

DEPARTMENT OF SOCIAL WELFARE
OFFICE OF THE DIRECTOR SOCIAL WELFARE
GOVT. OF N.C.T. OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI

No. PA/DSW/Misc./2018-19/26176-26221

Dated:

OFFICE INSTRUCTION NO. 01/2018

17 OCT 2018

All the Head of Office of the Homes / Institutions have already been delegated the powers to make purchases for day-to-day running of the Homes / Institutions including food and other necessary items, etc.

2. It has been brought to the notice of the undersigned that such bills / vouchers are being got verified by the contractual / out-sourced staff, which is **not a healthy practice, that must stop forthwith** and all such bills / vouchers be invariably verified by a regular senior government employee and cross-checked by the Head of Office of the Homes / Institutions.

3. It is further directed that **a regular government employee should also certify that the quality and quantity of the goods purchased is as per the purchase orders / norms** and the same is also countersigned by the Head of Office of Homes / Institution.

4. The department is going to **re-introduce a system of field inspections**. Any irregularities in respect of quality / quantity of the goods received shall be viewed very seriously and strict action shall be taken as per provisions of law.

5. A Certificate to the effect that above instructions has been brought to the notice of all staff **must be submitted by the respective Head of Home / Supdt. to the Personal Branch of the undersigned by 25.10.2018 at 2.30 p.m.**

6. The above instruction must be observed scrupulously.

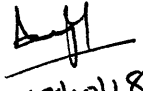

(L.R. GARG, IAS)^{17.10.18}
Director

Copy to: -

1. DCA with the direction that all bills may be cleared after ensuring that the same have been verified by the regular government employee only of the concerned Homes / Institutions.
2. DD (Admn.)(HQ).
3. All the Head of Office of Homes / Institutions.
4. *✓ Sr. System Analyst.*
5. Guard file.

Copy for information to: -

1. P.S. to Secretary (SW).


18/10/18
Ms. Kanchar

1583/CC
18/10/18