

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-02  
[ADMINISTRATION BRANCH]

No.F.44 (220)/2016/DSW/Estt./2213-2224

Dated: 01/5/17  
01 MAY 2017

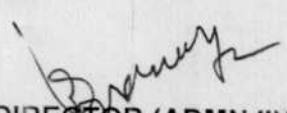
OFFICE ORDER

With reference to her application dated 19.04.2017 on her selection to the post of Steno Grade 'D' of Ministry of Defence, Govt. of India in the same grade pay, the technical resignation tendered by Ms. Juby Raheja (DOB-13.11.1990), Stenographer Grade-III working in this department is hereby accepted by the Competent Authority w.e.f. 01.05.2017 (A/N) to enable her to join her duties in O/o the JS (E/CAO), Integrated Defence Staff Headquarters of Ministry of Defence (Army, Navy, Air), Govt. of India to the said post. Accordingly, she is hereby relieved from her duties in Department of Social Welfare, Govt. of NCT of Delhi in the Afternoon of 01.05.2017.

The leave record of the official is enclosed.

This issues with the approval of the competent authority, DSW.

Encl:- As Above

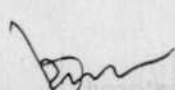
  
DY. DIRECTOR (ADMN.II)/L.O.

No.F.44 (220)/2016/DSW/Estt./2213-2224

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Copy forwarded to the following for information and further necessary action:

1. The Admn. Officer, O/o the JS (Trg.) & CAO, E-Block, Room No.174, Dara Shukoh Road, New Delhi-110011.
2. PA to Director (SW), DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi-110002.
3. PA to Spl. Director (SW), GNCTD, GLNS Complex, Delhi Gate, Delhi-110002.
4. PA to Secretary (SW/WCD), GNCTD, GLNS Complex, Delhi Gate, Delhi-110002.
5. The Deputy Secretary (Services-III), Services Department, GNCTD, 7<sup>th</sup> Floor, B-Wing, Delhi Secretariat, New Delhi-110002.
6. Deputy Secretary (Vig.), Vigilance Department, DSW, GLNS Complex, Delhi Gate, Delhi- 110002.
7. DCA Branch, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi-110002.
8. DDO, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi-110002.
9. Sr. System Analyst, DSW with the request to upload the order on department website.
10. Ms. Juby Raheja, Stenographer Grade-III, through DCA, DSW (HQ).
11. Personal File.
12. Guard File.

  
DY. DIRECTOR (ADMN.II)/L.O.

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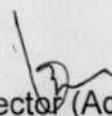
No.F.44 (220)/2016/DSW/Estt./

Dated:

Leave Record w.e.f. 10.10.2016 to April-2017

Leave at her credit w.e.f. 10.10.2016 to April-2017			
Sr.No.	Period	No. of EL Credit	No. of HPL Credit
1.	10.10.2016 to December 2016	5 Days	3 Days
2.	January 2017 to April 2017	10 Days	7 Days
	Total	15 Days	10 Days

Month & Year	Late Coming (Days)	Early Left (Days)	Absent	Leave Taken	Remarks
November 2016	2	14	1	0	
December 2016	0	19	0	1 CL	CL upto Dec-16
January 2017	0	7	0	4 CL, 9 EL	Balance CL 8 from Jan-2017
February 2017	0	15	0	3 CL	
March 2017	0	12	1	6 Commuted Leave, 4-EL	
April 2017 upto 07.04.17	0	4	1	1 CL	
Total	2	71	3	13 EL, 8 CL, Com. Leave-6	

  
Dy. Director (Admn)