

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./Pt.file/20042

Dated: 04 NOV 2016

ORDER

In supersession of all previous orders 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.	Sh. Krishan Kumar, Deputy Director (Social Defence)	<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.	Sh. Pradeep Kumar, Dy. Director (Vig. & Admn.-I)	<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.	Dr. A. Madhavi, Deputy Director (Disability)	<ol style="list-style-type: none">1. Home for Able & Disable Beggars, Sewa Kutir, Kingsway Camp, Delhi2. Reception-cum-classification Centre for Beggars (RCC), Sewa Kutir Complex, Kingsway Camp, Delhi-093. Government Sec. School for Blind Boys, Kingsway Camp, Delhi4. Hostel for College going Blind Boys, Kingsway Camp, Delhi5. Home for Male Beggars (Diseased), Sewa Kutir Complex, Kingsway Camp, Delhi-1100196. Home for male beggars (Diseased), Sewa Kutir Complex, Kingsway Camp, Delhi7. Welfare Centre for Denotified Tribes, Pratap Nagar, Delhi8. CPO, Kingsway Camp.

4.	Smt. Arti Kapoor Dy. Director (Schools)	<ol style="list-style-type: none"> 1. Home for Age & Infirm Persons, Tahirpur (HAIP) 2. Home for Leprosy Affected persons, Tahirpur Complex, Delhi-93 3. Home for Leprosy and TB affected Persons, Tahipur 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.	Sh. Subhash Chand, Dy. Director (Admn-II)	<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.	Smt. Neelam Venkatchalam, Deputy Director (FAS)	<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), Jaild 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.	Sh. Sanjay Bahl Deputy Director (RTI, PGMS, VIP references)	<ol style="list-style-type: none"> 1. Secondary School for Deaf, Kalakaji, Delhi 2. TCPC, 20, North Avenue, Punjabi Bagh, 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.
8.	Sh. Sanjay Sharma, Deputy Director (CTB)	<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

Sharma

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 Dy. Director (Schools) in enclosed Performa for further follow up from HQ.

This Issues with the approval of the Competent Authority.


01-11-19
Dy. Director (Admn)

Encl: As above

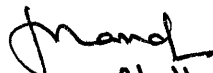
All Officers mentioned above.

F.No. 10(219)/2014/DSW/Estt./Pt.file/20042

Dated: 01-11-19

Copy to:

1. P.S. to Secretary (SW&WCD), GLNS Complex, Delhi.
2. P.A. to Director (SW), GLNS Complex, Delhi Gate.
3. ✓ Sr. System Analyst for uploading the order on Departmental website
4. Concerned Dy. Directors (SW), DSW(HQ), GLNS Complex, Delhi Gate.
5. Guard File.


01-11-19
Dy. Director (Admn)

SURPRISE INSPECTION REPORT

1. Name of the institution: _____
2. Date of inspection: _____ (working day/holiday)
3. Previous date of inspection: _____
4. Time of (a) Arrival at Institution _____ (b) Departure _____
5. Statutory & Non Statutory Committees and their visits/meets:

Name of Committee	Prescribed frequency of visit	Date of last visit/meet	Register of visit maintained: Yes / No

6. Whether Duty Roster maintained for: (a) office hours (b) non-office hours (c) holiday: Yes / No

ATTENDANCE

7. Total nos. of regular employees on rolls : _____
8. Total nos. of regular employees present: _____
9. No. of contractual employees employed : _____
10. No. of contractual employees present: _____
11. Names of absentees (above and including the rank of Welfare Officer)
 - a. _____
 - b. _____
 - c. _____

KITCHEN

12. Whether daily food menu is displayed: Yes / no (if no, reasons)
13. Stock of food articles is available for the period of _____ weeks
14. General hygiene and cleanliness observed in the kitchen: _____
15. How many times cleaning of kitchen garbage bin is done in a day: _____
16. Whether water purifier is available: Yes / No
17. Purifier is working: Yes / No (if no, action taken _____) .

BATHROOMS & TOILETS

- 18. Whether disinfectants (phenyl etc.) are being used regularly: Yes / No
- 19. Connection of taps and availability of water in bathrooms: Yes / No
- 20. Connection of taps and availability of water in toilets: Yes / No
- 21. Over-all cleanliness of bathroom and toilets: _____
- 22. Repairs, if any, required: _____

INMATES

- 23. Number (a) as per records: _____ (b) Physically found _____ (difference, if any, between (a) and (b) above and reasons for the same _____)
- 24. Doctor's fixed visiting days (tick mark): (i) Mon (ii) Tue (iii) Wed (iv) Thurs (v) Fri (vi) Sat (vii) Sun.
- 25. Doctor visited last on : _____ (date)
- 26. Suggestions / complaints, if any, of inmates : _____
- 27. Complaints / Suggestion Box / Register is maintained : Yes / No
- 28. Complaints redressed : Yes / No

SAFETY & SECURITY

- 29. Physical (structural) safety of building : (i) apparently safe / (ii) apparently unsafe because we observed _____.
- 30. Last inspection of PWD Asstt./Ex.Engg. (date) _____
- 31. Safety related to electrical wiring / switches : _____
- 32. Availability of working fire fighting equipments : Yes / No (if not working, action taken : _____)
- 33. No. of Security Guards/Persons on duty: _____
- 34. No. of Security Guards sanctioned: _____

REPAIRS & MAINTENANCE

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

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

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

38. Indicate only two major and urgent repair/maintenance work :

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

PROCUREMENT OF PROVISIONS

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

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

Signature and date : _____

Name of Inspecting Officer : _____

Designation : _____