

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**G.N.C.T. OF DELHI**  
**Sewa Kutir, Kingsway Camp, NEW DELHI-110009**

F.61(1260)/Empanelment of Psychologist/DD(CPU)/DWCD/19/10263-65 Dated :

02 SEP 2019

**CIRCULAR**

It is to inform that a Circular was issued vide circular No. F.61(1260)/empanelment of Psychologist/DD(CPU)/DWCD/19/4549 dated 30.05.19 from this office to all District Officers and followed by Reminder-I dated 09.07.19, all branch In-charges Homes/Institutions and JJBs wherein it was requested to provide the following information as under :-

1. Sanctioned & working strength of all Cadre may please be provided in Form -I
2. Sanctioned/ Existing details of deployment of Psychologist, Clinical Psychologist, Social Worker and Counsellors engaged on regular/ contract basis be provided Home wise in Form-II.
3. Deployment of the proposed posts be specified.
4. The details visits in various homes to Doctors or Psychologist, Clinical Psychologist, Social Worker and Counsellors for counselling in Form-III.
5. The details of calls to Psychologist, Clinical Psychologist, Social Worker and Counsellors for counselling various homes in Form-IV.
6. Numbers of children's/ cases referral to other hospital for better treatment and counselling in Form-V.
7. The details of workload handled by the existing Psychologist, Clinical Psychologist, Social Worker and Counsellors staff during the last two years i.e. 01.01.2016 to 31.03.2019 be provided in Form-VI.
8. Copies of RR's to the posts of Psychologist, Clinical Psychologist, Social Worker and Counsellors approved by the Competent Authority may be provided.
9. Provide the numbers of problems being faced in the treatment/ counselling of children in various Homes.

But no information has been received till date. It is, therefore, once again you are requested to provide the requisite information as mentioned above to follow the Administrative Reforms Department instructions .

**Copy Enclosed : As above**

- ✓ All District Officers/
- ✓ All branch In-Charges/Homes/Institutions/JJBs.
- ✓ System Analyst uploading the circular at the website

*Ravindra*  
(Ravindra Kumar Meena)  
Section Officer (Admn.)

85/2

Form-I

STAFF STRENGTH CATEGORY-WISE FOR ORGANIZATION AS A WHOLE

Office of the \_\_\_\_\_ Position as on \_\_\_\_\_

S. No	Nomenclature of post	Scale of pay	Sanctioned strength	No. & Date of sanction letter	Working Strength	No. of Vacancies	Date of Vacancies	Additional posts required	Remarks
1	2	3	4	5	6	7	8	9	10

8u/c

Form-II

**STATEMENT SHOWING STAFF STRENGTH HOME WISE**

(Psychologist, Clinical Psychologist, Social Worker and Counsellors medical & para medical)

Nomenclature of post	No. of sanctioned	Filled posts	Vacant post	Addl. posts required over & above the sanctioned/ allocated strength	*Justification for additional posts required (attach a separate sheet, if required)
1	2	3	4	5	6

Work load Data last three years

[illegible]

[illegible]

Children's / cases referral to other hospital

S.No.	No of children's referred to other hospital for counselling				Remarks
	2016	2017	2018	2019	

80/c

Form-VI

## Work load data last three years

S.No.	Name of the present Medical staff	No of children's attended for counselling				Remarks
		2016	2017	2018	2019	