


DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI
(ADMINISTRATION BRANCH)

F.10(405)/2018/Admn-I/DSW/Estt./109

Dated: 19/4/23

Circular

The report regarding Cadre Review & Restructuring in r/o Department of Social Welfare, GNCTD is uploaded on the website of Department of Social Welfare with the request to all DDOs/Branch Incharges/District Welfare Officers to furnish comments in the matter within 10 days to HOO,DSW(HQ)/Chairperson Cadre Review Committee.


SO (Admn.)

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Sr. System Analyst (SW) with the request to upload on the website of the Department.

**PROPOSAL FOR CADRE REVIEW (TECHNICAL STAFF) AND RESTRUCTURING
OF DEPARTMENT OF SOCIAL WELFARE GNCT of Delhi**

CHAPTER I

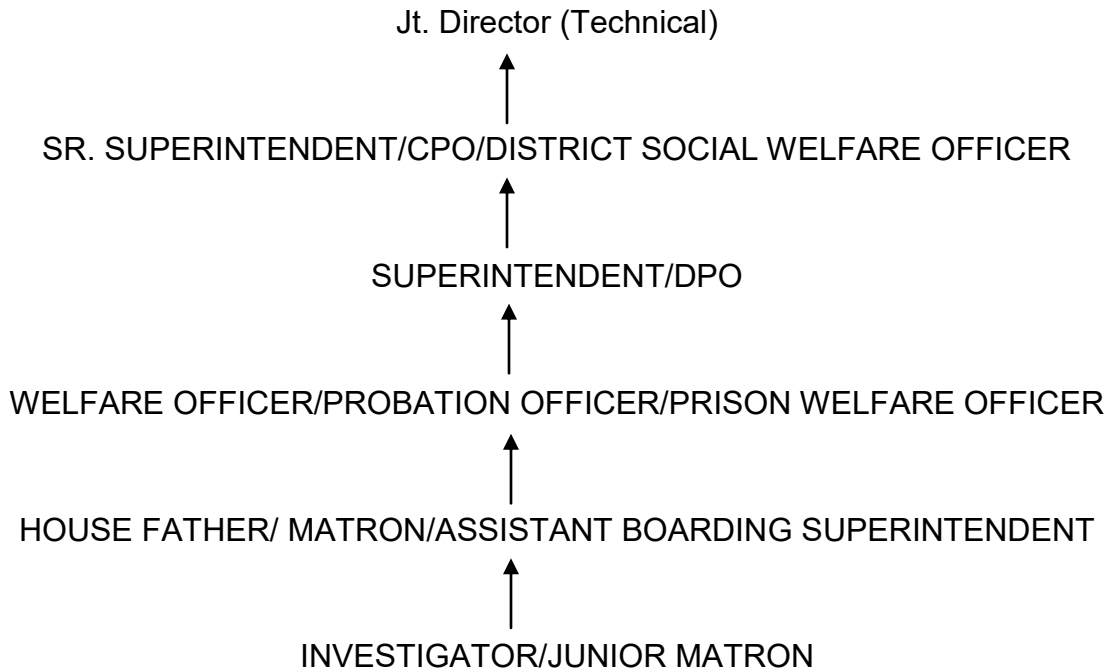
INTRODUCTION

Prior to the establishment of the Directorate of Social Welfare in the year 1959, welfare services were confined to only four institutions, namely Children's Home, Lady Noyce School for the Deaf, After Care Home for Boys and After Care Home for Women, under the Directorate of Education, Delhi Administration. After the setting up of the Directorate of Social Welfare, welfare services in Delhi were organized in a planned and coordinated manner for the welfare of the needy, neglected and weaker sections of the society.

Over the decades, the Directorate has now grown into a vast complex of welfare institutions/Homes and services for the various socially disadvantaged and vulnerable sections such as the destitute, neglected children, youthful offenders, physically and mentally challenged, women in distress, widows, beggars, needy, old and infirm persons etc. To manage the services being provided to these sections more effectively, on 14.11.2007 a separate department of Women & Child Development was carved out of Social Welfare Department vide notification No. F.55/09/2007/GAD/CN/4323-43333 dated 07.11.2007 and order dated 14.11.2007 to exclusively deal with the issues related with welfare of women and children. The Social Welfare Department, now, takes care of the welfare of the Senior Citizens, Persons with Disability, Persons engaged in Act of Begging and Transgender Persons.

Further in continuation of notification no. F.55/09/2007/GAD/CN/4323-43333 dated 07.11.2007 and order dated 14.11.2007 vide which Department of Social Welfare was bifurcated and a separate Department of Women and Child Development was created, the Lt. Governor of the National Capital Territory of Delhi ordered vide Order No. F10(308)/2018/Admn-I/DSW/Estt/Pt-I/2157-3007 Dated 24/07/2020 that henceforth cadre control of both the Departments i. e. Department of Social Welfare and Department of WCD, GNCTD are separated for smooth administrative functioning of both the Departments.

The Technical Cadre of Department of Social Welfare consists of the following hierarchy:



Social Welfare Department is implementing the following Social Legislations: -

1. Persons with Disabilities Act 2016
2. Transgender Persons (Protection of Rights) Act, 2019
3. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007
4. The Bombay Prevention of Begging Act, 1959, as extended to Delhi.
5. The Probation of Offenders Act, 1958.
6. The Good Conduct Prisoner's Probational Release Act, 1926.

Presently, the Department is running the following Institutional and non-institutional programmes in different fields of welfare.

1. Welfare of Disabled: -

- Institutions 09
- Training Cum Production Centres 04
- Sheltered Workshops 02
- Other services/assistance schemes 05
- Financial Assistance to Socially & Physically handicapped

2. Eradication of Beggary		
• Statutory Institutions under the Bombay Prevention of Begging Act, 1959	12	
• Skill/Livelihood Centers for Development of Persons Engaged in the Act of Begging (PEAB).		11
• RCL Scheme		
3. Probation and Prison Welfare		
• Probation Units	07	
• Prison Welfare Services	03	
• Rehabilitation Schemes	02	
4. Senior Citizens/Social Security		
• Institutions for the Sr. Citizens	04	
• Old Age Pension Scheme		
5. Other Welfare Schemes		
• Mukhyamantri Covid-19 Pariwar Aarthik Sahayta Yogna-2019		
• National Family Benefit Scheme		
• Welfare Centers for De-notified Tribes	05	
• Grant-in-aid	01	
• Medical Care Units	04	
• Scheme of State Awards	02	
• Scheme of Drug Abuse Prevention	01	
• Social Assistance for Everyone (SAFE)	01	
• Rehabilitation Services		
• Prohibition		

Starting with a meager budget allocation of Rs. 6 lakhs during the year 1959-60, the provision has touched a figure of Rs. 2221.63 Crores in the year 2022-23. The Dept. of Social Welfare has been making concerted efforts in providing social assistance and support to the vulnerable and marginalized sections of the society.

Under Financial Assistance to Senior Citizens 417962 beneficiaries have been remitted financial assistance @ Rs 2000 (Age b/w 60-69 yrs) & @ Rs 2500 (Age 70 & above) on monthly basis.

Under Financial Assistance to Persons with Special Needs: Under this Scheme, 1,06762 beneficiaries have been remitted financial assistance @ Rs 2500 (birth till death).

Under Mukhyamantri Covid-19 Parivar Aarthik Sahayata Scheme 10,425 beneficiaries have been remitted financial assistance @ Rs 2500 on monthly basis to the dependents of the people who died due to Covid-19 during the F/Y 2021-22.

Under Delhi Family Benefit Scheme 15623 beneficiaries have been remitted financial assistance @ Rs 20,000 (one time assistance).

The Helpline for Senior Citizens (Elderline-14567) made operationalized in partnership with National Institute of Social Defense (NISD) and Help-Age India. The Helpline provides information, guidance, emotional support and field intervention services, using Call Officers and Field Resource Officers to provide assistance to elderly in need.

Around 150 Recreational Centers for Senior Citizens for well-being & holistic development of elderly citizens of Delhi & removing vulnerabilities like Psycho-Social needs, aloofness created by trend of nuclear family catering to around 7,500 senior citizens.

Through Skill Development of Persons Engaged in the Act of Begging (PEAB) with an aim to make Delhi free from act of begging and skilling the people engaged in the act of Begging, 11 **Skill/Livelihood centers** have been started across all the districts of Delhi wherein PEAB are being provided with skill training in Pickle & Chutney making, Wall painting trades, tailoring and housekeeping etc.

Since, the services have increased manifold, it is essential to assess the manpower requirement in the context of present scenario so that goals could be achieved successfully.

It is very important to add that the Sixth Pay Commission has merged the pay scales of Welfare Officers and Supdts./CDPOs and upgraded the pay scales of Nurses and Trained Graduate Teachers (TGTs). The Nurses, TGTs and Welfare Officers are subordinate to the Superintendents of the Homes. The subordinate having been granted same or higher pay scale has created a functional disturbance. The 6th Pay Commission in its report has also discussed about functional disturbance. The relevant para of the report is reproduced below;

Functional Disturbance: On account of the proposed merger of pre-revised pay scales of Rs. 5,000-8,000, Rs. 5,500-9,000, and Rs. 6,500-10,500, some posts which presently constitute feeder and promotion grades shall come to lie in an identical grade. The Commission has given specific recommendations about some categories of these posts in the Report. As regards other posts, it should first be seen if the posts in these three scales can be merged without any functional disturbance. If possible, this should be done. **In case it is not feasible to merge the posts in these pay scales on functional considerations, the posts in the scale of Rs. 5,000-8,000 and Rs. 5,500-9,000 should be merged with the post in the scale of Rs. 6,500 -10,500 being upgraded to the next higher grade in pay band PB-2 with grade pay of Rs. 4600 corresponding to the pre-revised pay scale of Rs. 7,450-11,500.** In case a post already exists in the scale of Rs. 7,450-11,500, the post being upgraded from the scale of Rs. 6,500-10,500 should be merged with the post in the scale of Rs. 7,450-11,500. Besides, posts in the scale of Rs. 6,500-10,500 carrying minimum qualification of either Degree in Engineering or a Degree in Law should also be upgraded and placed in the scale of Rs. 7,450-11,500 corresponding to the revised pay band PB-2 of Rs. 8,700-34,800 along with grade pay of Rs. 4600.

Anomalies in pay structure due to 6th CPC's recommendation

Earlier, several decades back, there was only one Department i.e., Directorate of Education under which all the activities related with Social Welfare was being run till 1959. Subsequently even after creation of Department of Social Welfare the parity with respect to pay scales of the two Departments was maintained till 5th CPC

A look at the comparative picture of the two Departments will explain this clearly as given in following table:

Example #1 (Comparison between posts of TGT in Education and Welfare Officer in Social Welfare Department.

	EDUCATION dept (TGT)	SOCIAL WELFARE DEPTT (Welfare Officer)
	Subject Teachers i.e. TGT s were in the Scale of 120-8-200-10-300 Qualification—Graduation in concerned subject and one year Teacher’s Training,	Post of case worker (now known as Welfare officer/ Probation officer)was created for attending to the counseling, guidance, social investigation, growth, reformation and rehabilitation of the needy in the same pay scale of 120-8-200-10-300 Qualification: Post graduation in Social sciences.

Year –1977 Pay Scale of TGTs upgraded to **250-20-450-25-550** Pay Scale of Case Workers also enhanced to **250-20-450-25-550**

IIIrd Pay Commission TGTs. Pay Scale of **440-750** granted to TGTs. Pay Scale of **440-750** granted to Case Workers.

IVth Pay Commission to TGTs Pay Scale of **1400-2600** granted to TGTs Pay Scale of **1400-2600** granted to Case Workers now known as Welfare Officers.

Vth Pay Commission granted to TGTs Pay Scale of **5500-9000** granted to TGTs Pay Scale of **5500-9000** granted to Welfare Officers

VIth Pay Commission Grade Pay **4600** granted to TGTs making them Senior to Welfare Officers Pay Band of **9300-34800** with Grade Pay **4200** granted to Welfare Officers making them junior to TGTs.

Another stark comparison is between Primary Teachers and Welfare officers. The Primary Teachers in the Pay Scale—4500-7000 (Pre Revised) constituted the feeder Post for Welfare officer in the Pay Scale- 5500-9000(Pre Revised) in this Department but as per the Sixth Pay Commission’s Report the post of Primary Teachers has been upgraded to the Pay Scale of 6500-10500 i.e. in the new Pay Band of 9300-34800 with Grade Pay of 4200 whereas Welfare officers who constituted the promotional post of Primary Teachers have also been upgraded to the same Pay Band and Grade Pay.

Example #2 (Comparison between posts of Vice Principle in Education Deptt and Superintendent in Social Welfare Department.)

If we take the Post of Superintendent, it can be seen that right from the beginning, this post was equated in terms of Pay Scale to that of Vice Principal in Schools of the Education Department. A comparative picture of the pay Scales awarded to these two posts in the various Pay Commissions can be seen in the Table below.

	EDUCATION DEPTT (Vice Principal)	SOCIAL WELFARE DEPTT (Superintendent)
	Prior to the bifurcation of the two Departments, the Pay Scale of Vice of 250-500 Principal was 250-500	
	Further Revised to Pay Scale of 325-575	Further Revised to Pay Scale of 325-575
IIIrd Pay Commission	Awarded Pay Scale of 650-1200	Awarded Pay Scale of 550-900 but later revised it to 650-1200
IVth Pay Commission	Awarded the Pay Scale of 2000-3500	Awarded the Pay Scale of 2000-3500
Vth Pay Commission	An anomaly was created when it upgraded the post of Vice Principal to 7500-12000	The Vth Pay Commission allowed the Suptdt to stagnate in the same scale of 6500-10500
VIth Pay Commission	The VI th Pay Commission further upgraded the Pay scale of Vice Principal to 8000-13500 i.e. in the pay Band of 9300-34800 with Grade Pay of 5400	The VI th Pay Commission caused further anomaly by allowing the Superintendent to remain in the Pay Scale of 6500-10500 i.e. the Pay Band of 9300-34800 with the Grade Pay of 4600

The Department of Social Welfare after getting approval from the Ministry of Home Affairs and the Lieutenant Governor of Delhi notified and published “*Delhi Probation of Offenders Rules (Amended), 2019*” in the Delhi Official Gazette. These Rules come into force on the date of their publication in the Delhi Official Gazette i.e. 9th November 2021. These Rules are extended to the whole of the National Capital Territory of Delhi.

Sec-9 of the aforesaid PO Rules states that –

9 A- Qualification and Salary of Probation Officers:

(1) Probation Officers shall at least possess a Post Graduate degree in Social Work, or Sociology or Human Rights, or Psychology or Criminology subject from a recognized university.

2(a) *Salary and other emoluments of the Probation Officer would not be less than the presently applicable pay scale of Rs.9,300-34,800 plus Rs.4800 Grade Pay and would be at par with the status of Post Graduate Teacher of the Directorate of Education, Government of National Capital Territory of Delhi at all times. The salary and other emoluments of Probation Officer would be revised by the Government as per rules applicable to other government employees and would be at par with the salary and other emoluments of Post Graduate Teacher of the Directorate of Education, Government of National Capital Territory of Delhi at all the time.*

(b) *The salary and emoluments of the District Probation Officer would not be less than the presently applicable pay scale of Rs.15600-39,100 plus Rs.6600 Grade Pay and the pay scale will be revised in future in the corresponding pay scale.*

(c) *Salary and other emoluments of the Chief Probation Officer would not be less than the presently applicable pay scale of Rs.15,600-39,100 plus Rs.7600 Grade Pay and would be at par with the status of Principal of a Govt. Senior Secondary School of the Directorate of Education, Government of National Capital Territory of Delhi at all times. The salary and other emoluments of Chief Probation Officer would be revised by the Government as per rules applicable to other government employees and would be at par with the salary and other emoluments of Principal of a Government Senior Secondary School of the Directorate of Education, Government of National Capital Territory of Delhi at all the time.*

Keeping in view the above-mentioned **statutory provisions** in the “Delhi Probation of Offenders Rules (Amended), 2019 Salary Structure of Technical Cadre i.e. Probation

Officer, District Probation Officer and Chief Probation Officer has to be amended in accordance with the amended Rules.

As per Recruitment Rules published from 1959 to till date Probation Officer, Welfare Officer, Prison Welfare Officer are analogues /equivalent and the same officers are working on these posts whenever they are posted for respective posts.

Similarly the post of District Probation Officer is one of the posts covered in the Recruitment Rules made for Superintendent time to time. (RR 1989, RR 2011)

The post of Chief Probation Officer is one of the posts covered in the Recruitment Rules made for **Senior Superintendent** time to time.

Further Rule 10 - A is regarding **Appointment and Registration of Probation Officers**. Clearly states that the procedure relating to the appointment of Probation Officers by the Government, shall be in accordance with general rules relating to recruitment of officers to posts of similar status and responsibility.

The Department of Social Welfare already appoints Probation Officer along with Welfare Officer and Prison Welfare Officers through a common examination conducted by the Delhi Sub-ordinate Services Selection Board who are having similar status and responsibility as required in the aforesaid Rule-10-A of the "Delhi Probation of Offenders Rules (Amended), 2019.

Therefore, in order to maintain and build upon the growth of the Department, it is also important to review the cadre structure of the technical staff of the Department, which has not been done since its inception or in other words, during the last 60 years.

