

**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/ 8665-8695

Date:

17 JUL 2019

**Minutes of the Meeting held under the chairpersonship of the Director (SW) on dated 12/07/2019 at 2:30 PM in the conference Room of the Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi.**

1. A meeting to discuss the issues regarding distribution of personalized letters of Chief Minister along with the feedback form was convened on 12/07/2019 at 2:30 PM in the conference hall at Department of Social Welfare, Delhi Gate, New Delhi. A list of Participants is enclosed.

The following was discussed and directions given in the meeting:

- Prior to the imposition of Model code of conduct only 200 personalized letters of Hon'ble C.M., were distributed by Aanganwadi Workers in District North as informed by DSWO (North), no other district has so far distributed these letters.
- Feedback form received from the O/o the Hon'ble Minister (SW) was discussed in detail.
- DD (ICDS) to convene a meeting of all district nodal ICDS officers in the Chairpersonship of Director (SW) on 15/07/2019 at 3:00 PM in the conference Room of the Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi. DD (ICDS) to orient all CDPOs/Supervisors & Aanganwadi workers on how to fill and distribute the feedback forms and further action to be taken by all concerned.

**2. Sequential action Points:**

(i) **DD (FAS)** to submit a proposal to print the feedback forms after getting it approved.

(ii) **DD (ICDS):** To orient District Nodal officers (ICDS) /CDPOs, Supervisors, Aanganwadi workers to fill up the feedback form.

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(iii) **Printer:** To deliver Survey forms to the District Nodal Officers, ICDS under the directions of DD (ICDS).

(iv) **ICDS District Nodal Officer:** to receive from the printer and to distribute among Angadwadi workers and submit the feedback form to the Concerned Nodal Officer (ICDS) after receiving back from them duly complete in all respect.

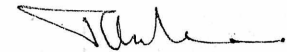
(v) **Aanganwadi workers:** Receive feedback forms from Nodal Officer (ICDS)/ CDPOs properly fill and return the feedback form (as enclosed) to the concerned Nodal Officers (ICDS)/ CDPOs.

(vi) **DSWOs:** DSWOs to make district level entries of the feedback forms submitted by Nodal Officers (ICDS)/ CDPOs and final data to be submitted to the DD (FAS) for central compilation.

(vii) **DD (FAS) :** to compile and process the report along with the feedback of personalized letter distribution of Hon'ble CM

Actions taken by all concerned Deputy Director/District level officers to be endorsed to the Director (SW) for information.

This issues with the prior approval of the Competent Authority.



(Rajeev Kr. Saksena)  
Dy. Director (FAS)


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Copy for information forwarded to:

1. PS 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)

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Mr. Abhishek