

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE NEW DELHI-02  
(CARETAKING BRANCH)

F.No. 71(149)/DSW/CTB/procurement through gem/21-22 | 1270-1329 Dated: 19 APR 2022

CIRCULAR

It has been informed that a file bearing No.71(147)/DSW/CTB/misc. item through GeM/21-22 regarding purchase of Misc. items through GeM was forwarded by Joint Director to Special Secretary cum Director, Department of Social Welfare on 23.02.2022 for approval of purchase of Misc. Items through GeM. The same file is not traceable in the office of Special Secretary cum Director. It seems that it may have been bundled/tied with some other files inadvertently.

It is therefore, all DDOs/HOOs/Branch Incharge/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 Caretaking Branch immediately/ or submit a NIL report with 03 days of the receipt of this letter.

*M*  
18/04/2022  
Superintendent (CTB)

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Copy to:-

1. PA to Spl Secretary cum Director, GLNS Complex, Delhi Gate, New Delhi.
2. PA to Joint Director, GLNS Complex, Delhi Gate, New Delhi.
3. All DDOs/ HOOs/ Branch Incharge/ DSWOs/DDs of Homes/ Institutions/Districts of Department of Social Welfare, GNCTD
- ✓ 4. Sr. System Analyst (SW) to upload the circular on the website of the Department.
5. Guard file.

*JA*  
18/04/2022  
Superintendent (CTB)

*29/CC*  
19/4/22