

**MOST IMMEDIATE**  
**TIME BOUND**

**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.10(120)DSW/Admn.-II/WO-Misc./2017/ 19605-19665

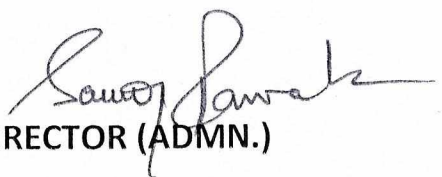
Dated: 24 FEB 2021

**CIRCULAR**

A letter has been received from Incharge (MR), M/s ICSIL, regarding officials outsourced through M/s ICSIL and not attending the office for a long period. In this regard Spl. Secretary-cum-Director (SW) has directed to take action and reply within three days.

Accordingly it is requested/ directed to do the needful and to submit a report to this office within three days in the following format:-

Sno.	Name of the Outsourced employee	Designation	Date since not attending the office	Date of joining in the office	Steps initiated by the concerned branch/ office regarding absence of Outsourced employee.

  
DY.DIRECTOR (ADMN.)

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Dated: 24 FEB 2021

1. PA to Spl.Secy.-cum-Director (SW), DSW(HQ), Delhi Gate, New Delhi.
1. All Branch Incharges of DSW(HQ), Delhi Gate New Delhi.
2. All District Officers, Social Welfare Department, Delhi.
3. All DDO/HOO Social Welfare Department, Delhi.
4. Sr. System Analyst with the request to upload the circular on the official Website of Social Welfare Department, GNCTD.
5. Guard File

579/CC  
24/02/21