

**GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE  
NEW DELHI-110002  
[ADMINISTRATION BRANCH]**


F.10 (232)/2015/DSW/Cir./Estt/Pt-I/

Dated:

**CIRCULAR**

In continuation of this office circular No. F. 10(232)/2015/DSW/Cir./Estt/Pt-I/14239-14309 dated 17/08/2017, I am directed to enclose a copy of letter No. F-03/09/AR/2017/6655-6729 dated 28/08/2017 received from Secretary (AR), Administrative Reforms Department; GNCT of Delhi regarding Field visits by Pr. Secretaries/ Secretaries/HODs of all public dealing departments and to submit report of such field visits on a weekly basis for information and further necessary action.

Encl: As above.


  
Supdt. (Admn-I)

F.10 (232)/2015/DSW/Cir./Estt/Pt-I/ 16943

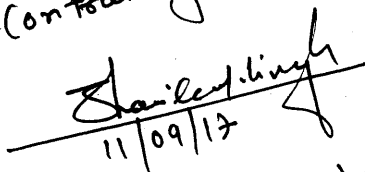
Dated:  
**08 SEP 2017**

**Copy to:**

1. P.S to Secretary, HQ, Department of Social Welfare.
2. P.A to Director, HQ, Department of Social Welfare.
3. P.A. to Spl. Director, HQ, Department of Social Welfare.
4. Sr. System Analyst, DSW for uploading the circular on the Departmental website.

  
Supdt. (Admn-I)

SSA (on training)

  
11/09/17

Sh. Kamal, API 11

305/CC  
11/9/17



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 ADMINISTRATIVE REFORMS DEPARTMENT  
 7<sup>TH</sup> FLOOR, 'C' WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI  
 Email - [arupdate@nic.in](mailto:arupdate@nic.in) : Fax:23392621

Office of the Secretary (SW/WCD)  
 Deptt. of Social Welfare  
 Govt. of NCT of Delhi  
 30 AUG 2017  
 6243  
 Dy. No.....

No.F-03/09/AR/2017/6655-6729

Dated: 28/08/2017

CIRCULAR

M/SO  
 DSW  
 419

Vide circular No. F.19/16/AR/2016/Misc/Part File-3(2017) /4354-4443 dated 02.06.2017, Principal Secretaries/ Secretaries/ HODs of all public dealing departments were directed to spend atleast half a day in the field offices under their respective jurisdiction every week to monitor the implementation of the government policies/ projects to improve governance and to submit report of such field visits on a weekly basis.

However, it is noticed that only a few of the Secretaries/ HODs are sending their weekly reports on regular basis. The matter was examined at various levels and it was decided that all the Secretaries/ HODs as listed in Annexure 'A' (copy enclosed) having more field offices/ projects at the field level are required to submit their weekly reports without fail. The reports of the field visits made during the week should reach on every Friday positively as per circular No.4600-4694 dated 16.6.2017.

Spl. Dir  
 25/9  
 DDLA

DIRECTOR SOCIAL WELFARE  
 30 AUG 2017  
 DY. NO. 4151

(RAKESH BALI)  
 SECRETARY (AR)

Encl: Annexure "A".

All Pr. Secretaries/Secretaries/HODs of GNCT of Delhi.

8057/84013  
 04-09-2017

Copy for information to:-

- i. Secretary to L.G., Delhi
- ii. Spl. Secretary to C.M.
- iii. Secretary to Dy. C.M.
- iv. Secretaries to all Ministers
- v. S.O. to C.S.

6/9

SOCIAL WELFARE EST. BRANCH  
 2696  
 Diary No.....  
 Date.....  
 05-09-17

Copy  
 5-9-17  
 M.S. Jindani

Sl. No.	Name of the Department	Name of the HOD
1.	Delhi Transport Corporation	Sh. Sandeep Kumar Chairman-cum-MD
2.	Delhi Jal Board	Sh. Keshav Chandra, CEO
3.	Delhi State Civil Supplies Corp.Ltd	Sh. K. R. Meena, Chairman Cum-Director
4.	DSIIDC	Sh.K.R.Meena, IAS MD
5.	Dte. of Training & Technical Education	Sh. Manoj Kumar, IAS, Director
6.	Delhi Agriculture Marketing Board	Ms.Sakshi Mittal Vice Chairman
7.	Delhi Tourism	Sh. S.P.Singh Managing Director & CEO
8.	Edu/TTE/HE Department	Sh.Punya S. Srivastava Secretary
9.	Forest and Wildlife /Environment Department	Sh. Keshav Chandra, Secretary
10.	Food Supplies and Consumer Affairs	Sh.K.R.Meena Secretary-cum-Commissioner
11.	Health & Family Welfare Department	Sh.Madhup Vyas, Secretary
12.	Irrigation & Flood Control Department	Sh. Keshav Chandra, Secretary
13.	Labour Department	Sh. Sanjay Kumar Saxena Secretary-cum-Commissioner (Labour)
14.	Divisional Commissioner Office	Ms. Manisha Saxena Divisional Commissioner
15.	PWD	Sh. Ashwani Kumar, Pr. Secretary
16.	Power Department	Ms.Varsha Joshi Secretary
17.	Social Welfare Department	Sh. A.K. Singh, Secretary(SW/WCD) & Sh.S.P.Singh Director
18.	Transport Department	Ms. Varsha Joshi Secv.-cum-Commissioner (Tpt.)

Department

Women &amp; Child

Development Department

Secretary (I.D.)

Ms. Shilpa Spinde, IAS, Director