

REMINDER-I

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

Subject: Reminder regarding furnishing of updated details of employees working under the administrative control of various Offices/Branches/District Offices/Institutions/Homes for reconciliation and updation of departmental records.

Kind attention is invited to this office U.O. No. **1(1)/Estt./DSW/2026/** dated 05/06/2026, whereby all Branch In-charges of Headquarters, Deputy Directors, District Social Welfare Officers, Chief Probation Officer, Senior Accounts Officer, Heads/In-charges of Institutions/Homes and other Controlling Officers were requested to furnish the updated particulars of all employees working under their administrative control within **03 (three) days** in the below said format for reconciliation and updation of departmental records:-

S.No	Name of Employee	Designation With service type (Regular/ Contractual /Outsourced)	Date of posting from which the employee is posted in Office/branch/home)	Office/ home from which the said Employee drawing salary	Residential (Both present and permanent)
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Despite the lapse of more than **one month** from the date of issuance of the aforesaid communication, the requisite information has **still not been furnished** by several Offices/Branches/District Offices/Institutions/Homes. The continued non-submission of the information has adversely affected the maintenance and updation of departmental establishment records.

It is further observed that, due to non-availability of updated staff information, this office is facing considerable difficulty in processing **Court Cases, Vigilance Matters, service-related issues, RTI matters, audit references, and compilation of employee-related information sought by the Higher Authorities from time to time.** The delay in receipt of the requisite information is causing avoidable hardship in timely disposal of such important matters.

Therefore, I am directed to request you to furnish the complete, updated and duly verified information in the prescribed format, both in hard copy and soft copy (Excel format), to the Establishment Branch immediately, but not later than **03 (three) days** from the date of issuance of this reminder.

The matter shall be treated as **MOST URGENT** and accorded **TOP PRIORITY**. In case of any failure to furnish the requisite information within the stipulated period, the concerned Branch/Office/Home/District Office and the concerned Controlling Officer shall be **solely responsible for any delay, inconvenience or adverse consequences arising in dealing with Court Cases, Vigilance Matters, service matters or any information sought by the Government/Higher Authorities.** The responsibility for such delay shall rest entirely upon the defaulting office/authority.

This issues with the approval of the Director, Social Welfare, GNCTD.

Digitally signed by
Ravinder Jangra
Date: 09-07-2026
12:31:47

Section Officer (Administration)

U.O. No. **1(1)/Estt./DSW/2026/**

dated

To:

① All Deputy Directors / All District Social Welfare Officers / Senior Accounts Officer / Chief Probation Officer / Chief Medical Officer / Assistant Director (IT) / Assistant Director (Planning) / All Section Officers / All Superintendents / Heads of Institutions & Homes, Department of Social Welfare, GNCTD.

② AD, IT, DSW, GNCTD, — with the request to upload the same on departmental website.

167/CC
24/07/26