

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

F.10(333)/Admn-I/2016/DSW/Estt./Pt-II/ 2003-2063

Dated: 03/03/21

**MINUTES OF THE MEETING HELD ON 03.03.2021 AT 04:00 PM IN THE CHAMBER OF
SPECIAL DIRECTOR (SOCIAL WELFARE) REGARDING TO DISCUSS ABOUT
INCUMBECY POSITION RELATED TO DEPARTMENT OF SOCIAL WELFARE AND
DEPARTMENT OF WCD.**

As per direction of the Director (SW), a meeting was convened under the chairpersonship of the Special Director, Social Welfare in his chamber on 03.03.2021 at 04:00 PM to discuss about the Incumbency position and other issues related to both the Department i.e. Department of Social Welfare and Department of WCD.

The following were present in the meeting: -

- (i) Special Director (SW)
- (ii) Dy. Director (Admn-I), DSW.
- (iii) Dy. Director (Admn-II), DSW.
- (iv) Dy. Director (Admn.), WCD.
- (v) Section Officer (Admn-I), DSW.
- (vi) Section Officer (Admn), Department of WCD.
- (vii) Supdt. (RTE), DSW

The brief agenda of the meeting are as under: -

- (i) To provide post sanction order/nos. in r/o all the post which was allocated to WCD vide order dated 14.11.2007.
- (ii) To Provide the order regarding merger the post of Sr. Caretaker and Jr. Care taker in the year 1991.
- (iii) To Provide the corrigendum of promotion order dated 25.09.2014 in r/o Supdt./CDPO for the purpose of issuance of seniority list.
- (iv) To Provide combined seniority list of Supervisor, Gr-I & Welfare Officer.

On the above said agenda, the following has been decided in the said meeting: -

- (i) To trace out all the files related to bifurcation of both the Department i.e. DSW and WCD in the year 2007. (Pertains to Admn-I Branch, DSW)
- (ii) To trace out the order/file regarding merger the post of Sr. Caretaker and Jr. Care taker in the year 1991. (Pertains to Admn-II Branch, DSW).
- (iii) Follow up the matter regarding issuance of corrigendum of promotion order dated 25.09.2014, (Pertains to Admn-I Branch, DSW).
- (iv) Provide combined seniority list of Supervisor (Gr-I) & Welfare Officer (Pertains to Admn-II, DSW & DD (Admn, WCD)
- (v) Both the Department trace out the post sanction order/nos. separately in r/o all the post which was bifurcated vide order dated 14.11.2007 duly confirmed by AR Department, GNCTD (DD, Admn. (WCD), Supdt. (RTE), DSW).

(2)


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The above said documents will be produced positively on the next date of the meeting i.e. 10.03.2021.

Details of all the post sanctioned/salaries being released shall be provided by DDOs of Homes/Institutions/Schools/MCU, etc. of Social Welfare Department duly signed, scanned & mailed on email id dswddadmn1@gmail.com within 3 days from the date of issuance of this minutes.

All the DDOs are directed to adhere the timeline to provide requisite information. Non compliance shall be viewed seriously.

The DDOs shall otherwise personally appear before Spl. Director (SW) in condition on non-providing information to clarify reason, which shall be followed by written explanation/ reason for release salary against said posts.


Section Officer (Admn-I)

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Copy to for information and necessary action to: -

- (1) PPS to Secretary (SW), GLNS Complex, Delhi Gate, New Delhi.
- (2) PS to Secretary (WCD), GLNS Complex, Delhi Gate, New Delhi.
- (3) PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi.
- (4) PA to Director (WCD), ISBT, Kashmere Gate, New Delhi.
- (5) PA to Special Director(SW), GLNS Complex, Delhi Gate, New Delhi.
- (6) DD(Admn-I), DSW, GLNS Complex, Delhi Gate, New Delhi.
- (7) DD(Admn-II), DSW, GLNS Complex, Delhi Gate, New Delhi.
- (8) DD (Admn), WCD, ISBT, Kashmere Gate, New Delhi.
- (9) Supdt. (RTE), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi.
- (10) All DDOs/HOOs of Home/Institutions/Schools/MCU of DSW.
- ✓ (11) Sr. System Analyst (DSW) with the request to upload on the website of this Department.


Section Officer (Admn-I)

S.No.	Post Fixation/Sanction Order No.	Category/Name of the Post	No. of Post Sanctioned	No. of Post Filled	No. of Post Vacant	Remarks

*Mal-Adjustment to be mentioned in the remarks Column.