

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, DELHI
(OFFICE OF THE SPECIAL DIRECTOR) (SW)**

F.No. PA/Spl.dir/Review Meeting/2021-22/4954-5024

Dated: 16 JUL 2021

**MINUTES OF THE MEETING HELD ON 14.07.2021 TO REVIEW THE WORKS OF
ALL BRANCH/DISTRICT OFFICES/HOMES OF DEPARTMENT OF SOCIAL WELFARE**

A Meeting was held on 14.07.2021 at 12:00 PM under the chairmanship of the Spl. Director(SW) to review the works of all Branches/District Offices/Homes of the Department of Social Welfare. Various issues has been put forward in the meeting by Dy. Director/DSWOs/Supdt.

1. Ms. Neelam Venkatachalam, Dy. Director(Admin-II) started the meeting with the permission of Spl. Director (SW) and informed the members about day to day work done by the Admin-II during last week. She gave information about various works of the Admin Branch.
 - (a) The admin Branch is working on preparation of Incumbency and Basic Employee Data and Performa for the same has already been circulated to all the Branches to get updated information about the staffs posted in different branches/District/Homes.
 - (b) The recommendation/ requisition for appointment of Teacher & Cook have already been sent to DSSSB in r/o GLNS & Blind Boys School.
 - (c) Salary issue of Outsourced staff hired through ICSIL/NIELET in various categories i.e. caretakers, DEO, Data Processing Assistants, has been solved (paid upto June 2021) and the pending salary of office assistant may be released within a week.
 - (d) Recruitment Rules for post of Kitchen Helper have been submitted in Service Department for updation.
2. Ms. A Madhavi, Dy. Director(Disability), she informed about the various important matter pertain to Disability Branch.
 - Supreme Court Matter of Sh. Gaurav Bansal.

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- Matter regarding operationalization of Half Way/Longstay Home, Sec-3, Dwarka
 - Governance council meeting held in Asha Kiran, Rohini and Issue of staff shortage in Asha Kiran has been raised.
3. Sh. Rajeev Saksena, Dy. Director(Social Security and VAC), He informed about the various work done by his branch.
- Meeting of GIA cases for year 2020-21 has already been done related to Govt. of India Scheme & Govt. of Delhi Schemes and the Minutes of the meeting is underprocess.
 - Process to Close Campus Home, Lampur has already approved from Minister of Social Welfare.
 - Working of the State Action Plan, Govt. of India and get the 1 Cr. Budget for the same.
 - Started Helpline for Sr. Citizen
 - Working on the schemes related to the registration of Residential Homes.
 - Informed that the process to transfer the Sr. Citizens from Lampur Home to OAH Wazir has been initiated and direction has already been given to the Supdt. OAH Wazir to do the arrangement.
4. Sh. Ashok Kr. Aggarwal, DCA, has been discussed the various issues faced by his branch.
- He informed that the pension case of Sh. Babulal (Retd. Employee) has not been settled till now.
 - Cases of Contingency advance for the FY 2017-18, has been pending.
 - Payment up-dation of Rs. 1.16 Cr. is pending on GeM Portal.
 - More than 100 Audit Para(Internal Audit and Others) has been pending in different branches.
 - He also informed that the Homes/District offices have not submitted expenditure Statement to the Account Branches and the various circular has already been circulated to Homes/District Offices that the statement must be submitted to account branch till 7th of every month.
 - He also raised the issue of pendency of pension cases and not timely payment of pension/retirement benefits to the staff due to the not timely submission of cases to PAO.

Spl. Director directed to all the DDO/HOO of District/Homes to take necessary action urgently to clear the GeM pendency/Audit Para and other pending works related to account branch.

