

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

F.No.1(59)/2020/DSW/Estt./ 10582-10641

Dated:-

29 AUG 2022

**CIRCULAR**

**Sub:- Safeguards of records/orders/notification relating to service conditions of ex-cadre posts in the departments of Government of NCT of Delhi.**

Please find enclosed a copy of letter F.No.2(1)/RR/2017/S-IV/1397-1399 dated 29/07/2022 (PUC no. 2407 dated 10/08/2022) received from Dy. Secretary (Services), GNCT of Delhi Services Department:Branch-IV, 5<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi-110002 regarding Safeguards of records/orders/notification relating to service conditions of ex-cadre posts in the departments of Government of NCT of Delhi for Compliance.

Encl:- As above.



Section Officer (Admn-II)

F.No.1(59)/2020/DSW/Estt./ 10582-10641  
Copy to:-

Dated:-

29 AUG 2022

1. PPS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. PA to Joint Director(SW), GLNS Complex, Delhi Gate, Delhi
4. All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/Schools.
5. Sr. System Analyst, DSW for uploading the circular on the Department website.
6. All Dealing Assistants of Administration Branch, GLNS Complex, Delhi Gate, Delhi.
7. Guard File.



Section Officer (Admn-II)

388/CC  
30/08/22

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: BRANCH-IV  
5<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002**

F.No. 2(1)/RR/2017/S-IV/1397-1399

Dated: 29/7/22

To,

All Additional Chief Secretaries/Pr. Secretaries/  
Secretaries/Heads of Departments,  
Government of NCT of Delhi

(10) →  
10-8-2022  
SO(A-IISK)  
10.8.2022  
Sh. Sunil

Office of the Secretary (SW)  
Deptt. of Social Welfare  
Govt. of NCT of Delhi  
02 AUG 2022  
Dy. No. 2910

Sub: Safeguards of records/orders/notification relating to service conditions of ex-cadre posts in the departments of Government of NCT of Delhi.

Sir/Madam,

It has come to the notice of the Services Department that in some cases, the notifications/orders relating to creation of posts, Recruitment Rules/ Service Rules, Rosters, Seniority etc. in respect of the Ex-Cadre posts are not readily available at the specific point of time viz. Recruitment, Promotion and amendment in Recruitment Rules/Service Rules etc.

Since the Departments concerned are the controlling authority in respect of their ex-cadre posts, it is expected that all such records/notifications/orders relating to creation of posts, Recruitment Rules/ Service Rules, Rosters, Seniority etc. are available with the concerned department being custodian of the same.

Therefore, it is requested to ensure the proper maintenance, upkeep and safeguard of the details/ notifications/ orders and other records relating to creation of posts, Recruitment Rules/ Service Rules, Rosters, Seniority etc. in respect of Ex-Cadre Posts for smooth functioning of the Department and to avoid litigation arising on these matters.

By (Admin-D)

This issues with the approval of the Competent Authority.

W  
12/8  
Dsw  
(in meeting)

DIRECTOR SOCIAL WELFARE  
03 AUG 2022  
DY. No. 2329

Yours faithfully,

*(Signature)*

(Amitabh Joshi)  
Deputy Secretary (Services)

F.No. 2(1)/RR/2017/S-IV/1397-1399  
Copy to:

Dated: 29/7/22

1. Section Officer (Co-ordination), Services Department, with the request to upload it on the website for information of all concerned.
2. Guard file

*(Signature)*

(Amitabh Joshi)  
Deputy Secretary (Services)

JD(Sw)

Joint Director Social Welfare  
08 AUG 2022  
Dy. No. 3068

584 (DD/10/8/22)

2407/SO(A-ID)  
10/08/22

The matter does not pertain to nurse since if agreed the same may be forwarded to Dept of Ex-cadre posts S.O(A-ID)

ch  
12/8/22

*(Signature)*  
10.8.2022