

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

F.No.2(119)/Admn.-II/2021/DSW/Estt./16018-16078

Dated:

08 DEC 2021

**CIRCULAR**

All DDs/ DSWOs/ DDOs/ HOO/ Supdt./ In-charge of Homes/ Institutions/ Schools/Offices are hereby directed to provide work allocation of All Staff Regular/Contractual/Outsourced posted in their respective Branch/Institution/School/Homes as per prescribed format (**Annexure-A**) latest by Friday i.e 10/12/2021, 04:00 p.m, *In Admn. II Branch.*

The above information is to be presented before JD(SW).

*Nihal Singh*  
08-12-21  
Dy. Director (Admn.-II)

F.No.2(119)/Admn.-II/2021/DSW/Estt./16018-16078

Dated:

08 DEC 2021

Encl: As above.

Copy to:-

1. PA to Secretary(SW),GLNS Complex, Delhi Gate.
2. PA to Spl. Secretary-cum-Director(SW), GLNS Complex, Delhi Gate.
3. PA to JD(SW) GLNS Complex, Delhi Gate.
4. All DDs/ DSWOs/ DDOs/ HOO/ Supdt./ In-charge of Homes/ Institutions/ Schools.
5. Sr. System Analyst, DSW for uploading the circular on the Department Website.
6. Guard file.

*Nihal Singh*  
08-12-21  
Dy. Director (Admn.-II)

*6457cc*  
*10/12/21*

*etc*

Name of Branch/Institution:-

Mail ID:-

Contact no.:-

S.No	Name of Employee	Designation	Work allocation	Remarks