DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT, GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI, Ist 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.

End! As above

Dy. Director (Admn.)

То,

1. All Branch In-charges, DWCD (HQ)

2. System Analyst to upload on the Department's website.

F.No.17(33)/WCD/Admn./CadreRestructuring/2019//>7/

Dated: - 20/01/2028

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 functio 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	Ass	istant Section Officer (Gr - II))	14					
9	Prob	pation Officer/ Welfare Officer	66					
10	Protection Officer		22					
11		Counselor .	34					
12		Statistical Assistant	11					
13		Nurse	24					
14	Р	aramedical Staff (Part Time)	4					
15	Р	rogrammer/ System Analyst	1					
16		Law Officer/ Legal Assistant	3					
17	A	Assistant Programmer/ DPA	1					
18	House	e Mother/House Father/Matron	24					
19		Educator (Part Time)	41					
20		Doctor (Part Time)	14		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	1A	rt & Craft cum Music Teacher	20					
29	PT	Instructor cum Yoga Trainer	20					
30		Driver	29					
31	Care Taker		237 (Need to give separately for					
32	Ayas		both posts)	i myra				
33		Cook	46		+			
34		Nursing Orderly	24					
35		Peon	85					
36		Chowkidar	11	1				
37	MTS	Kitchen Helper	46					
38	1	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)	With copy of Norms/ Guidelines							
2		Sr. Supdt								
3	1 1	Account Officer								
4	4	G.D.M.O.								
5		Section Officer (Gr-I)								
6	Jr. Acco	ount Officer/ Assistant Account Officer								
7		Superintendent/ CDPO	,							
8	Assis	tant Section Officer (Gr - II))								
9	Proba	tion Officer/ Welfare Officer								
10		Protection Officer								
11		Counselor								
12		Statistical Assistant								
13		Nurse								
14	Par	amedical Staff (Part Time)								
15	Pro	grammer/ System Analyst								
16	Lav	v Officer/ Legal Assistant								
17	Ass	istant Programmer/ DPA								
18	House N	Mother/House Father/Matron								
19		Educator (Part Time)								
20		Doctor (Part Time)								
21		Steno								
22		UDC/ Sr. Assistant								
23	» ř	Data Entry Operator								
24		Member								
25		Reader								
26		LDC/ Jr. Assistant								
27	Investigators									
28	Art & Craft cum Music Teacher									
29	PT Ins	tructor cum Yoga Trainer								
30		Driver								
31	Care Taker									
32		Ayas								
33		Cook								
34	Nursing Orderly									
35	Peon									
36	4 5	Chowkidar								
37	MTS	Kitchen Helper								
38	14113	House Keeping								
39		Gardner								
40		Sweeper								

	T	T		Sta	ff deplo	yment cha	rt (Presei	nt & Pron	osed)						
S.No.	Name of the Departme nt/ Branch/ Unit	Name of the post	Scale of Pay		yment chart (Present & Proposed) No. of persons presently deployed				No. of persons proposed to be deployed						
1	2					Gen Shift	Shift-I	Shift-II	Shift-III Total		Gen Shift	Shift-I	Shift-II	Shift-III	
		-	3	4	5	6	7	8	9	10	11	12	13	14	Tot
1	WCD	4.	ector (Technical/ rogram)										13	14	13
2	WCD	S	r. Supdt				<u> </u>			-					
3	WCD	Acco	ount Officer				1			+			11		
4	WCD	G	i.D.M.O.				<u> </u>			-			-		
5	WCD	Section	Officer (Gr-I)						-	-			-		
6	WCD	Jr. Account	Officer/ Assistant												-
7	WCD		endent/ CDPO							-					
8	WCD		tion Officer (Gr - II))												-
9	WCD	Probation	Officer/ Welfare Officer												-
10	WCD		ction Officer				_							-	
11	WCD		ounselor												
12	WCD		ical Assistant					~		-					
13	WCD		Nurse							+					
14	WCD	Paramedica	l Staff (Part Time)												
15	WCD		r/ System Analyst						1.0						
16	WCD	77.00.2017	/ Legal Assistant												
17	WCD		rogrammer/ DPA												
18	WCD	House N	Mother/House er/Matron												
19	WCD													-	
20	WCD		or (Part Time)												
21	WCD		(Part Time) Steno												
22	WCD														
23	WCD		Sr. Assistant												
24	WCD	Data Entry Operator													
25	WCD	Member Reader													
26	WCD		LDC/ Jr. Assistant												
27	WCD	Investigators				****							-		
28	WCD	Art & Craft cum Music Teacher													
29	WCD	PT Instructor cum Yoga Trainer			-+										
30	WCD	Driver							-						
31	WCD	Care Taker									_				
32	WCD	Ayas													
33	WCD	Cook													
34	WCD	Nursing Orderly													
35 36	WCD		Peon							-					
37	WCD		Chowkidar						ħ.						
38	WCD	. MTS	Kitchen Helper												
39	WCD		House Keeping Gardner									4:		-	
40	WCD		Sweeper												