

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

F.No.10 (1)86/A-I/DSW/Estt./ 20690-20760

Dated:

07 SEP 2018


ORDER

In supersession of all earlier directions on the subject, it is hereby directed that the School Branch shall be responsible for overall supervision and ensuring the smooth functioning of all schools & hostels run by Department of Social Welfare. The illustrative list of duties & responsibilities of School Branch are as under:

1. All matters related to engagement of guest teachers and engagement of teaching and non-teaching staffs on contractual and/or outsourced basis and paying of remuneration to them.
2. All court cases related to schools & hostels run by Department of Social Welfare including the cases related to teaching and non-teaching staff working in the schools and hostels.
3. All matters related to handling of RTI, PGMS, LG Listening post, CPGRAMS, VIP references, complaints of teaching and non-teaching Staff of schools and hostels, questions of Lok Sabha, Rajya Sabha, Vidhan Sabha, etc.
4. Human Resource Management for all schools and hostels run by Department of Social Welfare including creation and/or abolition of posts.
5. All matters related to maintenance of school infrastructure, liaison with Estate branch etc.,
6. All matters related procurement and distribution including procurement of teaching and non teaching aids/materials for schools and hostels.
7. Miscellaneous matters pertains/related to schools and hostels run by Department of Social Welfare.

DD(School) shall ensure compliance with these directions.

This issues with the approval of the Secretary (SW).


(D.Karthikeyan)
Dy. Director (ADMN)

To


Deputy Director (School),
Department of Social Welfare,
GLNS Complex, Delhi Gate, New Delhi-110002

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Copy for information & necessary action to:

Dated:

07 SEP 2018

1. Secretary to Hon'ble Minister (SW), 7th Floor, Delhi Sachivalaya, New Delhi.
2. PS to Secretary (SW&WCD), GLNS Complex, Delhi Gate, New Delhi-110002.
3. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi-110002.
4. DCA(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
5. Deputy Director (Vigilance), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
6. All DDOs/HOOs/Branch In charges/DSWOs/DDs of Homes/Institutions/Districts of Department of Social Welfare, GNCTD.
7. Supdt.(RTI), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
8. ✓ Sr. System Analyst (SW), GLNS Complex, Delhi Gate with the request to upload the order on the website of the Department.
9. Guard File.


(D.Karthikeyan)
Dy. Director (ADMN)

19/9/CC
7/9/18

M.B. Singh
07/09/2018


Sh. Nishu