

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

F.44.(28)/2023/DSW/Admn/Estt./

245-305

Dated: 21/4/25

CIRCULAR

All Supdts. /DDO/HOO of all Institutions/Homes/ District Offices/halfway homes, DSW, are hereby directed to provide the details of the staff posted under their administrative control as per Annexure-I duly filled by individual employee and verified by the Branch Incharges within next 03 working days.

This issue with the prior approval of the Competent Authority.

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21/4/25

Section Officer (Admin)

Encl: As above.

F.44.(28)/2023/DSW/Admn/Estt./
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To

1. PS to Secretary (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PS to Director (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002
3. All DDs/DSWOs, DSW, GNCTD, Delhi.
4. All Supdts. /DDO/HOO of Homes/Institutions, DSW, New Delhi.
5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard file.

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Section Officer (Admin)

382/CC

21/04/2025

ANNEXURE-I

S.No.	Name of the Official	D.O.B.	Designation	Place of Posting	Residential Address		Signature of Official
					Permanent Address	Present Address	