

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./Pt-I/26322-392 Dated:

17 OCT 2018

CIRCULAR

In continuation to this office letter dated 31 Jul 2018, please find enclosed herewith a copy of letter dated 05/09/2018 received from Inspecting Officer (HQ), Labour Department, GNCT of Delhi regarding furnishing of additional details of employees engaged directly by the department on contract and outsourced employees engaged through contractor.

All concerned officers are therefore, requested to send requisite details of employees in the attached Proforma to this branch on or before **18/10/2018** in hard copy as well as soft copy at the email ID **dswadmn1@gmail.com**.

This may be given **TOP PRIORITY**.

Encl: As above.

[Signature]
Dy. Director (Admn)

To

1. All DBs/DSWOs/DDOs/HOOs/of Institutions/Homes/Branches of 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.

F. 10(335)/Admn-I/2016/DSW/Estt./Pt.I/26322-392

Dated: 17 OCT 2018

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]
Dy. Director (Admn)

[Signature]
17/10/18
Ms. Kaushal / Ms. Shah.
1533/cc
17/10/18

Details of employees engaged directly by the department on contract

<u>S.NO.</u>	<u>Name of employee</u>	<u>Designation</u>	<u>Address</u>	<u>Contact No.</u>

Details of outsourced employees engaged through Contractor

<u>S.NO.</u>	<u>Name of employee</u>	<u>Designation</u>	<u>Address</u>	<u>Contact No.</u>

Details of employees engaged directly by the department on contract

<u>S.NO.</u>	<u>Name of employee</u>	<u>Designation</u>	<u>Address</u>	<u>Contact No.</u>

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