

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, I.P. Estate, NEW DELHI-110002

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

Date: 09 JUL 2024


C I R C U L A R

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 15 days.


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


Yogesh Pal Singh
Deputy Director (RTE)

Encl: As above.

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

1. PS to Secretary, DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
2. PA to Director, DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
3. Dy. Dir., Admin, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
4. Dy. Dir., Disability Branch, DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
5. Dy. Dir., FAS Branch DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002.
6. Dy. Dir., Social Security DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
7. Dy. Dir., Social Defence DSW, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
8. Dy. Dir., Voluntary Aid Cell, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
9. Dy. Dir., Directorate of Prohibition, 7th 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, 1st Floor, Shankar Market, Cannaught Place.
12. Dy. Dir. CTB Branch, DSW, 7th 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 Kadhai 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.


Yogesh Pal Singh
Deputy Director (RTE)

133/ce
9/7/24

[Office/Branch/Institution/District's Letterhead]

Date:

To,
DY. Director (RTE)
DSW, 7th Floor, MSO Building,
I.P. Estate, Delhi-110002

Subject: Certification for examination and verification of the DSW handbook content

This is to certify that the content of the DSW handbook related to **Office/Branch/Institution/District** _____ has been thoroughly reviewed and verified.

The verification process included a comprehensive examination of the handbook to ensure that all information is accurate, up-to-date, and in compliance with relevant laws, regulations, and internal policies. The following officials have participated in this review process and hereby certify the validity and accuracy of the content:

[Name]:
[Designation]:
[Signature]:
[E-mail and Contact for Official Purpose]:
Date:

[Name] :
[Designation] :
[Signature] :
[E-mail and Contact for Official Purpose] :
Date:

Note: This certification is valid until the next scheduled review or update of the handbook. Any changes or amendments made to the handbook will require a new validation certificate.

Certified by:

[Name]:
[Designation]:
[Signature]:
[E-mail and Contact for Official Purpose]:

Reg- circulation of Handbook of department of Social Welfare, GNCTD for gathering information/views on it

2 messages

24 June 2024 at 17:40

RTE <rtesw2021@gmail.com>

To: welfare of persons with disabilities <asstdirector2010@gmail.com>, socialdefence dsw <socialdefence.dsw@gmail.com>, Chief Probation officer <cpodelhi1957@gmail.com>, directorateofprohibition37@gmail.com, DD FAS DSW <ddfassw.delhi@nic.in>, ddadmn2@gmail.com, A Madhavi <dddisabsw.delhi@gov.in>, DD Estate <dydir.estate@gmail.com>, DD Admin 1 <dswadmn1@gmail.com>

Sir/Madam,

With reference to the subject cited above, RTE branch has prepared a Departmental Handbook including Compendium of Schemes/Services, Institutions and Field Offices/Directorates of Department and other offices and its addresses.

In this regard, the Director(SW) has directed the RTE branch to circulate the draft handbook to all the Directorates/ Branches and their concerned Field Offices to seek their views/expressions before the draft is finalised for printing.

Hence, as per the directions of the director, it is requested from all the Branch incharge and concerned Officials heading field offices and institutions to provide their views on the handbook latest by **10/07/2024 (within 10 days)**.

Note:- Any new update on the same will be graciously accepted for consideration by the RTE Branch.

→ DSW Handbook (review).pdf
2590K

1 July 2024 at 16:47

RTE <rtesw2021@gmail.com>

To: welfare of persons with disabilities <asstdirector2010@gmail.com>, socialdefence dsw <socialdefence.dsw@gmail.com>, Chief Probation officer <cpodelhi1957@gmail.com>, directorateofprohibition37@gmail.com, DD FAS DSW <ddfassw.delhi@nic.in>, ddadmn2@gmail.com, A Madhavi <dddisabsw.delhi@gov.in>, DD Estate <dydir.estate@gmail.com>, DD Admin 1 <dswadmn1@gmail.com>

GENTLE REMINDER

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→ HANDBOOK DRAFT.pdf
5198K