

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/ 23/0-2364

Dated: 6/6/25

To

All 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,

With the reference to the earlier office letter no No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/1161-1220 dated 08.05.2025 regarding subject cited above, the requisite information is needed for initiating the process for amendment of RR's 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						

Further, it was requested to provide the copy of relevant post creation order to the above said posts mentioned in the table. However, Some of Offices/Homes/Institutions has not provided the reply along with relevant post creation order till date.

Further, it is therefore again requested to furnish the requisite information in above prescribed format within three 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: ddadmin27@gmail.com.

The matter may be treated as "MOST URGENT"

42/c
Larger
5/6/25
Section Officer (Admn.)

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/ 3310-2369

Dated: 6/6/25

Copy for information to:

- ✓ 1. PA to Director(SW), DSW, GNCTD, 7th Floor, MSO building, New Delhi-110002
- ✓ 2. Sr. Stent Amlu counter cell uploading

Larger
5/6/25
Section Officer (Admn.)

475/CC
06/06/2025