

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLSN COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)

F.No. 10(219)/2014/DSW/Estt./ 2575 -- 2568

Dated:

04 MAY 2017

ORDER

In supersession of previous order dated 17.12.2015 of this Department to inspect the Homes/Institutions/Schools meant for Mentally/Physically challenged and old age persons. The following Officers are hereby directed to visit/inspect Homes/Institutions/Schools, mentioned against their names on monthly basis:

S.No.	Name of the Officer & Designation	Name of Home/Institutions/Schools assigned
1.	Pradeep Kumar, Deputy Director (Vigilance & Lit.)	<ol style="list-style-type: none">1. Home for Male Beggars (Able & Disabled), Sewa Sadan Complex, Lampur, Delhi-1100402. Beggars Home-I, Sewa Sadan Complex, Lampur, Delhi-1100403. Home for Old and Infirm Beggars (HOIB), Sewa Sadan Complex, Lampur, Delhi-1100404. Beggars Home-II (Male), Sewa Sadan Complex, Lampur, Delhi-1100405. Home for Able and Disabled Beggars, Lampur6. Asha Deep home for Mentally Challenged Narela, Delhi-407. MCU, Alipur
2.	Seema Bawa, Deputy Director(Admn-II)	<ol style="list-style-type: none">1. Nursery & Primary School for Deaf & Mute, Rohini, Sec-4, Delhi-852. Vikasini Home for Mentally Retarded Persons (Juvenile), Asha Kiran Complex, Sec-1, Rohini, Delhi-1100853. Home For mentally Retarded persons (Adults), Asha Kiran Complex, Awantika, Sec-1, Rohini, Delhi-854. Pragati Institution for Severely & Profoundly Mentally Retarded Children (ISPMR), Asha Kiran Complex, Sec-1, Rohini, Delhi-855. Sukhanchal School & Home for Mentally Retarded Juvenile, Asha Kiran Complex, Sec-1, Rohini, Delhi-856. MCU, Rohini, Avantika




3.	A. Madhavi, Deputy Director (VAC, Disability & Social Defence)	<ol style="list-style-type: none"> 1. Home for Able & Disable Beggars, Sewa Kutir, Kingsway Camp, Delhi 2. Reception-cum-classification Centre for Beggars (RCC), Sewa Kutir Complex, Kingsway Camp, Delhi-09 3. Government Sec. School for Blind Boys, Kingsway Camp, Delhi 4. Hostel for College going Blind Boys, Kingsway Camp, Delhi 5. Home for Male Beggars (Diseased), Sewa Kutir Complex, Kingsway Camp, Delhi-110019 6. Home for male beggars (Diseased), Sewa Kutir Complex, Kingsway Camp, Delhi 7. Welfare Centre for Denotified Tribes, Pratap Nagar, Delhi 8. CPO, Kingsway Camp.
4.	Vinod Thukral, Assistant Director (Planning)	<ol style="list-style-type: none"> 1. Home for Age & Inform Persons, Tahirpur (HAIP) 2. Home for Leprosy Affected persons, Tahirpur Complex, Delhi-93 3. Home for Leprosy and TB affected Persons, Tahirpur Complex, Delhi 4. Training Cum Production Centre (Old)(TCPC), Nand Nagri 5. Training Cum Production Centre (TCPC), for Leprosy Affected persons, Thairpur, Shahdara, Delhi-32 6. Sheltered Workshop for Leprosy affected persons, Tahirpur, Shahdara, Delhi-32 7. Rehabilitation Centre for Leprosy affected Person, Tahirpur (RCL), Shahdara, Delhi-32
5.	S.K. Tyagi, Dy. Director (CTB)	<ol style="list-style-type: none"> 1. Nursery & Primary School for Deaf & Mute, Mayur Vihar, Phase-I, Delhi 2. School for Mentally Retarded Challenged Children, Mayur Vihar (SMRC), phase-I, Delhi
6.	Saroj Rawat, Deputy Director (FAS & Social Security)/ HOO, DSW (HQ)	<ol style="list-style-type: none"> 1. Medical Care Unit, Nirmal Chayya Complex, Jail Road 2. Asha Jyoti, Nirmal Chhaya Complex 3. Home for Able, Disable & Diseased Female Beggars (Mahila Bhikshugrih), Nirmal Chhaya Complex (HADDFB), Jail Road, New Delhi-64 4. Home for Disabled and Diseased Female Beggars 5. Home, Nirmal Chhaya Complex, Jail Road, Delhi 6. Home for Able and Disabled Female Beggars, Nirmal Chayya Complex, Delhi 7. Old Age Home, Bindapur
7.	Savita, Deputy Director (RTI, PGMS, VIP references & GLNsss for Deaf, GLNS Complex)	<ol style="list-style-type: none"> 1. Secondary School for Deaf, Kalakaji, Delhi 2. TCPC, 20, North Avenue, Punjabi Bagh, Lampur Delhi-26 3. Sheltered Workshop for Physically Handicapped (Male), B Block, Ramesh Nagar New Delhi 4. Nursery and primary school for Deaf & Dumb, Kalkaji, PWD Barrak, New Delhi

