

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NATIONAL CAPITAL TERRITORY  
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002  
[ADMINISTRATION BRANCH-II]**

No.F.42(113-A)/DSW/Admn.Br/WO-ICSIL/2015/22242-299

Dated:

17 DEC 2015

OFFICE ORDER

It has been seen in past that the release of remuneration of Welfare Officers outsourced by ICSIL is inordinately delayed resulting into financial hardship to them, higher authorities have taken very serious view of this re-occurring problem. In order to streamline the system and to ensure timely release of remuneration to the Welfare Officers and other Workers outsourced by ICSIL/NIELIT, it is directed that :

1. All the Head of Offices/Branch Incharges will send attendance of Welfare Officers and other outsourced employees of concerned outsourcing Agency invariably by last working day of the month.
2. In turn, the Manager(Manpower), ICSIL/NIELIT will send the Invoice/Bill complete in all respect by 7<sup>th</sup> of every month positively to Social Welfare Department.
3. The Administration Branch and Accounts Branch will process the Invoice/Bill and ensure that remuneration is released by 15<sup>th</sup> of the current month in the account of concerned outsourcing manpower Agency.

The above instructions may be followed scrupulously, any dereliction in the matter will be viewed seriously.

(RAGHUVENDRA SINGH RANA)  
DEPUTY DIRECTOR (ADMN-II)

1. PS to Secretary (SW/WCD), GLNS Complex, Delhi Gate, New Delhi for information.
2. PS to Director, DSW, GLNS Complex, Delhi Gate, New Delhi for information.
3. PA to Addl. Director, DSW, GLNS Complex, Delhi Gate, New Delhi for information.
4. Accounts Officer, DSW, GLNS Complex, Delhi Gate, New Delhi.
5. All Head of Office/Branch Incharges, Social Welfare Department.
6. System Anylist, DSW to upload on the website of the Department.
7. Manager(Manpower), Intelligent Communication Systems India Ltd, Administrative Building, Ist Floor, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi-110020
8. Manager, NIELIT, 2<sup>nd</sup> Floor, Parsvanath Metro Mall, Inderlok Metro Station, Delhi-110052
9. Guard File.

(RAGHUVENDRA SINGH RANA)  
DEPUTY DIRECTOR (ADMN-II)

2/03/CC  
17/12/15

16/11/2015