

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

F.No. PA/Jt.dir/Review Meeting/2021-22/ 11087-11157

Dated: 30 SEP 2021

MINUTES OF THE MEETING

A review meeting was held under the Chairpersonship of Spl. Secy Cum Director, SW in the Conference Hall of Social Welfare Department on 24.9.2021 to discuss matters pertaining to all branches and action taken w.r.t to last meeting.

The list of officers/officials who attended the meeting is annexed at Annexure-A.

Highlights of the meeting are as follows.

1. The Spl. Secy cum Director directed all the Branch Incharge/District Officers to sit everyday with their staff for reviewing and prepare action plan of the day.
2. The Spl. Secy cum Director took the stock of the actions taken over the points discussed during previous meeting dated 17.9.2021. The following points were mentioned.

Minutes of Meetings dt. 17.9.2021	Remarks made during the meeting dt 24.9.2021
<p>It was apprised in the meeting that the audit para of Delhi Government and AGCR are pending and the concerned Branches are not submitting their replies due to which the audit para cannot be settled.</p> <p>It has also been pointed out by Accounts Section that some audit paras relate to recoveries of Senior Officer who has got transferred/ retired from services.</p> <p>In this regard, Accounts Section to take the issues of effecting recovering immediately.</p>	<ul style="list-style-type: none"><li>• The chair expressed her displeasure over the progress and asked to take strict action against the erring officers. <b>Action: DCA/DD(Vigilance)</b></li></ul>
<p>During the meeting the concerned officers were directed to submit their reply by Monday 20.09.2021 and if they require any advice for preparation of</p>	<ul style="list-style-type: none"><li>• Accounts Office to take action against the defaulters/give replies within two days. <b>Action: DCA</b></li></ul>

<p>the reply than Accounts Section will facilitate them. But in any case the reply will be submitted by Monday and the matter should be put up in the next meeting.</p>	
<p>That the DD(Estate) was directed to coordinate with the PWD to sort out the matter with the PWD about audit para with reference to delay in construction/handling over etc. DD(Estate) was also directed to move a DO letter from Secretary (SW) to Secretary PWD in the matter.</p>	<ul style="list-style-type: none"> <li>• A strong letter giving all the factor behind delay in projects to be drafted w.r.t. PWD issues. <b>Action: DD(Estate)</b></li> </ul>
<p>It has also been pointed out that there are shortage of computer, printer etc in the DSW. In this regard, Senior System Analyst was directed to complete the process and procure the same in the next week and he was also instructed to come on Saturday and Sunday alongwith his team to complete the whole work of tender downloading by Monday and on Tuesday technical evaluation committee will finalize the list of qualified bidder and on the next day financial evaluation committee will finalize the bid and submit the same to the chairperson.</p>	<ul style="list-style-type: none"> <li>• Sr. System Analyst apprised the Director that the technical bids have been opened. 68 bids have come. Technical analysis to be completed by Saturday i.e. 25.09.21. Two days will be given for presentation. Tuesday is kept for date of hearing. By Wednesday, final bids should be opened. <b>Action: Sr. System Analyst</b></li> </ul>
<p>DD(FAS) has raised the issue of non-availability of Helpdesk in District Offices due to which the beneficiaries are suffering.</p> <p>In this regard, all the district officer are instructed to open a Help desk counter at convenient place alongwith clean water for drinking and sitting arrangements.</p> <p>DD(FAS) also pointed out that the beneficiaries are not given any acknowledgment of the document submitted by them. Not only this the</p>	<ul style="list-style-type: none"> <li>• The Spl. Secy cum Director directed DD(Vigilance) to form a <b>Flying Squad</b> where official from RTE branch are also to be included. DD(Vigilance) apprised that it will be done by Monday.</li> <li>• To visit various places, a checklist to be prepare by Vigilance Branch which must include all parameters for assessment i.e workplace environment, Pendency, transparency of work etc.</li> <li>• In addition to it, she also</li> </ul>



