

**GOVT. OF NCT OF DELHI**  
**DEPARTMENT OF SOCIAL WELFARE**  
**7<sup>th</sup> FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002**  
**(LITIGATION BRANCH)**

**F. No. 4A(878)/DSW/LC/Misc./2015-16/PF-II/254-259**

**Dated : 27.08.25**

**CIRCULAR**

It has been observed that the files of court matters, wherein affidavit/reply/counter reply etc to be filed in the various courts, are sent to HQ for the approval of Director (Social Welfare) /Secretary (Social Welfare) at the last hours, which leaves a very limited scope to the Competent Authority to go through the content of the case. Many times, it has already been observed that due to non filing of the reply/affidavit in the courts, the courts have imposed cost/penalty upon the department. It has also been observed that in some of the cases, the reason of delay in filing the affidavits/replies, was the improper/incomplete submission of facts on file before the competent authority.

Therefore, in view of the above, all officers/officials of this department are hereby directed to submit the court case file at least 07 days before the Next Date of Hearing. In case of any exigency, the file shall be placed and concerned Deputy Director/Officers should, in person, explain the reason for the delay in submission.

Further, it is directed that all such matters are properly defended in Hon'ble courts & any adverse orders due to delays will be viewed seriously. Any laxity in compliance of the above directions shall invite suitable action against erring officials.

This issues with the approval of Director (Social Welfare)

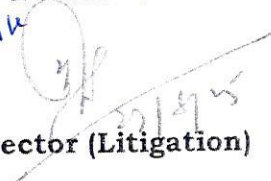
  
**Dy. Director (Litigation)**

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Copy to:-

1. PS to Secretary (SW), 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi.
2. PA to Director (SW), 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi.
3. All Dy. Directors of Department of Social Welfare.
4. All DSWOs/Branch Incharges/Homes/Institutions of Department of Social Welfare.
- ✓ 5. Asstt. Director (IT), DSW with the request to upload the circular on website of the Department.
6. Guard file.

  
**Dy. Director (Litigation)**

*G30/cc*  
*27/8/25*

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*T.O*

*To be uploaded on website*  
*12*  
*26/08/25*