

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002
(ADMINISTRATION BRANCH)

F. No. 42 (3)/2009/DSW/Estt./ 4409 - 4468

Dated:- 22/8/25

To

All Drawing & Disbursing Officers (DDO),
Department of Social Welfare,
Govt. of Nct of Delhi.

Subject: - Compliation and Vertification of Welfare Officer posts in Department of Social Welfare.
Sir,

1. I am directed to forward herewith a Proforma (enclosed) seeking information regarding sanctioned posts of Welfare Officer and the capacity of the office to disburse salary against these sanctioned posts.
2. All DDOs are directed to kindly furnish the requisite information in the prescribed format within 03 days, duly certified and signed, to this office for further necessary action.
3. This may please be treated as most urgent.
4. This is issue with the approval of Pr. Secretary (Social Welfare), GNCTD.


DEPUTY DIRECTOR (Admn.)

Dated:- 22/8/25

F. No. 42 (3)/2009/DSW/Estt./ 4409 - 4468

Copy to:-

1. PPS to Secretary (Social Welfare), GNCTD, 7th Floor, MSO Building, Delhi.
2. PA to Director (Social Welfare), GNCTD, 7th Floor, MSO Building, Delhi.

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DEPUTY DIRECTOR (Admn.)

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22/8/25

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Certificate regarding Sanctioned Posts of Welfare Officer and Salary Disbursement Capacity

1. Name of Office/Institution: _____
2. Name of DDO: _____
3. Contact No. & Email ID: _____

S.No	Details	No of posts	Post sanctioned number	Copy of Post sanctioned order enclosed
1	Total sanctioned posts of Welfare Officer			Y/N
2	Number of Welfare Officer posts currently on payroll			
3	Number of welfare officer presently drawing salary against sanctioned posts			
4	Maximum number of Welfare Officers that can be paid salary as per payroll			
5	Vacant posts (if any)			

Certification:

It is hereby certified that the above details are correct as per the official records of this office and the budgetary provisions available for the financial year.

Date: _____**Place:** _____**Signature of DDO:** _____**Name:** _____**Designation:** _____**Office Seal:** _____