<p>beneficiary are called many times and are harassed again and again for removing piece meal objections. In this regard, all the District officers are directed to issues acknowledgment to the beneficiary of the document submitted by them and also instructed to issue deficiency memo once and if any official is found to be harassing the beneficiary than strict action will be taken against them and Vigilance action is also instructed to take stern action against them.</p>	<p>emphasized that apart from district offices, the squad will keep a check on other institutions like Safe Houses, Lampur Detention House etc. The concerned district officers need to facilitate in the upkeep of these institutions. <b>Action: DD, Vigilance</b></p> <ul style="list-style-type: none"> <li>• Acknowledgement Slip of the documents submitted by the beneficiaries to be drafted and circulated to all District Offices. <b>Action: District officer(South West) and District Officer (Central &amp; New Delhi)</b></li> </ul>
<p>The Senior System Analyst has pointed out that the PWD has not made proper arrangements for networking cable in the district offices due to which District Officers are facing networking problem. District Officers at their level has to make their best efforts too. In this regard, DD(Estate) was directed to take up the matter with PWD and get the requisite work done in a time bound manner.</p>	<ul style="list-style-type: none"> <li>• IT dept. to find solution w.r.t internet problems and follow up with different agencies.</li> <li>• While discussing this issue, Supdt., RTE made a submission that many officers/officials do not maintain the systems. Spl. Secy cum Director asked Sr. System Analyst to give out an advisory regarding upkeep of systems and also one person from each district office to be nominated as Maintenance Officer in this regard.</li> <li>• Sr. System Analyst apprised the Director that a letter was sent regarding AMCs requirements to all District Offices but no replies came. Spl. Secy cum Director expressed her displeasure saying, "while grievances being expressed by District Offices but when Sr. System Analyst asks for requirements regarding AMCs no replies are sent."</li> <li>• Sr. System Analyst to re-issue the information sought earlier to all DOs attaching the format.</li> <li>• Sr. System analyst to free up the Computers which are held as evidences in court matter by</li> </ul>

	<p>transferring the data to a hard disk.  <b>The two computers to be given to RTE and FAS Branch as early as possible.</b>  <b>Action: Sr. System Analyst</b></p>
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3. DD, Litigation raised an issue about streamlining Litigation work to keep a tab on each case. It was apprised that legal experts (Legal Assistant/Consultant) are needed for Litigation Branch for which a file would be put up by Supdt., Litigation. **Action: DD(Litigation)**
4. JD, SW sought an update from Supdt., SD related to skill development work w.r.t people engaged in begging. Supdt., SD apprised about their plan of action and preparation done w.r.t inauguration on Skill Development Program tentatively on 2<sup>nd</sup> October, 2021.
5. Supdt. (Disability) apprised JD, SW about the following points related to different schemes:

(a) Under National Programme for Rehabilitation of PwDs; a proposal of organising General disability camp/UDID Camps in 30 Hospitals has been approved. In addition to it, a meeting is being proposed with all stakeholders to discuss about organising disability camp.

(b) Under Fixed Deposit Scheme for the students with disabilities at each stage of educational attainment; a draft Cabinet note is under circulation to various stakeholders department. Only Revenue, Planning and Finance have replied. The Scheme is expected to take off in next financial Year.

c. Under Financial Assistance for marriage of Daughter of parents with Disabilities; a draft Cabinet note is under circulation to various stake-holders department. A reminder has been sent to the Departments who are yet to give their observations.

The Spl. Secy cum Director directed Supdt. (Disability) to regularly follow-up about the status of above mentioned schemes through phone and personal visit. **Action: Supdt. (Disability)**

6. The Spl. Secy cum Director directed DCA to issue show cause notice to Shiv Narayan, Supdt., Asha Deep Narela; RP Yadav, Supdt., Hostel for College going Boys and Priyanka Yadav, Supdt., Asha Kran, Female Wing for **GEM Bill pendency. – Action: DCA and DD (Vigilance)**
7. The Spl. Secy cum Director directed DCA to get an undertaking from all district officers' w.r.t GEM pendency, reconciliation statement by 5<sup>th</sup> of every month. On 6<sup>th</sup> of every month, a file to be sent to Spl. Secy cum Director regarding the same. **Action: DCA**
8. With respect to salary issue of Nav Kiran, DCA has to prepare a proposal and submit it to Joint Director, SW. **Action: DCA and DD(Planning)**
9. The Spl. Secy cum Director, directed DD (Admin-II) to hold daily meeting with all the Admin staff including Admin-I. **Action: DD( Admin-II)**



