

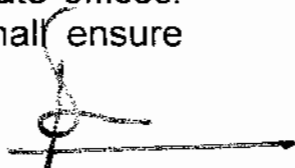
GOVT. OF N.C.T. OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02

F. No. 26(2)/1996/DSW/Pt.file/Estt 28318-368 Dated:- 17 MAR 2011

CIRCULAR

It has been observed that the Department orders/instructions pertaining to punctuality in regard to staff's arriving in office and departure from the office are not being adhered to strictly. This trend has been taken note of seriously.

It is hereby ordered that punctuality in attending office during the prescribed office time may be adhered to by all the Officers/Officials in Head Quarters as well as in subordinate offices. All the officers in-charge of the department/institution shall ensure strict compliance of the office time schedule.

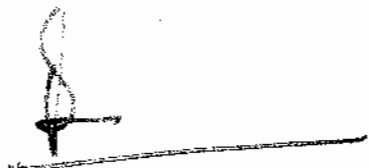


(V.S. RAWAT)
ADDL. DIRECTOR (ADMN.)

F. No. 26(2)/1996/DSW/Pt.file/Estt 28318-368 Dated:- 17 MAR 2011

Copy to:-

- 1. PS to Secretary, Social Welfare for information.
- 2. PA to Director/Addl. Director (Admn.), Social Welfare, Delhi Gate, Delhi.
- 3. All the DDO/HO of District Offices/Homes/Institutions.
- 4. All Branch In-charges of Head Quarter (SW).
- 5. Guard file.



(V.S. RAWAT)
ADDL. DIRECTOR (ADMN.)