

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

F.44 (255)/2017/DSW/Cir/Estt/18750-820

Dated: 25 SEP 2017

ORDER

It has been observed that information regarding leave/long leave & resignation from service are not being intimated by the concerned HOO/DOO/Branch Incharge of Homes under the department of Social Welfare to the Admn Branch (HQ), due to which various difficulties are being faced by HQ.

Therefore, all DDs/HOOs/DDOs/Supdts are hereby directed to intimate in writing about the leave/long leave/absentees and resignation from service, immediately to the Admn Branch for further necessary action.

This may be treated as **TOP PRIORITY**.


Dy. Director (Admn-II)

F.44 (255)/2017/DSW/Cir/Estt/18750-820

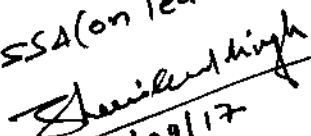
Dated: 25 SEP 2017

Copy to:

1. All DDs/DSWOs, DSW, GNCTD, Delhi Gate, Delhi
2. All Supdts/DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi
3. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Dy. Director (Admn-II)

SSA(on leave)


26/09/17

Sh. Abhishek, A.P.A.

363/CC
26/9/17