

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE

7<sup>TH</sup> FLOOR, MSO BUILDING, I.P. Estate, NEW DELHI-110002

Date: 09 JUL 2024

F.No. 14(1)CC/RTE/DSW/2023-24/ 4552-4575

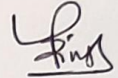
CIRCULAR

The Research Training & Evaluation (RTE) branch has drafted a department's Handbook including details of Schemes/Services, Institutions and Field Offices/districts of department including landline numbers, E-mail IDs and addresses. The task of formalizing the Handbook is taken up to showcase all the welfare schemes/Services of the department which will help in ensuring the transparency between the department and its beneficiaries and general awareness of all stakeholders.

In this regard, the Director(SW) has directed the RTE branch to circulate the draft handbook to all the branches and field Offices to seek their views/expressions/inputs before the draft is finalized. The draft has already been circulated vide email dated 24/06/2024 as an attachment.

All the Dy. Director/Heads of the branches/DSWOs are requested to examine and finalize the content of the draft Handbook concerning their branches and institutions in coordination with field level officials within 10 days.

The finalized draft must be submitted to RTE branch, DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-02 by 22<sup>nd</sup> July 2024 alongwith the attached certificate.



Yogesh Pal Singh  
Deputy Director (RTE)

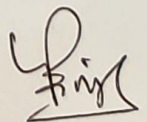
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Encl: As above.

F.No. 14(1)CC/RTE/DSW/2023-24/ 4552-4575

1. PS to Secretary, DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
2. PA to Director, DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
3. Dy. Dir., Admin, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
4. Dy. Dir. Disability Branch, DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
5. Dy. Dir., FAS Branch DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002.
6. Dy. Dir., Social Security DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
7. Dy. Dir., Social Defence DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
8. Dy. Dir., Voluntary Aid Cell, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
9. Dy. Dir., Directorate of Prohibition, 17<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002
10. Chief Probation Officer, DSW, Sewa Kutir Complex, Kingsway Camp, Delhi-110009
11. Dy. Dir./Supdt. Rehabilitation Branch, Flat no. 11, 1<sup>st</sup> Floor, Shankar Market, Cannanught Place.
12. Dy. Dir. CTB Branch, DSW, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, Delhi-110002 with request to provide the list of all functional landline numbers in DSW.
- ✓ 13. DSWO, District North East, Sanskar Ashram Complex, Dilshad Garden, Delhi-95
14. DSWO, District Central, GLNS Complex, Delhi Gate, New Delhi- 110002.
15. DSWO, District East, Silai Kadhari Kendra, Block- 10, Geeta Colony, New Delhi- 110031
16. DSWO, District New Delhi, Type IV Staff Quarters, GLNS Complex, Delhi Gate, New Delhi- 110002.
17. DSWO, District North, 20-21, Gulabi Bagh, Shopping Complex, Gulabi Bagh, Delhi- 110007.
- ✓ 18. DSWO, District North East, Sanskar Ashram, Dilshad Garden, New Delhi- 110093.
19. DSWO, District North West- I, NPS for Deaf Complex, Sec- 4, Rohini, New Delhi- 110085.
20. DSWO, District North West- II, NPS for Deaf Complex, Sec- 4, Rohini, New Delhi- 110085.
21. DSWO, District South, Kasturba Niketan, Lajpat Nagar- II, New Delhi- 110024.
22. DSWO, District South West, C- 23-24, Udyog Sadan, Qutub Institutional Area, Delhi- 110067.
23. DSWO, District West, TCPC, Behind Santpura Gurdwara, Tilak Nagar, Delhi- 18.
24. Sr. System Analyst for uploading on Dept. Website.
25. Guard File.

OK



Yogesh Pal Singh  
Deputy Director (RTE)