In general the following three propositions are at the heart of the proposal and have to be seen in consonance with each other:

- Closure of obsolete and non-functional schemes**
- Sanctioning of posts for new and functional schemes against which no posts have been sanctioned yet. It is proposed that the post creation order may also propose for closure of obsolete schemes.**
- Up-gradation of Grade Pay of technical cadre of the department for pay parity with similarly placed persons.**

CHAPTER II
EXISTING SCHEMES

**EXISTING SCHEMES OF BOTH THE DEPARTMENTS AS REFLECTED IN THE DEMAND BOOK FOR
THE YEAR 2022-23.**

Existing Schemes under Social Welfare (Non-Plan)	Budget	
	(Rs. In Thousands)	
■ Welfare Centre for De-notified Tribes MH 2225,	A1(1)(1)(1)	5150
■ Social Assistance for Every One (SAFE) MH2235,	A2(1)(1)(2)	1205
■ Direction & Administration –Dte. S.W.	A2(1)(1)(1)	34450
■ Prohibition Propaganda Publicity Scheme 20895	A2(1)(1)(3)	
■ Rehabilitation Services	A2(1)(1)(6)	8095
■ School/Home for Mentally Retarded Children 30110	A2(1)(2)(1)	
■ Training -Cum-Production Centre (Green Park, NandNagri, Punjabi Bagh)	A2(1)(2)(2)	8096
■ Govt. School for Blind Boys Kingsway Camp	A2(1)(2)(4)	13954
■ Training-Cum-Production Centre for Leprosy Affected Persons	A2(1)(2)10	4340
■ Other Scheme	A2(1)(2)(11)	4346
■ Training-Cum-Production Centre for Refugees Handicraft Shops 26800	A2(1)(5)(9)	
■ Teachers Training Unit & Lady Noyce School for Deaf and Dumb.	A2(1)(2)(3)	36325
■ Nursery Primary Education for Deaf (Mayur Vihar, Rohini, Kalkaji)	A2(1)(2)(8)	13147
■ Sheltered Workshop for Physically Handicapped (Shahdra, Ramesh Nagar)	A2(1)(2)(5)	6125
■ Prevention of Disability/Education , Training and Employment of the Disabled /Publicity/ Public Awareness	A2(1)(2)(9)	13487
■ Expansion of Scheme of Financial Assistance to Socially & Physically Handicapped	A2(1)(2)(7)	1585
■ Staff for Hostel for Blinds Students	A2(1)(2)(13)	826
■ Homes for Male and Female Beggars	A2(1)(3)(1)	53853
■ Home for Able and Disabled Beggars	A2(1)(3)(2)	11135
■ Rehabilitation Centre for Lepers	A2(1)(3)(3)	8180

■ Home for Old and Infirm Beggars (Lampur)	A2(1)(3)(4)	10930
■ Home for Old and Infirm Persons (Tilak Vihar)		
■ Home for Leprosy and TB Affected Beggars	A2(1)(3)(5)	32610
■ Reception-Cum-Classification Centre for Beggars	A2(1)(3)(6)	10740
■ Financial Assistance to Non Displaced Destitute Men, Women and Children	A2(1)(3)(7)	1150
■ Repatriation/ Rehabilitation of Baggers	A2(1)(3)(8)	30
■ Chief Probation Services	A2(1)(5)(1)	11530
■ Old Age Pension	A2(1)(5)(2)	1671
■ Medical Care Unit	A2(1)(5)(3)	15535
■ Urban Basic Services Programme	A2(1)(5)(5)	6500
■ Other Scheme	<u>A2(1)(5)(4)</u>	<u>9046</u>
■ Kasturba Niketan, Lajpat Nagar	A2(1)(5)(10)	7050
■ Drug Abuse Prevention Co-ordination Unit	A2(1)(6)(1)	2530

Existing Schemes under Social Welfare (Plan)

■ Security – Internal & External and Augmentation of Sanitation	A2 (1)(1)(5)	10000
■ National Programme for Rehabilitation of persons with disabilities	A(1)(2)(15)	2500
■ State Programme Events for Socially & Physically Disadvantaged persons	A2 (1)(2)(16)	3000
■ Unemployment allowance to disabled persons	A2(1)(2)(18)	40000
■ Subsidy to deaf and dumb students for free Textbooks and uniforms	A2 (1)(2)(19)	700
■ Up gradation of School for Deaf & Dumb	A2(1)(2)(20)	2300
■ Senior Citizen Pension Scheme (Expansion of Old Age Pension)	A2(1)(3)(10)	
298000		
■ Recreation Centers for Senior Citizens	A2(1)(3)(11)	5000
■ Old Age Homes	A2(1)(3)(12)	1000
■ Welfare Programme for Old & Aged Persons	A2(1)(3)(14)	5000
■ Grants-in-aid for rehabilitation of lepers	A2(1)(3)(18)	13800
■ Grants-in-aid to NGO 'Hind KustNivaranSangh'	A2(1)(4)(2)	1000
■ Mass Media and Education	A2(1)(5)(6)	5000
■ Urban Basic Services Programme	A2(1)(5)(8)	6500

CHAPTER III

REVIEW OF SCHEMES

4 Major flagship programmes of Delhi Govt. with public inter-phase of around 10 lakh beneficiaries through District setup created through Admin. Order dated In 1999.

1. Financial assistance to Senior Citizens (Old Age Pension):- The scheme remits financial assistance to the Sr. Citizens having residence proof of Delhi for minimum 05 years prior to application a pension of Rs 2000/- (Age 60-69) & Rs 2500/- (Age 70 & above), on monthly basis in bank accounts of the beneficiaries through PFMS Portal.

This scheme is implemented by the FAS branch through District Offices and there is no post sanctioned for District Social Welfare Offices notwithstanding the office is working since 1998 and the entire staff posted there is working on diverted capacity. Thus there is an urgent need to create posts for Districts.

2. Financial Assistance to Differently-abled Persons:-Scheme remits a financial assistance of Rs. 2500/- p.m. to the persons with proven Disability (40% and above disabled)& of the age 0 to lifelong, having residence proof of Delhi for minimum 05 years prior to application, with family income more than Rs 1,00,000/- per annum.

This scheme is implemented by the FAS branch through District Offices and there is no post sanctioned for District Social Welfare Offices notwithstanding the office is working since 1998 and the entire staff posted there is working on diverted capacity. Thus there is an urgent need to create posts for Districts.

3. Delhi Family Benefit Scheme: -One time assistance of Rs 20,000/- is provided to the dependents in case of the death of the breadwinner (Age 18-60 yrs) & having residence proof of Delhi for minimum 05 years prior to applying.

This scheme is implemented by the FAS branch through District Offices and there is no post sanctioned for District Social Welfare Offices notwithstanding the office is working since 1998 and the entire staff posted there is working on diverted capacity. Thus there is an urgent need to create posts for Districts.

4. Mukhyamantri Covid-19 Family Financial Assistance Scheme:- A flagship scheme of Department of Social Welfare to provide financial assistance @ Rs. 2500/- per month to the surviving family of the bread earner who died of Covid-19.

Beneficiaries of the deceased is also provided with a one-time Ex-Gratia of Rs 50,000/-.

This scheme is implemented by the FAS branch through District Offices and there is no post sanctioned for District Social Welfare Offices notwithstanding the office is working since 1998 and the entire staff posted there is working on diverted capacity. Thus there is an urgent need to create posts for Districts.

DISTRICT SOCIAL WELFARE OFFICES

In order to achieve its objectives, the Department of social welfare has decentralized its programme implementation to the level of its 10 districts units having jurisdictions co-terminus with the Revenue /Police districts of Delhi.

<u>Sr. No</u>	<u>Name of District Offices</u>	<u>Address of District Offices</u>	<u>E-mail ID/ Tele. No</u>
01	North	Shopping Complex, Gulabi Bagh, New Delhi-07	donsw@nic.in / 23652304
02	Central	GLNS Complex, Delhi Gate, New Delhi-110001	docsw@nic.in / 23318323
03	New Delhi	GLNS Complex, Delhi Gate, New Delhi-110001	dsw.dond09@gmail.com / 23318323
04	East	Block No. 10, Geeta Colony, Delhi	doesw@nic.in /22085046
05	North-West-I	NPS Building near Vishram Chowk, Sector-IV , Rohini, Delhi-85	donw1sw@nic.in /27040844
06	North West-II	NPS Building near Vishram Chowk, Sector-IV , Rohini, Delhi-85	donw2sw@nic.in / 27056278
07	North East	Sanskar Ashram, Dilshad Garden, Delhi	donesw.delhi@nic.in / 22124176
08	South	Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi-24	dswosouth@gmail.com / 29810832
09	South West	C-22-23, Udyog Sadan, Qutub Institutional Area, New Delhi. SDM office complex, Tuda Mandi, Najafgarh, Delhi-43	dosouthwest@gmail.com / 26528175
10	West	Training - Cum -Production Center(TCPC) near Punjab and Sind Bank, Tilak Nagar, New Delhi-110018	dowsw@nic.in / 25148885

Presently the District Offices dealing with various schemes of the Department of Social Welfare having no sanctioned post and all staff is working in these offices on diverted capacity. DSWO are the sanctioning authority for total amount of budget

under various scheme of FAS across 10 districts. As a result of this the work of Homes/Institutions from where the staff for District Offices has been taken out, is suffering. In order to implement the welfare schemes. The work load at District Offices has increased manifold and the disposal of applications in time with the meager and contractual staff is not feasible. The District Offices has multiple activities. The Financial Assistance Schemes are covered under e-SLA for time bound Delivery of Services to the Citizens. Public Grievance Cell is also managed at the district level.

Beside the above DSWOs is part of different committees such as-

1. Rogi Kalyan Samiti
2. District Dev Committee
3. Legal Guardianship
4. District level Estimate assessment committee
5. Maintenance Tribunal for Sr. Citizen
6. District Development Coordination and Monitoring Committee (Disha)
7. Child Labour Task Force
8. District level Committee on Disabilities
9. Committee on SC/ST atrocities

The DSWOs are supervising and monitoring authority for all the welfare schemes, services and institutions under their jurisdiction.

DSWOs are also declared Estate Officer under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 for their respective jurisdiction. (For all Gol cases as well as for separation under PwD)

They also conduct number of inspection / enquiries as and when required by the Head Quarter e.g. GIA inspection, enquiry etc.

Thus there is an urgent need to create posts exclusively for District Offices.

SCHEMES & PROGRAMS FOR SENIOR CITIZENS

Recreation Centre for Senior Citizens

The Department provides Grants in Aid to registered organizations/institutions in Delhi which work exclusively for the social, physical and mental well-being of senior citizens through recreational activities such as indoor games, outdoor trips and, yoga, health camps, and similar measures for active ageing. There are approx. a total of 150 recreation centers associated with DSW. This Scheme is implemented and monitored by the Social Security Branch at HQ level.

Old Age Homes: Old Age Homes have been established by the Department of Social Welfare to provide shelter to the Senior Citizens who do not have adequate support system to survive. The objective behind Old Age Homes is to provide safe and hygienic shelter, health services, recreation and dignity of life to indigent senior citizens who have no one to look after them, as per Section 19 of the Maintenance and Welfare of Persons and Senior Citizens (MWPC) Act 2007 and as per schedule of Rule 20 of Delhi MWPC (Amendment) Rules, 2010.

The Department is running 4 Old Age Homes at –

- 1) Bindapur
- 2) Wazirpur,
- 3) Tahirpur
- 4) Kanti Nagar.

The sanction capacity of the Old Age Home Bindapur, Wazirpur, Tahirpur (Home for Leprosy and TB Affected beggars- HLTB declared as Home for Aged and Infirm) and Kanti Nagar is 50, 36, 300 and 117 residents respectively.

Besides above, department is in process of constructing more Old Age Homes at following locations in Delhi-

1. Sec-4, Rohini
2. Paschim Vihar
3. Janakpuri
4. Vasant Kunj
5. Dera Mandi
6. Chattarpur
7. Sarita Vihar
8. Chitranjan Park
9. Geeta Colony

Thus, posts for newly established homes i.e. Kanti Nagar and Wazirpur along with proposed 09 homes have to be created.

Appellate and Maintenance Tribunals:

Helpline for Senior Citizens (Elderline-14567):

The Delhi Elderline was operationalized in partnership with National Institute of Social Defense (NISD) and Help-Age India. The Helpline provides information, guidance, emotional support and field intervention services, using Call Officers and Field Resource Officers to provide assistance to elderly in need.

Probation & Prison Welfare Services

Probation is a very significant development in the criminal justice system. Probation as an alternative to imprisonment is a method of non-institutional community based treatment of the offenders. Probation, as sometimes perceived, is not leniency or let-off. In-fact it is one more step in the progressive approach that the sentence should fit the offender and not for offence because in large number of cases the first offence by a person is by & large due to adverse economic circumstances hostile environment, emotional mal-adjustment, unhappy family relationship and other sociological and psychological factors.

After the enforcement of Probation of Offenders Act, 1958 in Delhi on 29/12/1960, the role of Probation Officer was recognized and a full-fledged wing of Probation/Prison Welfare Service was set up.

At that time the following posts were sanctioned

- | | | |
|----|----------------------------|----|
| 1. | Chief Probation Officer | 1 |
| 2. | District Probation Officer | 1 |
| 3. | Probation Officers | 35 |

Presently there are Total 07 Probation units in the District Courts of Tis Hazari, Patiala House, Dwarka, Rohini, Karkardooma, Saket, Rouse Avenue besides a unit in CPO, Kingsway Camp, 03 Probation Units in Tihar Jail, Rohini Jail and Mandoli Jail.

Recently, the Department of Social Welfare after getting approval from the Ministry of Home Affairs and the Lieutenant Governor of Delhi notified and published “Delhi Probation of Offenders Rules (Amended), 2019 in the Delhi Official Gazette. These Rules come into force on the date of their publication in the Delhi Official Gazette i.e. 9th November 2021. These Rules are extended to the whole of the National Capital Territory of Delhi.

Under Rule 33 regarding Quantum of Work Load on Probation Officers:

- (1) The Government may deploy adequate number of Probation Officers in courts in view of number of cases requiring probation services. However, a Probation Officer is not to be assigned more than 15 cases at any given point of time in order to ensure professional efficiency and standards of services.
- (2) There shall be at least one Probation Officer available to / attached to not more than three criminal courts at any given point of time as a norm of professional service standard.
- (3) There shall be one District Probation Officer for each revenue district of Delhi.

Thus it is obligatory on the part of the State Government to create posts of Probation Officer and District Probation Officer in every Criminal Court and Revenue District as per the rules 33 of the "Delhi Probation of Offenders Rule, (amended), 2019"

Requirement of Probation Officers in Criminal Courts:

S.No	Name of Court	Total N0. Of Criminal Courts	Total No. of POs required
1.	Dwarka	62	21
2.	Tis Hazari	115	39
3.	Rohini	40	13
4.	Karkardooma	56	18
5.	Saket	81	27
6.	Patiala House	09	03
7.	Rouse Avenue	27	09
		Total=390	Total=130

PRISON WELFARE:

Sr. No.	Name of Jail	Total Nos. of Jail	Total No. of Pos available	Total No. of Pos Required
1	Tihar Jail Complex	16	13	16X3=48
2	Mandoli Jail complex			
3	Rohini Jail Complex			

Thus, Total POs required are 30+48=178.

Requirement of District Probation Officers in Revenue Offices:

S.No	Name of Revenue Districts in Delhi	Total No. of DPOs required
	11	Total=11

PRISON WELFARE:

<u>Sr. No.</u>	<u>Name of Jail</u>	<u>Nos. of DPOs AVAIALABLE</u>	<u>Total No. of DPOs Required</u>
<u>1</u>	<u>Tihar Jail Complex</u>	<u>0</u>	<u>01</u>
<u>2</u>	<u>Mandoli Jail complex</u>	<u>0</u>	<u>01</u>
<u>3</u>	<u>Rohini Jail Complex</u>	<u>0</u>	<u>01</u>
		<u>Total =0</u>	<u>Required=03</u>

Besides above one more DPO is required for CPO office, thus total 15 DPOs would require for Probation Services.

Financial Sustenance Scheme for Education & Welfare of Children of Incarcerated Parents, 2014:- The Dept. remits assistance @3500/month for single child and @6500/month for two or more children of incarcerated parents for pursuing education, uniform, books/copies etc.

Rehabilitation Grant to Probationers: Under the scheme, Delhi Rehabilitation Grant to released Prisoners Rule, 2012, grant to male released prisoner ranges from Rs 30k to Rs 50k and for female released prisoner ranges from Rs 35k to 55k for the economic rehabilitation for purposes of assisting them in their rehabilitation. To be eligible for the grant, the probationer's conduct and performance should have been satisfactory. Application for this grant is to be made to the concerned Probation Officer who shall forward the same along with his findings through the in-charge of the Probation Unit to the Chief Probation Officer. The C.P.O. along with his/her recommendation, shall submit all such applications to the screening committee. The sanctioning authority for the grant is Director, Social Welfare.

Welfare Services in Prison: The welfare services in prison aim to develop better understanding of the prisoner, the factors which led to his/her imprisonment and to make efforts for his/her rehabilitation after release from the prison.

Social Assistance for everyone: The object of the scheme was to make the public aware about various welfare schemes/Programmes under various department of Govt. of Delhi, Govt. of India and voluntary organizations. The following 07 zonal units were set up to implement the scheme.

- i) Office of Chief Probation officer, SewaKurir Campus,
- ii) Amar Jyoti, Karkardoma, Delhi.
- iii) MahilaKalyanSamiti, JanakPuri, New Delhi
- iv) Home Economic Education, South Extension Part-I, New Delhi
- v) Child Guidance Clinic, MandirMarg, New Delhi.
- vi) VishwaYuvak Kendra, ChanakyaPuri, New Delhi
- vii) SANJIVINI, Defence Colony, New Delhi.

This Scheme was operated by the Chief Probation Officer till 1995. Thereafter, it discontinued and the sanctioned staff remained posted elsewhere. The sanctioned posts are Welfare Officer- 2, Driver – 1, Peon-1 and part time Sweeper -1. **Since this scheme is non functional for the last 14 years, it is proposed that we may wind up the same and abolish the sanctioned posts.**

IMPLEMENTATION OF THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016

An Act to give effect to the United Nations Convention on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto.

WHEREAS the United Nations General Assembly adopted its Convention on the Rights of Persons with Disabilities on the 13th day of December, 2006.

AND WHEREAS the aforesaid Convention lays down the following principles for empowerment of persons with disabilities,—

- (a) Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- (b) Non-discrimination;
- (c) Full and effective participation and inclusion in society;
- (d) Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- (e) Equality of opportunity;
- (f) Accessibility;
- (g) Equality between men and women;
- (h) respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities;

AND WHEREAS India is a signatory to the said Convention;

AND WHEREAS India ratified the said Convention on the 1st day of October, 2007;

This act spells out the responsibility of the State towards the prevention of disabilities, protection of rights, provision of medical care, education, training, employment and rehabilitation of persons with disabilities. To meet-out the new challenges for welfare of Persons with Disabilities there would be a need to create posts for Head-Quarter setup as well as at the field level.

