

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

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

Dated: 09 JUN 2014

To,

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 **three days** 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 e-mail address incumbencyreport@yahoo.com along with hard copy.

It may please be treated **Most Urgent** 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.)