5. Ms. Saroj Rawat, DD(RTE) & District Officer(South-West)

RTE

- She informed about the Research Study which will be conduct in Asha Kiran (Home) to know the issues related to Asha Kiran. Proposal of the same has already been approved by the Director(SW) in the 1st week of July, 2021.
- RTE Branch has conducted training session for the Caregiver in Asha Kiran Home and Training More than 60 Caregivers.
- An MPR (Monthly Progressive Report) performa has already prepare by RTE Branch and circulated to all branches/District/Homes for feedback. Within a next week performa will be finalized on the basis of the feedback received from some branches and the MPR work will be started from next month.
- She raised the issue related to the problems faced by the RTE Branch due to non-availability of infrastructure/Computer and other essential items.

Spl. Director directed to DD(CTB) and Sr. System Analyst(Computer Cell) to do the needful on urgent basis.

South-West

- She informed that the work to clear the pendency of objection cases (Online DP/DFBS) has already been started by the District and it may be completed within next week.
- She raised the issues related to problem faced by the District Office(South West) due to non-availability of sufficient infrastructure/Computer and other essential items in the District.

Spl. Director directed to DD(CTB) and Sr. System Analyst(Computer Cell) to do the needful on urgent basis.

6. Sh. Sanjay Sharma, DD(Estate) informed that the project related to Lampur Home Complex(Skill Training) has been under objection and he personally contact PwD official to remove that objection.

7. Sh. Shiv Narayan, Supdt. (Asha Deep Home) told the Home running smoothly and at the time 60 Beneficiaries are residing in the Home.

8. Sh. Dharmendra Prasad, DSWO(North West-I & II), He informed that there is no pendency in the District office and all the online application has been disposed off with in time of 45 days.

9. Ms. Swati Sharma, Supdt.(School)

- Informed that the school is operating on online Mode and all the classes conducted through online.
- File related to MoU between Tech Mahindra and DSW is under process.

10. Sh. Krishan Kumar, DSWO(South).

- He raised the issue related to the problems faced by the District Office(South) due to non-availability of sufficient Staffs(WO, DEO, Cashier), infrastructure/Computer and other essential items in the District.

Spl. Director directed to DD(Admin-II), DD(CTB) and Sr. System Analyst to do the arrangement of sufficient staffs and essential items on urgent basis in District Office.

11. Sh. P. Ananda Rao , DSWO(Central & New Delhi) and Administrator(Asha Kiran Home), He informed that there is no pendency in the District office and all the online application has been disposed off with in time of 45 days.

12. Ms. Krishna Sharma, DSWO(West).

- She raised the issues related to the salary of 03 Outsourced Staff(DEO and Caretakers) and informed that the salary of these staff is pending from last 08 months.
- Shortage of sanitation staffs in District Office.

Spl. Director directed to DSWO (West) to gave a written complaints to the authority.

13. Sh. Harbir Singh, Sr. System Analyst

- He informed that the proposal related to procurement of Desktop & Printer has already been approved from the Administration/Finance Department and the process of procure the 79 Desktops and 41 printers is under process. They upload the bidding tender on the GeM portal within a week.
- He initiated the process to sought out the connectivity issue (Leased line) of District offices.
- The computer branch doesn't have the details of computer hardware available in the District Office and Branches. The Computer Branch will prepared a Google forms and then sent to DSWOs for Hardware Data so that the work of AMC may be started.

At the end of the meeting Spl. Director(SW) appreciated the Dy. Director/DSWO/Supdt. of Home for the work done by their branches and also directed to the officers to clear pendency of their respective branch on time.

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16-7-21
Dy. Director (Admin-II)

To,

1. JD(SW), Department of Social Welfare, GLNS Complex, Delhi Gate, Delhi
2. DCA, Department of Social Welfare, GLNS Complex, Delhi Gate, Delhi
3. All DDs/DSWOs/Supdt./In-Charge of Homes/Institutions/Schools.
- ✓ 4. Sr. System Analyst, Department of Social Welfare for uploading the minutes on the Departmental website.

Copy for information to :

1. PS to Secretary, Department of Social Welfare, GLNS Complex, Delhi Gate, Delhi
2. PA to Spl. Secy. cum Director, social Welfare Department, GLNS Complex, Delhi Gate, Delhi

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16-7-21
Dy. Director (Admin-II)