

Urgent Matter

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

No.F.44 (40)/2023/DSW/Admn/Estt./1391 - 1451

Dated: 21/8/24

To

✓ All concerned DDOs/HOOs  
Department of Social Welfare, GNCTD  
Homes/Institutions  
New Delhi

**Sub: - Regarding furnishing information to the post of Cook in r/o Homes/ Institutions.**

Sir/Madam,

Please refer the above subject, the requisite information is needed for initiating the process for procurement of cook on outsourced basis against sanctioned vacant posts in homes/Institutions:-

S. No.	Name of post	No. of Sanctioned post	No. of post Filled (Regular/Contractual/outsourced)	No. of Vacant Posts
1.	Cook			

Further, it is requested to specify how the kitchens services are being run in the homes where there are no sanction posts of cook.

Therefore, you are requested to furnish the requisite information immediately to this branch. The same is also requested to send through mail Id: [ddadmn2@gmail.com](mailto:ddadmn2@gmail.com).



Section Officer (Admn.)

No.F.44 (40)/2023/DSW/Admn/Estt./1391 - 1451

Dated: 21/8/24

Copy for information to:

1. PA to Director(SW),DSW,GNCTD, 7th Floor, MSO building, New Delhi-110002



Section Officer (Admn.)

235/ce  
21/8/24