

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

F10(285)/DSW/ Admin-II/2020 13611 - 13681

Dated:

21 DEC 2020

CIRCULAR

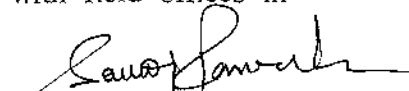
A meeting was held in the chamber of Jt. Dir Admin (DWCD)/Jt. Dir (SW) at Ground Floor, Maharana Pratap ISBT Building, Kashmere Gate, Delhi on 17/12/2020 at 11: AM to discuss the matter related to separation of Cadre Control of both the department i.e. SW & DWCD, GNCT of Delhi. During the meeting it was directed to prepare a plan for restructuring of the department by assessing the staff requirement in each Branch, Districts, Institutions and Services of the Department of Social Welfare.

Accordingly, all the DDO/HOs/Incharge of concerned Branch, Districts, Institutions and Services of the Department of Social Welfare are requested to assess the staff requirement ideally needed to implement the work assigned to them in following format and submit to Admin branch within a week time. Soft Copies may also be send on ddadmn2@gmail.com

SN	Name of Post Required	No. of Posts required	Present strength	Brief justification w.r.t posts proposed

*Note w.r.t. work load in each office should be appended separately by respective offices.


Nodal branches working with respective offices will also coordinate with field offices in preparing and submitting quality information within stipulated time.


Dy. Dir (ADMIN.)

F10(285)/DSW/ Admin-II/2020

Dated:

1. Dy. Dir/Superintendents of all Institutions, Schools, MCUs, Districts, TCPCs, SWPH and Branches of Head Quarter.
2. ✓ Sr. System Analyst with the request to upload the reference on website of DSW.


Dy. Dir (ADMIN.)

392/ce
23/12/2020