

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(GOVERNMENT OF NCT OF DELHI)
2nd Floor Maharana Pratap ISBT Building, Kashmere Gate DELHI -06
(R.T.E BRANCH)**

F. No.56(16)/RTE/DWCD/2020-21/

15404-25

Dated:

30 DEC 2020

ORDER

As approved by Director, Department of Women and Child Development, GNCT of Delhi the training calendar for orientation training of newly recruited Welfare Officers for in house training is scheduled in batches as follows at conference hall (5th Floor). Social distancing norms and Covid- 19 precautions should be strictly followed for the said training by each participant.

Batch 1 Training from - 08.01.2021 to 13.01.2021			
Sl. No.	Name & Designation	Date of Birth	Place of Physical/Salary Posting
1	Prince Kumar	07.08.87	JJB-IV, Viswas Nagar
2	Rajiv Lakra	26.11.86	JJB-IV, Viswas Nagar
3	Preeti Bansal	18.10.89	VCH-III, Lajpat Nagar
4	Urvashi Khatri	27.05.93	ACHB, Narela
5	Rishi Pawar	12.02.93	JJB-V, Viswas Nagar
6	Kritika Yadav	21.09.92	CHB-II, Lajpat Nagar
7	Priyanka Chugh	02.09.89	WCD, HQ
8	Rajesh Singh	09.07.92	JJB-V, Viswas Nagar
9	Hitesh Bhardwaj	18.08.92	OHB-II, Sewa Kutir, Kingsway Camp
10	Rajshree Manolia	29.04.91	CHG-I, Jail Road
11	Omprakash Meena		Under Posting
Batch 2 Training from - 14.01.2021 to 19.01.2021			
1	Mohd. Irshad	05.06.95	SAG-I, Dilshad Garden
2	Sourabh	22.02.93	JJB-VI, Viswas Nagar
3	Ritu Kumari	16.07.92	OHG, Jail Road
4	Neha Mishra	12.10.93	WCD, HQ
5	Prema Tiwari	31.07.85	Counselling and Guidance Bureau, Gulabi Bagh & Andha Mugai
6	Ritika Kardam	18.06.95	SAG-I, Dilshad Garden
7	Shalu Malik	09.03.1992	WCD (HQ), ICDS
8	Yogender lal	04.05.1990	OHB-II, Sewa Kutir
9	Rayyan Yunus	01.12.2000	WCD(HQ), ICT Cell/Media Organizer
10	Naman Gupta	26.12.1995	WCD(HQ), RTE Branch
11	Himanshu Banswal		Under Posting
Batch 3 Training from - 21.01.2021 to 27.01.2021			
1	Mandeep	02.11.1987	OHB-II, Sewa Kutir
2	Ravinder	15.10.1990	WCD(HQ), FAS Branch
3	Shreyanshi Tiwari	18.08.1992	WCD(HQ), RTE (FAS Data)
4	Amitabh Yadav	24.04.1991	WCD(HQ), Prohibition
5	Mohammad Ahsan	26.01.1994	WCD (HQ), ICDS
6	Devika Sharma		Under Posting

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7	Vandita Chandra		Under Posting
8	Asmita Dubey		Under Posting
9	Rajnish Mann		Under Posting
10	Gurjant Singh		Under Posting
11	Satish Meena		Under Posting
12	Rita Kumari		Under Posting

4 Day Training Schedule for Orientation training of Welfare Officers
Venue:- WCD HQ

DAY 1				
<u>Sl. NO.</u>	<u>Duration/ Timing for the session</u>	<u>Topic</u>	<u>Objective/Purpose of the Training Session</u>	<u>Experts/Speakers</u>
1.	10:00 A.M- 11:30 A.M.	Brief Background of the Department, Functioning and overview of various Branches	To give brief introduction of the Department, & Functioning of various Branches	1.Sh. S.C Vats & 2. Sh. S.M Ali, Asst. Director
2.	11:30- 11.45 A.M.		Tea Break	
3.	11:45(A.M) - 1:00 (P.M)	Admin matters, hierarchy of post in department, service rules leaves rules, service book LTC, RRs,		1. K. S. Sehrawat 2. Sh. D. S. Tomar
4.	1:00 PM- 2:00 P.M.		Lunch	
5.	2:00-4:00 P.M	Social Legislation	JJ Act 2015, JJ Rules 2016, POCSO Act	1. Ms. Yogita Gupta, A.D (CPU) 2. Ms. Namrata Biruli, A.D (C.P.U)
6.	4:00-5:00 PM	WEC (Women Welfare Instts, Social Legislations , SHGs & New initiatives)	1. The Women's & Children's Institutions (Licensing) Act, 1956. 2. The Immoral Traffic (Prevention) Act, 1956 3. The Dowry Prohibition Act. 4. Protection of women from Domestic Violence Act, 2005 5. Prevention of Sexual Harassment at Workplace, 2013	1. Ms. Lata Negi, DD, WEC 2. Ms Humra, AD, WEC

