

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
MAHARANA PRATAP I.S.B.T, Kashmere Gate, Delhi-06  
(CARETAKING BRANCH)**

**F.No 39(213)/CTB/WCD/Inspection Report/2020-21**

*16165-68*

**Dated:**

**Advisory Note**

**01 NOV 2021**

A number of Surprise visits have been conducted by the various officer of the Department in various institutions / homes. During these visits, a number of deficiencies were found by the officer of the Department. On the basis of same, the followings are advised to all Supdt of concerned homes / institutions for strict compliance-

1. To ensure Safety of inmates and employees, a Security Guard / Supervisor must be deployed round the clock.
2. To collect information and take necessary action to prevent any individuals / organized crime or harmful activities among the inmates of the institutions through Security Guard / Supervisors.
3. All Security Guards / Supervisor should wear uniform & Identity Card of each Security Guards / Supervisor should be hanged in neck.
4. Duty Roaster of Security Guards/ Supervisors should be maintained by name & duty point assigned to him so that the responsibility can be fixed.
5. Razor / Barbed wire should not be broken and if broken should be repaired immediately.
6. Sorting/trimming of trees situated near the wall should be done time to time.
7. Emergency Alarm system should be available in working condition at each Home / Institutions.
8. One staff should be available in CCTV Control Room 24 hours so-that the proper monitoring can be done.
9. Mock drill exercise should be done on routine basis.
10. All other safety measures and directions, which were adopted earlier, should be strictly followed.

This issues with the prior approval of Director / Joint Director (WCD).

**Deputy Director (CTB)**

**Dated:**

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Copy to:-

1. PA to Director, WCD
2. All Concerned Supdt / HOOs through email.
3. System Analyst for uploading on Website
4. ACP, Ms Laxmi to give a report in 02 weeks on status after conducting visit of all Homes with her team of constables. Report be given in sealed envelope to HOD by 10<sup>th</sup> November positively.
5. Guard File

**Deputy Director (CTB)**

*Deala pto*