

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
[ADMINISTRATION BRANCH-II]  
GLNS COMPLEX, DELHI GATE  
NEW DELHI-110002

F.No.1(64)/2020/DSW/Estt./Misc/Pt | 5299-5358

Dated: 13 JUN 2022

**CIRCULAR**

**Sub: Forwarding of Incumbency statement in r/o Gr.IV (DASS).**

Please find enclosed herewith a copy of letter No. F.4/65/2008/S-II/702-704 dated 09/03/2022 received from Services Department, Branch II, Delhi Secretariat regarding the subject cited above (Hard copy and softcopy in the mail).

You are therefore request that the incumbency statement in r/o Gr.IV (DASS) drawing salary from your institute may be submitted in prescribed proforma I & II to the undersigned with in 2 working days and same may also be sent via e-mail at [ddadmn2@gmail.com](mailto:ddadmn2@gmail.com) with in two days.

  
Section Officer (Admn-II)

Encl: As above.

To

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

F.No.1(64)/2020/DSW/Estt./Misc/Pt | 5299-5358

Dated

13 JUN 2022

Copy for information to:

- All DDs / DSWOs/DDO/HOO/Supdt./Incharge of Homes/ Institutions /Schools.
- Guard File.

  
Section Officer (Admn-II)

133/cc  
14/5/22

**MOST IMMEDIATE**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: BRANCH II  
(Delhi Secretariat, 5th Level, A-Wing, I.P.Estate, New Delhi)  
(<http://services.delhi.gov.in>)**

Secretary (SW)  
Office of the Pr. Secretary  
Deptt. of Social Welfare  
Govt. of NCT of Delhi  
**16 MAR 2022**  
77  
Dy. No.....

No. F.4/65/2008/S-II/ 702-704

Date: 09/03/22

To  
All the Head of Offices,  
Government of NCT of Delhi,  
New Delhi / Delhi.

Sub: **Forwarding of incumbency statement in respect of Gr. II, III, IV (DASS) / Steno Officials.**

Sir/Madam,

The Services Department is the Cadre Controlling Authority for DASS and Stenographer Cadre officers / officials. The deployment / posting of officials / officers of DASS Cadre and Steno Cadre in various departments, depending upon the respective sanctioned cadre strength of the departments is done by the Services Department. In the absence of complete service particulars this department is finding it very difficult to process of their promotion / regularization / transfer / posting etc. Besides, updating data is a continuous process and can be done only if the particulars are made available on regular basis from the respective departments.

In this context, it is therefore requested that the incumbency statement in respect of Gr. II, III, IV (DASS) & Steno officials posted in your department may be submitted to this department in the Chamber of Deputy Secretary-III, Services Department, 7th Level, B-Wing, Delhi Secretariat, I.P. Estate, Delhi on the date and time allotted as per the annexed schedule through a suitable representative official (not below the rank of Section Officer) who is well versed with the details. The copy of the circular / specimen statement can be downloaded from the website of Services Department. Besides, one consolidated statement pertaining to a single department is required to be forwarded by the HQ of the department. Further, it is requested that when providing the statement, it may be ensured that the number of proforma enclosed should be same as to the filled up strength shown in the vacancy statement.

This issues with the prior approval of the Competent Authority.

Encl.: As above.

Joint Director Social Welfare  
**17 MAR 2022**  
Dy. No. 3613

Yours faithfully,

(BHAIKAR DUTT)  
DEPUTY SECRETARY (SERVICES)

Date: 09/03/22

No. F.4/65/2008/S-II/ 702-704

Copy to:

1. The Section Officer (Coordination), Services Department with the direction to upload on the circular on the website of this department.
2. The Section Officer (Services-III), Services Department.

(BHAIKAR DUTT)  
DEPUTY SECRETARY (SERVICES)

JD(SW)  
DIRECTOR SOCIAL WELFARE  
**17 MAR 2022**  
Dy. No. 245

SS-DPW  
02

16/3/22

DO(A-II)

5184/DDA  
21/3/22

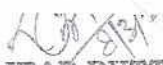
SO(A-II)  
M  
2/17

21.3.22  
Sh. Anil

✓

**ANNEXURE**

S. No.	Date	Departments
1.	16/03/2022	A&U Tibbia College & Hospital
2.	(11:30 AM)	Aruna Asaf Ali Hospital
3.		Acharya Bikshu Hospital
4.	16/03/2022	Ambedkar Institute of Adv.Comm. Technologies & Research
5.	(04:00 PM)	AMBEDKAR NAGAR HOSPITAL
6.		Archaeology
7.	17/03/2022	Archives
8.	(11:30 AM)	Atter Sain Hospital
9.		Audit
10.	17/03/2022	Dte. of Ayush
11.	(04:00 PM)	BURARI HOSPITAL
12.		Babu Jagjivan Ram Hospital
13.	21/03/2022	Bhagwan Mahavir Hospital
14.	(11:30 AM)	B.R. Sur (Homeo) Medical College/Hospital
15.		Baba Saheb Ambedkar Hospital
16.	21/03/2022	Baba Saheb Ambedkar Medical College
17.	(04:00 PM)	Ch.Brahm Prakash Govt. Engineering College, Jalfarpur
18.		Chief Electoral Office
19.	22/03/2022	Conservator of Forests
20.	(11:30 AM)	Chit Fund
21.		Central Jail
22.	22/03/2022	Chacha Nehru Bal Chikitsalaya
23.	(04:00 PM)	College of Arts
24.		Cooperative Societies
25.	23/03/2022	Delhi Agricultural Marketing
26.	(11:30 AM)	Deep Chand Bandhu Hospital
27.		Directorate of Civil Defence
28.	23/03/2022	Divisional Commissioner Office
29.	(04:00 PM)	
29.	24/03/2022	Delhi Commission for Women
30.	(11:30 AM)	Deen Dayal Upadhyay Hospital
31.		Dte. of Economics & Statistics
32.	24/03/2022	Development
33.	(04:00 PM)	Delhi Fire Service
34.		Dte. of Family Welfare
35.	25/03/2022	Dr. Hedgewar Arogya Sansthan
36.	(11:30 AM)	Directorate of Home Guards
37.		Dte. of Health Services
38.	25/03/2022	Dte. of Information & Publicity
39.	(04:00 PM)	Delhi Instt.of Pharm.Sc.& Research
40.		Delhi Minority Commission
41.	28/03/2022	Dte. of Vigilance
42.	(10:30 AM)	Drugs Control
43.		Department for the Welfare of SC/ST/OBC
44.	28/03/2022	Delhi Subordinate Services Selection Board
45.	(04:00 PM)	Dte. of Social Welfare
46.		Department of Trade & Taxes
47.	29/03/2022	Directorate of Education
	(11:30 AM)	

