

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002
[ADMINISTRATION BRANCH-II]**

No.F.81(1)/2016/DSW/Estt. 2182-2242

Dated:

CIRCULAR

16 JUL 2020

Sub:- Request to trace the file No. F.4A(706)/DSW/LC/CAT/2011 regarding Jitender Singh & others V/s GNCTD OA No.1227/2011.

It has been informed that the above said file is not traceable in the Admn. Branch. It seems that it may have been bundled / tied with some other files inadvertently.

All Branch in-charge are requested to search the aforementioned file and if found, same may be forwarded to Admn Branch immediately / or otherwise submit a NIL report within 7 days of the receipt of this letter.

Further, section officer of Admn-I & II branch are directed to ensure that all the staff members in Admn-I & II branch thoroughly search the file in their respective branches again. They are further directed to submit a certificate to this effect in case the file is not traceable. This exercise should be completed within 7 days of this circular.

Jhand
15-7-2020
Dy. Director(Admn)

No.F.81(1)/2016/DSW/Estt. 2182-2242

Dated:

Copy forwarded for information to :

16 JUL 2020

1. PA to Pr. Secretary (SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi.
3. All DDs/Branch In-charges/ DCA at HQ, DSW, GLNS Complex, Delhi Gate, New Delhi.
4. All DSWOs Department of Social Welfare, GNCTD.
5. All In-Charges/HOO/DDOs of Homes/Institutions/CPO, Department of Social Welfare, Delhi.
6. The Sr.System Anylist, DSW (HQ) to upload on the website of the Department.
7. Guard File.

Jhand
15-07-2020
Dy. Director(Admn)

92/CC
28/7/20

24
23/7/2020

A.P.