

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

F.No. 1(59)/2020/DSW/Estt / 16075-16/33

Dated: 20 JAN 2021

CIRCULAR

Sub: Instructions/ Guidelines relating to submission of files.

Please find enclosed herewith a copy of letter No.Min/SW/ 2021/179 dated 11/01/2021 received from OSD to Minister, Office of the Minister Social Welfare, WCD, SC/ST, Cooperative, GE, Government of NCT of Delhi on the above cited subject.


Section Officer (Admn I)

Encl: As above.

To

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

F.No. 1(59)/2020/DSW/Estt

Dated:

20 JAN 2021

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.


Section Officer (Admn I)

479/CC

21/01/2021

Office of the Secretary (SW)
Dt. of Social Welfare
Govt. of NCT of Delhi

11 JAN 2021

Dy. No. 107



Office of the Minister
(Social Welfare, WCD, SC/ST, Cooperative, GE)
Government of NCT of Delhi
E-mail: minsWSCST.delhi@gmail.com

No. Min/SW/2021/179

Dated: 11/01/2021

Sub: Instructions/guidelines relating to submission of files.

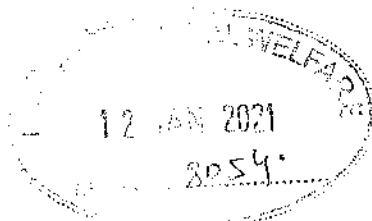
While submitting files to this office in future, it may be ensured by all the departments that files are in proper shape. Due care should be taken with regard to the following points:-

1. All files must have CD Number, boldly written on the cover of file.
2. Paging on both correspondence and noting side is done properly.
3. Paragraph numbering is done on the note side.
4. File cover and file board should be in good condition.
5. Files should be arranged in book shape, so that noting and correspondence sheets remain fully covered in file.

The above guidelines apply in case of all files. However, special care must be taken in respect of those files which are being submitted by departments for seeking approval of Hon'ble Minister for sending the proposal to other departments like FD, Planning and Law etc.

This issues with prior approval of Hon'ble Minister.

DSW
[Signature]
12/1



[Signature]
(S K Sikdar) 11/1/21
OSD to Minister

*Pl circulate
with instructions*

Pr. Secretary, DSCST

Secretary, WCD

Secretary, DSW

Secretary-cum-RCS

Director, GE

DO (Adm)

So D (G)

So F-4

12/1/21

*Mr. hulk all jobs
of Adm. Por.*

Copy to: PPS to Hon'ble Minister

Sh. Atul