The Department of Social Welfare is the Nodal Department for the welfare of persons with disabilities. It deals with implementation of Rights of Persons with Disabilities Act 2016 which replaced the earlier Persons with Disabilities Act, 1995. Various schemes and programmes are being run for the well being of persons with disabilities.

Welfare Homes/Institutions

The department runs following homes/institution for persons with disabilities.

1. Vikasini Home for Mentally Retarded Persons (Boys), Asha Kiran Complex, Avantika, Sector-1, Rohini, New Delhi-110085 (Sanctioned Capacity -145)

This home is meant exclusively for Intellectually Disabled boys (06- 18 years) which was established in the year 1961. It is a home where destitute/neglected Intellectually Disabled children are admitted under the order of the Child Welfare Committee. The period of their stay is up to 18 years of age, Residents who turn 18 are sent to the Home for Intellectually Disabled persons (Adults)is in the same complex.

The home provides free residential care, medical care, special education, occupational therapy and vocational training as well as recreational facilities to the residents of the homes. Special education is provided in house and some children also avail inclusive education in the neighboring Government School. It has sanctioned capacity of admitting 145 residents at a time.

2. Home for Mentally Retarded Persons (Adult Male), Asha Kiran Complex, Avantika, Sector-1, Rohini, New Delhi-110085 (Sanctioned Capacity -110)

This is a Home for Intellectually Disabled Men with IQ below 70 which was set up in year 1974. It has a sanctioned capacity of admitting 110 residents at a time. The Home provides free residential care, medical care, special education, occupational therapy , vocational training and recreational facilities to the residents of the homes.

3. Pragati Institution for Severely & Profoundly Mentally Challenged Persons (ISPMR)(Female Wing), Asha Kiran Complex, Avantika, Sector-1, Rohini, New Delhi-110085 (Sanctioned Capacity -140)

This Home was established in the year 1983 and has a sanctioned capacity of keeping 140 residents at a time. In this home severely and profoundly Intellectually Disabled women are admitted. Girls of age group 6-18 yrs and women above 18 years . The Home provides free residential care, medical care, special education, occupational therapy , vocational training and recreational facilities to the residents of the homes.

4. Sukhanchal School and Home for Mentally Retarded (SHMR)-Female, Asha Kiran Complex, Avantika, Sector-1, Rohini, New Delhi-110085 (Sanctioned Capacity -115)

This home was established in the year 1970 and has a sanctioned capacity of keeping 115 residents at a time. The destitute/neglected intellectually disabled Women and girls in Mild and moderate categories are admitted by the orders of Courts and Child welfare Committee. The home provides free residential care, medical care, special education and vocational training to the residents of the homes. The Girls from 6-18 yrs and women above 18 yrs are residing in this Home.

6. Asha Deep, Home for Mentally Challenged Persons (Male Adult) Narela, Delhi (Sanctioned Capacity -120)

This home is meant for intellectually disabled Men of Mild and Moderate categories. It was established in the year 2013 with a capacity of 120 residents at a time. The home provides free residential care, medical care and recreational facility along with Indoor and outdoor sports activities for the residents of the home.

6. Asha Jyoti Home for Mentally Challenged (Female), Nirmal Chhaya Complex, Jail Road, Near Harinagar Bus depot, Delhi (Sanctioned Capacity -120)

This Home is meant for Intellectual Disabled Women of mild and moderate categories of retardation and was established in the year 2013 with capacity of 120 residents of. The Sanctioned Strength of Inmates is 120. The residents regularly participate in the day to day activities, indoor and outdoor sports, yoga, art and craft classes regularly. Residents participate in Special Olympics competitions in various parts of the country organized by Special Olympics Bharat.

Halfway/Longstay homes for treated mentally ill persons:-

1. Nav Kiran I(Female), Sector -3, Near Jaipur Golden Hospital, Rohini, Delhi-110085 (40)
2. Nav Kiran II(Female), Sector -3, Near Jaipur Golden Hospital, Rohini, Delhi-110085 (40)
3. Nav Chetna Halfway/Longstay Home(Male), Sector -22, Rohini, Delhi-110085 (25)
4. Nav Rachna Halfway/Longstay Home(Female), Sector -3, Dwarka, Delhi (50)

These Homes are meant for rehabilitation of treated mentally ill men/women discharged from Government hospitals. The homes are providing free boarding and lodging, Services of counseling, medical treatment to the residents, occupational therapy and Physio-therapy. The work of reintegration of the residents with their

families is taken up. Recreational activities, yoga, bhajans etc are held regularly. Important days and events are celebrated by all the residents.

Additional requirement of staff for newly created Institutions and also additional staff in existing homes as per international standards has been proposed in chapter IV

Institution for Visually impaired persons:-

The Department of Social Welfare, GNCTD is running Hostel for college going Blind students and has a sanctioned strength of 100. Free hostel facility including bedding, general articles, meals & medical care are provided to students.

1. Hostel for college going Blind students (Boys) : Sewa Kutir Complex, Kingsway Camp, Delhi (100)
2. There is one more building coming up at Timar pur 'Hostel for college going Blind students (Girls) (100) for which department will need separate set of staff to run the Hostel.

OTHER WELFARE SERVICES/PROGRAMMES FOR PERSONS WITH DISABILITIES:

1. **General Disability Camps:-**The Deptt. of Social Welfare organizes General Disability Camps from time to time in various Districts of Delhi wherein facilities like disability certificates, DTC bus passes, distribution of Financial Assistance Scheme forms, registration of disabled children in govt. schools etc. are provided to the disabled persons. This programme is run under National Program for Rehabilitation of Persons with Disabilities Scheme.
2. **Issue of Registration Certificate to the Non-governmental organizations(NGOs) working in the field of Disability:-** The Department of Social Welfare, GNCTD provide registration to those NGOs working for the welfare of persons with disabilities under section 51 of the Rights of Persons with Disabilities Act 2016. As per the said section, no person shall establish or maintain any institution for persons with disabilities except under and in accordance with a certificate of registration issued in this behalf by the competent authority. Any voluntary organization/NGO working in the field of welfare of persons with disabilities from the last 3 years can apply for registration under the Act.
3. **Issuance of No Objection Certificate (NOC):-** The Department of Social Welfare, GNCTD provides NOC to those Institutions/Non Governmental Organizations(NGOs) for running D.Ed and B.ED in special education courses such as in Mental Retardation, Speech and Learning Disabilities, Hearing Impairment and Autism spectrum Disorder courses approved by Rehabilitation

Council of India(RCI), GOI. As per the guidelines of the RCI, a joint inspection team comprising of officers of the Social Welfare Department and Directorate of Education, GNCTD shall inspect the organization and submit report as per the Inspection format and the time period of issuing NOC to the organization shall not exceed a period of 90 days.

4. **Office of State Commissioner for Persons with Disabilities-** An independent office of the State Commissioner for Persons with Disabilities under administrative control of the Department of Social Welfare, GNCTD is running at 25 D, Mata Sundri Road New Delhi to attend to the grievances of persons with disabilities.
5. **State Awards:** - The Department of Social Welfare, GNCTD honors and felicitate outstanding achievers who are persons with disabilities in various fields on the occasion of International day for persons with disabilities celebrated on 3rd December of every year. This event of State Award was incepted in the year 2015.

Unique Identity Card for Persons with Disabilities (UDID)- It is project of Govt. of India which envisages issue of unique ID Card to all Persons with disabilities to facilitate their access to various govt. services and benefits. In Delhi State, State Co-coordinator has been appointed to facilitate the process of issuance of ID Cards to Persons with Disabilities. The role of the State Coordinator is crucial for this project which involves Coordination among several departments such as Department of Health and Family Welfare, Deptt. Of Revenue, and Department of Social Welfare, GNCTD.

The Department is also running a school for mentally retarded children at Mayur Vihar. This school caters to the needs of mild cases whereas severe and profound cases are admitted in the institutions setup.

Other Institutions for the Disabled:

- Govt. Lady Noyce School for the Deaf, Delhi Gate
- Nursery/Primary School for the Deaf, Mayur Vihar
- Nursery/Primary School for the Deaf, Kalkaji
- Middle School for the Deaf, Rohini
- Govt. School for Blind Boys, Kingsway Camp

Training-cum-Production Center (Male), Punjabi Bagh&Nand Nagri: This Punjabi Bagh center was set up in the year 1969 in a rented building and had sanctioned capacity of admitting 50 male handicapped persons aged 18-45 years who have residual capacity to undertake the training and who are residents of Delhi.

This center was closed in 2002 and printing press was shifted to Beggars Home, Lampur. The NandNagri Center was started in the year 1962. There are no trainees at present.

It is proposed to scrap this Scheme.

- **Training-cum- Production Center (Female), Green Park:** This center was set up in the year 1970 in a rented building. Due to vacation of building, the center discontinued since 1985.

The budgetary allocation for the year 2009-10 for the above 3 TCPCs is 80.9 lakhs.

It is proposed to scrap this Scheme.

- **Sheltered workshop for physically handicapped- Ramesh Nagar:** It was setup in the year 1976 with an intake capacity of 50 handicapped persons to provide work on piece rate wages to male, physically handicapped (orthopedically, deaf and blind) in stitching garments and re-caning of chairs. To be eligible the physically handicapped should have received a minimum one year training in trade/craft in a Govt. recognized institution and possess proficiency in the same. For the last more than one decade there had never been more than 10 inmates. 7 inmates have practically become permanent ones and have gone to court for claiming minimum wages. The purpose for which this institution was created has been defeated. **It is therefore proposed to either close the institution or hand it over to some NGO.**

Anti Beggary Programme

The Bombay Prevention of Begging Act 1959 has been extended to Delhi. Under the provisions of this Act, the following residential institutions were being run by the Department of SW but since the date Honble High Court Delhi struck down the punitive sections of the Act, all the following homes are not catering to any residents.

1. **Reception cum Classification Centre:** It was set up in the year 1974 with a sanctioned capacity of 250 inmates.
2. **Home for Able and Disabled Female Beggars (for female under-trial beggars) Nirmal Chhaya Complex:** It is a custodial home established in the year 1968 and has a sanctioned capacity of admitting 100 female beggars (Able & Disabled).
3. **Home for Disabled and Diseased Female Beggars (MahilaSadon), NirmalChhaya Complex:** It is a custodial home set up in the year 1971 and has a sanctioned capacity of admitting 75 inmates.
4. **Home for Leprosy and T.B. Affected Beggars, Tahirpur:** It is a custodial home established in the year 1962 and has a sanctioned capacity for admitting 100 male beggars who are affected by leprosy or T.B.

5. Home for Leprosy Affected Beggars, Tahirpur: It is a custodial home which was established in the year 1982 and has a sanctioned capacity of admitting 200 male leprosy affected convicted beggars.
6. Home for Male Beggars (Diseased), Sewa Kutir Campus: It is a custodial home setup in the year 1972 and has a sanctioned capacity of admitting 60 convicted male beggars (diseased) affected by T.B. or other serious ailment are admitted in this home after conviction by the court.
7. Home for Able and Disabled Beggars, Sewa Kendra: This custodial home was setup in the year 1961 and has a sanctioned capacity of keeping 250 male, able and disabled, convicted beggars.
8. Home for Male Beggars (Able & Disabled), Sewa Sadan: It is a custodial home for convicted male, able and disabled beggars established in the year 1971 and has a sanctioned capacity of keeping 400 inmates.
9. Home for Old and Infirm Beggars, Lampur: It is a custodial home established in the year 1970 for old and infirm, convicted male beggars and has a sanctioned capacity of keeping 75 inmates.
10. Beggar Home – I, Lampur: It is a custodial home established in the year 1982 and has a sanctioned capacity of admitting 400 inmates.
11. Beggar Home – II, Lampur: It is a custodial home established in the year 1982 and has a sanctioned capacity of admitting 400 inmates.

Skill Development of Persons Engaged in the Act of Begging (PEAB):-

With an aim to make Delhi free from act of begging and skilling the people engaged in the act of Begging, 11 **Skill/Livelihood centers** have been started across all the districts of Delhi wherein PEAB are being provided with skill training in Pickle & Chutney making, Wall painting trades, tailoring and housekeeping etc.

Rehabilitation Center for Leprosy affected Persons: A Rehabilitation Centre for Leprosy (RCL) affected persons was established during the year 1980-81. Social Welfare Department is paying ₹ 3000/- per month from September 2018 (Earlier it was 1800/- p.m.) to RCL beneficiaries as financial assistance. Most of the beneficiaries are residing in different areas of Delhi such as Tahirpur (Trans Yamuna), **R.K. Puram, Srinivaspuri and Patel Nagar etc.** The major colony of Leprosy-Affected Persons is located at Tahirpur. At present, about 368 beneficiaries are getting allowance @3000/- per month. This is closed ended Scheme as no new beneficiaries are taken under the scheme. This scheme will continue till the last beneficiary is alive.

Sheltered Workshop for Leprosy affected Persons, Tahirpur: Started in the year 1982, this workshop provides production work facilities to the negative leprosy patients of leprosy colonies/institutions which are located in Tahirpur to enable them to stand on their own feet. Only the burnt out negative leprosy patients who possess residual capacity for training in tailoring, handloom weaving, chalk or candle making are eligible for admission as trainees and production capacity workers. During the last 10 years no production work has been done in spite of the fact that trainees are given a stipend of Rs.500/- per month. **It is proposed that under the scheme services of expert organization may be roped in by inviting EOI.**

Welfare Centers for De-notified Tribes: For the socio-economic upliftment of the de-notified tribes this scheme was started in 1962, Six centers were set up in areas with sizable population of de-notified tribes with a view to provide pre-primary education to the children in the age group of 03-05 years and to provide training in sewing and embroidery to women & girls belonging to these tribes. The Centers are located at AndhaMugal, Rameshwari Nehru Nagar, Kasturba Nagar, Madipur and Nangloi. The children are distributed biscuits only and no other activity is going on.

Rehabilitation Services:

The Govt. of India established Ministry of Rehabilitation to deal with various issues related with displaced persons from West and East Pakistan. In the year 1960-61 the welfare programmes started by this Ministry were transferred to the Ministry of Education, which took over the work relating to Homes, Infirmaries and children's institutions for displaced persons from West Pakistan with effect from January, 1960 and for those from East Pakistan in two installments with effect from October 1, and December 1, 1960. These institutions provided maintenance and shelter to the following categories of destitute and displaced persons-

- (i) unattached women and their dependents;
- (ii) unattached children; and
- (iii) the aged and infirm who have no means of support and their dependents.

The persons admitted to these institutions were paid cash doles Rs.16.00 p.m. for one person with a maximum of Rs. 70 p.m. per family consisting of 6 persons. The clothing and toilet allowance was paid @ Rs. 2.00 p.m. per head subject to a maximum of Rs. 10.00 p.m. per family. Free accommodation and amenities like water supply, sanitation and medical aid etc., were provided.

In Delhi, for Rehabilitation and Care of the Displaced Destitute Women and Children the under mentioned Services were started and handed over to Delhi Administration in the year 1969.

(i) Kasturba Niketan Home, Lajpat Nagar, New Delhi:

This was a residential institution for displaced unattached women and children with a sanctioned strength of 1300 inmates. There were two separate hostels for boys and girls attached to the Home. The Home had its own Nursery school for children below six years of age to look after the children of working mothers and a Training-cum-Production Centre -for the training and economic relief to able bodied women and train them to earn their livelihood in due course' Fresh admissions to the Home were stopped with effect from June, 1958. When Education Ministry took over there were 926 inmates. At present the Home is closed.

(ii) Training Centres including Refugee Handicraft Shop and Central Cutting Section:

At present the Refugee Handicraft Shop in Shankar Market, Connaught Place is not in existence. The premise is being used for office purposes. There are Training Centers in the trade of cutting and tailoring at 20 places.

For rehabilitation services the budgetary allocation for the year 2009-10 is Rs.80.95 lakhs. For Refugee Handicraft shop the budgetary allocation for the year 2009-10 is 2.68 crores and the sanctioned strength of both the schemes is 251. **In view of the setting up of Gender Resource Centers as mentioned above, the Rehabilitation Services may be closed.**

Prohibition Services:

The Directorate of Prohibition was created as a cell in the Dte. of Information and Publicity, Govt. of Delhi during the year 1978-79 for propagating the cause of prohibition. In the year 1979-80, this cell was transferred to the Excise Department. Later, the Directorate of Prohibition was separated from the Excise Department in 1994. Principal Secretary (Finance) was designated as Director, Prohibition. However, with effect from 26.08.2002, Director, Social Welfare has been assigned the charge of Director Prohibition in addition to his own duties.

Scheme of Drug Abuse Prevention and Coordination Unit:

In the year 1989, this Unit was established as Drug Abuse became a major social problem. To combat this problem the Department launched relentless publicity propaganda against this evil. At present, this branch is non-existent and therefore it is proposed to merge it with Prohibition Services.

Medical Care Units:

Four Medical Care Units have been setup by the Department at Alipur, NirmallChayya, GLNS and Asha Kiran Complex. The purpose was to provide round the clock medical care to the residents of the said complexes.

WELFARE OF TRANSGENDER PERSONS

The Transgender Persons (Protection of Rights) Act, 2019 came into force w.e.f. 10th January, 2020.

The Central Govt. notified the Central Rules i.e. The Transgender Persons (Protection of Rights) Rules, 2020, vide gazette notification dated 25th September, 2020, as per provision under section 22 of The Transgender Persons (Protection of Rights) Act, 2019.

Since framing of State Rules falls within the domain of the State Governments by virtue of Section 22 (1) of the "The Transgender Persons (Protection of Rights) Act, 2019" Draft State Rules for NCT of Delhi were drafted on the lines of "The Transgender Persons (Protection of Rights) Rules, 2020", with certain modifications, and draft State Rules was submitted to Law Department, GNCTD.

Transgender Welfare Board (TWB) has been proposed as per provisions of central rules, tasked with protecting the rights of transgender persons, as well as facilitating access to welfare schemes of the government.

Approval has been accorded by the Hon'ble Minister, SW for constitution of Transgender Welfare Board in GNCT of Delhi.

