

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX: DELHI GATE: NEW DELHI-02
(Administration Branch)

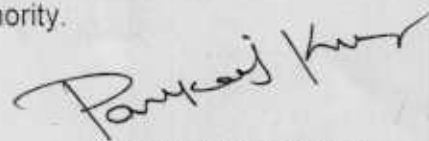
No.: F. 10(106)/2012/DSW/Estt./Pt.file-III

Dated:

ORDER

Sh. P.N. Mishra, DANICS (Retd.) is hereby appointed, on contract basis, as Administrator, Asha Kiran Home, being run by the Department of Social Welfare, Government of NCT of Delhi. He will be the overall incharge of Administration, Operation and Maintenance of the Complex. He will report to Director (Social Welfare). He will be paid remuneration on the basis of last pay drawn minus basic pension + DA as applicable. The initial contract appointment is for a period of one year. The other terms and conditions of the appointment are as per Annexure-I.

This issues with the prior approval of the Competent Authority.

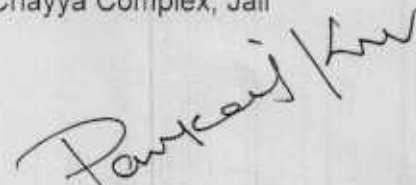

(PANKAJ KUMAR)
Spl. Director (SW)

No.: F. 10(106)/2012/DSW/Estt./Pt.file-III/24571-581 Dated:

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27 NOV 2017

1. The Secretary (SW&WCD), GLNS Complex, Delhi Gate, New Delhi.
2. Director (SW), GLNS Complex, Delhi Gate, New Delhi.
3. Sh. P.N. Mishra, DANICS (Retd.), Flat No. B-604, Meghdoot CGHS Ltd., Sector-7, Plot No.-19, Dwarka, New Delhi-110 075 (Behind Vardhman Mall Ramphal Chowk).
4. Dy. Director (Disability), DSW, GLNS Complex, Delhi Gate, New Delhi.
5. OSD to Hon'ble Minister (Social Welfare & WCD), Delhi Secretariat, New Delhi.
6. Sr. System Analyst (SW) to upload the order on the website of the Deptt.
7. Sh. P. Ananda Rao, Sr. Supdt./Administrator, Asha Kiran Complex, Rohini, Delhi with the request to hand over the charge to Sh. P.N. Mishra, DANICS (Retd.)
8. Superintendent, Male & Female Wing, Asha Kiran Complex, Rohini, Delhi.
9. Superintendent, Asha Kiran Home at Nari Niketan, Nirmal Chayya Complex, Jail Road, Delhi.
10. Superintendent, Asha Deep, Narela.
11. Office Order file.


(PANKAJ KUMAR)
Spl. Director (SW)

ANNEXURE-1

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

F.No.10(106)/2012/DSW/Estt./Pt.file-III/

Dated :

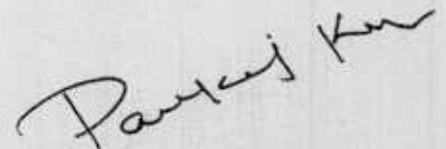
**TERMS & CONDITIONS OF APPOINTMENT OF SH. P.N. MISHRA, DANICS (RETD.) AS
ADMINISTRATOR, ASHA KIRAN HOME**

- (i) The appointment of the Administrator will be initially for a period of One year which may be further extended.
- (ii) He will be entitled to remuneration on the basis of last pay drawn minus Basic pension plus DA at applicable rate as per office Memorandum of Finance Department issued vide No. F.20/472015-AC/204-248 dated 04.12.2015 . No further allowance are payable.
- (iii) The Administrator will be overall incharge of all the four mentally challenged Homes/Schools at Asha Kiran Complex by implementing and coordinating all institutional activities and programmes.
- (iv) The Administrator will maintain liason with the Headquarters, statutory, bodies like NCPCR, DCPCR etc., Finance Department and the Hon'ble Minister's Office (Social Welfare and Women and Child Development) regarding functioning and financial approvals in respect of Asha Kiran Homes.
- (v) The Administrator will maintain liaison with all concerned Hospital authorities related to treatment provided to residence of Asha Kiran.
- (vi) The Administrator will maintain liaison with the Estate Branch, Headquarters and PWD, Govt. of NCT of Delhi in regard to repairs, renovation and fresh construction in the Complex.
- (vii) The Administrator will monitor the budget in context of requisite BE & RE in respect of all the four homes.
- (viii) The Administrator would be responsible for reply/submission of Assembly and Parliament question in time.

- (ix) The Administrator shall ensure that all the contractual posts in various categories are filled in time.
- (x) The Administrator shall submit the proposal for creation of additional/new posts in time which are essential for the smooth functioning of Asha Kiran Complex so that approval from Competent Authority may be obtained.
- (xi) The Administrator will ensure maintenance of duty roster round the clock for deployment of staff of appropriate level at all times in Asha Kiran Home and ensure compliance of the same by the staff.
- (xii) The Administrator will ensure that the officers deployed in Asha Kiran Home make regular inspections.
- (xiii) The Administrator will ensure that all day to day requirements in terms of medicines and dietary items are adequately available.
- (xiv) The Administrator will ensure availability of Medical staff, Para medical and supporting staff in the Medical Care Unit in the Asha Kiran Home as well as emergency duties of medical staff.
- (xv) The Administrator will ensure compliance of directions of various statutory bodies, Headquarter and court.
- (xvi) The Administrator shall remain in constant touch with Superintendent and other staff of Ash Kiran Complex.
- (xvii) The Administrator will be provided transport facility as per norms.
- (xviii) The Administrator will be provided reimbursement of mobile phone upto Rs.500/- per month.
- (xix) His services may be terminated at any time after giving one month's notice. He may also resign after giving one month's notice.
- (xx) He will report to Director (SW).
- (xxi) The Department may amend the above terms as and when required.

(xxii) He should be medically fit for which a medical certificate from a Registered Medical Practitioner having atleast MBBS or equivalent medical degree will have to be given.

(xxiii) He should be free from Vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order / Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such person to the effect that he / she has no criminal case pending against him at the time of joining.



(PANKAJ KUMAR)
Spl Director (SW)