

**GOVT. OF N.C.T. OF DELHI**  
**DEPARTMENT OF SOCIAL WELFARE**  
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F4A (1239)/DSW/LC/2021-22/ 3196-3255

Dated: 13 MAY 2022

**CIRCULAR**

1. It has been noticed that Affidavits to be submitted in the Court are given by the concerned branch at the last moment in some cases, just one day before the hearing, which causes undue hastiness.
2. The Pr. Secretary (Social Welfare) has taken a very serious note on the situation and has directed that all the concerned branch shall submit the Affidavits in Litigation Branch 10 days before the next date of hearing. This period shall also permit the concerned branch to investigate the facts clearly as per the official records.
3. Therefore, all the DDs/DSWOs/Branch incharge/DDO/HOO of Homes/ Institutions/ District of Department of Social Welfare, GNCTD, Delhi are hereby directed to ensure submission of Comments/Affidavits within the prescribed time period as mentioned above.

**This issues with the prior approval of Pr. Secretary.**

*N. K. Lal*  
13-5-22  
Deputy Director (Litigation)

F4A (1239)/DSW/LC/2021-22/ 3196-3255

Dated: 13 MAY 2022

**Copy to:**

1. PS to Secy., Department of Social Welfare, GNCTD, Delhi
2. PA to Spl. Secy. cum Director, Department of Social Welfare, GNCTD, Delhi
3. PA to Joint Director, Department of Social Welfare, GNCTD, Delhi
4. All the DDs/DSWOs/Branch incharge/DDO/HOO of Homes/ Institutions/ District of Department of Social Welfare, GNCTD, Delhi
5. Sr. System Analyst (SW) to upload the circular in the website of the Department.
6. Guard file.

*Jyoti*  
13/5/22

*N. K. Lal*  
13-5-22.  
Deputy Director (Litigation)