

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
1st Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006
(ADMIN BRANCH)

F.No.17(33)/WCD/Admn./CadreRestructuring/2019/1771

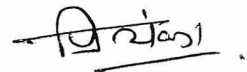
Dated:- 20/01/2023

Sub: - Proposal for Cadre restructuring of Department of Women and Child Development, GNCTD – reg.

Cadre Restructuring of DWCD has been initiated by the Department on its own level and a proposal regarding the same was sent to the AR Department. AR Department has raised some observation and requested to send the proposal again in accordance with AR Department's checklist for creation of post issued vide circular No. 1/51/2013/AR/737-896 dated 05.02.2015.

For resubmitting the proposal with a holistic reply, you are requested to provide detailed functional justification and workload of each post with correct nomenclature demanded by you in the prescribed format (Copy attached) at the earliest and kindly provide copy of Norms/ Guidelines for these posts.

Encl: As above



Dy. Director (Admn.)

To,

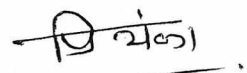
1. All Branch In-charges, DWCD (HQ)
- ✓ 2. System Analyst to upload on the Department's website.

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Dated:- 20/01/2023

Copy to:-

1. Joint Director (Admn), DWCD (HQ)



Dy. Director (Admn.)

Detailed Justification of each post demanded for creation:-

S.No.	Name of Post	No. of posts already proposed	Detailed Functional Justification with Nature of Duties and Responsibilities (Job description of each position)	Posting (No. of Posts with posting location)	How were the function of the post being managed in the absence of its creation
1	Joint Director (Technical/ Program)	3			
2	Sr. Supdt	20			
3	Account Officer	4			
4	G.D.M.O.	16			
5	Section Officer (Gr-I)	25			
6	Jr. Account Officer/ Asst Account Officer	11			
7	Superintendent/ CDPO	40			
8	Assistant Section Officer (Gr - II))	14			
9	Probation Officer/ Welfare Officer	66			
10	Protection Officer	22			
11	Counselor	34			
12	Statistical Assistant	11			
13	Nurse	24			
14	Paramedical Staff (Part Time)	4			
15	Programmer/ System Analyst	1			
16	Law Officer/ Legal Assistant	3			
17	Assistant Programmer/ DPA	1			
18	House Mother/House Father/Matron	24			
19	Educator (Part Time)	41			
20	Doctor (Part Time)	14			
21	Steno	33			
22	UDC/ Sr. Assistant	71			
23	Data Entry Operator	41			
24	Member	16			
25	Reader	5			
26	LDC/ Jr. Assistant	138			
27	Investigators	22			
28	Art & Craft cum Music Teacher	20			
29	PT Instructor cum Yoga Trainer	20			
30	Driver	29			
31	Care Taker	237 (Need to give separately for both posts)			
32	Ayas				
33	Cook	46			
34	Nursing Orderly	24			
35	MTS	Peon	85		
36		Chowkidar	11		
37		Kitchen Helper	46		
38		House Keeping	36		
39		Gardner	20		
40		Sweeper	5		

Note:- Peon, Chowkidar, Kitchen Helper, Gardner and Sweeper will be considered in MTS category only. There is no post of Housekeeping.

S.No.	Name of the post	Quantitative and Qualitative Workload of each post along with copy of Norms/ Guidelines
1	Joint Director (Technical/ Program)	
2	Sr. Supdt	
3	Account Officer	
4	G.D.M.O.	
5	Section Officer (Gr-I)	
6	Jr. Account Officer/ Assistant Account Officer	
7	Superintendent/ CDPO	
8	Assistant Section Officer (Gr - II))	
9	Probation Officer/ Welfare Officer	
10	Protection Officer	
11	Counselor	
12	Statistical Assistant	
13	Nurse	
14	Paramedical Staff (Part Time)	
15	Programmer/ System Analyst	
16	Law Officer/ Legal Assistant	
17	Assistant Programmer/ DPA	
18	House Mother/House Father/Matron	
19	Educator (Part Time)	
20	Doctor (Part Time)	
21	Steno	
22	UDC/ Sr. Assistant	
23	Data Entry Operator	
24	Member	
25	Reader	
26	LDC/ Jr. Assistant	
27	Investigators	
28	Art & Craft cum Music Teacher	
29	PT Instructor cum Yoga Trainer	
30	Driver	
31	Care Taker	
32	Ayas	
33	Cook	
34	Nursing Orderly	
35	MTS	Peon
36		Chowkidar
37		Kitchen Helper
38		House Keeping
39		Gardner
40		Sweeper

Staff deployment chart (Present & Proposed)

[illegible]