

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
OFFICE OF THE SECRETARY
7TH LEVEL, MSO BUILDING , NEW DELHI
EMAIL: pssw@nic.in

F.No.PA/PS /DSW/Pr.Br.of Secy./2024-25/ 22-38

Dated: 27/06/24.

CIRCULAR

Secretary (SW) has directed that all the directions issued vide order No.PA/ PS/ SW/ 2022/13-32 dt.19.01.2022 (copy enclosed), should be followed scrupulously by all Officers/Officials concerned in letter and spirit.

Encl: As above


(NEELAM RATTAN)
PS to Secretary(SW)

Copy to :

1. PA to Director (SW)
2. DCA
3. IFA
4. Dy. Director (Admn), DD(FAS), DD(Vigilance), DD(Litigation), DD(RTE), DD(Caretaking), DD(Estate), DD (Schools), DD(Social Defense), DD(Social Security, DD(VAC), DD(Planning) & DD(RTI)for strict compliance
- ✓ 5. System Analyst, DSW (HQ) with the direction to upload the said order on official website
6. Guard file

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27/6/24

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE,
NEW DELHI 110 002

No. PA/PS/SW/2022/13 -32

Dated: 19-01-2022

ORDER

Vide Notification No.F.55/09/2007/GAD/CN/4323-4333 dated 07.11.2007, the Department of Social Welfare was bifurcated into two departments i.e. Department of Social Welfare and Department of Women & Child Development.

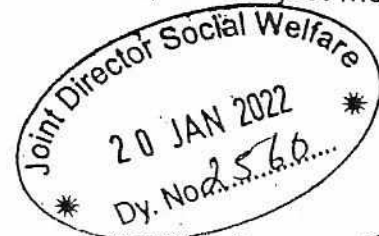
2. Rule-4 of the Govt. of NCT of Delhi (Allocation of Business) Rules, 1993 provides that the Secretary for each Department shall be the Official Head of that Department.
3. Vide Office Order no. F.8/4/2007-AD/dsfa/681-690 dated 01.04.2008 issued by the Finance Department, GNCTD, all the Secretaries/Principal Secretaries to the Government of NCT of Delhi were declared as Head of the Department under SR-2(10) and Rule-3(f) of Delegation of Financial Power Rules in respect of their respective Administrative Departments.
4. Vide Order No. F.55/01/2015/S.I/480 dated 29.08.2016 issued by the Services Department, GNCTD, it has been inter-alia provided that the "Approving Authority" for transfer/posting of employees of cadre/ex-cadre within a Department shall be the Administrative Secretary/ Head of Department of the concerned Department.
5. To enable the undersigned in his capacity as the Administrative Secretary of the Department of Social Welfare to perform his duties as Head of the Department of the Department of Social Welfare, it is hereby ordered as follows:-

(a) All communications issued under the signature of any officer posted at the Headquarter of Department of Social Welfare to any organization outside the Department shall only be with the prior approval of the Administrative Secretary of the department. This shall inter-alia include all communications to Govt. of India, National Organisations /Institutions, Offices of Hon'ble Lt. Governor/ Hon'ble Chief Minister/ Hon'ble Minister (SW)/ other Hon'ble Ministers of GNCTD, Chief Secretary, other departments/institutions of Govt. of NCT of Delhi, other State Governments / UT Administrations etc.

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(b) Action on all communications received from any organization outside the Department of Social Welfare shall be taken by officers posted at the Headquarter of the Department only with the prior approval of Administrative Secretary of the Department, except where such action is taken by any subordinate officer of the department in exercise of statutory or delegated powers.

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(c) All communications (letter, OM, order, circular etc.) issued under the signature of any officer posted at the Headquarter of the Department of Social Welfare must indicate the designation of the officer (and not just mention

Page 1 of 2



"competent authority") who has approved the communication, and a copy of all such communications shall mandatorily be endorsed to the PS to Administrative Secretary of the Department of Social Welfare.

- (d) Transfer of all officers in the Department of Social Welfare as well as allocation of work to officers posted at the Headquarter of the Department (#), of the level of Superintendent and above, shall be done only with the prior approval of the Administrative Secretary.

Note:- (#) - This includes Director/Special Director/Additional Director/Joint Directors/Deputy Directors/Senior Superintendents/District Officers/Superintendents and any other equivalent officers.

- (e) **Replies in Court Cases and Affidavits**, where Department of Social Welfare has been impleaded through the Government of NCT of Delhi/Chief Secretary/Administrative Secretary, must be finalized with the prior approval of the Administrative Secretary.

6. These orders come into force with immediate effect and must be strictly complied to and adhered by all concerned officers.


(Sandeep Kumar)

Pr. Secretary (Social Welfare)

Copy forwarded to :

1. Spl. Secretary, Department of Social Welfare, for ensuring compliance.
2. Director Department of Social Welfare, for compliance.
3. Joint Director Department of Social Welfare, for compliance.
4. IFA/COA/DCA/Consultant, Department of Social Welfare.
5. Dy. Directors (Admn -I&II), (FAS), (Vigilance), (Litigation), (RTE), (Caretaking), (Estate), (Social Defense), (Disability & Transgender), (Social Security), (VAC), (Planning), (RTI) and (Schools) Department of Social Welfare, for compliance.
6. Guard file.

Copy for information to Secretary to Hon'ble Minister (Social Welfare), GNCTD.