

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE  
NEW DELHI-110002  
(FINANCIAL ASSISTANCE SECTION)**

F. 41(281)/DSW/FAS/DD/Misc/2018-19/Pt-II/33207-33221,

Date: 28 DEC 2018

**Minutes of the Meeting held under the chairpersonship of the Director (SW) on dated 24/12/2018 at 3:30 PM in the conference Room of the Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi.**

1. A meeting to discuss data of Non-Aadhar beneficiaries and action plan to get all Aadhar No.s from beneficiaries was convened on 24.12.2018 at 3:30 PM in the conference hall at Department of Social Welfare, Delhi Gate, New Delhi.

2. A list of Participants is enclosed.

3. The following discussion was held and directions given in the meeting:

- Aadhar data to be collected by all District Officers by 31/01/2019 and also submit daily report to FAS branch (in the format enclosed).

**Action- All District Officers**

- PGMS/RTI/VIP references/Court Cases to be clearly disposed of within a reasonable time frame.

**Action- All Branch Incharges/All DSWOs**

- All Welfare Officers and Superintendents in District Offices to Supervise Data Entry Operators during Public Dealing hours.

**Action- All District Officers**

- Beneficiaries to be provided complete details like Bank Name, Account where pension has been remitted while dealing with grievances/public dealing duly signed by the Welfare Officer giving name/designation under his/her sign.

**Action- All District Officers**

MK/2  
31/12/2018

Sh. Kamal A B  
31/12/2018

174/1cc  
31/12/18

- Training to be provided to under posting/recently joined Jr. Assistants/LDCs as window operators.

**Action- Sr. System Analyst**

This issues with the prior approval of the Competent Authority.



**(Rajeev Kr. Saksena)**

**Dy. Director (FAS)**

F. 41(281)/DSW/FAS/DD/Misc/2018-19/Pt-II/33207 - 33221,

Date: 28 DEC 2018

Copy for information forwarded to:

1. PA to Secretary (Social Welfare), Govt. of NCT of Delhi.
2. PA to Director (Social Welfare), Govt. of NCT of Delhi.
3. All DSWOs, Deptt. Of Social Welfare, Govt. of NCT of Delhi.
4. All Branch Incharges, Deptt. Of Social Welfare, Govt. of NCT of Delhi.
- ✓ 5. Sr. System Analyst, Deptt. Of Social Welfare, Govt. of NCT of Delhi.
6. Guard file.



**(Rajeev Kr. Saksena)**

**Dy. Director (FAS)**