

**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/6803-6807

Dated:

To,

14 JUL 2014

The HOO/DDO of (i) DSW (HQ)
(ii) FAS
(iii) Rehabilitation Services
(iv) All Homes / Institutions / Schools under jurisdiction of the
Deptt. of Social Welfare

Subject: - Verification of incumbency statement in r/o all DSW staff.

Sir/ Madam,

Reference is made to this office letter No. 10(140)/2013/DSW/Estt./20458-540 dated 18.03.2014 and F. No. 10(182)/2014/DSW/Estt./3660-3710 dated 09.06.2014 vide which the information of staff was sought.

The information provided by the concerned DDO/HOO of the DSW (HQ) / Homes / Institutions / Schools has been compiled and entered in computer. These details have to be checked with the post creation / sanctioned orders or any other documentary proof available like Pay Bills / PBRs etc. In the case of Asha Kiran, it has been informed that the post creation order has been found pasted in the old PBRs. Therefore, all DDO/HOOs may check the old PBRs and try to trace the post creation / sanctioned orders.

You are, therefore, requested to attend the O/o Dy. Director (Admn.) on 17.07.2014 and 18.07.2014 at 10:00 AM (as per your convenience) alongwith a copies of latest pay bills and available posts creation/sanctioned order to verify the incumbency statement prepared by Administration Branch, (on the basis of information provided by the DDO/HOOs) so that the final staff position could be submitted to the Pr. Secretary (SW & WCD), by 21.07.2014 as desired by her.

Non-compliance of the above direction will be brought in the notice of Pr. Secretary (SW & WCD).

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14/7/14
Dy. Director (Admn.)