

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI.  
(ADMINISTRATION BRANCH)**

No. F.10(70)/11/DSW/Estt./Pt. File/1792

dated : 3/3/17

**ORDER**

Sh. G.C. Meena, Supdt. (Admn.-I) is hereby assigned **additional charge** of Admn.-II in addition to his own charge of Admn.-I. The charge of Admn.-II is hereby allocated between both Superintendents of Admn.-I & II as follows:

S.No.	Sh. G.C. Meena, Supdt. (Admn.-I)	Sh. Akhilesh Kumar, Supdt. (Admn.-II)
1.	All service matters (e.g. transfer/posting, GPF Sanction, Leave, Medical Card, LTC, Retirement, ACP/MACP and so on) of Ministerial staff (e.g. HC, Stenos, UDCs, LDCs, OA & DEOs etc.) of all regular and contractual staff.	All service matters (e.g. transfer/posting, GPF Sanction, Leave, Medical Card, LTC, Retirement, ACP/MACP and so on) of ex-cadre staff (e.g. WOs, Caretakers, staff nurses, TGTs/PGTs, MTS etc.) of all regular and contractual staff.
2.	Assembly Questions	
3.	Parliament Questions	

The above officers will look after the work of each other as Link Officer during the leave period of any officer.

This issues with the prior approval of the Competent Authority.

( AJAY K. SINANDI )  
DY. DIRECTOR (ADMN.-I)

F.10(70)/11/DSW/Estt./Pt. File/1792

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Copy to :

1. PA to Secretary (SW & WCD), DSW (HQ), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), DSW (HQ), GLNS Complex, Delhi Gate, Delhi.
3. PA to Spl. Director, DSW (HQ), GLNS Complex, Delhi Gate, Delhi.
4. DD (Admn.-II), GLNS Complex, Delhi Gate, Delhi.
5. DD (Vig.), GLNS Complex, Delhi Gate, Delhi.
6. Officer concerned.
7. All Dealing Assistant of Admn.-I & II.
8. ✓ Sr. System Analyst (SW) with the request to upload the order on website of the Department.
9. Guard file.

( AJAY K. SINANDI )  
DY. DIRECTOR (ADMN.-I)

2907/11  
3/3/17