The Joint Secretary (UT), Ministry of Home Affairs, Govt. of India. North Block, New Delhi-110001 has been requested to issue the notification conferring the powers of the State Government to the Lt. Governor, Delhi to discharge the functions of the state government under the Transgender Persons (Protection of Rights) Act, 2019

Department of Social Welfare being the nodal department for welfare of Transgender Persons has to take various action to ensure the inclusion of Transgender Persons in the main streamline of the society through various measures such as Education, Health facility, separate toilets for them, to promote indiscriminate behaviour etc.

Since this is a new scheme in the department therefore, a separate set of posts for various level of officers/officials has to be created.

**CHAPTER IV
EXISTING MANPOWER**

Details are as under

Department of Social Welfare (HQ)

Head Quarter Department of Social Welfare, Govt. of NCT of Delhi			
SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Secretary	1	F.10(Bifurcation)/DSW/Estt./2007/7334-456 dt.25/03/2008
	Director	1	F.41(10)/86-DSW/Estt/12975-77 dt.01/08/2001
	Addl. Director/ Special Director	1	F.14012/4/74/UTS/Min. of Home Affairs GOI (PMT) dt. 05/09/1995
	Jt. Director(Tech)	1	F.PS/secy./WCD/07/397-409 dt. 14/01/2017 (Plan Scheme)
	Astt. Director	1	F.11 (24)/75-DSW/Estt./1975 dt. 01/01/1996 (PMT)
	Supdt./Section officer	1	
	AAO	1	
	Grade II/ASO	2	
	Inspector	1	
	UDC/Senior Astd.	3	
	Stenographer	2	
	Investigator	1	
	LDC/Jr. Astd.	5	
	Peon	3	
	Chowkidar	1	
	Sweeper	1	
	Dy. Director	1	
	Supdt./Section Officer	1	F.41 (9)/81-DSW/36031-35191 dt. 10/07/1981 (PMT)
	Inspector	1	
	Research Astd.	1	
	Gr. II/ ASO	2	

	UDC/ Sr. Astd.	2	
	Dy. Director (Tech.)	1	F.11 (35)/70-DSW/Estt./19454-55 dt. 22/10/2001
	Dy. Director	1	
	Accounts Officer	1	
	Gr. II/ ASO	1	
	UDC/ Sr. Astd.	2	
	Driver	1	
	Daftri	1	
	Dy. Director(Tech.)	1	F.11(35)/70-DSW/Estt./19915 dt. 18/08/2003 (PMT)
	Dy. Director	1	
	Stenographer	1	
	Gr II/ASO	1	
	UDC/Sr. Astd.	1	
	Peon	1	F.11(35)/70-DSW/15292 dt. 03/06/2005 (PMT)
	Dy. Director (Tech.)	1	F.41(2)/88-DSW/Estt./10026-27 dt. 12/06/2006 (PMT)
	Inspector	1	
	Stenographer	1	
	Stenographer	2	F.11(24)/67-72-73/DSW/Estt./10199 dt. 05/03/1982 (PMT)
	Dispatch Rider	1	
	Driver	1	
	LDC/Jr. Astd.	1	
	Stenographer	1	F.11 (24)/67-DSW/Estt./12176-78 dt. 10/06/2002 (PMT)
	Gr. II/ASO	1	
	UDC/Sr. Astd.	1	
	Sr. PA	1	No.45(126)/DSW-Estt./16491-574
	Welfare Officer	1	No.11 (39)/67-75/DSW/Estt. Dt. 10/01/1976 (PMT)
	Supervisor	1	
	LDC/Jr. Astd.	1	
	Stenographer	19	F.3 (2)/2000/S-III/Pt.F./2809-2821 dt. 05/08/2008
	Peon	1	
	Sr.PA	1	
	Statistical Astd.	12	F.9 (12)/2003/CC/Plg./10269 dt. 01/12/2006
	Statistical Officer	3	

	Dy. Director (plg./stat)	1	
	Statistical Astd. (Drug Abuse)	1	F.41(1)/89-DSW/Estt./1196- dt.18/03/1999(PMT)
	Stenographer	1	
	UDC/ Sr. Astd.	1	
	LDC/ Jr. Astd	1	
	Dy. Controller of Accounts	1	
	Sr. System Analyst(6600)	1	F.54(88)/DSW/Plg./2012/Pt.F/30071-078 dt. 14/03/2016
	Sr. System Analyst (6600)	1	F.54(88)/DSW/Plg./2012/16821-32 dt. 04/12/2012
	Astd. Prog.(4600)	9	
	LDC (1900)	12	
	Data Entry Operator (2400)	32	
	Project Officer	2	

Financial Assistance Scheme (HQ)

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Investigator	4	F.No.41(1)/81-DSW/ESTT./11942-949 Dated 18/3/99
	LDC	4	
	Investigator	4	F.No.15(9)/68-DSW/ESTT./35959 DATED 01/01/79
	UDC	2	
	WO-II	1	
	DAFTRY	1	F.No.43(4)/96/DSW/ESTT./1043-49 DATED 20/01/03
	Investigator	4	F.No.43(4)/96/DSW/ESTT./18546 DATED 9/10/2001
	LDC	1	
	WO-II	1	
	WO-I	1	

	Investigator	1	F.No.41(1)/81-DSW/ESTT./11102-108 DATED 05/07/2001
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MCU (HQ) Delhi Gate:

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Nursing Officer - 5400	3	F.41/11/ESTT.DSW/10666 dt. 06/03/1999
	Medical Officer	1	
	LDC	1	
	Aya	1	
	Care Taker	1	
	Sweeper	2	

Social Security (HQ)

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
1.	Welfare Officer	1	JD(P)/WO/89/Sr. Cit cell/DSW/2005-06/16903-909 dt.5.12.12
2.	Assistant (Gr. II)	1	
3.	Data Entry Operator	1	

Commissioner for Persons with Disability

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
1.	Office Supdt.	1	F 81(87)/DSW/DO-III/28601-715 dt. 4.2.2009
2.	Legal Assistant	1	
3.	Welfare Officer	1	
4.	PA to Commissioner & CA	1	
5.	Steno	1	
6.	LDC	1	
7.	Peon	2	

Govt. Lady Noyce School, Delhi Gate

S N	Name of Post	No. of sanctioned Post	Post Creation Order Number
	PGT 4 each Hindi, Sanskrity& Home Science	12	
	PGT 1 each Drawing & PET	02	
	Vice Principal	01	F13(29)/75-dsw/ dt 01/01/1975
	TGT	9	F.1(54)/GLNS/2009/15764dt. 19/11/2012 F41(2)/89/DSW/EST/13170dt 19- 03-1999 F41(9)/81/DSW/ESTT/34745,dt 10-07-1981 F11(28)/67/75/DSW/DT. 01/01/1976 F10(12)/2001-02/DSW/ESTT/PT- I/24948-976 DT 9/3/2010 FR(11)/68/54/VOL.VI dt. 11/04/1957 No.F.81(9)04-DSW/Estt./PF/9550- 9580dt. 29/07/2010 No.F.81(9)04-DSW/Estt./PF/9550- 9580dt. 29/07/2010 F41(2)89/DSW/ESTT./15092-95
	YOGA TEACHER	OS 01	
	LAB ATTENDENT	OS 01	
	LIBRARY ASST	01	
	TGT	12	
	PRT	02	
	LDC	1	
	PRT	17	
	UDC	01	
	PRT	16	
	LDC	1	
	Principal	01	
	Maali	2	
	HEAD CLERCK	01	
	Maali	Outsourced 6	
	Sweeper	3	
	Sweeper	3	

			(NON PLAN) DT. 25/11/2008
Sweeper		2	F1(80)/61/DSW/VL2dt 02-11-1961
Sweeper		2	F2(128)/GLNS/DSW/2000/367/378 dt 20/12/2002
Boarding Attendant		2	F41(2)89/DSW/ESTT./15092-95 (NON PLAN) DT. 25/11/2008
Boarding Attendant		2	F11(28)/67/75/DSW/DT. 01/01/1976
Drawing Teacher		2	
A.B.S.		02	
Boarding Attendant		1	No.F.81(9)04-DSW/Estt./PF/9550-9580dt. 29/07/2010
Bus Attendant		4	F11(28)/67-DSW/ESTT./12265 11-06-2002
Cook		1	F41(9)/81/DSW/ESTT/34745,dt 10-07-1981
Cook		2	F41(2)89/DSW/ESTT./15092-95 (NON PLAN) DT. 25/11/2008
Cook		2	F2(128)/GLNS/DSW/2000/test1
Chowkidar		03	
Chowkidar		OS 2	F.No.81(15)/09-DSW/Contract Appt./3568-3630dt. 18/05/2010
House Aunty		2	F41(2)89/DSW/ESTT./15092-95 (NON PLAN) DT. 25/11/2008
C.T.		1	F41(9)/81/DSW/ESTT/34745,dt 10-07-1981
CT		1	
Craft Instructor		1	
COMPUTER TEACHER	PT TIME	02	F13(100)/DSW/ESTT/23956-957 DT 28/3/12
MUSIC TEACHER		01	

Nursery Primary School FOR DEAF, Mayur Vihar

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Head Master	1	F.41(12)/81/DSW/Estt/7160 dt. 18/02/1999
	Astt. Teacher	4	

	UDC	1	
	Peon	1	
	Chowkidar	1	
	Sweeper	1	

School for Mentally Retarded Children, Mayur Vihar

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Principal	1	
	Occupational Therapist	1	
	TGT	2	
	Craft Inst.	1	
	Basic Teacher	1	
	UDC	1	
	AYA	02	
	PEON	01	
	CHOWKIDAR	02	F.11(1)/76/DSW/Estt/9704 dt.
	HELPER	01	11/03/1999
	COOK	02	

NPS, Kalkaji

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
1.	Vice Principal	1	
2.	TGT	9	
3.	PTI	1	F1(54)/GLNS/2009/15765 dt
4.	Drawing teacher	1	19.11.19
5.	Head Master	1	
6.	Asst. teacher	16	
7.	Lab Asst	1	
8.	Computer teacher	1	
9.	Audiologist	1	
10	Bus Attendant	2	
11	Mali	1	F.4 (12)(86)/DSW/Estt./36108 dt
12	Sweeper	2	1.9.99

13	Peon	1	
14	UDC	1	
15	Chowkidar	2	
16	Aya	1	F. 41(12)/85-DSW/Estt./15447 dt 30.8.2001

NPS, Rohini

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number	
1.	TGT	5	F.1(54)GLNS/2009/15765DT.19NOV2012	
2.	PTI	1		
3.	ASST. Teacher	5		
4.	Bus Attendant	1		
5.	ASST. Teacher	8		F.No.41(12)/86_DSW/Estt/36103-112Dt.01Sep1999
6.	UDC	1		
7.	Peon	1		
8.	Aya	1		
9.	Chowkidar	2		
10	Sweeper	1		
11	ASST.Teacher	1	F.No.41(12)/86_DSW/Estt/15444-451Dt.30AUG2001	

Home for Male Beggars Diseased, (HMBD) Sewa Kutir

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Supdt	1	F 41(7)/80/DSW/Estt. Dt 1/1/1976
	Welfare Officer	2	
	UDC	1	
	Staff Nurse	1	
	Care Taker	6	
	Cook	1	
	Chowkidar	1	
	Peon	1	

Poor House, Sewa Kutir

S	Name of Post	No. of sanction	Post Creation Order Number

N	ed Post	
	Sr. Supdt	1
	Dy. Supdt. (Welfare Officer)	2
	Welfare Officer	4
	Head Clerk	1
	UDC	2
	LDC	3
	Compositor	2
	Machin Man	1
	Driver	1
	Basic Teacher	3
	Craft Instt.	3
	Care Taker	3
	Cook	1
	Laundry Instructor	1
	Welfare Officer	1
	Craft Instt.	1
	Caretaker	20
	Cook	3
	Mali	3
	Peon	3
	Sweeper	4
	Washerman	1
	Barber	1
	Caretaker	2

F.17(34)/66-76/DSW/Estt./233 dt 1/1/76

F.11 (5)/70/DSW/Estt./12047 dt 7/6/2002

F.41(9)/DSW/Estt./35676 dt 18/7/1981

F.11(5)/70/DSW/Estt./7020 dt 14/6/2005

Reception cum Classification Center, Sewa Kutir

S N	Name of Post	No. of sanctio ned Post	Post Creation Order Number
	Supdt.	1	F.9(55)/75-DSW/Estt./32748 dt 14/12/1987
	Welfare Officer	5	
	UDC	1	
	LDC	2	

	Driver	1	
	Care Taker	12	
	Cook	3	
	Sweeper	4	
	Chowkidar	1	
	Peon	2	
	Barber	1	

GovtSr Secondary School for Blind Boys, Sewa Kutir

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Principal	1	
	LDC	1	
	PEON	1	
	Chowkidar	1	
	Attendant	3	
	Music Teacher	1	
	Asst. Teacher	3	F.11(5)/75/DSW/Estt./442-47
	Sweeper	1	dt.1/1/1976
	P.G.T.	8	
	Cook	1	F.43(3)/96-DSW/Estt./16941 dt.
	Sweeper	3	20/09/2001
	LDC	2	
	PT cum Mobility Instructor	1	
	TGT	5	
	Asst. Teacher	2	
	UDC	1	
	Sweeper	1	
	Cook	1	F.41(7)/DSW/Estt./36678-85 dt.
	Attendant	3	19/09/1999
	House Father	1	
	Craft Instructor	1	F.41(7)/DSW/1110-115 dt.05/07/2001

Hostel for College Going Blind Students:

SN	Name of Post	No. of sanctioned Post
Supdt.	1	F 41(7)/81-DSW/Estt./36678-85 dt 16/9/1999

House Father	1	
UDC	1	
Caretaker	1	
Cook	2	
Attendant	4	
Kitchen Helper	1	
Attendant	2	F 41 (13)/81-DSW/Estt./10698-44 dt 6/3/2001
Chowkidar	1	
Kitchen Helper	1	
Sweeper	1	
Care Taker	3	F45(126)/2006/DSW/Estt/SF/24504-538 dt 17/10/2014 plan head

CPO/PWS/SAFE

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
CPO HEAD			
	CPO	1	F.11 (22)71-75/DSW/Estt./104 Dt. 1.1.1976
	PO	20	
	Head Clerk	1	
	UDC	1	
	Steno	1	
	LDC	3	
	DPO(WO)	1	F.41 (9)81-DSW/Estt/35771 dt. 18/7/1981
	Peon	2	
	Sweeper -part time (4 hrs duty)	1	
PWS Head			
	PO(WO)	13	F.41/4/86/DSW/Estt./7312 dt 19/2/1999 (non plan)
	UDC	1	F.41/4/81-DSW/Estt./35866 dt 18/7/1981 (non plan)
	LDC	2	
	Peon	2	

	UDC	1	F.1(41)14/22-DSW/Estt./11932 dt. 18/3/1999 (non plan)
	LDC	2	
Safe			
	PO	2	
	Driver	1	
	Peon	1	
	Sweeper -part time (4 hrs duty)	1	

Welfare Centre for Denotified Tribes Andha Mughal

S N	DESIGNATION	no. of sanctioned post	Post creation order & date
1	UDC	01	F.41 (3)/98/DSW/Estt./1215 dt 11.7.2005
2	Jr. CRAFT INSTRUCTOR	01	F. 41 (4)81/DSW/Estt./8679 dt 18.2.1981
3	AYA	03	F.41 (3)/78/DSW/Estt./3911 dt 18.3.2003
4	Pt. Time SWEEPER	06	F.41 (3)/78/DSW/Estt./15203 dt 31.5.2006

Old Age Home Bindapur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Supdt.- 4600	1	F.11(2)/70- 75/DSW/Estt./442 dt 01/01/1976
	Welfare Officer- 4200	1	
	Staff Nurse- 5400	1	
	UDC- 2400	1	
	Cook	2	
	Chowkidar	1	
	Peon	1	
	Washerman	1	
	Sweeper	1	
	Part time Doctor	1	F.11(9)/67/DSW/Estt./6840 dt 21/02/1993
	Caretaker	3	F.41(12)/89/DSW/Estt. 1570 dt 7/6/2005

Training Cum Production Centre-Ramesh Nagar

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Supdt. -4600	1	F II (7)/69DSW/Estt. 20286 dt 8-10-69
	UDC-2400	1	F II (7)/69 DSW/Estt/ 239 dt 1-1-76
	Workshop Attendant	1	
	Craft Instructor	2	
	Chowkidar cum sweeper	1	
	Peon	1	
	Sweeper	1	

SWPH-Ramesh Nagar

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Supdt. –cum Foreman 6600	1	F-41(9)/81/dsw/Estt./34999 dt 18/7/1981
	UDC-2400	1	
	LDC-1900	1	
	Chowkidar level 1	1	F-41(9)/81/dsw/Estt./35991 dt 18/7/1981
	Craft Instructor	1	
	Peon	1	
	SafaiKaramchari	1	

Home for Able, Disable Diseased Female Beggars, Nirmal Chhaya Complex

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Craft Instructor	1	F11(122)/75- DSW/Estt./147dt01/01/1976
	Welfare Officer-4200	1	
	UDC-2400	1	
	Chowkidar	1	
	Peon	1	
	Cook	1	
	Caretaker-1900	3	F11(37)/67- DSW/Estt./11915dt18/03/1999
	Caretaker-1900	6	

Home for Able, Disable Female Beggars, Nirmal Chhaya Complex

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Supdt.-6600,	1	F.11 (122)/ 75-DSW/Estt./ 147 dt 1/1/1976
	UDC- 2400	1	
	LDC- 2000	1	
	LDC-1900		
	Cook-2000	1	

	Caretaker- 1900	3	
	Caretaker- 1900	6	F.11 (37)/67-DSW/Estt./11915 dt 18/3/1999

MCU-Nirmal Chhaya Complex

S N	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Medical Officer-5400	1	F.41 (6)/DSW/Estt./10041//dt. 12/6/2001
	Nursing Officer-5400	2	F.41(6)DSW/Estt./ 12634 dt. 24/03/1999
	LDC-1900	1	
	Sweeper-2000	2	
	Aya-1900	2	

MCU, Awantika

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	GDMO	01	F. 41(13)/86/DSW/Estt./12947 dt 1/8/2001
	Nursing Officers	2	F. 41(13)/86/DSW/Estt./11019 dt 17/3/1999
	Sweeper	2	
	LDC	1	
	Aya /Nursing orderly	02	

