

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

F.No. 10(285)/DSW/Admn II/2020/ 16488-16548

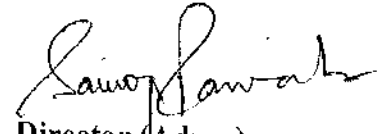
Dated:

27 JAN 2021

CIRCULAR

All Dy. Directors, DSWOs, Superintendents, Principals are hereby requested to take immediate actions in case of any employee/ staff found absent unauthorisedly or don't report to concerned office after transfer/ posting order. If the erring staff fail to report office in time after issuance of memo/ show cause notice then submit a proposal to Admin Branch (DSW) for initiating action against by giving full particulars such as date from which S/he is absent, Action taken by the office In-Charge alongwith copies of documents. All the documents should be attested.

Any lapse in this regard will be viewed, seriously.


Dy. Director (Admn)

To

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

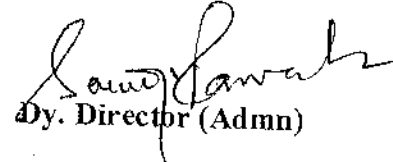
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Copy for information to:

- 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)

490/CC
27/1/21