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

49.	30/03/2022 (11:30 AM)	Employment
50.		Department of Environment
51.	30/03/2022 (04:00 PM)	Environment (Horticulture)
52.		Excise
53.		Food Supplies & Consumer Affairs
54.	31/03/2022 (11:30 AM)	Department of Food Safety
55.		Forensic Science Laboratories
56.		General Administration Department
57.	31/03/2022 (04:00 PM)	GB Pant Engineering College, Okhla
58.		Govind Ballabh Pant Hospital
59.		Guru Gobind Singh Government Hospital
60.	01/04/2022 (11:30 AM)	Guru Nanak Eye Centre
61.		Guru Teg Bahadur Hospital
62.		Directorate of Gurudwara Election
63.	01/04/2022 (04:00 AM)	Health & Family Welfare
64.		Directorate of Higher Education
65.		Irrigation & Flood Control
66.	04/04/2022 (11:30 PM)	Indira Gandhi Hospital
67.		Industries
68.		Information Technology
69.	04/04/2022 (04:00 PM)	Jag Pravesh Chandra Hospital
70.		Land & Building
71.		Law, Justice & Legislative Affairs,
72.	05/04/2022 (11:30 AM)	Labour
73.		Legislative Assembly Secretariat
74.		Lal Bahadur Shastri Hospital
75.	05/04/2022 (04:00 PM)	Lt. Governor's Secretariat
76.		Lok Nayak Hospital
77.		Lokayukta
78.	06/04/2022 (11:30 AM)	Mother and Child Hospital, Nasirpur
79.		Maulana Azad Medical College
80.		Madan Mohan Malviya Hospital
81.	06/04/2022 (04:00 PM)	Maharishi Valmiki Hospital
82.		National Cadet Corps
83.		N.C. Joshi Hospital
84.	07/04/2022 (11:30 AM)	Nehru (Homeo) Medical College/Hospital
85.		Dte. of Panchayat
86.	07/04/2022 (04:00 PM)	Principal Accounts Office
87.		Police Complaint Authority
88.		Public Grievance Commission
89.	08/04/2022 (11:30 AM)	Planning
90.		Power Department
91.		Prohibition
92.	08/04/2022 (04:00 PM)	Prosecution
93.		Rural Development
94.		Rehabilitation
95.	11/04/2022 (11:30 AM)	Rao Tula Ram Hospital
96.		Services Department
97.		Sanjay Gandhi Memorial Hospital
		Satyawadi Raja Harishchandra Hospital

98.	11/04/2022 (04:00 PM)	Sushruta Trauma Centre
99.		Sardar Vallabh Bhai Patel Hospital
100.		Department of Tourism
101.	12/04/2022 (11:30 AM)	Transport
102.		Training and Technical Education
103.		Urban Development (Directorate of Local Bodies)
104.	12/04/2022 (04:00 PM)	Urban Development
105.		Union Territory Civil Services
106.		Women & Child Development
107.		Weight & Measures

**PROFORMA NO. I**  
(To be filled by office/Department)

**DETAILS OF INFORMATION IN RESPECT OF GR.II / III / IV (DASS)/STENO CADRE**

Name of the Department : \_\_\_\_\_

Name of nodal Officer (Designation) : \_\_\_\_\_

(Who are looking after Admn. Branch) \_\_\_\_\_

Contact No. : (O) 011- \_\_\_\_\_

: (M) \_\_\_\_\_

Total Sanction/filled/vacant posts

Posts	Sanctioned	Filled	Vacant	Post creation order number(s) with date (enclose attested copy)	Post abolition order, if any (enclose attested copy)
Gr- II (DASS)/ ASOs					
Gr-III (DASS)/ SAs					
Gr-IV (DASS)/ JAs					
PS					
PA					
Steno					

Encl:- Proforma No. II duly filled by the department and duly countersigned by authorized officer.

Dated :

Signatures & Stamp of H.O.O.

Name of HOO \_\_\_\_\_

**PROFORMA No. II**  
(To be filled by office/Department)

**DETAILS OF CONSOLIDATED STATEMENT IN RESPECT OF GR.II, III, IV (DASS) & STENO CADRE**

Sl. No.	Name Sh./Smt./Ms.	Date of Birth	Date of posting / joining in present department	Name of previous department(s) where posted		Whether working in diverted capacity		Present Residential / Correspondence Address	Mobile no.	E-mail id	Whether PH (VH/DD/CH)	Remarks
				Deptis.	From To	Name of deptt.	Since when					
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

\* Separate forms to be filled for each post.

Signatures & Stamp of H.O.O.

Name of HOO