

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

F. No: F.1 (33)/GLNS/DSW/2006/CD: 070810884/E-office No-290240

Dated: 25/5/26

OFFICE ORDER

Subject: Calculation/release of wages and other benefits in respect of Casual Labour granted Temporary Status, reg.

It has been observed that certain Casual Labour granted Temporary Status and working in the Department of Social Welfare, GNCTD are being extended benefits without regularization of their services and without proper regulation in accordance with the provisions contained in the Department of Personnel & Training OM No. 51016/2/90 Estt. (C) Dated 10th September, 1993 and other extant instructions issued from time to time.

This has been considered. Accordingly, it is hereby directed that wages of all Casual Labour granted Temporary Status shall be calculated strictly on the basis of monthly attendance duly verified by the concerned controlling authority and submitted for approval of the Competent Authority before release of payment.

Further, all concerned HOO/DDO/Superintendents shall ensure that:

1. Benefits admissible to Casual Labour granted Temporary Status should be regulated strictly in accordance with the provisions of DoPT, GoI O.M. dated 10.09.1993 and applicable rules/instructions issued from time to time.
2. No benefit, facility or entitlement admissible only to regular employees shall be extended unless the services of the concerned individual have been duly regularized by the Competent Authority.
3. Attendance records and leave records should be properly maintained and verified every month before processing wage claims.
4. Any deviation from the prescribed instructions shall be viewed seriously and responsibility shall rest upon the concerned officer/official.

All concerned are directed to ensure strict compliance with these instructions.

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Dy. Director (Admin)
Dated:

Copy to:

1. PPS to Pr. Secretary, Social Welfare, GNCTD, 7th Floor, MSO Building, New Delhi-110002
2. P.A. to Director, Social Welfare, GNCTD, 7th Floor, MSO Building, New Delhi-110002
3. All HOO/DDO/Superintendents, DSW (for strict compliance)
4. I.T Cell, DSW (with the request to upload the order on the official website of DSW).
5. Guard File

Dy. Director (Admin)

Digitally signed by
Sanjay Kumar Ambasta
Date: 25-05-2026
11:48:05

For upload
[Signature]