

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

F.No.44 (83)/2024/DSW/Admn./H.C./Misc./070760815 3366-3425 Dated:- 16/2/26

CIRCULAR

Subject:- Requirement of basic Details of Health Cadre Regular Staff in Pursuance of Encadrement Order dated 24.12.2025.

In reference to the encadrement order dated 24.12.2025 (copy enclosed) wherein all the Health Cadre posts of this Department has been encadred with the Health & Family Welfare Department, GNCT of Delhi.

Therefore, the basic details of all the regular health cadre staff working in this Department are required to be forwarded to their cadre controlling authority i.e. Health & Family Welfare Department, GNCT of Delhi for their information & record.

In view of the above, all Superintendents/DDOs/HOOs of Homes/institutions functioning under this Department are hereby requested to furnish the details of regular Health Cadre staff presently working under their administrative control in the below prescribed format at the earliest possible for onward submission the same to the H&FW, GNCTD:-

S.No.	Name of the Officer s/Officials (Sh./Mr. / Ms./Mrs./ Smt.)	Designation	Date of Birth	Pay Matrix Level	Category (UR/ST/S C/OBC/P H)	Date of Entry in the Department of Social Welfare, GNC TD	Mode of appointment at Present Post (Direct or Promoted)	Date of Posting in the Present Homes /Institutions	Present residential address of the officers / officials & Mobile No.

This issues with the approval of the Competent Authority.

SECTION OFFICER (ADMN.)

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Copy to:-

1. PS to Secretary (SW), 7th Floor, MSO Building, I.P. Estate, New Delhi-110002.
2. PA to Director (SW), 7th Floor, MSO Building, I.P. Estate, New Delhi-110002.
3. All Supdt./DDOs/HOOs of Homes/Institutions of DSW, GNCT of Delhi.
4. Sr. System Analyst, DSW (HQ) for uploading the circular on the website of the Department.
5. Guard file.

Digitally signed by
Jitender Kumar
SECTION OFFICER (ADMN.)
Date: 16-02-2026
15:31:11

Note:- Only the details of regular health cadre staff may be provided.

897/cc
16/2/26