

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

F.No. 2(109)/Admn-II/2021/DSW/Estt/ 11618-11678

Dated: 06 OCT 2021

CIRCULAR

**Sub:- Status of vacancies in various Homes, Schools & Institution Under Department of Social Welfare.**

This has been brought to the notice of the undersigned that there are vacancies in different categories of Ministerial, Healthcare Services existing from a long time, which is adversely affecting the organisation's management.

To resolve this issue this has been decided that two way procedure is required to be taken up at the level Administration as well as concerned Home, School and Institute of Department of Social Welfare.

1. To fill-up vacancies through regular appointment
2. To fill-up vacancies through Gem however, this would be an interim arrangement till regular appointees join.

The procedure to be followed reference to above proposed action would be:

- a. To fill up vacancies through regular staff, HOO/DOO of concerned School/ Home/ Institute shall submit the requirement file in Admn. Branch containing information regarding post sanction details & vacant posts for onward submission to DSSSB through HOD(SW).
- b. To fill up vacancies through outsourcing agency say GeM complying Rule 149 of GFR-2017, the HOO/ DDO shall request approval of the HOD(SW), routed through Admin Branch, Account Branch & can procure services through GeM.

To combat the situation on the subject regarding creation of posts in various Schools/ Homes and Institutions in Department of Social Welfare, it is directed that , the concerned office shall submit proposal as per terms of F.No.1/51/2013/AR/737-896 Dated 05-02-2015 in the Admn.Br. Of Social Welfare Department. Admn Br. shall ensure that proposal is in order thereafter take up matter for approval of HOD & creation of post by AR Department.

*[Signature]*

Joint Director (Admn)

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Copy for information to

- PA to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to JD(SW), GLNS Complex, Delhi Gate, Delhi.
- All DDs / DSWOs/DDO/HOO/Supdt. /In-charge of Homes/ Institutions /Schools.
- Guard File.

✓ Sr. System Analyst, DSW (NB) to upload the circular on the website of Department.

*[Signature]*  
Joint Director (Admn)

Yoo/CC  
7/10/21