

TIME BOUND MATTER

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

F. 2014/misc/Group 'D'/Estt./ 4142-4212

Dated:

08 JUL 2014

CIRCULAR

HOO/DDO of Home/institution are requested to forward the details of Permanent sanctioned posts and currently posted <sup>details</sup> against said posts in respect of the following posts (**Kitchen Helper, Cook, Chowkidar, Sweeper, Peon, Mali, Dresser, Nursing sister, Chair Recanner, Watchward, Workshop Attendant, Boarding Attendant, Bus Attendant, Attendant, Daftry, Barber, Washerman, Washerwomen, Caretaker, helper, Sr. helper, House father, House Mother, House Aunty, Matron, Aya, Dispatch Rider, Jr. Matron, Enumerator, Nursing Orderly,**) in below mentioned prescribed Performa to Administration-II branch in **hard copy** as well as soft copy through email ID [ddadmn2@gmail.com](mailto:ddadmn2@gmail.com), within **2 days** of issue of this letter.

S.No	Sanctioned Posts.	Sanctioned order no.	Post Creation order.	Filled Posts	Employee name against whom the post is filled with their Contact number,	Vacant Posts.	Physically posted.	Posted for salary purpose.
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**Please see the all requisite columns are properly filled in prescribed format only, as mentioned above this Circular.**

Copy of RRs may also be sent in respect of above mentioned posts within 7 days.

This may be given TOP PRIORITY.

Nehalav  
09-07-21

DY. DIRECTOR (ADMIN-II)

Dated:

08 JUL 2014

F. 2014/misc/Group 'D'/Estt./ 4142-4212

To:

1. All DDs, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. All DSWOs, DSW, GNCTD, Delhi.
3. All DDO/HOO of Homes/Institutions/Schools, DSW, GNCTD, Delhi.

Copy to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. PA to Spl Director(SW), GLNS Complex, Delhi Gate.
4. JD(SW), GLNS Complex, Delhi Gate, Delhi.
5. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
6. Guard file.

Nehalav  
09-07-21

DY. DIRECTOR (ADMIN-II)

148/CC  
13/7/21