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**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(GOVERNMENT OF NCT OF DELHI)
1st Floor Maharana Pratap ISBT Building, Kashmere Gate DELHI -06
(CARE TAKING BRANCH)**

F.No.39(207)/CTB/Misc Matter/2020-21/13204-17

Dated:

01 DEC 2020

MINUTES OF THE MEETING

A meeting was held on 23rd November 2020 under the Chairmanship of Director, Department of Women & Child Development, Govt. of N.C.T of Delhi at 1st Floor, ISBT Building, Kashmiri Gate, Delhi- 110006 regarding roster of Security Guard & Security Supervisors at various locations and C.C.I / C.P.U issues. Meeting was attended by Joint Director (CTB), District Officers, Superintendent from Child Care Institutions and officers and officials from Caretaking and CPU branch at Hqtr. Service provider from Cyclops Security Shri Vikrant Chaudhry was also present in the meeting. The list of participants is attached as Annexure -'A'.

At the onset respected Director, WCD who was chairing the meeting asked all the participants to introduce themselves. After introduction the following points were discussed in the meeting:-

1.-On query by Director madam, it was pointed out by Ms. Sadhna Singh, Superintendent Sanskar Ashram for Girls that the children of Denotified tribes are no longer admitted by CWCs as they are not considered as Child in need of Care and Protection because of presence of t

their parents. The institution of Sanskar Ashram was originally envisioned for children of Denotified Tribes to give them a healthy environment for all round development and to wean them away from crimes. It was directed By Director, WCD that All CWCS & stakeholder should have a presentation on what is the orientation of each institution. CPU branch should organize program based on needs and priorities of each institution.

(Action : CPU Br.)

2. Director, WCD inquired from Shri Ramvir Singh, Superintendent, CHB-I&II & After Care Home, Alipur about the current strength of children as on date in respect of Institutions under his control. It was stated by him that he was not aware as he has joined today after availing medical leave.

Director, WCD directed him to get back by today evening with the complete information with respect to Children in Institutions under his control including total number of children,

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their source of admission and whether individual care plans in respect of each child is prepared or not.

(Action : Supdt. CHB I,II & ACHB, Alipur)

3. Similarly, Director, WCD directed Superintendent OHB-I to get back with information about number and list containing name of each child under his care and whether individual Case Plan of each child is prepared. It was stressed upon by the Chair that all Superintendents of CCI's should be familiar with the names of all children residing in their institutions and well being of each child residing in their home should be their primary concern.

(Action: Supdt OHB-1 and all Supdts of CCI's)

4. Jt. Director (CTB) informed about the meeting held by him on 23/10/2020 for which Minutes were issued vide No.F.39(197)/CTB/KG/WCD/Misc. Matter/2020-21/12582 dated 17th Nov.2020. Vide the said Minutes of the Meeting the following details were asked from all security and sanitation agencies to be routed through Superintendent concerned to CTB Br. within 3 days:-

(a.) List of Security Guards, security supervisors institution wise and shift wise deployed for duty along with copy of PPOs (In case of DGR), EPF, ESI, Photo identity card, Bank details and date since when the person has been engaged.

(b.) List of House Keeping/ Sanitation staff, Supervisors institution wise along with EPF, ESI, Identity Card, bank details along with date since when the person has been engaged.

It was pointed out that except Supdt. OHB-II and Supdt. ACHW, Nari Niketan (who have forwarded the list of persons engaged only without any other details/ photo identity card as asked for) no other Superintendent and Security agency has forwarded the essential details as asked for by the Hqtr. It was pointed out that all our Institutions are very sensitive in nature dealing with most vulnerable sections of the society. Director, WCD directed that the minutes of the meeting be sent to all security and sanitation agencies to submit the required details duly authenticated by the Superintendent concerned within 3 days of issue of these Minutes of the Meeting. CTB branch to also initiate and ask for data immediately.

(Action : CTB Br, All Security and Sanitation agencies/All Superintendents concerned)

5. It was pointed out that Ms. Deepika Mangain, Superintendent, VCH Lajpat Nagar and Shri Yogesh Mishra, Superintendent, CHB, Lajpat Nagar are absent from the meeting without any intimation. Director, WCD directed to issue show cause notice to all supdt. of CCI's to submit their explanation on why they absented themselves from this important meeting.

(Action : Vigilance Branch)

6. It was directed that all terms and condition of MOUs signed with Security agencies be shared by Email with supdt. concerned on immediate basis. All security agencies should give report in writing reporting compliance clause by clause of the MOU (in toto). File for payment

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should be forwarded to Hqtr by the concerned Superintendent with compliance of all conditions, Following of all standard procedure & protocols should be ensured by all Superintendents after personally talking to each Security/ housekeeping staff that guards on duty are getting the prescribed remuneration and all benefits.

(Action: CTB Branch, All Security and Sanitation agencies, Superintendents concerned)

7. Director, WCD directed that all security and sanitation agencies working with the department should not change their staff arbitrarily. If any change of staff is to be made that it should be with specific reasoning and concurrence from Hqtr at an appropriate level. When any proposal for change is submitted to Hqtr then 3 days period should be given to Hqtr for concurrence. If within 3 days concurrence is not received then acceptance of concurrence may be assumed.

(Action : All Security & Sanitation agencies)

8. Director, WCD directed that Police verification of all security & housekeeping staff is a must. All security and sanitation staff must be introduced to Superintendent concerned along with I. Card and their police verification report the moment someone is placed on duty.

