

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, I.P. ESTATE,
ITO, NEW DELHI-110002
(ADMINISTRATION BRANCH)

F.10(553)/2023/Admn./DSW/Estt./57-61

Dated: 12/04/2024

CIRCULAR

It has been noticed that files/daks of Court matters/Critical administrative matters and other Time bound matters are being dealt with lackadaisical attitude by the officers/officials which results in unnecessary delay.

Therefore, all officers/officials are directed to observe due diligence and alacrity in discharging the duties and to deal such matters in a time bound manner.

Non compliance will warrant stringent action.


Dy. Director (Admn.)

F.10(553)/2023/Admn./DSW/Estt./57-61

Dated: 12/04/2024

Copy for information:

1. PA to Secretary (SW), DSW, 7th Floor, MSO building, I.P. Estate, New Delhi-110002.
2. PA to Director (SW), DSW, 7th Floor, MSO building, I.P. Estate, New Delhi-110002.
3. All Branch In-charges/DSWOs/Superintendents/DDOs/HOOs of Homes & Institution of DSW.
- ✓ 4. IT Cell with the request to upload the circular on departmental website.
5. Guard File.


Dy. Director (Admn.)

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15/4/24