10. On the issue of frivolous investigations, the Spl. Secy cum Director directed DD(Vigilance) to issue an order to all District Officers/Head of Institutions to not encourage frivolous litigations i.e to try to sort the issues out at their level only. **Action: DD(Vigilance)**
11. Supdt., FAS raised an issue of power failure in Pota Cabin due to which their computer shuts down arbitrarily causing malfunction of computers. The Spl. Secy cum Director directed the IT Dept. to get the UPS installed especially for the branches running in of Pota Cabin. **Action: Sr. System Analyst.**
12. The Spl. Secy cum Director directed DD(Admin-II) to issue an order for Mr. Akhtar, Junior Assistant CTB Branch, who will act as Maintenance cum Caretaking Officer for all HQs related issues. **Action: DD(Admin-II)**
13. The Spl. Secy cum Director directed Chief Probation Officer/District Officer(North) to prepare a weekly roaster of Probationary Officer and posted them in District Office(North) on weekly basis . **Action: CPO/District Officer(North)**

This issues with the prior approval of Spl. Secretary-cum-Director(SW)



(PATIL PRANJAL LAHENSINGH)  
JOINT DIRECTOR(SW)

1. All DDs/DSWOs/Supdt./In-Charge of Homes/Institutions/Schools.
2. 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



(PATIL PRANJAL LAHENSINGH)  
JOINT DIRECTOR(SW)

Annexure-A

ATTENDANCE SHEET FOR THE MEETING SCHEDULED ON 24.09.2021 AT 10:30 AM UNDER THE CHAIRPERSONSHIP OF SPL. SECRETARY CUM DIRECTOR SOCIAL WELFARE AT CONFERENCE HALL, 1ST FLOOR, DEPARTMENT OF SOCIAL WELFARE, GLNS COMPLEX, DELHI GATE, NEW DELHI

Sr. No.	Name	Designation	Branch	Email address	Phone number	Signature
1.	Dm Mehesh Sharma	CPD	Prevention Services	dm508@gmail.com	9354187137	
2.	Rajeev Saksena	Dy Director SD	Social Defence		9911106164	
3.	Rudra A. Ver	AD - Directorate RTI		secretariat@dmsh@delhi.gov.in	9013760768	
4.	Sudat Sharma	AD - SD	Social Defence		8512881426	
5.	Neeraj	WD	JD Branch		8889351839	
6.	Shubra DPO	WD	RTE		9953660262	
7.	Radamkant Shukla	PD	CPD	radamkant.shukla@gmail.com	9990979270	
8.	Rekha	PD	CPD		7503928899	
9.	Ushasree Pal	WO - SS	Social Security	ushasree@gmail.com	8130823550	
10.	Dimpri Singh	WO - VAC	Voluntary Action Cell		9718419026	
11.	Arun Krishna	S.O. CP	Pg. Rm	supriyanshu.dg@delhi.gov.in	8888012524	
12.	Amjali Tewari	Asstt - FAS	FAS	adjaosw.delhi@nic.in	9810534382	
13.	Alena	Asstt (FAS)	FAS		9013612650	
14.	Suraj Singh	AD SS/VAC			9818184564	



15.	A&H' Kapiun	DD (Scholarship) Doccument	DD (Scholarship) Doccument		9911817999	Am 23.9.2021
16.	Mesbibi Singh	Sr. Scholarship	Computer	Sd/Dr. Padi	9013827691	Am 23.9.2021
17.	Atgeel # Gay Anam	DC A DD (Vy. a19)	Acct		9877772068	Am 23.9.2021
18.	Sandy Pawant	DD (RTE)	RTE		9818915448	Am
19.	Zulki-Husaini	Supelt- (Estate/Utility) Vig)	Utility	Wolker yakin	9999693572	Am
20.	WV ER KUMAR	AAO	Accounts		9999693572	Am
21.	Manoj Palisaul	AAO	Accounts		9911393737	Am
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