

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NATIONAL CAPITAL TERRITORY  
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002  
[Research, Training and Evaluation (RTE)]

F44(18)/Misc/2020/RTE/DSW 4691-4724

Date

C I R C U L A R

Please find enclosed herewith a circular received from the worthy Chief Secretary, GNCT Delhi, which is self explanatory.

In accordance to the direction, all the institutions/offices of the Department of Social Welfare are hereby requested to keep following points in mind while submitting their reports-

- A. All reports necessarily include the overall nature and scope of the work.
- B. Progress achieved so far.
- C. Clear and well defined timeline for completion of the balance work including schedule date for completion of each sub- activity.

*Saujan Sawak*  
Dy. Director (RTE)

TO,

1. All DSWOs, Dept. Of Social Welfare, GNCTD.
2. All Dy. Directors/Branch In charges of HQ, GLNS Complex Delhi Gate-02
3. Sr. System Analyst to upload on the website of department.

F44(18)/Misc/2020/RTE/DSW 4691-4724

Date

Copy for information to:-

1. PPS to Secretary, Social Welfare Dept., GLNS Complex, Delhi Gate-02
2. PA to Spl. Secy. cum Director, Social Welfare Dept., GLNS Complex, Delhi Gate-02
3. PA to Spl. Director, Social Welfare Dept., GLNS Complex, Delhi Gate-02
4. PA to Jt. Dir, Social Welfare Dept., GLNS Complex, Delhi Gate-02

*Saujan Sawak*  
Dy. Director (RTE)

*ABhishek*  
19/10/21

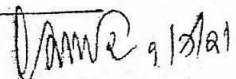
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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE CHIEF SECRETARY  
5<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110002

CIRCULAR

During the course of review meetings, it has been observed by the Hon'ble Lt. Governor that the presentations made by some Departments lack clarity and flow as regards targets to be achieved, progress made and timelines for completing the balance work. This lack of clarity eludes effective monitoring and review.

Accordingly, all the Administrative Secretaries of the Departments are advised that while making presentations before the Hon'ble Lt. Governor during review meetings, the presentation should necessarily include the overall nature and scope of the work, progress achieved so far and clear well defined timelines for completion of the balance work including scheduled date for completion of each sub activity.

  
(Vijay Kumar Dev)  
Chief Secretary

Dated: 09.07.2021

No. 9094

Copy to:

All ACSs/Pr. Secretaries/Secretaries/HODs  
under GNCT of Delhi

*For strict compliance  
of all branches incharge/officers.*

  
12/7