

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DLEHI
GLNS COMPLEX, DELHI GATE, N. DELHI-02
(ADMINISTRATION BRACH-I)

No.F10(139)/2013/DSW/Estt./ 24238-24308

Dated:

15 DEC 2016

ORDER

In reference to letter F. No. 3(222)/DSW/Vig./2015/21516-586 dated 16/11/2016 issued by Vigilance Branch(DSW) vide which the Competent Authority has directed that Service Books of all Gazetted Officers posted in Social Welfare Department shall henceforth be maintained in Administration Branch-I at Head Quarter.

All the DDOs/HOOs of all Homes/Institutions under their control are once again directed to send the Service Book of all the Gazetted Officers posted in their Homes/Institutions, duly completed in all respect, after making necessary entries in the Service Book positively by 19th December 2016.

Further, if any incomplete Service Book in respect of Gazetted Officer is be received, appropriate action shall be initiated against the concerned DDO/HOO.

Non compliance of this order will be viewed seriously.

This issues with the prior approval of the Competent Authority.



Dy. Director (Admn.-I)

No.F10(139)/2013/DSW/Estt./

Dated:

Copy to:

1. PS to Principal Secretary, DSW, Govt. of NCT of Delhi, GLNS Complex, Delhi Gate.
2. PS to Director, SW Govt. of NCT of Delhi, GLNS Complex, Delhi Gate.
3. PA to Special Director, GLNS Complex, Delhi Gate.
4. All DSWOs under Department of Social Welfare, Govt. of NCT of Delhi.
5. Deputy Controller of Accounts, DSW, Accounts Branch, GLNS Complex, Delhi Gate.
6. Dy. Director (Admn.-I), DSW, GLNS Complex, Delhi Gate.
7. Dy. Director (Admn.-II), DSW, GLNS Complex, Delhi Gate.
8. All the Dy. Director of HQ.
9. HOO/DDO, Rehabilitation Services, GLNS Complex Delhi Gate.
10. All DDOs/HOOs of Home/Institutions under this Directorate for necessary action.
11. Sr. System Analyst to upload the order on the website of the Deptt. of Social Welfare.


Dy. Director (Admn.-I)