

**GOVT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
ADMINISTRATION BRANCH-II**

7th Floor, MSO Building, I.P. Estate, New Delhi – 110002

F. No. 10(405)/2018/Admin-I/DSW/Estt./Part-II/ 1103-1162 Dated: 27-10-2026

CIRCULAR

Sub: Submission of post-wise sanctioned, filled, and vacant position statements along with supporting post-creation orders.

As part of the ongoing comprehensive cadre review and restructuring mandated for the Department of Social Welfare, accurate assessment of sanctioned strength versus working strength across all district offices, homes, and headquarters branches is imperative.

All Heads of Offices (HOOs), DSWOs, and Branch Incharges are hereby directed to submit a post-wise statement detailing:

1. Total Sanctioned Posts (with corresponding Post Creation Order numbers and dates)
2. Filled Posts (Regular / Contractual / Outsourced)
3. Vacant Posts (along with duration of vacancy and recruitment status)
4. Copies of Last Three (3) Work Allocation Orders of the Staff of Institutions.

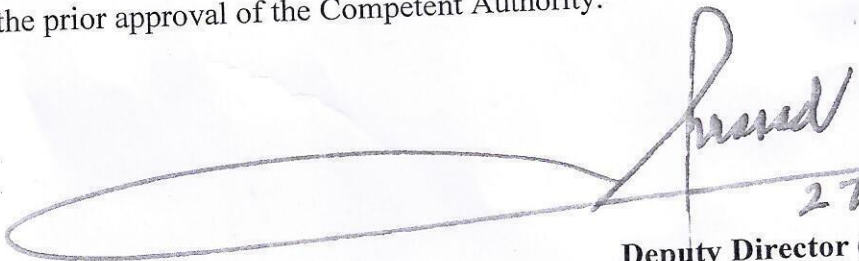
And, in tabular form:

S. No.	Name of the Post	Sanctioned	Filled	Vacant
1.				
2.				

The complete report, supported by authenticated copies of the post-creation orders available with the Institutions Offices/Hostels/Homes/Branches, must be submitted to the Administration – II Branch within **seven (07) days** of the issuance of this circular.

Strict compliance with the timeline is solicited.

This issues with the prior approval of the Competent Authority.


Deputy Director (Admin-II)

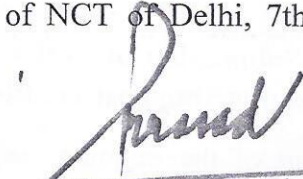
Copy to:-

1. All Branch In-charges/DSWOs/Supdt.(Homes/Institutions) of Department of Social Welfare
2. Assistant Director (IT), Department of Social Welfare with request to upload this order on the website of the Department.
3. Guard file.

399/KC
28/10/2026

Copy for information to:

1. PPS to Additional Chief Secretary, Department of Social Welfare, Govt of NCT of Delhi, 7th Floor, MSO Building, IP Estate, New Delhi – 110002.
2. PA to Director, Department of Social Welfare, Govt of NCT of Delhi, 7th Floor, MSO Building, IP Estate, New Delhi – 110002.


27-10-26
Deputy Director (Admin-II)