(Action : All Security & Sanitation agencies)

09. All bills for payment complete in all respect should be submitted to the Superintendent concerned by the Security and sanitation agencies by 8th of every month. Superintendent will forward the bills to CTB Branch (Hqtr) by 10th of every month and CTB should process and move the file to accounts branch within next three days i.e by 13th of every month and accounts branch would clear the file by 16th. Thereafter CTB branch will issue the sanction by 22nd of every month after taking approval from Competent Authority. The above timelines will be scrupulously followed by all concerned failing which explanation of the defaulter will be called.

(Action : All Security & Sanitation agencies, All Superintendents/DDO/HOOs/ CTB/ Accounts branch/Vigilance branch (Hqtr))

10. It was pointed out by A.D (CTB) that that number of security and Sanitation guards are fixed and cannot be increased without the concurrence of Finance Department. However, it is seen that in some institutions consisting of single building or institution without inmates more number of guards are deployed than required and at other places where requirement of guards may be more less number of guards are deployed. Director, DWCD directed that all District officers will give report about rationalization deployment in all CCIs within 10 days of receipt of these minutes.

(Action: All District Officers)

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11. It was pointed out that one Police Officer of the level of ACP along with 4 staff is posted at Sewa Kutir Complex and drawing salary from the Department. Director, DWCD directed that ACP will visit all the institutions of Department of WCD every month and submit independent report about rationalization of deployment and quality of services. This report should be sent to CPU and CTB Branch at Hqtr. ACP is also required to submit quarterly security audit report to CPU and CTB Branch.

(Action: ACP, Sewa Kutir, CPU/CTB Branch)

12. It was pointed out that due to acute shortage of Caretakers, class III staff etc as a form of stop gap arrangement the work of these categories is being assigned in some cases to Security Guards. Director, WCD directed that this is a wrong practice and should be discontinued immediately. CPU and WEC branch is required to prepare chart of total vacancies existing institution wise within next 15 days and through Admn branch these vacancies will be filled on outsourced basis.

(Action: C.P.U Branch, W.E.C Br and Admn.Br.)

13. It was pointed out to the Director, WCD then many times the directions of CWC are not upto the mark and erroneous. Director, WCD directed that If CWC order not up to the mark than CPU Br. should process case for writing to JJC with order of copy and rationale/related documents. A.D(C.P.U) at first instance should give copy of guidelines to all Superintendents to convey to Chairperson CWC. Orders of CWC be complied with but objections should be raised in writing and conveyed to Hqtr. C.P.U branch will also act for internal work distribution be known to all Superintendents so that there is direct interface with person raising the issue. It was also observed that raised platform for sitting of CWC's should not be there as per the J. J. Act and in case of any deviation/ violation the Superintendent concerned to bring in writing with related documents.

(Action : All Sperintendents, CPU Br. (Hqtr))

14. CPU should put up case for requirement of a legal consultant meeting on full time basis at the ICPS Hqtr.

(Action : CPU Br)

15. It was directed that all CCIs should have a room for quarantine for children and ensure COVID related protocols are followed fully.

(Action : All Superintendents (CCIs).

16. It was pointed out that some posts have become obsolete whereas there is urgent requirement for creation of some posts due to expanding of services of the Department. One such requirement is the creation of post of District Officers as all the flagship schemes are being run through District Officers (Distt Officers are the sanctioning authority for Delhi Pension

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Scheme for Women In Distress, Ladli Scheme for the empowerment of girl child, Financial Assistance for marriage of daughter of widow). District Officers are also the Supervisory Officer in respect of all officers of Institutions and services and the post of District Officers Co-terminus with revenue Department needs to be created on urgent basis. Director, WCD directed CPU br. to issue order for creation of Committee headed by Shri S. M. Ali, A.D (CTB/FAS/IT) and comprising of SCSP who will move the proposal in this regard and in other issues related to better human resource planning.

(Action : CPU Branch/ AD CTB/FAS/IT)

17. It was pointed out that there is no nurse in CHG leading to problem in Institution. A.D (CPU) informed that matter has been taken up by J.D (C.P.U) with Admn. Director, DWCD directed that In campus nurse may be deployed. It was directed by Director, DWCD that orders for constitution of an Empowered Committee i.e Joint Committee of Superintendent deployed in institutions in the same campus wise be issued. The empowered Committee can carry out minor adjustment of staff within the campus and develop synergy in dealing with other services like issues such as kitchen etc. The copy of Minutes/ decisions of Empowered Committee will be invariably be marked to Hqtr too.

(Action : All Superintendents, CPU Br. (Hqtr))

The meeting ended with vote of thanks to the Chair. This issues with the approval of Director, WCD vide diary no.2799 dated 24th November 2020.


(S. C. VATS)

JOINT DIRECTOR (CTB/FAS/IT/PROHIBITION)

F.No.39(207)/CTB/Misc Matter/2020-21/ 13204-07

Dated:

01 DEC 2020

Copy to :-

1. OSD to Secretary, Department of W.C.D. Delhi
2. PA to Director, Department of WCD, Delhi
3. Joint Director (CPU/Admn/WEC), Department of WCD, Delhi
4. All District Officers, Department of WCD, Delhi
5. Dy. Director (CPU), Department of WCD, Delhi
6. Dy. Director(W.E.C), Department of WCD, Delhi
7. Asstt. Director (C.P.U), Department of WCD, Delhi
8. Deputy Director (Admn), Department of WCD, Delhi
9. Deputy Director (Vigilance), Department of WCD, Delhi

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10. A.D (CTB/FAS/I.T, Department of WCD, Delhi
11. All Superintendents of Child Care Institutions.
12. All Superintendent, Nirmal Chhaya Complex
13. ACP, Delhi Police, Sewa Kutir Complex for compliance.
14. All Security and Sanitation agencies (through registered Post only) for immediate compliance.



(S. C. VATS)

JOINT DIRECTOR (CTB/FAS/IT/PROHIBITION)