

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

F.No. 10(232)/2015/DSW/Cir/Estt/Pt-I/ 691.751

Dated: 12/04/2021

**CIRCULAR**

In order to prevent spread of COVID 19 and in reference Order No.F.1(589)/DDMA(HQ)/ Misc.Matters/ COVID/21/368 dated 10/04/2021 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.

- 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 upto 50% as per requirement to be assessed by HOO/ Head of branches concerned (remaining 50% of the staff will work from home rotation wise), till 30/04/2021 or till further order whichever is earlier.
- 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.
- 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.
- 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.

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- Attendance of officials working from office and home shall be maintained by branch incharges/ DSWOs/ Supdts of Institutions.
- This arrangement shall be effective till 30/04/2021 or till further order whichever is earlier.
- Roaster of officials attending office or work from home to be mailed at [ddadmn2@gmail.com](mailto:ddadmn2@gmail.com).
- The guidelines for effective control of COVID-19 as issued by MHA, GoI vide Order No. 40-3/2020-DM-I(A) dated 23.03.2021 which has already been circulated vide DDMA Order No. 363 dated 27.03.2021 shall remain continued.

*Muhalay*  
12-04-21  
Dy. Director (Admn-II)

Encl: As above.

To

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

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Dated: 12/04/2021

Copy for information to:

- PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
- Divisional Commissioner, Delhi Department of Revenue, Sham Nath Marg, Delhi-54.
- PA to Secretary (Health), GNCTD, Delhi Secretariat, Delhi.
- DD(Disability Branch), (Nodal Officer- COVID-19), DSW, GLNS Complex, Delhi Gate, Delhi.
- All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/ Schools.
- Guard File.

*Muhalay*  
12-04-21  
Dy. Director (Admn-II)