

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI
(ADMINISTRATION BRANCH-II)

No.F.02 (90)/Admn.-II/DSW/Estt./Incumbency/ 12,289-12349

Dated 12 OCT 2021


Circular

SUB: - Incumbency of the Department of Social Welfare, GNCT of Delhi

With reference to previous letter no F.No.2 (90)/Admn-II/DSW/Estt./Incumbency/3980-4050 Date: - 08/07/2021 subject cited above, the information sought is still awaited from DDs/DSWOS/DDO/HOO/Supdt./In-charge of Homes/ Institutions/ Schools. It is again requested to provide the requisite information in prescribed format (**Annexure-A**) enclosed with-in 7 days of the issue of this Circular via e-mail at ddadmn2@gmail.com and also submit **hard copy** in this office for perusal of HOD (SW).

Please see the all requisite column are properly filled in prescribed format only, as enclosed with this Circular.

This may be given on TOP PRIORITY


Joint Director (Admn.)

No.F.02 (90)/Admn.-II/DSW/Estt./Incumbency/ 12,289-12349

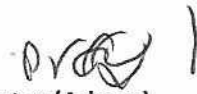
Dated 12 OCT 2021

Encl: As above

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

Copy for information to:

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


Joint Director (Admn.)

Y20/CC
12/10/21


12/10/21
Ashish

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

ANNEXURE 'A'

Incumbency Statement Containing Names and brief Particulars of the Officers/Officials of
DEPARTMENT OF SOCIAL WELFARE

Post creation order & date	Name of the Post	No. of sanctioned Post	Working Strength	Name of the Incumbent(s) (Shri/Smt.) as per pay bill register	Date of Birth	Father's Name	Category (SC/ST/OBC/UR)	Pers on with Disability (YES/NO) If yes type of Disability (OH/VH/HH)	Level pay	Basic Pay in level	Mode of appointment the Govt Service	Date of appointment to the present post	Likely date of relinquishing office	Name of Post filled by salary purpose	Name of Post Physically filled	Action for filling the vacancy	Remarks

Please mention the following information as well:-

1. Name of the Home/Institution/Office
2. Mail ID.
3. Phone Number.