

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX: NEW DELHI
(CARE TAKING BRANCH)

F. 71 (129) DSW/CTB/Misc. Corrsd./Security Guard/2018-19/17086-17146
Dated

1 FEB 2021

ORDER


The competent authority has approved that before processing payment of Security Agencies the Following directions have to be complied with:-

1. Agency shall submit a list of security guards/Supervisors to DD (CTB) with place of deployment and duty roster for next quarter.
2. Based on the roster, Surprise visit will be conducted through independent teams from HQ comprising of the officers from DSW (HQ) who will check the duties of guards as per roster. Such teams will be comprised of officers nominated on rotation basis. Dy. Director (CTB) will insure that approval of HOD is taken for the roster of officers & visit scheduled on monthly basis.
3. An undertaking shall be taken from each of the Security Guard & Security Supervisors that:
 - (a) He / She has been performing duties as per Roster (copy enclosed for undertaking)
 - (b) He / She has been getting full payment amounting to Rs. _____ as per conditions of contract executed between Department of agency.
 - (c) This undertaking shall invariable be counter signed by Home/Institutions head and original copy of the same be submitted to the HQ through formal communication.
4. CTB while making proposal for payment shall incorporate the information as per 1,2,3 & 4 above and certify that same has been received & payment be done accordingly.
5. Agency (Security and Sanitation) shall submit a copy of PPOs (in case of DGR) EPF, ESI, Photo Indent Card, Bank Details and date when the person has been engaged to CTB Branch through Superintendent Concerned within 03 days.
6. All Security and Sanitation agencies are directed that they shall not change their staff arbitrarily. Change can be done only with the concurrence of HQ for which a proposal for change, be made atleast 07 days prior to any change anticipated if concurrence is not received then acceptance of concurrence may be assumed.
7. All agencies (Security and Sanitation) are directed to submit the **attendance** complete in all respect to the Superintendent concerned by 08th of every month. Superintendent will forward the **attendance with duly verified** to CTB Branch (HQ) by 10th of every month and CTB should process and move the file to accounts branch 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 the approval from Competent Authority. The above timelines will be scrupulously followed by all concerned failing which explanation of the defaulter will be called.
8. All Agencies should give report in writing reporting to compliance clause by clause of the MOU. Concerned Superintendent with compliance of the conditions, following all standard procedure & protocols as to be ensured by all Superintendents after personally taking to each Security / Housekeeping staff that guards on duty are getting the prescribed remuneration and all benefits.

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system


9. Superintendent (RTE) along with staff posted in RTE Cell will visit all the institutions of Department of DSW every month and submit independent report about rationalization of deployment and quality of services. This report should be sent to CTB branch at HQ.


Dy. Director (CTB)
Department of Social Welfare

F. 71 (129)/DSW/CTB/Misc. Corrsd./Security Guard/2018-19/17086-17146
Dated 01 FEB 2021

Copy to:-

1. PA to Secretary, Department of Social Welfare, GNCT of Delhi
2. PA to Director, Department of Social Welfare, GNCT of Delhi
3. PA to Joint Director, Department of Social Welfare, GNCT of Delhi
4. PA to Special Director, Department of Social Welfare, GNCT of Delhi
5. Deputy Controller of Accounts, Department of Social Welfare, GNCT of Delhi
6. Dy. Director (CTB), Department of Social Welfare, GNCT of Delhi
7. All District Social Welfare Officer, Department of Social Welfare.
8. All Superintendent/ DDO/ HOO of Home/Institutions/District Office etc.
- ✓ 9. Computer Branch with the request to upload the order on Departmental Web-Site.
10. The M/s Bombay Intelligence Security (India) Ltd. B-295, First Floor, Chitranjan Park Nehru Place New Delhi -110014
11. M/s Any Time Security Services, TA-91 (Basement) Main Okhla Road Tughlakabad, Extn. New Delhi-19


Dy. Director (CTB)
Department of Social Welfare