MCU Alipur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
1	Medical Officer GDMO Gr-II	01	F.41(7)/86/DSW/Estt/4205 & 32215 dt. 7/3/2001 and 29/3/1990
2	Nursing Officer	01	
3	Aya/Nursing Orderly	2	

4	Safai Karamchari	2	
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Institute for Severe and Profound Mentally Retarded Persons, Asha Kiran

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
1	Supdt.	1	F41(6)/DSW/ESTT./10037 Dated 16/03/2005
2	CLINICAL PSYCHO	1	
3	UDC	1	
4	LDC	1	
5	DRIVER	1	
6	PEON	1	
7	PEON	1	F.45(120)/DSW/Estt/4034-85-07 dated 25/05/2007
8	WASHERMAN	1/1	F41(6)/DSW/ESTT./10037 Dated 16/03/2005 & F.45(120)/DSW/Estt/4034-85-07 dated 25/05/2007
9	CHOWKIDAR	3/2	F41(6)/DSW/ESTT./10037 Dated 16/03/2005 & F.45(120)/DSW/Estt/4034-85-07 dated 25/05/2007
10	CARETAKER		F.41(12)/89/DSW/Estt./15701-734 dated

SHMR (Annexe), AshaKiran

SN	DESIGNATION	No. of sanctioned	post creation order & date
1	DY. SUPDT.	1	F.11/12/69-75/DSW/ESTT./112 dt.01/01/76
2	WELFARE OFFICER	1	
3	BASIC TEACHER	1	
4	GRADE III (DASS)/ UDC	1	
5	PEON	1	
6	COOK	1	
7	AYAA	2	

Home for Mentally Retarded Persons (Adult), AshaKiran

SN	DESIGNATION	no. of sanctioned	Post creation order & date
1	SUPRITENDENT	1/1	F.41(9)/81/DSW/ESTT. /35827 Dated
2	STAFF NURSE	1/1	18/07/1981 &
3	WELFARE OFFICER	1/1	F11(12)/69-DSW/ESTT./12959 Dated
4	LDC	2	26/03/1999
5	HOUSE FATHER	1	F41(9)/81-DSW/ESTT./36043 Dated 18/07/1981
6	AYAA	1	
7	COOK	1	
8	ATTENDANT	2	
9	AYAA/ ATTENDANT	1	F11(12)/69-DSW/ESTT./12959 Dated 26/03/1999
10	CARE TAKER	5	F.45 (126)/ 2006/DSW / Estt. / 4034-85, dated 25/05/2007 (Plan) for the Period 01/06/2007/ at 31/05/2008. Care taker

HMRP (Children), Asha Kiran

SN	DESIGNATION	No. of sanctioned	Post creation order & date
1	Sr. Supdt.	1	F11 (30) /75-dsw/estt/259 dated /01/01/1978/
2	STAFF NURSE	1	
3	WELFARE OFFICER	2	
4	TGT	2	
5	Craft instructor	1	
6	O. T.	1	
7	Matron	1	
8	UDC	1	
9	LDC	1	
10	Sweeper	2	
11	Care taker	2	
12	COOK	2	
13	Jr. Caretaker	1	

School cum Home for Mentally Retarded Persons (Adult), Asha Kiran

SN	DESIGNATION	No. of sanctioned	Post creation order & date
1	Craft Instructor	1	F.41 (9) / 81 / DSW / ESTT. / 35827, dated 18/07/1981
2	ATTENDANT	1	
3	WASHER MAN	1	
4	COOK	1	
5	PEON	1	

AshaKiran 2013 (F9 (52)/Ashakiran staff/10-11/6869 dt 05/08/2013)

SN	DESIGNATION	No. of sanctioned
1.	Superintendent	1
2.	AAO	1
3.	STENO	1
4.	UDC	2
5.	WO	8
6.	HOUSE FATHER/MOTHER/MATRON	6
7.	HOUSE AUNTIES/CARE GIVERS	OS 249
8.	SPL. EDUCATORS	6
9.	Vocational TrgInstr/Craft Instructor	2
10	Physical Trginstr	4
11	Asst. Dietician	1
12	Cook	3
13	Kitchen Helper	Os 20
14	GDMO	7
15	Medical Specialist	1
16	Physiotherapist	1
17	Clinical Psychologist	2
18	Pediatrician	1
19	Staff Nurse (GNM /ANM)	2 + OS 60
20	Jr. Specialist Psychiatry	1
21	Pharmacist	1
22	Dresser	3
23	Nursing Orderly	Os 3
24	Washerman	3

25	Washerwomen	2
26	Total	59+332

Asha Kiran 2017 Sanction order

SN	DESIGNATION	no. of sanctioned	Post creation order & date
1	Welfare Officer	5	F.9 (134)Asha Kiran Posts/2013-14/CD-070238280/11102-117 dated 24/07/2017
2	Music teacher	1	
3	LDC	2	
4	SUPDTT	1	
5	NURSING SISTER	02	
6	STAFF NURSE	OS 18	
7	ANM	CONT 13	
8	HOUSE AUNTIES / MALE CARE GIVERS	OS 201	

Half-way Homes (F.44 (259)/2017/DSW/HH/Estt./13673-728 dt. 14.8.17

SN	Name of Post	Rohini, Sec-3 (Male)	Rohini, Sec-3 (Female)	Dwarka, Sec 3	Rohini, Sec-22	IFC, Narela	Total	
1	Supdt.	1	1	1	1	1	5 (R)	O U T S O U R C E D
2	UDC	1	1	1	1	1	5 (R)	
3	LDC	1	1	1	1	1	5 (R)	
4	Psychiatrist	1	1	1	1	1	5	
5	GDMO	1	1	1	1	1	5	
6	Psychiatric Social Worker	1	1	1	1	1	5	
7	Clinical Psychologist	1	1	1	1	1	5	
8	Occupational therapist	1	1	1	1	1	5	
9	Physiotherapist	1	1	1	1	1	5	
1	Staff Nurse	7	7	7	4	4	29	
1	Nursing Orderly/Aya/Caretaker	11	11	11	7	7	47	
1	MTS	2	2	2	2	2	10	
1	Cook	3	3	3	3	3	15	
1	Kitchen Helper	5	5	5	3	3	21	
Total		37	37	37	28	28	167	

Home for Leprosy and TBaffected Beggars-HLAB Tahirpur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number	
1	Sr.Suptd. 6600	1	F41(12)/DSW/Estt./36646 Dt. 06/09/1999 (HLAB)	
1	W.O.- 4200	2		
1	LDC	1		
1	Care Taker	6		
1	UDC	1		
2	Cook	3		
2	Peon	1		
2	Chowkidar	3		
2	Mali	1		
2	UDC	1		F11(9)/84/DSW/35619 Dt. 08/07/1981 (HLTB)
2	LDC	1		
2	W.O.- 4200	1		
2	Care Taker	6		
2	Cook	2		
2	Peon	1		
3	Mali	1		
3	W.O.- 4200	1	F41(12)/DSW/Estt./15485 Dt. 31/08/2001 (HLAB)	
3	Care Taker	7	f45(126)/06/DSW/Estt./149/16491-574 Dt. 01.06.06 (HLAB)	
3	Doctor (Part Time)	1	F11(30)/67-71-DSW/Estt./16491-574 Dt. 01.06.06 (HLTB)	
3	Doctor	1	F41(12)/DSW/Estt./12296 Dt. 01.06.06 (HLAB)	
3	Dresser	2		
3	Sweeper	4		
3	Washer Man	1		
3	Kitchen Helper	1		
3	Nursing Orderly	1		F11(30)/67-71-DSW/Estt./16491-574 Dt. 01.06.06 (HLTB)
4	Nursing Orderly	2	F11(9)/84/DSW/35619 Dt. 08/07/1981 (HLTB)	
4	Craft Instructor	1	F41(12)/DSW/Estt./15485 Dt. 31/08/2001 (HLAB)	

Rehabilitaion Centre for Leprosy affected Persons

S N	DESIGNATION	No. of sanctioned	Post creation order & date
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1	Sr. Superintendent	01	F41(7)/83/dsw/estt/15997/ ON Dt. 18/02/1987
2	Welfare Officer	01	
3	ASO/DASS II	01	
4	Steno III	01	
5	Sr. Assistant	01	
6	LDC	02	
7	Peon	02	
8	Chowkidar	03	
7	Sweeper	01	F.No.45(41)/2012/DSW/Estt/CD 070338922/3357-3376 dt. 17/05/2019 Temporary
9	Part-time worker	06	

SWPH-II Sanctioned detail

S N	DESIGNATIO N	no. of sanctioned post	Post creation order & date
	Superintenden t	01	F41(8)/DSW/ESTT/5939-5945 DT 04/09/2001
	LDC	01	
	Peon	01	
	Chowkidar	01	
	Craft Instructor	01	F41(8)DSW/ESTT/13493/ DT 18/01/1981
	Part time worker	01	No.F.4A(514)/DSW/06/LC/CAT/4152-66 dt. 23/06/2011 Temporary

TCPC(L) Sanctioned detail

SN	DESIGNATION	no. of sanctioned post	Post creation order & date
	SUPERINTENDENT	01	F41(3)/82/DSW/ESTT/12050/ DT 19/03/1999
	UDC	01	
	LDC	01	
	PEON	01	
	CRAFT INSTRUCTOR	02	F41(3)/82/DSW/ESTT/18552 dated 09.10.2001
	CHOWKIDAR	03	
	HELPER (CRAFT CLASSES)	02	
	HELPER (CRAFT CLASSES)	01	F41(3)/82/DSW/ESTT/2865 dated 07.02.2002

	SWEeper	01	F41(3)/82/DSW/ESTT/2865 dated 07.02.2002 Part Time Temporary
	NURSING ORDERLY	04	F.No.4A(727)/DSW/LC/CAT/2013/3333-3448 dated 04/06/2014 up to 31/08/2014

CPC(O) NAND NAGRI Sanctioned detail

S N	DESIGNATION	No. of sanctioned post	Post creation order & date
1	SUPDT.	01	F11(35/75-DSW/Estt./312 dated 01/01/1996
2	UDC	01	F11(3)/DSW/ESTT/11318/ DT 05/12/1976
3	Lower Division Clerk	01	F2(8)/DSW/ESTT DT 18/02/1981
	CRAFT INSTRUCTOR	04	
5	CHOWKIDAR	01	
6	PEON	01	
7	SWEeper	01	
8	Helper	01	
4	MALI	01	F81(9)04/DSW/ESTT/9550-95DT29/07/2010

Beggars Home-1, Lampur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Suptdt.	1	F.41(10)82/DSW/Estt./19459-45522 dt. 22/10/2001
	Welfare Officer	5	
	Dy. Suptdt.	1	
	Sr. Craft Instructor	01	
	UDC	1	
	LDC	1	
	Peon	1	
	Washerman	2	
	Caretaker	23	F45(126)DSW/ESTT/19461-574 DT 1/1/2006
	Chowkidar	3	
	Cook	3	

Beggars Home-II, Lampur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Suptdt.	1	F.41(10)/82/DSW/Estt./14959-46522 Dt. 22/10/2001
	Dy. Suptdt. (WO)	1	
	Sr. Craft Instructor	2	
	Welfare Officer	5	
	UDC	1	
	LDC	2	
	Caretaker	23	
	Cook	3	
	Peon	1	
	Chowkidar	3	
	Washerman	2	F.41(10)/82/DSW/Estt./38775 Dt. 14/09/1999

Home for Able and Disabled Beggars, Lampur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Craft Instructor	2	F.11(37)/65-DSW/503-510/Estt./2700 dt.01/01/1976
	Sr. Suptdt	1	
	Welfare Officer	5	
	UDC	2	
	Staff Nurse	1	
	LDC	1	F.11(3)/70/DSW/Estt./371 dt.1/1/1976
	Chowkidar	1	
	Sweeper	2	
	Peon	2	
	Caretaker	16	

Home for Male Beggars (A & D), Lampur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Sr. Suptdt	1	F.11(3)/70/DSW/Estt./371dt. 01/01/1976

	Sr. Craft Instructor	1	
	Welfare Officer	3	
	LDC	1	
	UDC	2	
	Caretaker	12	
	Chowkidar	1	
	Cook	3	
	Sweeper	2	
	Peon	1	

Home for Old and Infirm Beggars, Lampur

SN	Name of Post	No. of sanctioned Post	Post Creation Order Number
	Suptdt.	1	F.11(9)67-75/DSW/Estt./465 dt. 01/01/1976
	Staff Nurse	1	
	Welfare Officer	2	
	UDC	1	
	Peon	1	
	Sweeper	2	
	Caretaker	2	F 45(126)DSW/ESTT/19461-574 DT 1/1/2006
	Chowkidar	1	
	Cook	2	

Central Jail, Tihar	Name of WO	Total No. of Sanctioned post	No. of Post filled	Vacant
1	Neha Bhati	15	13	2
2	Shanky Verma			
3	Rashmi Bisht			
4	Rajnish Yadav			
5	Kuldeep Dhैया			
6	Ashwani Kumar			
7	Sant ram			
8	Rinku lal Meena			
9	Papu Lal Meena			
10	Amit Kumar			

11	Balinder Singh			
12	Pradeep			
13	Rahul Kumar			

Hostel for college going Blind students (Boys)

Sr. No.	<u>Name of Post with Pay scale</u>	<u>No. of sanctioned Post</u>	<u>Post Creation Order & date</u>
	Superintendent	<u>1</u>	
	House Father	<u>1</u>	
	UDC	<u>1</u>	
	Caretaker	<u>1</u>	
	Cook	<u>2</u>	
	Attendant	<u>4</u>	
	Kitchen Helper	<u>1</u>	
	Attendant	<u>2</u>	<u>F 41 (13)/81-DSW/Estt./10698-44 dt6/3/2001</u>
	Chowkidar	<u>1</u>	
	Kitchen Helper	<u>1</u>	
	Sweeper	<u>1</u>	
	Caretaker	<u>3</u>	<u>F45(126)/2006/DSW/Estt./SF/24504-538 dt 17.10.2014 Plan Head- 22350200198001</u>

REHABILITATION SERVICES (SANCTION POST DETAILS)

i)	Chief Medical Officer		01
ii)	Asstt. Accounts Officer		01
iii)	Head Clerk	04	
iv)	UDC	27	
v)	LDC	20	
vi)	Driver	02	
vii)	Organizer Gr-I		03
viii)	Organizer Gr-II		12
ix)	Asstt. Organizer	02	
x)	Instructor	23	
xi)	Sr.Instructor	24	
xii)	Jr. Instructor	13	
xiii)	Head Tailor	01	
xiv)	Manager	01	
xv)	Sales Manager		01
xvi)	Daftry	04	
xvii)	Gestetner Operator	01	
xviii)	Peon	33	
xix)	Chowkidar	40	
xx)	Sweeper	11	
xxi)	Frash	01	
xxii)	F/ Attendant	02	
xxiii)	Un-Skilled Helper	04	
xxiv)	Gardner	01	
xxv)	Nurse	03	
xxvi)	Aya/ Cook	11	
xxvii)	Kitchen Supervisor	01	

	TOTAL POSTS		251 Posts

CHAPTER V

MANPOWER REQUIREMENT

Details of the posts sanctioned for the Head Quarters is given in the previous chapter. However, the said posts were created for limited branches e.g. Admin, Vigilance etc but in the recent past Department has grown in to more citizen centric and therefore new branches such as Estate, School, RTI, Transgender, Social Security etc have been created. No post was created in recent past to meet-out the extra work assigned to the department. Therefore, workforce for Head Quarter level as per the work assigned to them has been assessed and accordingly requirement of staff for Headquarter setup for Department of Social Welfare is proposed and same is as under:

Branch Wise estimation:

Admin Branch: It is proposed to have three sections in Admin Branch.

1. **Admin-I** (To deal with matter relating with Gazetted Officers)
2. **Admin-II** (To deal with matter relating with Non-Gazetted Officials)
3. **Recruitment Cell** (To assess the vacancy & process for recruitment in time bound manner inc. finalization of RRs etc.)

