

**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.45(41)/2012/DSW/Estt./ 1192-1252

Dated: 7 MAY 2021

**CIRCULAR**

This has been directed by office of the Hon'ble Lt.Governor, GNCT of Delhi in the matter of extension of service of all the Contractual and Outsourced staff working in Social Welfare Department, GNCTD. that, the Work & Conduct and appraisal report is to be mandatorily submitted in the Administration Branch, DSW(HQ) for each year.

Accordingly all the Head of Office/ DDOs are hereby directed to submit Work & Conduct and appraisal of Contractual and Outsourced staff engaged in their offices for the year 2020-2021. The same may be submitted in the office of the undersigned within 15 days of the issue of this circular.

This issues with the approval of Competent Authority.

*N. Kalay*  
*2020-21*  
Dy. Director (Admn.-II)

No.F.45(41)/2012/DSW/Estt./ 1192-1252

Dated:

7 MAY 2021

Copy to:

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

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Dy. Director (Admn.-II)

*33/CC*  
*24/5/21*