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8.	Ajay Kumar Sinandi, Deputy Director (Admn.-I)	<ol style="list-style-type: none"> 1. Govt. Lady Noyce Secondary School for Deaf & Dumb, 1, Firozshah Kotla, Delhi Gate, New Delhi-02 2. MCU, GLNS Complex, Delhi Gate, New Delhi-2 3. GLNS NPS Nehru Vihar
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During inspection, the officer shall focus on hygiene/cleanliness, arrangements such as clothing and heaters for comfortable stay during winter, health issues requiring urgent attention by admission in a Govt. hospital, securities etc. In-charge of Homes and Doctors, if any stationed there, may be sensitized about these aspects. After inspection, all above Officers shall submit monthly inspection report in enclosed Performa and report to DD (Social Defence) for further follow up from HQ.

This Issues with the prior approval of the competent authority.


Dy. Director (Admn-I)

Encl: As above


All Officers mentioned above.

F.No. 10(219)/2014/DSW/Estt./ 2545-2568

04 MAY 2017

Copy to:

1. P.S. to Secretary (SW&WCD), GLNS Complex, Delhi.
2. P.A. to Director (SW), GLNS Complex, Delhi Gate.
3. P.A. to Addl. Director (SW), GLNS Complex, Delhi Gate.
4. Sr. System Analyst for uploading the order on Departmental website
5. All Branch Incharges, HQ, GLNS Complex, Delhi Gate.
6. Guard File.


Dy. Director (Admn-I)

9. Whether Facility for storage of food articles is hygienic Yes / no
10. General hygiene and cleanliness observed in the kitchen wrt to floor, utensils, stove etc : _____

11. Type of gas-PNG/CNG

12. whether functional ----- Yes / no (If no reasons)

DISPOSAL OF GARBAGE

13. How many times cleaning of kitchen garbage bin is done in a day: _____
14. Facility for Cleaning of garbage from institution- Daily/ weekly

DRINKING WATER-

15. Is potable drinking water available in sufficient quantity? Yes/No
If No, steps taken -

16. Availability of water purifiers- No. and capacity -

17. Purifiers working: Yes / No (if no, action taken _____)

18. Facilities for storage of drinking water and capacity in litres-

19. No. of water coolers available and storage capacity-

20. Whether water is stored Hygienically- Yes / No

WATER FOR BATHING AND WASHING-

21. Whether available in sufficient quantity- Yes/No If No, steps taken

22. Storage facility- Overhead/ under ground tanks - CAPACITY (IN LITRES)-

23. If not adequate, Steps taken

24. Heating system for water - Geysers/ any other available- No./ capacity / working conditon

SURPRISE INSPECTION REPORT

1. Name of the institution: _____
2. Date of inspection: _____ (working day/holiday)
3. Previous date of inspection: _____
4. Time of Inspection _____
5. Whether Duty Roster maintained for: (a) office hours (b) non-office hours (c) holiday: Yes / No

