

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF N.C.T. OF DELHI  
1, Canning Lane, Kasturba Gandhi Marg, New Delhi-110001.  
Ph:-23070378, Fax:-23070379, E-mail:- wcd@nic.in

File No.01/DWCD/P.B./2015-16/

6193-244

Dated:

**MINUTES OF THE MEETING HELD ON 24.04.2015 AT 3:30 PM**

13 MAY 2015

In order to streamline bifurcation of both the departments (WCD & SW), a meeting jointly chaired by the Director (WCD) and Director (SW) was held on 24.04.2015 at 3:30 pm in the conference hall of DWCD. The meeting was attended by Additional Director (ICDS), Dy. Directors, District officers of both the departments and A.O. of WCD.

The following action points emerged after detailed discussion and deliberations:-

**1. Transfer Posting :-**

- I. The staff of both the departments, presently working in one department but drawing their salary from the other department, shall revert to the department from where they are drawing their salaries. The cutoff date shall be kept as 15.04.2015. Staff will not be taken on strength by the department where they are physically working (any exceptions to the same will be dealt with between the two directors).

**(Action, D.D. (Admn.) of both the departments)**

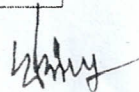
**2. Restructuring of District offices:-**

- I. It was decided that DWCD would retain the space & all existing infrastructure, including furniture etc. in district offices of New Delhi, North East, West and South except computers where there is involvement of I.T. Department in purchase.

- II. Department of Social Welfare would retain the space & all existing infrastructure including furniture, computers etc in District Offices North West-I, II, Central and South West, except computers of DWCD where there is involvement of I.T. Department in purchase.
- III. Space of existing two offices of Districts East and North would be shared by both the departments for respective District Offices. Furniture and infrastructure of District Office North will go to WCD and of District Office East to SW.
- IV. Both the Departments of WCD & SW would create furniture etc. for the five District Offices allocated to them.
- V. Department of WCD will issue posting orders of its District Officers.
- VI. From department of Social Welfare will simultaneously issue posting orders of its District Officers.
- VII. The following District Officers from DWCD and DSW will continue to work, as before, for both departments as District Officers till 31<sup>st</sup> May, 2015.

The details in this regard are the following in respect of Deptt. of WCD :-

S.No.	Name of District	Name of DD/Sr. Supdt. Posted as District Officer
1.	New Delhi	Ms. Nisha Agarwal
2.	West	Ms. Madhu Bhatia
3.	South	Ms. Kiran Gandhi
4.	North-East	Ms. Sharmistha Sharma



5.	North	Ms. Leela Bhat
6.	South West	Ms. Anita Gaur

Out of remaining 04 Distt. Officers of WCD namely, Mr. Shailesh Srivastav and Ms. Lata Negi, will continue with their present assignments at Head Quarter and Ms. Pushpa Pathak will report back to the Head Quarter till 31.05.2015.

**The details in this regard are the following in respect of Deptt. of Social Welfare :-**

S.No.	Name of District	Name of DD/Sr. Supdt. Posted as District Officer
1.	North-West-I	Mr. P. Anand Rao
2.	North-West-II	Mr. Krishan Kumar
3.	Central	Mr. Anjum Masood
4.	South-West	Ms. Anita Gaur
5.	East	Mr. Balbir Singh

Out of remaining 05 Distt. Officers of Social Welfare namely, Mr. Sunil Kumar, Mr. Kuldeep Singh, Ms. Amita Sudan, Mr. Rajeev Saxena and Mr. MJM Tudu will report back to the Head Quarter till 31.05.2015.

**VIII.** District Officers will purchase stationary/miscellaneous items for new district offices and open new cash book for their district.

**IX.** During the fifth week from the date of meeting i.e. till 06/06/2015, the districts shall function with double D.O.s for handing over & taking over of records. During this process, D.O.s will make a committee of three persons whereby all formalities will be done such as paging of files, registers & at the end remarks will be given by the concerned D.O. while handing over the documents in each file/register under receipt. A



complete inventory shall be maintained by all D.O.s of both the departments without fail.

X. After the sixth week from the date of meeting i.e. from 13/06/2015, for both the departments, their respective district offices will start functioning independently. Both the departments will provide required staff to make the district functional. After the district offices are set up and made fully functional, advertisements may be issued for information of general public about the same in leading newspapers.

XI. D.D. (FAS) SW will provide copy of the proposal to A.O. (WCD), which was earlier sent to F.D./AR. Deptts. reg. creation of posts of 10 A.A.Os for department of Social Welfare . Till the time the posts of AAOs are created for WCD, the AAOs posted against the 10 posts of AAOs, to be created in DSW, will look after work of both the departments.

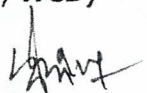
**(Action to be taken by DD(FAS), DSW and DD(Admn.), DWCD)**

XII. A.O.s of both the departments (WCD & SW) will find out the modalities for creation of required D.D.O. codes. They would provide funds under office expenses head to the respective District offices of WCD & SW. Similarly DD(Plg.) shall allocate budget under Capital head for the same.

**(Action to be taken by DD(Plg.) and A.O.s of both the departments)**

XIII. The matter related to cadre management of UBS staff shall be taken up by Social Welfare Department. A copy of the file will be maintained by Admn. Branch of WCD also.

**(Action to be taken by DD(Admn.), SW and DD(Admn.), WCD)**





**XIV.** Copy of file related to creation of posts under bifurcation of the department, which was sent to AR Department and now available with Admn. Branch of Social Welfare shall be obtained by Admn. Branch of WCD.

**(Action to be taken by DD (Admn.), SW and DD(Admn.), WCD)**

**XV.** Both the departments will complete the process of bifurcation of staff in reference to the order dated 14.11.2007 and further discussion upon it, (or any other issue) between the two Directors, if any.

**(Action to be taken by DD (Admn.), SW and DD (Admn.), WCD)**

**3. Review meeting on restructuring of District offices set up:-**

Weekly review meeting will be held duly chaired by both the Directors. Next meeting will be held on 13<sup>th</sup> May, 2015 at 3:00 pm in chamber of Director, WCD. Directors may bring officers as per their discretion.

  
(G.C. Lohani)

**Dy. Director (Admn.), WCD**

Dated: - 13 MAY 2015

File No.01/DWCD/P.A./2014-15/ 6194 - 214

Copy to:-

1. Secretary to Hon'ble Minister, WCD, 7<sup>th</sup> level, Delhi Secretariat, I.P Estate, Delhi.
2. Pr. Secretary, WCD/DSW, Department of Social Welfare, Delhi Gate, New Delhi.
3. Director, Social Welfare, Delhi Gate, New Delhi.
4. Director, Women and Child Development, 1, Canning Lane, K.G. Marg, New Delhi.
5. Additional Director(Admn.), DWCD, 1, Canning Lane, K.G. Marg, New Delhi.
6. Additional Director(ICDS), DWCD, 1, Canning Lane, K.G. Marg, New Delhi.
7. Joint Director(FAS), DWCD, 1, Canning Lane, K.G. Marg, New Delhi.
8. Dy.Directors (Admn.), Department of Social Welfare and DWCD.
9. DD(FAS), Social Welfare, Delhi Gate, New Delhi.
10. All District Officers of both the departments(SW & WCD)
11. A.O.s of both the departments (SW & WCD).
12. Guard file.

  
(G.C. Lohani)

**Dy. Director (Admn.), WCD**