

**DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI
(Accounts Branch)**

C I R C U L A R

It has been observed that monthly expenditure statement is not being received on time from the Homes/Institutions working under DSW. This not only delays in compliation but also adversely affects timely submission of reports to higher authorities.

To ensure timely submission of monthly expenditure report, a training programme for all HOOs/DDOs of Homes/ Institutions/ Schools of the Department of Social Welfare has been scheduled under the chairmanship of undersigned on **10/12/2019 (Tuesday) at 02:30 PM** in the Conference Hall, GLNS Complex, Delhi Gate, New Delhi-110002 regarding **ONLINE MANAGEMENT OF MONTHLY EXPENDITURE REPORT.**

All HOOs/DDOs of Homes/ Institutions/ Schools under DSW are requested to make it convenient to attend the training on above mentioned venue, date and time. The Officer/Official who is entrusted with the work of preparation of Monthly Expenditure Statement may also attend the programme.

Sudhir Singh Verma
(SUDHIR SINGH VERMA)
Deputy Controller of Accounts
Ph. 23392479

No.F.1(Mise.)AO-I/DSW/Pt. file-II/2016-17 22642

Dated: 04 DEC 2019

Copy for information to the:-

1. PA to Director, DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
2. All District Officers/HOOs/DDOs of Homes/Institutions/Schools of DSW.
3. DD(CTB) for necessary arrangement for training in the Conference Hall, DSW (HQ).
4. ✓ Senior System Analyst, DSW for uploading on the Department website.

System Analyst

Mr. Abhishek

Ag
4/12/19

609/cc
6/12/19

(M/S) J/S
04/12/2019