	Sanctioned Strength	No. of staff posted Cont. / Regular	P	A	Vacant
• Welfare officers-					
• Vocational training instructors-					
• Special educators-					
• Care takers-					
• House Aunties					
• Sanitation staff-					
• Security staff-					
• Names of absentees with designation-					
○ _____					
○ _____					
○ _____					

KITCHEN

6. Whether daily food menu is displayed: Yes / no (if no, reasons)
7. Whether food prepared as per menu. Yes / no (if no reasons)
8. Stock of food articles is available for the period of _____ weeks

BATHROOMS & TOILETS

25. No. of bathrooms and toilets. Are they adequate?
26. Whether disinfectants (phenyl etc.) are being used regularly: Yes / No
27. Connection of taps and availability of water in bathrooms: Yes / No
28. Connection of taps and availability of water in toilets: Yes / No
29. Are flushes in working condition?
30. Over-all cleanliness of bathroom and toilets: _____
31. Repairs, if any, required: _____

DORMITORIES-

32. No. of dormitories and size-
33. No. of residents per dormitory
34. No. of air coolers/ heaters in working condition available per dormitory
35. No. of beds available per dormitory
36. Any shortage observed- Yes/No
37. If yes, Reasons & steps taken-
38. Frequency of change of bed sheets , curtains etc
39. Overall hygiene of bed linen
40. Cleanliness of floors, walls and general upkeep

RESIDENTS

41. Number (a) as per records: _____ (b) Physically found
_____ (difference, if any, between (a) and (b) above and
reasons for the same _____)
42. No. restored / rehabilitated in last month
43. Any shortcomings observed in restoration / rehabilitation efforts

MEDICAL CARE

44. Is Medical care Unit available? Yes/No
45. Is Part time doctor available? Yes/No
46. Doctor's fixed visiting days (tick mark): (i) Mon (ii) Tue (iii) Wed (iv) Thurs (v) Fri (vi) Sat (vii) Sun.
47. Doctor visited last on : _____ (date)
48. Referral hospitals---

TRANSPORTATION-

49. Availability of vehicle/ vehicles in running condition-
50. Is driver deployed?

EDUCATION AND TRAINING- FACILITES FOR EDUCATION- FORMAL/ NON FORMAL/ SPECIAL

51. No. of classes
52. Subjects taught
53. Duration

FACILITES FOR VOCATIONAL TRAINING-

54. No. of classes
55. Trainings offered
56. Duration
57. Any remarks as to adequacy of education and training-

RECREATION-

58. Availability of TV, Music System etc
59. Are they in working order?
60. Availability of sports equipment- Details
61. Musical instruments-Details

80. Any articles lying to be condemned—Yes/No

81. If yes, action taken-

PROCUREMENT OF PROVISIONS

82. Whether procurement is being made **only** from Kendriya Bhandar or not.
(Yes/No)

83. If not, state the reasons and name the items which are/were bought from
outside: _____

OBSERVATIONS-

84. Progress made from last visit

85. Any other comments/ observations

Signature and date : _____

Name of Inspecting Officer : _____

Designation : _____

62. Library/ Reading room

63. Gardening

64. Play ground

Are efforts made to involve all residents in recreational activities?

65. Suggestions / complaints, if any, of inmates :

66. Complaints / Suggestion Box / Register is maintained : Yes / No

67. Complaints redressed : Yes / No If No, reasons

SAFETY & SECURITY

68. Physical (structural) safety of building : (i) apparently safe / (ii) apparently unsafe Reasons- for (ii)

69. Any seepage observed?

70. Last inspection of PWD Asstt./Ex.Engg. (date) _____

71. Steps taken by PWD

72. Any shortcomings observed?

73. Safety related to electrical wiring / switches :

74. Availability of working fire fighting equipments : Yes / No (if not working, action taken : _____)

REPAIRS & MAINTENANCE

75. Indicate whether any repair/maintenance work sanctioned by the HQ and the estimated amount:

76. Whether the repair work were being carried out or not:

77. Any other major or other important repair/maintenance work to be done:

78. Whether the bills of Security and Sanitation are being paid regularly or not:

CONDEMNATION-

79. When was last condemnation done?