

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, N. DELHI-02
(ADMINISTRATION BRANCH)

F10(367)/2017/A-I/DSW/Estt./PF/ 21426-21476


Dated:
08 MAR 2022

CIRCULAR

Sub: Request to trace the file No.1/TCPC/Ramesh/Nagar/2021-22/03 regarding reimbursement of LTC Claim bills & Leave Encashment in respect of Sh. Ramesh Kumar Sharma, Supdt. West District, Department of Social Welfare.

It has been informed that a file bearing No.1/TCPC/Ramesh/Nagar/2021-22/03 on the subject cited above was forwarded by the Supdt. TCPC (Ramesh Nagar) to Admn.-I Branch, Department of Social Welfare on 14/01/2022 for vetting the proposal of LTC Claim in respect of Sh. Ramesh Kumar Sharma, Supdt.(West District) is not traceable in the Admn.-I Branch. It seems that it may have been bundled/tied with some other files inadvertently.

All DDOs/HOOs/Branch Incharges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare are requested to search the afore-mentioned file and if found, same may be forwarded to Admn.-I Branch immediately/or submit a NIL report within 03 days of the receipt of this letter as the same is required for reimbursement of LTC Claim of Sh. Ramesh Kumar Sharma, Supdt. by the concerned DDO/HOO.

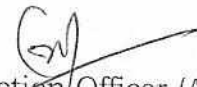

Section Officer (Admn.-I)

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Copy to:-

1. PPS to Pr. Secretary (SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Spl. Secretary Cum Director (SW), GLNS Complex, Delhi Gate, New Delhi.
3. PA to Jt. Director (SW), GLNS Complex, Delhi Gate, New Delhi.
4. All DDOs/HOOs/Branch Incharges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare, GNCTD.
5. Sr. System Analyst (SW) to upload the circular on the website of the department.
6. Guard File.


Section Officer (Admn.-I)

811/cc
19/3/22