

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH-II)
7TH FLOOR, MSO BUILDING, I.P. ESTATE
NEW DELHI-110002

F.No.1(59)/2020/DSW/Estt./ 20760-20820

Dated:-

CIRCULAR

02 FEB 2023

Sub:- Regarding information of officers/officials posted in the Department of Social Welfare month wise since 1996 to December 2022.

All DDOs of the Homes/Schools/Institutions/Branches of Department of Social Welfare, GNCT are requested to furnish the details (**month wise from 1996 to December 2022**) of the officers/officials drawing salary from their respective Homes/Schools/Institutions/Branches in the format/proforma (mentioned below) to the undersigned as well as on e-mail id i.e ddadmn2@gmail.com within 07 days of issuance of this circular to enable Administration Branch to make the above said employment roster at the earliest.

S. No	Name of the post	Group(A,B,C, D)	Mob. No.	Name of the official	Date of initial appointment in the government service	Date of Joining in the present grade	Category (UR/SC /ST/OB C)	Sub category (VH/OH/H H/etc .)	Date of Retirement /resignation/removal from service, if any.	Remarks

Details of only regular staff to be provided in the above mentioned performa.

Section Officer(Admn)

F.No.1(59)/2020/DSW/Estt./ 20760-20820

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Copy to:-

1. PPS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. All DDOs of Homes/Schools/Institutions/Branches, Department of Social Welfare, GNCT of Delhi.
4. Asstt. Programmer to IT, DSW for uploading the circular on the Department website
5. Guard File.

697/ce
2/2/23

Section Officer(Admn)