Admin-I

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Dy. Director		-	01		
2	Section Officer		-	01		
3	Assistant Section Officer		-	02	To assist the work of Deputy Director	
4	Steno		-	02	To take the dictation and type the same	
5	UDC		-	02	To put up the	

					files	
6	LDC		-	04	To put up the files	
	Data Entry Operator			04		
7	Peon		-	01		

Admin-II

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent /Dy. Director		-	01	Required to take care of all the Projects and Properties of DSW	
2	Section Officer		-	01	To assist the work of Deputy Director	
3	ASO		-	02	To assist the work of Superintendent	
4	UDC		-	01	To put up the files	
5	LDC		-	02	To put up the files	
6	Peon		-	01		

Recruitment Cell

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Section Officer	4800		01	To assist the work of Deputy Director	
4	Welfare Officer	4800 (Proposed) 4200 (present)	-	01	To assist the work of Superintendent	
5	ASO	4600		01	To assist the work of Superintendent/Section Officer	
6	Steno		-	01	To take the dictation and type the same	
7	UDC		-	02	To put up the files	
8	LDC		-	03	To put up the files	
9	Peon		-	01		

Estate Branch (HQ), DSW:

S.No.	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	01	To assist the work of Superintendent	
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

FAS Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	02	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	05	To assist the work of Superintendent	
	AAO			01		
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

Welfare of Persons with Disability Branch (HQ), DSW:

1. **Institutions Cell**
2. **Schemes & Services Cell**
3. **Implementation of RPwD Act, SCPD Cell**

Institutions

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director (Institutions)	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	02	To assist the work of Superintendent	
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

Schemes & Services

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director <u>(Schemes & Services)</u>	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	03	To assist the work of Superintendent	
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

Implementation of RPwD Act, SCPD section

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director <u>(Implementation of RPwD Act, SCPD)</u>	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	02	To assist the work of Superintendent	
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

Welfare of Transgender Persons Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	02	To assist the work of Superintendent	
4	Steno		-	01	To take the dictation and type the same	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	Peon		-	01		

Social Security Branch (HQ), DSW:

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	04	To assist the work of Superintendent Recreation Centre target is 272 ward wise	
4	UDC		-	01	To put up the files	
5	LDC		-	01	To put up the files	
6	Data Entry Operator					
7	MTS		-	01		

VAC Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	02	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Planning Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Dy. Director		-	01	Required to take care of all the Projects and Properties of DSW	
2	Statistical Officer		-	01	To assist the work of Deputy Director	
3	Statistical Assistant		-	02	To assist the work of Statistical Officer	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

School Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	6600 (present) 7600 (Proposed)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	02	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Vigilance Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent /Dy. Director		-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent		-	01	To assist the work of Deputy Director	
3	ASO		-	02	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Litigation Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent /Dy. Director		-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent		-	01	To assist the work of Deputy Director	
	Legal Advisor			01		
3	ASO		-	02	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Care Taking Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr.		-	01	Required to	

	Superintendent /Dy. Director				take care of all the Projects and Properties of DSW	
2	Superintendent		-	01	To assist the work of Deputy Director	
3	ASO		-	02	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Accounts Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	DCA		-	01	Required to take care of all the ACCOUNT related functioning	
2	Sr. AO		-	01	To assist the work of DCA	
3	AAO/JAO		-	02	To assist the work of Sr. AO	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	

7	DEO			01		
8	MTS		-	01		

RTI Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up- gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re- designated as Dy. Director	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	5400 (Proposed) 4200 (present)	-	01	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

Research Trg & Evaluation Branch (HQ), DSW

S.No	Name of Post	Grade Pay (up-gradation for only technical cadre is proposed)	Number of Post exist as on today	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Superintendent To be re-designated as Dy. Director	7600 (Proposed) 6600 (present)	-	01	Required to take care of all the Projects and Properties of DSW	
2	Superintendent	6600 (proposed) 4600 (present)	-	01	To assist the work of Deputy Director	
3	Welfare Officer	4800 (Proposed) 4200 (present)	-	03	To assist the work of Superintendent	
5	UDC		-	01	To put up the files	
6	LDC		-	01	To put up the files	
7	DEO			01		
8	MTS		-	01		

District Level:

S. No.	Name of the post	Grade Pay (up-gradation for only technical cadre is proposed)	No. of posts/ District	For 10 Districts in Delhi
1	District Officer to be re-designated as Dy. Director	7600 (proposed) 6600(present)	1	10

2	Superintendent to be designated as Assistant Director (AD)	6600 (proposed) 4600 (present)	2	20
3	Junior Accounts Officer		1	10
4	Welfare Officer	4800 (proposed) 4200 (present)	2	20
6	Statistical Officer	4200 (present)	1	10
7	UDC	2400 (present)	2	20
8	LDC	1900 (present)	2	20
9	Driver	1900 (present)	1	10
10	Chowkidar	1800 (present)	1	10
11	Peon	1800 (present)	2	20

Commissioner for Persons with Disability

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
1.	Office Supdt.	1			
2.	Legal Assistant	1			
3.	Welfare Officer	1			
4.	PA to Commissioner & CA	1			
5.	Steno	1			
6.	LDC	1			
7.	Peon	2			

Govt. Lady Noyce School, Delhi Gate

S N	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	PGT 4 each Hindi, Sanskrit& Home Science	12	12		
	PGT 1 each Drawing & PET	02	02		
	Vice Principal	01	01		
	TGT	9	14		
	YOGA TEACHER	OS 01	02 (1 female & 1 male)		
	LAB ATTENDENT	OS 01	-		
	LIBRARY ASST	01	01		
	TGT	12	-		
	PRT	02	18		
	LDC	1	02		
	PRT	17	-		
	UDC	01	01		
	PRT	16	18		

	LDC	1	-		
	Principal	01	01		
	Maali	2	02		
	HEAD CLERCK	01	01		
	Maali	Outsourced 6	-		
	Sweeper	3	10		
	Sweeper	3	-		
	Sweeper	2	-		
	Sweeper	2	-		
	Boarding Attendant	2	04		
	Boarding Attendant	2	-		
	Drawing Teacher	2	02		
	A.B.S.	02			
	Boarding Attendant	1	02		
	Bus Attendant	4	02		
	Cook	1			
	Cook	2	02		
	Cook	2			
	Chowkidar	03			
	Chowkidar	OS 2	20 (06 in each shift)		
	House Aunty	2			
	C.T.	1	04		
	CT	1	-		
	Craft Instructor	1			
	COMPUTER TEACHER	PT TIME 02			
	Head Master		02		
	Audiologist		02		
	Counselor		02		
	DEO		02		

Nursery Primary School FOR DEAF, Mayur Vihar

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Head Master	1	-		
	Astt. Teacher	4	-		
	UDC	1	-		
	Peon	1	-		
	Chowkidar	1	-		
	Sweeper	1	-		
	Speech Therapist		01		
	Asst. Teacher		04		
	Drawing Teacher		01		
	Craft Instructor		01		
	Bus Attendant		02		
	Chowkidar		02		
	Aya (01 Male & 01 Female)		02		
	Care- Taker		02		
	DEO (Data Entry Operator)		01		

School for Mentally Retarded Children, Mayur Vihar

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Principal	1			
	Occupational Therapist	1			
	TGT	2			
	Craft Inst.	1			
	Basic Teacher	1			
	UDC	1			
	AYA	02			
	PEON	01			
	CHOWKIDAR	02			

	HELPER		01		
	COOK		02		
	Clinical Psychologist		01		
	Speech Therapy		01		
	Physical Education Teacher (PET)		01		
	Data Entry Operator		01		
	Doctor (Part Time)		01		
	Special Education (Autism (01) + Spastic 01)		02		
	Care Taker (Male1 +Female1)		02		
	Sweeper		01		
	Sweeper		01		
	Aya (Female)		01		
	Bus Attendant		02		

NPS, Kalkaji

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
17	Vice Principal	1	-		
18	TGT	9	5		
19	PTI	1	-		
20	Drawing teacher	1	-		
21	Head Master	1	-		
22	Asst. teacher	16	-		
23	Lab Asst	1	-		
24	Computer	1	-		

	teacher				
25	Audiologist	1	-		
26	Bus Attendant	2	-		
27	Mali	1	-		
28	Sweeper	2	2		
29	Peon	1	-		
30	UDC	1	1		
31	Chowkidar	2	-		
32	Aya	1	2		

NPS, Rohini

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
12	TGT	5			
13	PTI	1			
14	ASST. Teacher	5			
15	Bus Attendant	1			
16	ASST. Teacher	8			
17	UDC	1			
18	Peon	1			
19	Aya	1			
20	Chowkidar	2			
21	Sweeper	1			
22	ASST. Teacher	1			

Home for Male Beggars Diseased, (HMBD) Sewa Kutir

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Sr. Supdt	1			
	Welfare Officer	2			
	UDC	1			
	Staff Nurse	1			
	Care Taker	6			
	Cook	1			
	Chowkidar	1			
	Peon	1			

Govt. Sr. Secondary School for Blind Boys, Sewa Kutir

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Principal	1			
	LDC	1			
	PEON	1			
	Chowkidar	1			
	Attendant	3			
	Music Teacher	1			
	Asst. Teacher	3			
	Sweeper	1			
	P.G.T.	8			
	Cook	1			
	Sweeper	3			
	LDC	2			
	PT cum Mobility Instructor	1			
	TGT	5			
	Asst. Teacher	2			
	UDC	1			
	Sweeper	1			
	Cook	1			
	Attendant	3			
	House Father	1			
	Craft Instructor	1			

Hostel for College Going Blind Students:

SN	Name of Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Supdt.	1		
	House Father	1		
	UDC	1		
	Caretaker	1		
	Cook	2		
	Attendant	4		

Kitchen Helper	1			
Attendant	2			
Chowkidar	1			
Kitchen Helper	1			
Sweeper	1			
Care Taker	3			

CPO/PWS/SAFE

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for Creation	Justification for creation	Remarks
CPO HEAD					
	CPO	1			
	DPO	1	14		
			143*		Including posts for criminal court as well as prison services.
	PO	20			
	Head Clerk	1			
	UDC	1			
	Steno	1			
			13*		To be posted with CPO & DPOs
	LDC	3			
	Peon	2	14*		do
	Sweeper -part time (4 hrs duty)	1			
PWS Head					
	PO(WO)	13			
	UDC	1			
	LDC	2			
	Peon	2			
	UDC	1			
	LDC	2			

Safe				
	PO	2		
	Driver	1		
	Peon	1		
	Sweeper -part time (4 hrs duty)	1		

Requirement of Probation Officers in Criminal Courts:

S.No	Name of Court	Total NO. Of Criminal Courts	Total No. of required
1.	Dwarka	62	21
2.	Tis Hazari	115	39
3.	Rohini	40	13
4.	Karkardooma	56	18
5.	Saket	81	27
6.	Patiala House	09	03
7.	Rouse Avenue	27	09
		Total=390	Total=130

PRISON WELFARE:

Sr. No.	Name of Jail	Total Nos. of Jail	Total No. of Pos available	Total No. of Pos Required
1	Tihar Jail Complex	16	13	16X3=48
2	Mandoli Jail complex			
3	Rohini Jail Complex			

Thus, Total POs required are 130+48=178.

Requirement of District Probation Officers in Revenue Offices:

S.No	Name of Revenue Districts in Delhi	Total No. of DPOs required
	<u>11</u>	<u>Total=11</u>

PRISON WELFARE:

Sr. No.	Name of Jail	Nos. of DPOs <u>AVAILABLE</u>	Total No. of DPOs <u>Required</u>
<u>1</u>	<u>Tihar Jail Complex</u>	<u>0</u>	<u>01</u>
<u>2</u>	<u>Mandoli Jail complex</u>	<u>0</u>	<u>01</u>

<u>3</u>	<u>Rohini Jail Complex</u>	<u>0</u>	<u>01</u>
		<u>Total =0</u>	<u>Required=03</u>

Besides above one more DPO is required for CPO office, thus total 15 DPOs would require for Probation Services.

Old Age Home Bindapur

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
	Supdt.- 4600	1			
	Welfare Officer- 4200	1			
	Staff Nurse- 5400	1			
	UDC- 2400	1			
	Cook	2			
	Chowkidar	1			
	Peon	1			
	Washerman	1			
	Sweeper	1			
	Part time Doctor	1			
	Caretaker	3			

Institute for Severe and Profound Mentally Retarded Persons, Asha Kiran

SN	Name of Post	No. of sanctioned Post	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Supdt.	1			
2	CLINICAL PSYCHO	1			
3	UDC	1			
4	LDC	1			
5	DRIVER	1			
6	PEON	1			
7	PEON	1			
8	WASHERMAN	1/1			

9	CHOWKIDAR	3/2			
10	CARETAKER				

SHMR (Annexe), AshaKiran

SN	DESIGNATION	No. of sanctioned	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	SUPDT.	1			
2	WELFARE OFFICER	1			
3	BASIC TEACHER	1			
4	GRADE III (DASS)/ UDC	1			
5	PEON	1			
6	COOK	1			
7	AYAA	2			

Home for Mentally Retarded Persons (Adult), Asha Kiran

SN	DESIGNATION	no. of sanctioned	No. of Posts proposed for New Creation	Justification for creation	Remarks
1.	SUPRITENDE NT	1/1			
2.	STAFF NURSE	1/1			
3.	WELFARE OFFICER	1/1			
4.	LDC	2			
5.	HOUSE FATHER	1			
6.	AYAA	1			
7.	COOK	1			
8.	ATTENDANT	2			
9.	AYAA/ ATTENDANT	1			
10	CARE TAKER	5			

HMRP (Children), Asha Kiran

SN	DESIGNATION	No. of sanctioned	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Sr. Supdt.	1			
2	STAFF NURSE	1			
3	WELFARE OFFICER	2			
4	TGT	2			
5	Craft instructor	1			
6	O. T.	1			
7	Matron	1			
8	UDC	1			
9	LDC	1			
10	Sweeper	2			
11	Care taker	2			
12	COOK	2			
13	Jr. Caretaker	1			

School cum Home for Mentally Retarded Persons (Adult), Asha Kiran

SN	DESIGNATION	No. of sanctioned	No. of Posts proposed for New Creation	Justification for creation	Remarks
1	Craft Instructor	1			
2	ATTENDANT	1			
3	WASHER MAN	1			
4	COOK	1			
5	PEON	1			

AshaKiran 2013 (F9 (52)/Ashakiran staff/10-11/6869 dt 05/08/2013)

SN	DESIGNATION	No. of sanctioned	No. of Posts proposed for	Justification for creation	Remarks
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			New Creation		
1.	Superintendent	1			
2.	AAO	1			
3.	STENO	1			
4.	UDC	2			
5.	WO	8			
6.	HOUSE FATHER/MOTHER/MATR ON	6			
7.	HOUSE AUNTIES/CARE GIVERS	OS 249			
8.	SPL. EDUCATORS	6			
9.	Vocational TrgInstr/Craft Instructor	2			
10.	Physical Trginstr	4			
11.	Asst. Dietician	1			
12.	Cook	3			
13.	Kitchen Helper	OS 20			
14.	GDMO	7			
15.	Medical Specialist	1			
16.	Physiotherapist	1			
17.	Clinical Psychologist	2			
18.	Pediatrician	1			
19.	Staff Nurse (GNM /ANM)	2 + OS 60			
20.	Jr. Specialist Psychiatry	1			
21.	Pharmacist	1			
22.	Dresser	3			
23.	Nursing Orderly	Os 3			
24.	Washerman	3			
25.	Washerwomen	2			
26.	Total	59+332			

Asha Kiran 2017 Sanction order

SN	DESIGNATION	no. of sanctioned	Post creation order & date
1	Welfare Officer	5	F.9 (134)Asha Kiran Posts/2013-14/CD-070238280/11102-117 dated 24/07/2017
2	Music teacher	1	
3	LDC	2	
4	SUPDTT	1	
5	NURSING SISTER	02	
6	STAFF NURSE	OS 18	
7	ANM	CONT 13	
8	HOUSE AUNTIES / MALE CARE GIVERS	OS 201	

Half-way Homes (F.44 (259)/2017/DSW/HH/Estt./13673-728 dt. 14.8.17

SN	Name of Post	Rohini, Sec-3 (Male)	Rohini, Sec-3 (Female)	Dwarka, Sec 3	Rohini, Sec-22	IFC, Narela	Total	
4	Supdt.	1	1	1	1	1	5 (R)	O U T S O U R C E D
4	UDC	1	1	1	1	1	5 (R)	
4	LDC	1	1	1	1	1	5 (R)	
4	Psychiatrist	1	1	1	1	1	5	
4	GDMO	1	1	1	1	1	5	
4	Psychiatric Social Worker	1	1	1	1	1	5	
4	Clinical Psychologist	1	1	1	1	1	5	
4	Occupational therapist	1	1	1	1	1	5	
5	Physiotherapist	1	1	1	1	1	5	
5	Staff Nurse	7	7	7	4	4	29	
5	Nursing Orderly/Aya/Caretaker	11	11	11	7	7	47	
5	MTS	2	2	2	2	2	10	
5	Cook	3	3	3	3	3	15	
5	Kitchen Helper	5	5	5	3	3	21	
Total		37	37	37	28	28	167	

Hostel for College going Students with Visual Impairment (Female) at Timarpur, Delhi

<u>Name of Post with Pay scale</u>	<u>No. of Posts required</u>	Justification* <i>*Details of the roles and duties may be referred from Manual for Functionaries and Institutions and Services, Directorate of Social Welfare, Delhi Administration.</i>
<u>Superintendent</u>	1	The superintendent would work as DDO to prepare budget and exercise control over financial matters, including store purchases. He/she will manage hostel in accordance with provisions of scheme. He/She shall be responsible for overall planning, implementation and management of the activities/ programmes of the hostel etc.
<u>Welfare Officer (Female)</u>	03	The Welfare Office will assist Superintendent in general functioning of the hostel such as scrutiny of admission application maintaining records of the all hostellers. He/She would work towards overall well being of all students. He/she will undertake round of hostel to have first hand information about hostellers well being. He/She will plan cultural/recreational activities for the hostellers in order to build up community sense in the hostel etc.
<u>House Mother (Female)</u>	01	House mother will be responsible for physical well-being and regular cleanliness and personal hygiene of the hostellers. Ensure proper upkeep and maintenance of inmates, living room, their beds, linen, room and furniture, dining hall, kitchen etc. She will arrange medical checkup and medical care of the sick inmates etc.
<u>UDC</u>	01	UDC would work on processing of all receipts marked to him/her and maintain prescribed assistant diary. He/She will carry out other works and duty assigned etc.
<u>Caretaker (Female)</u>	07	A caretaker takes proper care and look after welfare of hostellers. He/She Maintain sanitation and hygiene. He/She will look after security and safety arrangement. He/She maintain discipline in institution for smooth day today functioning of the hostel etc.
<u>Cook(Female)</u>	04	A Cook will be responsible for cooking healthy food as prescribed in dietary norms for the hostellers. He/She

		will personally receive ration as per indents for cooking meals. He/ She will ensure cleanliness in kitchen and store. He/She would carry other duties assigned etc.
<u>Attendant(Female)</u>	04	He /She would assist in the work assigned as and when required etc.
<u>Kitchen Helper(Female)</u>	02	He/She would Assist in kitchen work such as cooking, cleaning, serving and organizing etc.
<u>Chowkidar</u>		A Chowkidar would provide services of security Guards will be outsourced etc.
<u>Sweeper</u>		Do

OLD AGE HOMES

WAZIRPUR

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	02		
03	Senior Assistant	01		
04	Junior Assistant	01		
05	Care Taker	10		
06	Cook	02		
07	Kitchen Helper	04		
08	MTS	01		
09	Dhobi	02		
10	Mali	01		
11	House Aunty	06		
12	Doctor	01		
13	Staff Nurse	02		
14	Physiotherapist	01		
15	Occupational Therapist	01		
16	Psychologist	01		
17	Nursing Orderly	06		

Chitranjan Park

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	03		
03	Senior Assistant	01		
04	Junior Assistant	01		
05	Care Taker	10		
06	Cook	02		
07	Kitchen Helper	04		
08	MTS	01		
09	Dhobi	02		
10	Mali	01		
11	House Aunty	09		
12	Doctor	01		
13	Staff Nurse	02		
14	Physiotherapist	01		
15	Occupational Therapist	01		
16	Psychologist	01		
17	Nursing Orderly	06		

