DEPARTMENT OF SOCIAL WELFARE GOVT. OF NCT OF DLEHI GLNS COMPLEX, DELHI GATE, N. DELHI-02 (ADMINISTRATION BRANCH)

F. No. 10(182)/2014/DSW/Estt. 3660 - 3710

To,

Dated: 0 9 JUN 2014

1. All DDOs/HO, Department of Social Welfare.

2. All the Branch Incharges of DSW (HQ).

3. All District Social Welfare Officers.

Subject: - Forwarding of incumbency statement in r/o all DSW Staff.

Sir/ Madam,

I am to inform you that the information of staff was sought vide F. No. 10(140)/2013/DSW/Estt./20458-540 dated 18.03.2014, the same was compiled and discussed with Pr. Secretary (SW & WCD) regarding restructuring of the departments.

The Pr. Secretary (SW & WCD) has desired to obtain the revised information within three days for which revised Performa-I & II are enclosed herewith .

All the DDOs/HO are hereby requested to furnish the details of employees working under them in the prescribed Performa I& II within <u>three days</u> without fail to this office and all District Social Welfare officers will send the information in performa-II.

All the details should also send to the <u>e-mail address</u> incumbencyreport@yahoo.com along with hard copy.

It may please be treated <u>Most Urgent</u> as the information received and non compliance for sending the information are require to place before Pr. Secretary (SW & WCD) on 12.06.2014.

Encl: - As above.

Dy. Director (Admn.)

PERFORMA -I

1. Details of employees drawing salary from									Homes/Institutions			
S. NO.	Post Sanction No.	Name of the post	No. of post Sanctioned	No. of employees drawing salary	Vacant	Name of the employees drawing salary	Gender	Category	Grade Pay	Status (Regular/ contract)	Name of the Home / Instt. /DO /HQ where Physically working	

2. PHYSICALLY WORKING IN _____ AND DRAWING SALARY FROM OTHER HOMES / INSTITUTIONS / HQ

_HOMES/INSTITUTIONS, DSW

Signature of Incharge

NO.	Name of the employees	Name of the post	Gender	Category	Grade Pay	Status (Regular/contract)	Place of Salary