

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P. Estate, New Delhi-110002
(Administrative Branch)

F.44(282)/2025/DSW/Admn./ 2307-2366

Dated: 26/5/26

ORDER

Subject: Regarding Work from Home arrangements in DSW from 27.05.2026 (Wednesday).

Consequent upon Advisory circulated vide no. F.No.53/845/GAD/CN/2026/2888-2899 dated 15.05.2026 (Copy enclosed) issued by the General Administration Department, Govt. of NCT of Delhi regarding the measures for saving fuel, as advised, are to be taken by all the Departments under GNCT of Delhi and subordinate offices with immediate effects for functioning of the offices.

Accordingly, all the Deputy Directors/Branch Incharges/DSWOs/HOOs/Supdts of the Department of Social Welfare, GNCT of Delhi shall comply with the advised given in the aforementioned annexed Circular and implement a minimum of two (2) days of Work-From-Home per week i.e. every Wednesday and Saturday, wherever feasible. It is informed that officers/officials of the Department of Social Welfare who have functional VPN access may work from home on 27.05.2026 (Wednesday), with the approval of the concerned Branch In-charge.

Being the essential service part of this department, exemptions from the advisory issued by General Administration Department dated 15.05.2026 shall apply to all Residential Homes/ Institutions, catering to Sr. Citizens, mentally retarded, Leprosy affected persons and Blind Students.

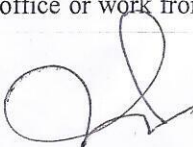
It is further advised to encourage virtual meetings, video conferencing and digital coordination mechanisms so as to minimize non-essential travel and save fuel.

The officials allowed to work from home have to be available all time on phone, WhatsApp, messages and emails. Any official allowed to work from home may be called to office if so required by his/her Branch In-charge.

The officials working from home shall not leave stations unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.

Attendance of officials working from office and home shall be maintained by concerned branch in-charges/DSWOs/Supdt.

This arrangement shall be effective till further orders. Roster of officials attending office or work from home to be mailed at ddadmn2@gmail.com.



Dy. Director (Admn.)

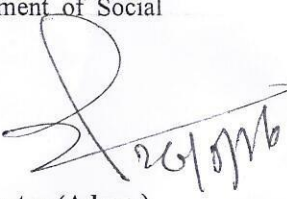
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Copy to: -

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. All DDs/DSWOs/Supdts. /Branch Incharges/HOO of Homes & Institutions, Department of Social Welfare, GNCT of Delhi.
4. Guard File

⑤ Sr. System Admin. Updator
Computer Cell



Dy. Director (Admn.)

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26/5/26