Rohini

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	02		
03	Senior Assistant	01		
04	Junior Assistant	01		
05	Care Taker	10		
06	Cook	02		
07	Kitchen Helper	04		
08	MTS	01		
09	Dhobi	02		
10	Mali	01		
11	House Aunty	06		
12	Doctor	01		

13	Staff Nurse	02		
14	Physiotherapist	01		
15	Occupational Therapist	01		
16	Psychologist	01		
17	Nursing Orderly	06		

Kanti Nagar

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	04		
03	Senior Assistant	01		
04	Junior Assistant	02		
05	Care Taker	20		
06	Cook	04		
07	Kitchen Helper	08		
08	MTS	03		
09	Dhobi	04		
10	Mali	02		
11	House Aunty	12		
12	Doctor	02		
13	Staff Nurse	04		
14	Physiotherapist	02		
15	Occupational Therapist	02		
16	Psychologist	02		
17	Nursing Orderly	10		

Paschim Vihar

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	04		
03	Senior Assistant	01		
04	Junior Assistant	02		
05	Care Taker	20		
06	Cook	04		

07	Kitchen Helper	08		
08	MTS	03		
09	Dhobi	04		
10	Mali	02		
11	House Aunty	12		
12	Doctor	02		
13	Staff Nurse	04		
14	Physiotherapist	02		
15	Occupational Therapist	02		
16	Psychologist	02		
17	Nursing Orderly	10		

Geeta Colony

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	02		
03	Senior Assistant	01		
04	Junior Assistant	01		
05	Care Taker	10		
06	Cook	02		
07	Kitchen Helper	04		
08	MTS	01		
09	Dhobi	02		
10	Mali	01		
11	House Aunty	06		
12	Doctor	01		
13	Staff Nurse	02		
14	Physiotherapist	01		
15	Occupational Therapist	01		
16	Psychologist	01		
17	Nursing Orderly	06		

Chattarpur

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
01	Superintendent	01		
02	Welfare Officer	02		
03	Senior Assistant	01		
04	Junior Assistant	01		
05	Care Taker	10		
06	Cook	02		
07	Kitchen Helper	04		
08	MTS	01		
09	Dhobi	02		
10	Mali	01		
11	House Aunty	04		
12	Doctor	01		
13	Staff Nurse	02		
14	Physiotherapist	01		
15	Occupational Therapist	01		
16	Psychologist	01		
17	Nursing Orderly	06		

Janakpuri

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
<u>01</u>	<u>Superintendent</u>	<u>01</u>		
<u>02</u>	<u>Welfare Officer</u>	<u>03</u>		
<u>03</u>	<u>Senior Assistant</u>	<u>01</u>		
<u>04</u>	<u>Junior Assistant</u>	<u>01</u>		
<u>05</u>	<u>Care Taker</u>	<u>10</u>		
<u>06</u>	<u>Cook</u>	<u>02</u>		
<u>07</u>	<u>Kitchen Helper</u>	<u>04</u>		
<u>08</u>	<u>MTS</u>	<u>01</u>		
<u>09</u>	<u>Dhobi</u>	<u>03</u>		
<u>10</u>	<u>Mali</u>	<u>01</u>		
<u>11</u>	<u>House Aunty</u>	<u>09</u>		

<u>12</u>	<u>Doctor</u>	<u>01</u>		
<u>13</u>	<u>Staff Nurse</u>	<u>02</u>		
<u>14</u>	<u>Physiotherapist</u>	<u>01</u>		
<u>15</u>	<u>Occupational Therapist</u>	<u>01</u>		
<u>16</u>	<u>Psychologist</u>	<u>01</u>		
<u>17</u>	<u>Nursing Orderly</u>	<u>06</u>		

Sarita Vihar

Sr. No.	Name of Post with Pay scale	No. of Posts proposed for New Creation	Justification for creation	Remarks
<u>01</u>	<u>Superintendent</u>	<u>01</u>		
<u>02</u>	<u>Welfare Officer</u>	<u>02</u>		
<u>03</u>	<u>Senior Assistant</u>	<u>01</u>		
<u>04</u>	<u>Junior Assistant</u>	<u>01</u>		
<u>05</u>	<u>Care Taker</u>	<u>10</u>		
<u>06</u>	<u>Cook</u>	<u>02</u>		
<u>07</u>	<u>Kitchen Helper</u>	<u>04</u>		
<u>08</u>	<u>MTS</u>	<u>01</u>		
<u>09</u>	<u>Dhobi</u>	<u>02</u>		
<u>10</u>	<u>Mali</u>	<u>01</u>		
<u>11</u>	<u>House Aunty</u>	<u>06</u>		
<u>12</u>	<u>Doctor</u>	<u>01</u>		
<u>13</u>	<u>Staff Nurse</u>	<u>02</u>		
<u>14</u>	<u>Physiotherapist</u>	<u>01</u>		
<u>15</u>	<u>Occupational Therapist</u>	<u>01</u>		
<u>16</u>	<u>Psychologist</u>	<u>01</u>		
<u>17</u>	<u>Nursing Orderly</u>	<u>06</u>		

Vasant Kunj

1. Director with one post of Stenographer , One UDC, Two LDC, Two Peons,
2. Joint Director (DANICS) with one post of Stenographer , One UDC, Two LDC, Two Peons
3. Joint Director (Program /Technical) with one post of Stenographer , One UDC, Two LDC, Two Peons
4. Joint Director (Program /Technical) with one post of Stenographer , One UDC, Two LDC, Two Peons

5. Dy. Director (Program /Technical) with one post of Stenographer , Two LDC, Two Peons
6. Dy. Director (Program /Technical) with one post of Stenographer , Two LDC, Two Peons
7. Dy. Director (DANICS)with one post of Stenographer , Two LDC, Two Peons
8. Asstt. Director (Program /Technical)with one post of Stenographer ,One Welfare Assistant , Two LDC, One Peon
9. Asstt. Director (Program /Technical)with one post of Stenographer ,One Welfare Assistant, Two LDC, One Peon
10. Asstt. Director (Program /Technical, **FAS**)with one post of Stenographer , Welfare Assistant, Four Investigator, Two LDC, One Peon
11. Asstt. Director (Program /Technical)with one post of Stenographer ,One Welfare Assistant, Two LDC, One Peon
12. Asstt. Director (Planning)with one post of Statistical Officer , Statistical Asstt., Two LDC, One Peon
13. Superintendent (DASS Gr-I) Caretaking Branch with ,Two UDC, Two LDC, One Peon , Ten Drivers
14. Superintendent (DASS Gr-I) Litigation Branch with ,Two UDC, Two LDC, One Peon
15. Superintendent (DASS Gr-I) Estate Branch with ,Two UDC, Two LDC, One Peon
16. Superintendent (DASS Gr-I) Vigilance Branch with ,Two UDC, Two LDC, One Peon
17. Superintendent (DASS Gr-I) Administration Branch with two Head Clark ,Four UDC, Two LDC, Two Peon
18. Programmer, Computer Cell with One Asstt. Programmer, One UDC, Two LDC, One Peon
19. Accounts Officer, Accounts Branch with Two J.A.O/AAO, ,Four UDC, Three LDC, Four Peon

SUMMARY OF THE REQUIRED POSTS (DSW)

Sl. No.	Designation	Grade Pay	No. of Posts
1	Director		1
2	Joint Director (Program /Technical)		2
3	Joint Director (DANICS)		1
4	Dy. Director (Program /Technical)		3
5	Dy. Director (DANICS)		1
6	Asstt. Director (Program /Technical)		4
7	Asstt. Director (Planning)		1
8	Programmer		11
9	Superintendent (DASS Gr-I)		5

	Charge Supdt.										
2	Counsellor	1	1	1	1	1	1	1	1	1	9
3	Probation Officer or Welfare Officer	3	3	3	3	3	3	3	3	3	27
4	House Mother or House Father (shift duty)	4	4	4	4	4	4	4	4	4	36
5	Educator *	2	2	2	2	2	2	2	2	2	18
6	Doctor *	1	1	1	1	1	1	1	1	1	9
7	Paramedical staff*	1	1	1	1	1	1	1	1	1	9
8	L.D.C. + U. D.C	2	2	2	2	2	2	2	2	2	18
9	Art & Craft cum ** Music Teacher	1	1	1	1	1	1	1	1	1	9
10	Care Taker or Ayahs	10	10	10	10	10	10	10	10	10	90
11	PT Instructor ** cum Yoga Trainer	1	1	1	1	1	1	1	1	1	9
12	Driver	1	1	1	1	1	1	1	1	1	9
13	Cook	2	2	2	2	2	2	2	2	2	18
14	Helper	2	2	2	2	2	2	2	2	2	18
15	Housekeeping	2	2	2	2	2	2	2	2	2	18
16	Gardner **	1	1	1	1	1	1	1	1	1	9

*(voluntary or part time) **(part time)

S. No.	Staff/Personnel	No. of Posts	O.H.B.				OHG NitmalChaya	
			I	II	Place of Safty	Spl Home for boys	OH G-I	Total Posts Required
1	Officer-in-	1	1	1	1	1	1	5

	Charge Supdt.							
2	Counsellor	1	1	1	1	1	1	5
3	Probation Officer or Welfare Officer	3	3	3	3	3	3	15
4	House Mother or House Father (shift duty)	4	4	4	4	4	4	20
5	Educator *	2	2	2	2	2	2	10
6	Doctor *	1	1	1	1	1	1	5
7	Paramedical staff	1	1	1	1	1	1	5
8	L.D.C. + U. D.C	2	2	2	2	2	2	10
9	Art & Craft cum Music Teacher **	1	1	1	1	1	1	5
10	Care Taker or Ayahs	10	10	10	10	10	10	50
11	PT Instructor ** cum Yoga Trainer	1	1	1	1	1	1	5
12	Driver	1	1	1	1	1	1	5
13	Cook	2	2	2	2	2	2	10
14	Helper	2	2	2	2	2	2	10
15	Housekeeping	2	2	2	2	2	2	10
16	Gardner **	1	1	1	1	1	1	5

*(voluntary or part time) **(part time)

HOME FOR HEALTHY CHILDREN OF LEPROSY AFFECTED PERSONS

S. No.	Staff/Personnel	Posts In each	I	II	III	Total
1	Officer-in-Charge	1	1	1	1	3

	Supdt.					
2	Counsellor	1	1	1	1	3
3	Probation Officer or Welfare Officer	3	3	3	3	9
4	House Mother or House Father (shift duty)	4	4	4	4	12
5	Educator *	2	2	2	2	6
6	Doctor *	1	1	1	1	3
7	Paramedical staff*	1	1	1	1	3
8	L.D.C. + U. D.C	2	2	2	2	6
9	Art & Craft cum ** Music Teacher	1	1	1	1	3
10	Care Taker or Ayahs	10	10	10	10	30
11	PT Instructor ** cum Yoga Trainer	1	1	1	1	3
12	Driver	1	1	1	1	3
13	Cook	2	2	2	2	6
14	Helper	2	2	2	2	6
15	Housekeeping	2	2	2	2	6
16	Gardner **	1	1	1	1	3

*(voluntary or part time) ** (part time)

The requirement of manpower for Homes for Women is as under:

NirmalChaya Complex

S. No.	Home No. Staff/Personnel	NariNiketan	Widow Home	Short Stay Home	After Home Care for Women	Total Posts
1	Officer-in-Charge Supdt.	1	0	0	1	2

CHAPTER VI

CADRE RESTRUCTURE WITH JUSTIFICATION

Two posts of Joint Director (Technical) in the pay scale of Rs. 12000-16500(pre revised) / GP - Rs.7600, were created on 14.11.2007. These posts are promotional posts for Senior Superintendents.

There are no posts of Sr. Supdt. in the Department. The under mentioned posts are collectively called as Sr. Supdt. in the pay scale of Rs. 10000-15200/- (Revised)/ Rs. 3000-4500/- (pre revised)

1. Chief Probation Officer
2. Assistant Director
3. Programme Officer
4. Special Officer (R.T.E.)
5. Supdt. Home for Able & Disabled Beggar
6. Supdt. Home for Male Beggar (A & D)
7. Supdt. Children Home for Boys-I, Alipur
8. Supdt. Village Cottage Home-III
9. Supdt. Home for Mentally Retarded persons.
10. Supdt. Begger Home-I
11. Supdt. Begger Home-II
12. Supdt. Widow Home
13. Supdt. R.C.L.
14. Supdt. Home for Male Begger (Diseased)
15. Supdt. MahilaBhikshuGrih (Lapsed)
16. Supdt. Home for Leprosy and T.B. affected beggars.
17. Supdt. Poor House

These posts have varied duties and responsibilities. The above listed Supdts have almost similar duties as compared to the Supdt./CDPO in the scale of Rs. 6500-10500/-. The functions of these posts are more of administrative nature.

Earlier, these 17 posts, formed feeder channel for promotion to the six posts of Dy. Director (Technical) who were the heads of the under mentioned special cells:-

1. Special Cell for the Programme Development of Child and Youth Welfare.
2. Special Cell for the Promotion and Development of Women welfare
3. Special Cell for Programme Development of Social Security and other specialized services.
4. Special Cell for the Programme Development of Voluntary Action and Administration of the Grant-in-Aid Programme.

5. Special Cell for the Promotion and Development Programme for Eradication of Beggary in Delhi.
6. Special Cell for the Promotion and Development of Welfare Services for the Handicapped.

Their functions were of highly technical nature related with policy formation and also act as adviser to the HOD.

Vide Notification No. 12(1)/97-DSW/ESTT/1248-62 Dated 22.04.2009, the above mentioned posts of Deputy Director (Technical) have been merged with Senior Superintendents because both these posts were in the same pay scale of Rs. 10000-15200 (pre revised). Prior to the implementation of 5th CPC the posts of Senior Superintendents was in the scale of Rs. 3000-4500 and that of Dy. Director (Technical) in the scale of Rs. 3000-5000. Due to implementation of the recommendations of 5th CPC, an anomaly was created which could not be set right. Hence, both these posts were merged. However, in the proposed set up, posts of Dy. Director (Programme/Technical) have been included.

The posts of Superintendents have been created from time to time in different scales of Pay. But for all posts Post Graduate qualification is required. The details of the posts are as under:

Post of Superintendents	Scale of Pay
1. Supdt. Observation Home for Boys	Rs. 5500-9000
2. Supdt. Short Stay Home for Women	Rs. 5500-9000
3. Supdt. Sanskar Ashram for Girls	Rs. 5500-9000
4. Supdt Bal Sadan	Rs. 6500-10500
5. Supdt. Reception-cum-Classification Centre.	Rs. 6500-10500
6. Supdt. Children Home for Boys –II	Rs. 6500-10500
7. Supdt. Children Home for Boys(Beggars)	Rs. 6500-10500
8. Supdt. Home for Old & Infirm Beggars	Rs. 6500-10500
9. Supdt. Hostel for College Going Blind Students	Rs. 6500-10500
10. Supdt. Home for Old & Infirm Person	Rs. 6500-10500
11. Supdt. NirmalChayya	Rs. 6500-10500
12. Supdt. Institution for Severally & Profoundly Mentally Retarded Children	Rs. 6500-10500
13. Supdt. After Care Home for Boys	Rs. 6500-10500

14.	Supdt. After Care Home for Women	Rs. 6500-10500
15.	Supdt. Observation Cum-Children Home for Girls	Rs. 6500-10500
16.	Supdt. Village Cottage Home-II	Rs. 6500-10500
17.	Supdt. Village Cottage Home-I	Rs. 6500-10500
18.	Supdt. Day Care Centre	Rs. 6500-10500
19.	Supdt. Shelter Workshop for Phy.Handicapped	Rs. 6500-10500
20.	Supdt. Training Cum Production Centre for Lep. Patients	Rs. 6500-10500
21.	Supdt. Children Home for Healthy Children of Lep.Patient (Male & Female)	Rs. 6500-10500
22.	Supdt. Home for Mentally Retarded Persons (Adult)	Rs. 6500-10500
23.	Supdt. Children Home-I	Rs. 6500-10500
24.	Supdt. Children Home-II	Rs. 6500-10500
25.	Supdt. Children Home for Girls	Rs. 6500-10500
26.	Supdt. MahilaSadan	Rs. 6500-10500
27.	Supdt. Tailoring & Production Centre (Female)	Rs. 6500-10500
28.	Supdt. Foster Care Home	Rs. 6500-10500
29.	Supdt. Sanskar Ashram for Boys	Rs. 6500-10500
30.	Supdt. Poor House	Rs. 10000-15200
31.	Supdt. Children Home for Boys I	Rs. 10000-15200
32.	Supdt. Beggar Home-I	Rs. 10000-15200
33.	Supdt. Beggar Home-II	Rs. 10000-15200
34.	Supdt. Home for Male Beggar (Diseased)	Rs. 10000-15200
35.	Supdt. Home for Male Beggar (A & D)	Rs. 10000-15200
36.	Supdt. Home for Able and Disabled Beggars	Rs. 10000-15200
37.	Supdt. Home for Mentally Retarded Persons	Rs. 10000-15200
38.	Supdt. RCL	Rs. 10000-15200
39.	Supdt. Village Cottage Home-III	Rs.10000-15200
40.	Supdt. Mahila Bhikshu Grih	Rs. 10000-15200
41.	Supdt. Home for Lep& TB affected beggars	Rs. 10000-15200
42.	Supdt. Widow Home	Rs. 10000-15200

General Duties, Functions and Responsibilities of the existing functionaries are as under:

Superintendent (Beggars Home):

He/she shall:

- i) run the institution in accordance with the provisions of the Bombay Prevention of Begging Act and Rules made thereunder.
 - ii) be responsible for overall planning, implementation and coordination of the institutional activities/programmes.
 - iii) ensure minimum standards of cleanliness, physical and medical care of the inmates.
 - iv) provide for the optimum level of cleanliness, maintenance and upkeep of the building and the premises.
 - v) supervise and control the inmates' educational, craft training and correctional programmes.
 - vi) plan and explore suitable work opportunities for inmates for remunerative work.
 - vii) work as D.D.O., prepare budget and exercise control over financial matters, including all store purchases.
 - viii) supervise office administration, staff discipline and welfare.
 - ix) undertake daily round of the institution and personally meet the inmates to have the first hand information about their well-being and problems.
 - x) undertake weekly night inspection/round of the institution.
 - xi) undertake annual physical verification of property articles.
 - xii) maintain records and statistics and send M.P.R./periodical returns/report.
 - xiii) plan systematic raids for arresting beggars by the Anti-Begging Squad. (This applies to R.C.C. only)
- Any other duty assigned by the Additional Chief Inspector/Chief Inspector.

