

DEPARTMENT OF SOCIAL WELFARE

GOVT. OF NCT OF DELHI, 7TH FLOOR, MSO BUILDING,

I.P. ESTATE, NEW DELHI-110002

(LITIGATION BRANCH)

Email: litigation_dsw@rediffmail.com

F.4A(1308)/DSW/LC/misc./2023/ 311

Date: 12/12/25

CIRCULAR

It has come to notice that replies/status reports/affidavits to be filed in different Hon'ble Courts i.e. District Courts/High Court/Supreme Court/Tribunal are not being put up on time by the concerned Branch/Offices which causes delay in filing of the same in the Hon'ble Courts.

There has also been instances when affidavits/status reports/replies are put up at last moment by branches/offices for seeking the approval when the matter is to be heard by the court on the very next day. This practice by the concerned Branches/Offices often delays the submission of the replies/status reports in Hon'ble Court/Tribunal and inviting adverse remarks/orders from Hon'ble Courts.

In view of the above, all DDs/DSWOs (Districts)/HOOs of the Homes/Institutions are hereby directed to put up the draft status report/replies/affidavits for approval of the Competent Authority in advance, at least 15 days before the matter is scheduled in Hon'ble Courts.

This is for strict compliance by all concerned officers without fail. Any deviation shall be viewed adversely and disciplinary action as deemed fit will be initiated against the erring officers/officials.

This issues with the approval of the Director (Social Welfare), GNCTD.


Deputy Director (Litigation)

Date:

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To

1. All DDs/DSWOs/HOOs, Department of Social Welfare, GNCTD
2. Superintendents of All Homes/Institutions

Copy for information to:-

1. PS to Pr. Secretary(SW), Department of Social Welfare, GNCTD
2. PA to Director (SW), Department of Social Welfare, GNCTD
- ✓ 3. Asstt. Director (IT), DSW with the request to upload the same on the website of the Department of Social Welfare, GNCTD


Deputy Director (Litigation)

To C Nandu