

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
7th FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002
[ADMINISTRATION BRANCH]

F. 44(291)/2025/Admn/DSW/Part File/CD 070636918/7276-7326 Dated: 19/12/25.

To

All Branch Incharges/HOO/Homes/Institutions
Department of Social Welfare
MSO Building, Delhi-02

Sub: Release of Bonus in respect of Caretaker for FY. 2024-25

Sir,

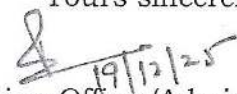
With reference to circular no. F. 44(291)/2025/Admn/DSW/Part File/CD 070636918/7276-7326 Dated 26.11.2025, it is hereby informed that certificate regarding bonus in respect of Caretakers (List Attached), for FY. 2024-25 has still not been received till date, who were outsourced through M/s ICSIL.

Therefore, all the concerned Superintendents/HOOs/Branch Incharges(where the said caretakers are posted during the period) are requested to expeditiously submit the certificate(performa enclosed), so that further necessary action can be taken for releasing of bonus in respect of aforementioned caretakers for FY. 2024-25.

Encl: As above

Comdtr cell uploading

Yours sincerely


19/12/25
Section Officer(Admin)

802/cc

19/12/25

TO (AR)
uploading
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List of caretakers

Sr. No	NAME	FATHER NAME
1	Anju	Pradeep Kumar
2	BHAWNA	RAJ KUMAR
3	BHUPENDRA KUMAR	SATYAPAL SINGH
4	DEEPAK KUMAR	UPENDRA KUMAR
5	DEEPAK KUMAR	HIRA LAL
6	Kapil	Talewar Singh
7	Kiran	Suraj Bhan
8	Komal	Jagmender Singh
9	Kusum	Krishan
10	MANISHA RANI	SUNIL KUMAR
11	MANJEET KUMAR	RAJ SINGH
12	Neeraj Kumari	SANEEV KUMAR
13	Rajni	BHIM SINGH
14	Reena	HARI BHAGWAN
15	Rekha	MANISH KUMAR
16	Salma	SANJAY
17	Sarita Saini	BALBIR SINGH PUNIYA
18	Shabana	ABDUL NAWAB
19	Sonia	SUDHIR SINGH
20	Sonia	BALRAJ

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F. 44(291)/2025/Admn/DSW/Part File/CD 070636918/7276-7326 Dated: 26/11/25

Circular

All Branch incharges of various Homes/ institutions managed by Department of Social Welfare are hereby requested to submit the duly attested Certificate at the earliest (**proforma as annexed**). As per Section 9 of the payment of Bonus Act, 1965, the certificate is required for releasing of bonus of the caretakers outsourced thorough M/s ICSIL [list enclosed] for the period 01.04.2024 to 31.12.2024.

8
Section Officer (Admin)

Copy to:

All HOO/DDO/Branch Incharges of Homes/Instituions run by DSW,
GNCTD

O/C

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CERTIFICATE

FY(2024-25)

This is to certify that, as per record available Sh./Ms.(Name of the employee)..... S/o or D/o.....(Father Name)..... having Date of Birth as...../...../.....has worked at the post of caretaker hired through M/s ICSIL on outsourced basis w.e.f./...../..... to 31/12/2024 in.....[Branch/Home/Institution](Name)..... run by Department of Social Welfare, Govt. of NCT of Delhi GNCTD

Further, he/she is qualified for bonus for the said period and has committed/has not committed any (i) fraud, (ii) riotous or violent behaviour while on the premises of the establishment (iii) theft, misappropriation or sabotage of any property of the establishment as per Section 9 of Payment of Bonus Act, 1965.

Branch/Home/Institution
Incharge with Designation