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DAY 2				
<u>Sl. NO.</u>	<u>Duration/ Timing for the session</u>	<u>Topic</u>	<u>Objective/Purpose of the Training Session</u>	<u>Experts/Speakers</u>
1.	10:00- 1:00 P.M	Visit to each Branch of WCD, HQ	To know the location and staff deployed at each Branch of WCD, HQ	Mr S. M. Ali , AD RTE
2.	1:00- 2:00 P.M		Lunch	
3.	2:00-3:30 P.M.	Brief Introduction of Accounts	Basic Knowledge of G.F.R	Sh. Bhati, D.C.A
6.	3:30-3:45 P.M.		Tea Break	
7.	3:45 - 5:00 P.M.	Overview about Schemes/ Plans	To have basic knowledge of Financial Schemes being run by the Department	1. Shri Nafis Ahmed, D.D (FAS)
DAY 3				
<u>Sl. NO.</u>	<u>Duration/ Timing for the session</u>	<u>Topic</u>	<u>Objective/Purpose of the Training Session</u>	<u>Experts/Speakers</u>
2.	10:00- 11:45 A.M.	Overview of functioning of ICDS	To have basic knowledge of ICDS being run by the Department	1. Ms. Nisha Aggarwal, DD ICDS 1
3.	11:45- 12:00 P.M.		Tea Break	
4.	12:00-1:00 P.M.	overview of functioning of POSHAN Abhiyan	To have basic knowledge of POSHAN Abhiyan being run by the Department	Ms. Savita Malik, DD POSHAN
5.	1:00- 2:00P.M.		Lunch	
6.	2:00-3:30 P.M.	overview of functioning of PMMVY	To have basic knowledge of PMMVY being run by the Department	Ms. Jyoti Goel

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6.	3:30-3:45P.M.		Tea Break	
7.	3:45 - 5:00 P.M.	Overview about Various Institutions/CCIs/Homes	To have brief Background & , Functioning of various Institutions/CCIs/Homes being run by the department	Sh. Premoday Khakha, AD, ICDS
DAY 4				
<u>Sl. NO.</u>	<u>Duration/ Timing for the session</u>	<u>Topic</u>	<u>Objective/Purpose of the Training Session</u>	<u>Experts/Speakers</u>
1.	10:00 AM- 5:00 PM	Visit to Various Institutions/CCIs/Homes	To know Background & Practical Functioning of various Institutions/CCIs/Homes being run by the department. to enable them to better know the location and staff deployed at each Instt	1. Mr. S. M. Ali , AD RTE 2. Superintendent of various Institutions/CCIs/Homes

The training schedule is issued with the approval of Director, Department of W.C.D. D.D (CTB) is requested to provide tea and lunch for the trainees @ Rs. 150/- per day per trainee as approved by Director, DWCD vide Dy. No. 3330 dated 21st December 2020. The expenditure will be debitable from Plan Head 223502800640050 of RTE Branch and budget is available for said expenditure.



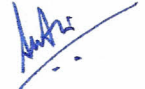
(S. M. Ali)

Assistant Director, WCD

Copy to:-

1. PS to Director, DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
2. PA to Joint Director (Admn.), DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
3. PA to Joint Director, FAS/CTB/RTE/Prohibition Branch, DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006
4. Dy. Director, ICDS (HQ), DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
5. Dy. Director, Admn., DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
6. Nodal Officer, ICT Cell, DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
7. Supdt., CHB-I, Lajpat Nagar, Delhi-110024. .
8. District Officer (North West-II), Sewa Kutir Complex, Kingsway Camp, Delhi -110009

9. District Officer (South), Kasturba Niketan Complex, Lajpat Nagar, Delhi
10. District Officer (North East), Sanskar Ashram Complex, Kingsway Camp, Delhi
11. Dy. Director, Poshan (HQ), DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
12. Dy. Director, FAS Branch, DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
13. Dy. Director (Vigilance), DWCD Hqtr
14. Dy. Director (Litigation), DWCD Hqtr
15. All Branch Incharges, DWCD Hqtr
16. All Resource Persons, DWCD Hqtr
17. Supdt., OHB-II, Sewa Kutir, Kingsway Camp, Mukherjee Nagar, Delhi-110009.
18. Superintendent, CHB-1, Alipur
19. Superintendent, CHG-1, Nirmal Chhaya Complex, Hari Nagar, Delhi
20. Asst. Director, RTE (HQ), DWCD ISBT Building Maharana Pratap Kashmere Gate, Delhi-110006.
21. Concerned Officials through their respective controlling officers.
22. Personal file of officials.



(S. M. Ali)

Assistant Director, WCD