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DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE
DELHI - 110002
(ADMINISTRATION BRANCH)

F.No.26(2)/1996/DSW/Pt.File/Estt 5648-5680 Dated : 15/7/11

CIRCULAR

It has been noticed that officers and staff are not adhering to punctuality in regard to arriving in office and departing from the office. This is not acceptable. All HOOs/DOs/Branch Incharges of Department of Social Welfare are directed to ensure that staff working in all offices under their jurisdiction must report in time and attend to the duties assigned and leave office as per the prescribed timing.

All HOOs/DOs/ Branch Incharges should carry out surprise inspections atleast once a week to ensure that punctuality is being observed. The weekly report being submitted by All HOOs/Dos/ Branch Incharges must mention steps being taken in this direction.



12/7/11
(V.S.RAWAT)
Addl. Director(Admn)

F.No.26(2)/1996/DSW/Pt.File/Estt

Dated :

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)


11/7/11
(V.S.RAWAT)
Addl. Director(Admn)