

**Urgent Matter**

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

No.F.44 (7)/2023/DSW/Admn II/RRs for MTS/ 3110 - 3169

Dated: 3/2/26

To

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

**Sub: - Regarding furnishing information/details to the post of Group 'C' (erstwhile Group 'D') in respect of the Homes/ Institutions/Offices/Branches in DSW,GNCTD.**

Sir/Madam,

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

**Table:-A**

| S. No. | Name of post   | No. of Post Sanctioned on Permanent/ Regular Basis | Post creation order number | Number of Permanent / Regular Filled | Number of Permanent/ Regular vacant Posts | Remarks |
|--------|----------------|----------------------------------------------------|----------------------------|--------------------------------------|-------------------------------------------|---------|
| 1.     | Peon           |                                                    |                            |                                      |                                           |         |
| 2.     | Sweeper        |                                                    |                            |                                      |                                           |         |
| 3.     | Chowkidar      |                                                    |                            |                                      |                                           |         |
| 4.     | Kitchen Helper |                                                    |                            |                                      |                                           |         |
| 5.     | Mali           |                                                    |                            |                                      |                                           |         |
| 6.     | Helper         |                                                    |                            |                                      |                                           |         |
| 7.     | Attendant      |                                                    |                            |                                      |                                           |         |
| 8.     | Washerman      |                                                    |                            |                                      |                                           |         |
| 9.     | Washerwomen    |                                                    |                            |                                      |                                           |         |
| 10.    | Cook           |                                                    |                            |                                      |                                           |         |
| 11.    | Aya            |                                                    |                            |                                      |                                           |         |

878/cc  
03/2/26

|     |           |  |  |  |  |  |
|-----|-----------|--|--|--|--|--|
| 12. | Caretaker |  |  |  |  |  |
|-----|-----------|--|--|--|--|--|

**Table:-B (Regular/Permanent staff working against the permanent sanctioned Post only)**

| S. No | Name of post | Name of Official | D.O.B | Date of appointment on Regular basis | Date of regularization | Address along with Contact Number | Mode of Recruitment /Selection | Selected Category |
|-------|--------------|------------------|-------|--------------------------------------|------------------------|-----------------------------------|--------------------------------|-------------------|
|       |              |                  |       |                                      |                        |                                   |                                |                   |

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

It is therefore requested to furnish the requisite information in the above prescribed formats within five days to this branch. The signed scanned copy of the same is also required to be sent to physically and through the email id: ddadmn2@gmail.com.

The matter may be treated as "MOST URGENT"

Digitally signed by  
 Parveen  
 Section Officer (Admn.)  
 Date: 03-02-2026  
 Dated:  
 13:03:58

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

Copy for information to:

1. PPS to Dy. Director, 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.)

TO (AR)