

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)
7th Floor, MSO Building I.P Estate
New Delhi-110002

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/ 2630-2660

Dated: 04.06.2026

To

All concerned Superintendent/HOOs/ DDOs
Department of Social Welfare, GNCTD
Homes/Institutions/Offices/Branches, Delhi

Sub: - Regarding furnishing information/details to the post of Group 'C' (erstwhile Group 'D') in respect of the Homes/ Institutions/Offices/Branches in DSW,GNCTD.

Sir/Madam,

With reference to the earlier communication of the office vide letter dated 03.02.2026 and the above-cited subject; the process for amendment of the Recruitment Rules (RRs) and **Recruitment process** pertaining to various regular /permanent sanctioned posts in Homes /Institutions/Offices in the Department of Social Welfare, GNCTD is required to be initiated. The comprehensive and updated information relating to the sanctioned posts is essential for reconciliation.

Table:-A

S. No	Name of post	No. of Post Sanctioned on Permanent/ Regular Basis	Post creation order number (copy of relevant post creation order)	Number of Permanent /Regular Filled	Number of Permanent/ Regular vacant Posts	Remarks
1.	Peon					
2.	Sweeper					
3.	Chowkidar					
4.	Kitchen Helper					
5.	Mali					
6.	Helper					
7.	Attendant					
8.	Washerman					
9.	Washerwomen					
10.	Cook					

52/ce
5/6/26

11.	Aya					
12.	Caretaker					

Table:-B (Regular/Permanent staff working against the permanent sanctioned Post as stated above only)

S. No	Name of post	Name of Official	D.O.B	Date of appointment on Regular basis (Copy of Regularization order)	Date of regularization on	Address along with Contact Number	Mode of Recruitment/ Selection (Provide the copy of appointment)	Selected Category

Accordingly, the requisite information/details in respect of all regular/ permanent sanctioned posts **of Group 'C' (erstwhile Group 'D')** under your administrative control may kindly be furnished at the earliest.

It is therefore again requested to furnish the requisite information in the above prescribed formats within five days to this branch. The signed scanned copy of the same is also required to be sent to physically and through the email id: ddadmn2@gmail.com.

This issues with the approval of the Competent Authority, DSW GNCTD.

The matter may be treated as "MOST URGENT"

Digitally signed by
Parveen Officer (Admn.)
Date: 04-06-2026
18:45:09 Dated:

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/

Copy for information to: **2630-2660**

1. PPS to Dy. Director, DSW,GNCTD, 7th Floor, MSO building, New Delhi-110002
- ✓ 2. IT Cell, DSW (with the request to upload the letter on the official website of DSW.

Section Officer (Admn.)