

REMINDER-V

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)**

F.No. 10(190)/DSW/Admn-II/wo-CD/Remu/2016 27592-27633

Dated :

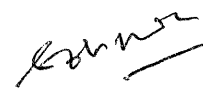
CIRCULAR

In continuation to the earlier circular vide dated 03/10/2018 and 11/09/2018 vide which all DDOs/HOOs/Branch Incharges were required to furnish the certificates of release of remuneration in respect of all contractual/outsourced staff latest by 15th day of succeeding month. But it has been observed that inspite of repeated requests, the certificates are not being provided by the concerned DSWOs/Branch Incharges DDOs/HOOs in time.

Therefore, all the Supdts/DDOs /HOOs/Branch Incharges of the Department are once again requested to ensure that remuneration/salary of outsourced employees shall be paid before 10th day of every month and to send the requisite certificate regarding payment of salary in r/o contractual/outsourced staff working in the homes/institutions latest by 15th day of every month to Section Officer (Admn-II) DSW.

Moreover, it is also stated to send the status for the month of August 2018 and September-2018 of remuneration in r/o of contractual/outsourced employee through e-mail from their official e-mail ID to ddadmn2@gmail.com today till 05:00 p.m.

This may kindly be treated as most URGENT and GIVEN TOP PRIORITY.



Dy. Director(Admn)

F.No. 10(190)/DSW/Admn-II/wo-CD/Remu/2016 27592-27633

Dated :

Copy to:

1. All Supdt/DDO/HOO of Homes/Institutions, DSW,GNCTD, Delhi Gate, Delhi
2. System Analyst, DSW for uploading the circular on the Departmental website.
3. Guard file.


30/10/18

Ms. Kaneham


30/10/18