

Urgent Matter

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

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/ 1161 - 1220

Dated: 8/5/25

To

All concerned HOOs/ DDOs
Department of Social Welfare, GNCTD
Homes/Institutions/Offices
Delhi

Sub: - Regarding furnishing information to the post of Group 'C' (erstwhile Group 'D') in r/o Homes/ Institutions/Offices.

Sir/Madam,

Please refer the above subject, the requisite information is needed for initiating the process for amendment of RRs of MTS and for various purposes against the sanctioned posts in homes /Institutions/Offices in Department of Social Welfare, GNCTD:-

S. No.	Name of post	No. of Post Sanctioned on Regular Basis	Post creation order number	No. of post sanctioned on Outsourced basis	Post creation order number	No. of post sanctioned on Part-time (temporary basis)	Post creation order number
1.	Peon						
2.	Sweeper						
3.	Chowkidar						
4.	Kitchen Helper						
5.	Mali						
6.	Helper						
7.	Attendant						
8.	Washerman						
9.	Washerwomen						
10.	Cook						
11.	Aya						
12.	Caretaker						

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Further, it is requested to provide the copy of relevant post creation order to the above said posts mentioned in the table.

Therefore, you are requested to furnish the requisite information in above prescribed format within two days to this branch. The signed scanned copy of the same is also required to be sent to physically and through the E-mail Id: ddadmn2@gmail.com.

The matter may be treated as "MOST URGENT"


Section Officer (Admn.)

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/ 1161 - 1220

Dated: 8/5/25

Copy for information to:

1. PA to Director(SW),DSW,GNCTD, 7th Floor, MSO building, New Delhi-110002
2. I.T Cell, DSW (with the request to upload the letter on the official website of DSW.)


Section Officer (Admn.)