

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P. Estate, New Delhi-110002
(Administrative Branch)

F.44(292)/2025/Admn./DSW

4292-4351

Dated:

24/03/2026

ORDER

In view of the financial year closing activities for the year 2025-26, which necessitate close monitoring, strict adherence to timelines, and the completion of all financial, administrative, and audit-related tasks, it is hereby ordered that no leave shall be granted to any officer/official of the Department of Social Welfare, GNCT of Delhi during the month of **March 2026** and all Saturday henceforth will be working as per official timings in order to clear pending bills & timely submission in PAO.

All officers/officials are directed to remain present on duty and ensure the timely and efficient disposal of all pending matters pertaining to the financial closing. This includes, inter alia, the submission of utilization certificates, reconciliation of accounts, settlement of advances, and compliance with audit requirements.

Non-compliance of this order shall be viewed seriously.

This issues with the approval of the Competent Authority.

Section Officer (Admn.)/Link Officer

F.44(292)/2025/Admn./DSW

4292-4351

Dated:

24/03/2026

Copy to: -

1. PPS to Additional Chief Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PA to Special Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
4. PPS to Deputy Director (Admn), Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.
5. All Dy. Directors, DSWOs, Branch Incharges.
6. All DDO/HOO of the Homes & Institutions, Department of Social Welfare, GNCT of Delhi.
7. Sr. A.O. (Account Branch), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
8. Sr. System Analyst, DSW for uploading the circular on the departmental website.
9. Guard File.

943/CC
24/03/26

Digitally signed by
Jitender Kumar
Date: 24-03-2026
11:54:42