

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

F.10(232)/2015/DSW/Cir/Estt./Part-II/1893-99

Dated: 7/3/17

ORDER

It has been observed the Dealing Assistants are not maintaining the proper and timely submission of files of extension of contractual/outsourced employees.

Henceforth, all the dealing assistants of Admn.-I & II Branch, DSW are hereby directed to maintain a register (calendar listing) of the cases which are expiring on a particular date and are required to be re-validated/extended further.

The dealing assistants are also being directed to maintain the shadow files so that in the event of such instances where parallel action is required when that main file is held up elsewhere action can be initiated through the shadow file without any delay.

Non-compliance of the order will be viewed seriously and action will be taken as deemed fit by the higher authorities on the erring officials.

This issues with the prior approval of the Director (SW).

Seema Bawa
7/3/17
(Seema Bawa)

Dy. Director (Admn.-II)

F.10(232)/2015/DSW/Cir/Estt./Part-II/1893-99

Dated: 7/3/17

Copy for information to:-

1. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi.
2. PA to Spl. Director (SW), GLNS Complex, Delhi Gate, New Delhi.

Copy for information and necessary action to:-

1. Supdt. (Admn.-II), GLNS Complex, Delhi Gate, New Delhi.
2. Supdt. (Admn.-I), GLNS Complex, Delhi Gate, New Delhi.
3. All Dealing Assistants, Admn.-I & II.
4. Sr. System Analyst, DSW for uploading the order on the Departmental website.
5. Guard file.

Seema Bawa
7/3/17
(Seema Bawa)

Dy. Director (Admn.-II)

292/CC
08/3/17