Superintendent/Officer-in-charge of an Institution under JJ Act, 2000:

- (a) compliance with provisions of the Act and the rules and orders made thereunder;
- (b) compliance with the orders of the Board or Committee;
- (c) providing homely atmosphere of love, affection, care, development and welfare for juveniles or children;
- (d) maintaining minimum standards of care in the institution;
- (e) proper maintenance of buildings and premises;
- (f) security measures and periodical inspection, including daily inspection and rounds of the institution, proper storage and inspection of food stuffs as well as food being served;

- (g) supervision and monitoring of juveniles' or children's discipline and well being;
- (h) planning implementation and co-ordination of all institutional activities, programmes and operations, including training and treatment programmes or correctional activities as the case may be;
- (i) prompt action to meet emergencies;
- (j) ensuring accident and fire preventive measures within the institutional premises;
- (k) stand-by arrangements for water storage, power plant, emergency lighting;
- (l) careful handling of plants and equipments;
- (m) segregation of a juvenile or child suffering from contagious or infectious diseases;
- (n) observance and follow-up of daily routine;
- (o) filing of monthly report of juvenile or child in the case file;
- (p) organize local and national festivals in the institution;
- (q) organize trips or excursions or picnics for juveniles or children;
- (r) preparation of budget and control over financial matters;
- (s) allocation of duties to personnel;
- (t) supervision over office administration, including attending to personnel welfare and staff discipline;
- (u) prompt, firm and considerate handling of all disciplinary matters;
- (v) organize the meetings of the Management Committee set-up under Rule 55 of these rules and provide necessary support;
- (w) maintenance of all records and registers required under the Act and rules and monthly verification of the same by the Management Committee set-up under Rule 55 of these rules;
- (x) liaison, co-ordination and co-operation with the District Child Protection Unit or State Government as and when required; and
- (y) co-ordination with the legal officer in the District Child Protection Unit to ensure that every juvenile is legally represented and provided free legal aid and other necessary support or, where the District Child Protection Unit has not been set-up, services of the District or State Legal Services Authority shall be made available.

Probation Officer or Child Welfare Officer under JJ Act, 2000:

- (a) making social investigation of the juvenile (Form IV) or the child (Form XIII) through personal interview and from the family, social agencies and other sources;
- (b) attending the proceedings of the Board or Committee and submitting reports as and when required;
- (c) clarifying problems of the juvenile or the child and dealing with their difficulties in institutional life;
- (d) participating in the orientation, monitoring, education, vocational and rehabilitation programmes;

- (e) establishing co-operation and understanding between the juvenile or the child and the Officer-in-Charge;
- (f) assisting the juvenile or the child to develop contacts with family and also providing assistance to family members;
- (g) developing a care plan for every child in consultation with the juvenile or child and following up its implementation;
- (h) participating in the pre-release programme and helping the juvenile or the child to establish contacts which can provide emotional and social support to juvenile or child after their release;
- (i) establish linkages with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles and to ensure the necessary follow-up;
- (j) follow-up of juveniles after their release and extending help and guidance to them;
- (k) visiting regularly the residence of the juvenile or child under their supervision and also places of employment or school attended by such juvenile or child and submitting fortnightly reports as prescribed in Form XXI;
- (l) accompanying juveniles or children wherever possible, from the office of the Board to observation home, special home, children's home or fit person, as the case may be; and
- (m) maintaining case file and such registers as may be specified from time to time;

Probation Officer (Under Probation of Offenders' Act):

The Probation Officer, in accordance with the directions of the Court, is required to make discreet enquiries regarding the offender's character and antecedents, his social, home surroundings and environmental conditions, the financial and other circumstances of his family, the circumstances in which the alleged offence was committed and any other fact which the Court has directed him/her to enquire into and submit the pre-sentence report in Form III in a sealed cover to the Court on the date specified by it.

The Probation Officer, in the summary of the case, shall include an objective statement of facts along with his/her assessment of the case, so as to assist the Court in determining the most suitable method of dealing with the offender, after he is found guilty.

Chief Probation Officer (Under Probation of Offenders' Act):

The Chief Probation Officer, vide Rule 5, subject to the control and supervision of the Chief Controlling Authority, shall be responsible for administering the work of probation throughout the Union Territory of Delhi.

He/she shall:

- i) control, guide and supervise the work of the District Probation Officer and other Probation Officers;
- ii) assist and foster after-care work in the Union Territory of Delhi for the purpose of rehabilitation of offenders and maintain contacts with other related associations and the public;
- iii) submit statistical or other returns and reports as may be required by the Chief Controlling Authority;
- iv) submit monthly progress report of the Probation Units on the prescribed proforma;
- v) perform such other functions, as may be assigned by Administrator or the Chief Controlling Authority.

Protection Officers: Section 9 of the Protection of Women from Domestic Violence Act, 2005 lays down the following duties and functions of Protection Officers:

(1) It shall be the duty of the Protection Officer-

- a) to assist the Magistrate in the discharge of his functions under this Act;
- b) to make a domestic incident report to the Magistrate, in such form and in such manner as may be prescribed, upon receipt of a complaint of domestic violence and forward copies thereof to the police officer in charge of the police station within local limits of whose jurisdiction domestic violence is alleged to have been committed and to the service providers in that area;
- c) to make an application in such form and in such manner as may be prescribed to the Magistrate, if the aggrieved person so desires, claiming relief for issuance of a protection order;
- d) to ensure that the aggrieved person is provided legal aid under the Legal Services Authorities Act, 1987 (39 of 1987) and make available free of cost the prescribed form in which a complaint is to be made;
- e) to maintain a list of all service providers providing legal aid or counseling, shelter homes and medical facilities in a local area within the jurisdiction of the Magistrate;
- f) to make available a safe shelter home, if the aggrieved person so requires and forward a copy of his report of having lodged the aggrieved person in a shelter home to the police station and the Magistrate having jurisdiction in the area where the shelter home is situated;
- g) to get the aggrieved person medically examined, if she has sustained bodily injuries and forward a copy of the medical report to the police station and the Magistrate having jurisdiction in the area where the domestic violence is alleged to have been taken place;

- h) to ensure that the order for monetary relief under section 20 is complied with the and executed, in accordance with the procedure prescribed under the Code of Criminal Procedure, 1973 (2 of 1974);
- i) to perform such other duties as may be prescribed.

(2) The Protection Officer shall be under the control and supervision of the Magistrate, and shall perform the duties imposed on him by the Magistrate and the Government by, or under, this Act.

Investigators:

Investigator in the scale of Rs. 3050-4590/- (Para 11.21 of the Manual for the Functionaries of Institution and Services)	Investigator in the scale of Rs. 5500-9000/- (Para 12.22 of the Manual for the Functionaries of Institution and Services)
<ol style="list-style-type: none"> 1. Undertake preliminary scrutiny of the applications received under the schemes assigned to him/her and ensure that the same are complete in all respects. 2. Undertake social investigation in cases, which are referred to him/her by the welfare officers and submit findings/reports. 3. Maintain up-to-date records/ files of the scheme/schemes, which are assigned to him/her. 4. Put up drafts replies pertaining to the cases being dealt by him/her. 5. Maintain the daily dairy his/her day to day work performance. 6. Undertake follow up studies of the recipients in the case, which are assigned to him/her from time to time. 7. Compile and furnish requisite information/statistics, as may be required from time to time. 8. Any other duties assigned by the superiors. 	<ol style="list-style-type: none"> 1. Undertake periodical survey of basties of de-notified tribes to identify children, women and girls for admission in the Centres. 2. Motivate de-notified tribes to send their children, women and girls to the centers. 3. Undertake scrutiny of admission cases, including maintenance of admission files/records. 4. Undertakes social Investigation in cases referred to him/her by the superiors. 5. Provide guidance to parents and guardian of children, women and girls. 6. Maintain baseline data/ statistics regarding the basties/colonies of de- notified tribes and their socio economic conditions. 7. Any other duties assigned by the superiors.

The Pay Scales of Investigators need rationalization and may be placed in Grade Pay of Rs.4200/- with educational qualification of Post-Graduate Degree in Social Work/Sociology. The incumbents who are not having this qualification may be given 3 years time to attain the same.

House Father or House Mother:

- (a) handling juvenile or child with love and affection;
- (b) taking proper care and welfare of juvenile or child;
- (c) maintaining discipline among the juveniles or children;
- (d) maintenance, sanitation and hygiene;
- (e) implementing daily routine in an effective manner and ensuring children's involvement;
- (f) looking after the security and safety arrangements of the home; and
- (g) escorting juveniles or children, whenever they go out of the home;

Care Takers as laid down in para 5.46 of the Manual for the Functionaries of Institutions and Services are as under:

- (a) Handle inmates with love and affection.
- (b) Take proper care and look after the welfare of inmates.
- (c) Maintain discipline in the institution.
- (d) Maintain sanitation and hygiene.
- (e) Implement daily routine in an effective manner.
- (f) Look after the security and safety arrangements of the institution including the watch and ward of inmates.
- (g) Escort inmates, whenever they are required to go out of the institution.

The Care Takers are the backbone of our Institutional Services. They have to handle abnormal situations in the Institutions. Hitherto, they were Group D employees. Though, the matriculates have been included in Group C but still their plight needs to be improved by way of placing them in Grade Pay of Rs.2800/- and prescribing qualification of Graduate Degree in Social Work, Sociology or Psychology as one of the subjects. **It would be appropriate if the posts of House Fathers are merged with Caretakers and they may be called CAREGIVERS.**

As already discussed the Department of Social Welfare was created in the year 1959. Till then it was a part of Education Department. The organizational setup of both the Departments was almost identical. The Technical posts in the Social Welfare Department were given the pay scales of the teaching staff of Education Department. The Welfare Officers were equated with TGTs, the Deputy Superintendent with PGTs, the Superintendent with Vice-Principal, the Senior Superintendent with Principal, and Deputy Director (Tech) with the Deputy Directors posted in the District/Zone in the Education Department. This parity continued till the 4th Central Pay Commission recommendations were implemented. The Department did not send information about the above discussed duties, functions and responsibilities of the Technical staff to 5th and 6th CPCs.

In the Education Department Ex-Cadre posts of Joint Directors and Additional Director were created, which are promotional posts for the Deputy Directors/Principals. However, in the Social Welfare Department higher Technical posts were never created. This led to acute stagnation. There are examples of Welfare Officers, who retired on superannuation without any promotion throughout their career of 30 to 35 years. The high frustration level and consequent deterioration of services are the resultant impacts.

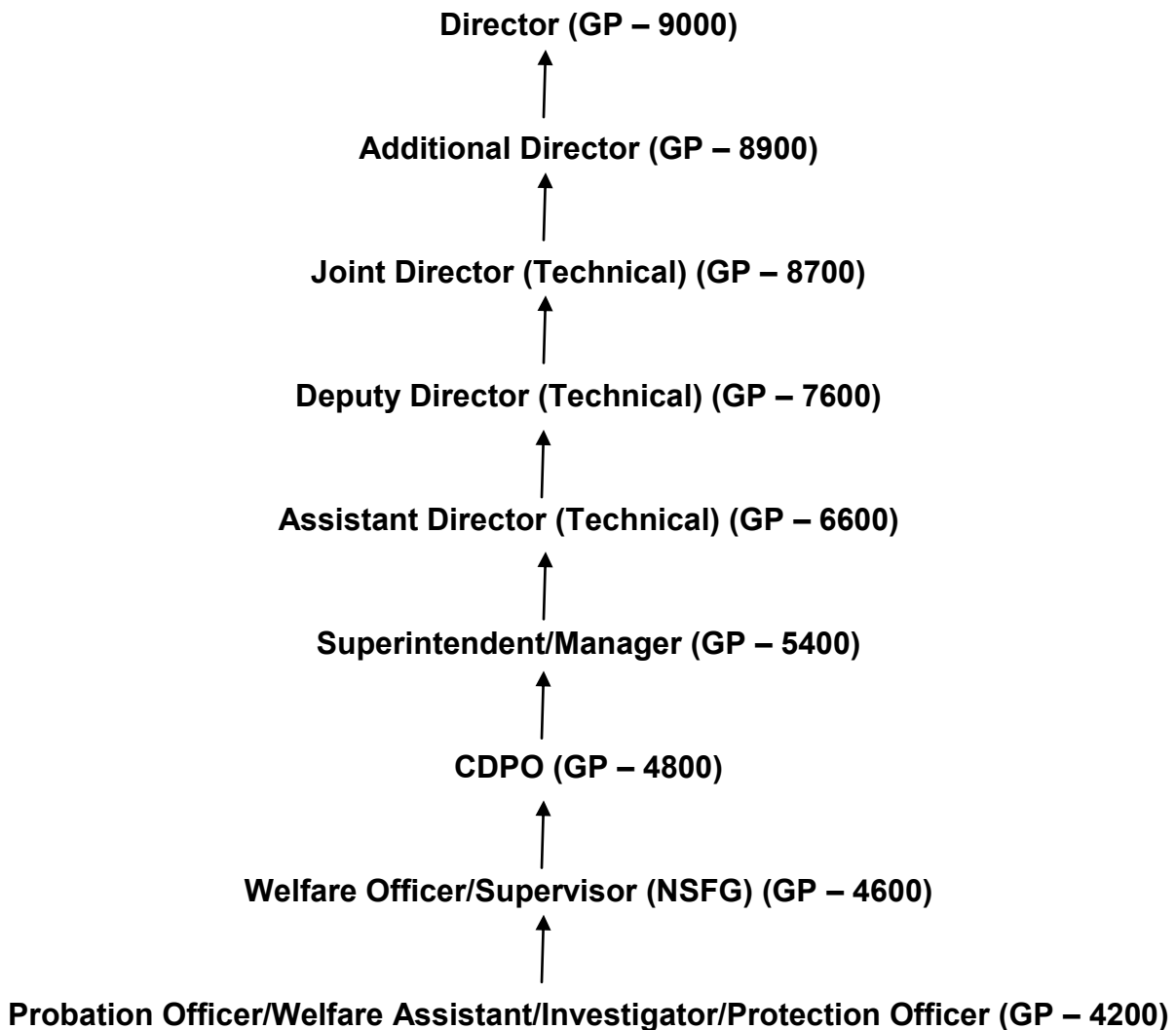
The Social Welfare Department is ever expanding vertically and horizontally keeping pace with the rapid urbanization and growth of Delhi state. The increasing social issues and problems are to be tackled effectively by creating a suitable higher technical structure and setting up of specialized service delivery mechanisms.

For Technical Staff the prescribed educational qualification is a Post-Graduate Degree in Social Work/Sociology. The functions of Welfare Officers are more arduous than those of Probation Officers, Investigators and House-Fathers. Similarly, the functions of Superintendents are more arduous than Child Development Project Officers. The Welfare Officers deserve to be placed in the higher Grade Pay than Probation Officers/Investigators. Accordingly, Superintendents may be placed in a Grade Pay higher than those of CDPOs.

The Probation Officers' job as described above is less arduous than that of Welfare Officers'. It has been our experience that the Welfare Officers always want to be posted at the Head-Quarters or District Offices or in Probation Services. In order to sort out this problem it is proposed that those posted at the Head-Quarters and Districts may be called Welfare Assistants. The Probation Officers, Welfare Assistants and Investigators may be the entry points for direct recruits in the Grade Pay of 4200. They should form the feeder channel for Welfare Officers.

At present there are 50 ICDS projects. There are 238 posts of Supervisors. Pursuant to the recommendations of 5th CPC, 52 posts were called Supervisor Grade I and rest were called Supervisor Grade II. It is proposed that they may be given the designation of Supervisor only and 30% of them may be given non-functional selection grade. The entry Grade Pay of Supervisors should be 4200 with post-graduate qualification in Social Work or Sociology. Those placed in NFSG and the Welfare Officers should be placed in Grade Pay of 4600 and should form the feeder channel for the posts of CDPOs who can be given Grade Pay of 4800. **These CDPOs may be considered as feeder channel for Superintendents who may be re-designated as Managers.**

The following hierarchy is suggested with required educational qualification of Post-Graduate Degree in Social Work/Sociology having 4 years of regular service in each Grade Pay for time bound promotion.



The posts of Teachers, Nurses, Craft Instructors, and Clinical Psychologists are to be filled up on deputation basis.

a. SUMMARY TABLE FOR MATCHING SAVING

POSTS TO BE SURRENDERED FOR DWCD AND DSW	764
PROPOSED MANPOWER REQUIREMENT FOR DSW	1481+935

b. POSTS TO BE SURRENDERED DETAILS

	Scheme/institution (to be abolished/closed)	Budget (to be surrendered)	Sanctioned posts (to be surrendered)
	DSW		
8	Financial Assistance to non displaced destitute men, women and children	3050	7
9	Travelers Aid Bureau	1200	4
10	Social Assistance for everyone	1340	4
11	Rehabilitation centre for Leprosy Affected persons	46720	19
12	Training cum production centre (Male) Nand Nagri and Punjabi Bagh	7720	7+9
13	Training cum production centre (Female) Green Park		8
14	Sheltered workshop for physically handicapped I and II	5640	7+7
15	Hostel for Physically handicapped	1100+50	2
16	Welfare Centers for Denotified Tribes	3430	25
17	Home for Able and Disabled Female Beggars for female under trial beggars, Nirmal Chhaya Complex (HADFB)	5700+300+200+200	15
18	Home for Leprosy and T.B. Affected Beggars	45600	17

	(HLTB)		
19	Home for Able and Disabled Beggars (male) Sewa Kendra (HADB)	9300+20+500+1 00+200	33
20	Beggar Home II, Lampur	8500+700+50+1 00+50	43
21	Home for M& F beggars (Poor house)	18000+20+950+ 80+18950	67
22	Rehabilitation Services, Kasturba Niketan Home at Lajpat Nagar, Refugee Handicraft shop in Shankar Market, Connaught Place	157420+9200+ 20400	251
	TOTAL POSTS TO BE SURRENDERED		764