

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI
(ADMINISTRATION BRANCH)**

F.No.44(71)/2023/Admn/Estt./ 17733-17788

Dated:

02 JAN 2024

CIRCULAR

This is in reiteration of the Circular No. F.10(335)/Admn-I/2016/DSW/Estt./9569-9639 dated 20.06.2018 vide which it was directed that all DSWOs/DDs/Supdt./Institute In-Charge must inform their link officers and brief important works to him/her before proceeding on leave or leaving the station on leave/tour without fail and preserve the proof of such communication. The Link Officer's are directed to look after his/her work/charge without waiting for formal intimation in the regard from HQ.

All concerned are hereby directed to strictly follow the above directives.

This issues with the approval of Director (SW)


21/1/24
Section Officer (Admn.)

F.No.44(71)/2023/Admn/Estt./ 17733-17788

Dated:


02 JAN 2024

Copy to: -

1. All DSWOs/DDs/Supdt./Institute In-Charge of Department of Social Welfare, GNCTD.
- ✓ 2. Sr. System Analyst, DSW for uploading the circular on the Departmental Website.
3. Guard File.

Copy for information to:-

1. PS to Secretary, Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director, Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.


21/1/24
Section Officer (Admn.)

6/cc
3/1/24

61/c

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

(335)/Admn-1/2016/DSW/Estt./9569-9639


Date:

CIRCULAR

20 JUN 2018

All DSWOs/DDs/Supdt./Institute In-charge shall, while away from office on leave or tour etc. should inform their link officers and brief the important works to him/her before leaving the station on leave/tour or otherwise. Link Officer shall look after his/her work/charge without fail.

This issues with the approval of Director (SW)


(D. Karthikeyan)
Dy. Director (Admn)

Date:

20 JUN 2018

F. 10(335)/Admn-1/2016/DSW/Estt./9569-9639

To:

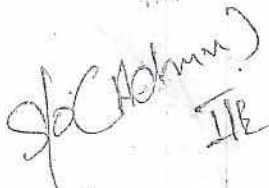
1. All DSWOs/DDs/Supdts./Institute In-charges of DSW, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
3. Guard file.

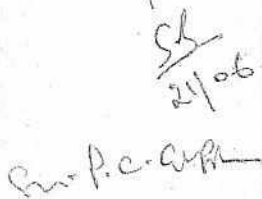
Copy for information to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.


(D. Karthikeyan)
Dy. Director (Admn)




Sd/- Admn
21/06


P.C. Arora