

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI
(ADMINISTRATION BRANCH)**

DSW-A014/9/2026-Admin-I-DSW/ 3318-3377
CIRCULAR

Date: 23.06.26

Subject: Timely submission of Attendance Certificates of Outsourced Welfare Officers for processing of wage bills.

Kindly refer to the instructions regarding timely payment of wages to contractual/outsourced employees and the communication received from Labour Department, GNCTD, which reiterates the provisions of Cabinet Decision No. 2323 dated 30.03.2016, whereby wages for the previous month are required to be disbursed by the 15th day of every month.

In this regard, it has been observed that delays in receiving Attendance Certificates from various districts/institutions/homes adversely affect the timely processing and approval of wage bills in respect of Outsourced Welfare Officers, which may ultimately impact the timely release of wages.

Accordingly, all concerned DDs/DDOs/Superintendents are hereby directed to ensure that the duly verified Attendance Certificates of all Outsourced Welfare Officers working under their respective districts/institutions/homes for the preceding month are submitted to Administration Branch, DSW (HQ) **on or before the 3rd day of every month** through the official e-mail IDddadmn2@gmail.com.

It may also be noted that any delay in submission of Attendance Certificates beyond the stipulated timeline shall be viewed seriously and the concerned DD/DDO/Superintendent shall be held responsible for any consequential delay in processing and release of wages.

All concerned officers are, therefore, directed to ensure strict compliance with these instructions with immediate effect.

This issues with the approval of the Competent Authority.

Section Officer (Admn)

DSW-A014/9/2026-Admin-I-DSW/ 3318-3377

Date: 23/06/26

Copy for information to:

- PPS to ACS, (Social Welfare), GNCTD, 7th Floor, MSO Building, ITO, Delhi.
- PS to Director, (Social Welfare), GNCTD, 7th Floor, MSO Building, ITO, Delhi.
- All DDs / DSWOs/DDO/HOO/Supdt. (cadre/ ex-cadre)/ In-charge of their concerned Institutions/ Homes/ Districts/ Branches of this Department to ensure strict compliance with these instructions.
- ✓ Asstt. Director, IT Branch, Department of Social Welfare with request to upload the circular on the website of the department.
- Guard File.

Digitally signed by
Ravinder Jangra
Date: 23-06-2026
15:16:26

**Section Officer
(Admn)**