

**GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE  
NEW DELHI-110002  
[ADMINISTRATION BRANCH]**

F.No. 1(55)/Admn-I/2016/DSW/Estt/Pt-II/ 12074-12134

Dated: **DEC 2020**

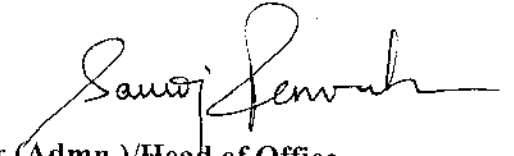
**CIRCULAR**

In order to prevent spread of COVID 19 and in reference letter No. 1(543)/DDMA(HQ)/MISC/Covid-19//PF-1/2020-21/2079 dated 28/11/2020 issued by Chief Secretary, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, Delhi Disaster Management Authority, Government of NCT of Delhi the following measures are to be taken by the Department and Subordinate offices with immediate effects for functioning of the offices.

1. All officers of the level of Grade-I/ equivalent and above will attend office to the extent of 100% strength. The remaining staff will attend up to 50% as per requirement to be assessed by HOO/ Head of branches concerned (remaining 50% of the staff will work from home), till 31/12/2020 or till further order whichever is earlier.
2. All the Deputy Directors/ Branch Incharges/ DSWOs/ HOOs/ Supdts Institutions shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office functions on minimal strength and employees are desisted from travelling frequently. Rest of the employees will work from home. Copy of the roster prepared shall be forwarded to Director (SW) also. However all residential (Homes/ Institutions, catering to Sr. Citizens, mentally retarded, Leprosy affected persons and Blind Students) will be covered under essential services and follow guidelines issued vide order no. F.PA/DSW/Misc/2019-20/29657-29716 dated 20.03.2020.
3. The officials allowed to work from home will available at any time as and when so required on phone, whatsapp, messages and emails. Any official allowed to work from home may be called to office if so required.
4. The officials working from home shall not leave stations unless prior permission is granted by the competent authority in writing and conveyed to him/her only in exceptional circumstances.

6. This arrangement shall be effective till 31/12/2020 or till further order whichever is earlier

7. Order about who among the officials will come to office shall be mailed at ddadmn2@gmail.com.

  
Dy. Director (Admn.)/Head of Office

Encl: As above.

To

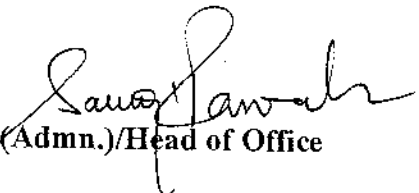
✓ Sr. System Analyst, DSW for uploading the circular on the Department website.

F.No. 10(335)/Admn-I/2016/DSW/Estt/Pt-II/ 12074-12134

Dated: DEC 2020

Copy for information to:

- PA to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
- All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/ Schools.
- Guard File.

  
Dy. Director (Admn.)/Head of Office