Institutions/Schools of Department of Social Welfare, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
3. Guard file.


Copy for information to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.


Section Officer (Admn-I)

Urgent.


28/09/2018


28/09/2018
5:00 PM

Sh. Kamal Kumar, A.G.

S:SS