

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI- 110002
Research, Training and Evaluation Branch
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26 JUL 2024

F.15(1)/Manual Revision/RTE/DSW/2023-24/ 5262-5314

Dated: 26/07/2024

ORDER

Approval of the Director, Social Welfare is hereby conveyed for formation of the following committees with immediate effect for the purpose of Revision of Manual of Functionaries of Institutions and Services:

COMMITTEE ON FINANCIAL ASSISTANCE SCHEMES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Yogesh Pal Singh	Dy. Director (FAS)	Chairperson
2.	Ms. Neera	Superintendent (FAS)	Member Secretary
3.	Mr. Mansoor Alam	Welfare Officer (FAS)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
4.	Ms. Sangeeta	Welfare Officer (RTE)	Member
5.	Ms. Imanju	House Mother (FAS)	Member (Will assist Welfare Officer in preparing MoM and revised draft for revision)
COMMITTEE ON SOCIAL SECURITY			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saksena	Dy. Director (Social Security) for Matter pertain to Old Age Homes and Safe Houses	Chairperson
2.	Sh. Pankaj Verma	DSWO (North/North-West)	Member
3.	Ms. Rachna Bharadwaj	Superintendent (SS)	Member Secretary
4.	Mr. R K Sharma	Superintendent (Sr. Citizen Home Bindapur)	Member
5.	Sh. A.M. Pandey	Superintendent (Sr. Citizen Home Bindapur)	Member
6.	Ms. Anjali Tiwari	Welfare Officer (RTE)	Member
7.	Ms. Khushbu Sinha	Welfare Officer (SS)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)

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COMMITTEE ON SOCIAL DEFENCE AND TRANSGENDER PERSONS			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saksena	DSWO (Social Defence)	Chairperson
2.	Sh. Avinash Kumar	Welfare Officer (SD)	Member Secretary
3.	Sh. Binay Kumar Tiwari	Welfare Officer (for SD)	Member (to review suggested/proposed changes/updates in the manual)
4.	Ms. Shaheen Khan	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON DRUG PROHIBITION			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saksena	DSWO (Prohibition)	Chairperson
2.	Sh. Charan Singh	Superintendent (Prohibition)	Member Secretary
3.	Sh. Abhishek Kaushik	Welfare Officer (SD)	Member (to review suggested/proposed changes/updates in the manual)
4.	Sh. Vikas Kumar	Welfare Officer (Prohibition)	Member (to review suggested/proposed changes/updates in the manual)
5.	Ms. Shaheen Khan	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON PROBATION AND PRISON WELFARE SERVICES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rahul Aggarwal	CPO	Chairperson
2.	Sh. Ankur Otto	Welfare Officer (CPO)	Member Secretary
3.	Sh. Vishal Balyan	Welfare Officer (CPO)	Member(to review suggested/proposed changes/updates in the manual)
4.	Ms. Suchi Mishra	Welfare Officer (CPO)	Member(to review suggested/proposed changes/updates in the manual)
5.	Sh. Satvir Sharma	Sr. Assistant	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)

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COMMITTEE ON ESTATE AND REHABILITATION SERVICES

Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Yogesh Pal Singh	Dy. Director (Estate)	Chairperson
2.	Sh. Rukhsar Ahmad Khan	Superintendent (Estates)	Member Secretary
3.	Sh. Ahsaan Zafar	Welfare Officer (Estate)	Member (to review suggested/proposed changes/updates in the manual)
4.	Sh. Pawan Kumar	Welfare Officer (Estate)	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)

COMMITTEE ON WELFARE OF PERSONS WITH DISABILITIES

Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rahul Aggarwal	Dy. Director (PwD Branch)	Chairperson
2.	Ms. Rachna Bharadwaj	Superintendent	Member Secretary
3.	Ms. Kiran Vats	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual);
4.	Mr. Pradeep Nain	Welfare Officer	Member ((to review suggested/proposed changes/updates in the manual); Any other subject pertaining to welfare of PwDs
5.	Ms. Anjali Tiwari	Welfare Officer (RTE)	Member
6.	Sh. Bhuvnesh Kumar	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)

COMMITTEE ON DISTRICT FUNCTIONING

Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saksena	DSWO	Chairperson
2.	Ms. R K Sharma	Superintendent	Member Secretary
3.	Sh. Akhilesh Kumar	Superintendent	Member
4.	Ms. Shuiab Rana	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual)
5.	Mr. Qasim Khan	Welfare Officer	Member (to changes/updates in the manual)
6.	Ms. Sangeeta	Welfare Officer (RTE)	Member (include the suggested/proposed changes/updates in the manual)
7.	Ms. Anjali	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)



COMMITTEE ON ADMINISTRATION, ACCOUNTS, VIGILANCE AND LITIGATION			
Sr. No.	Name of Officials	Designation	Role
1.	Sh. R C Lakhehaura	DCA/HOO	Chairperson
2.	Sh. Rajinder Kumar	Dy. Director (Admin)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
3.	Sh. Charan Singh	Superintendent (Litigation)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
4.	Sh. Shahid Kamaal	Section Officer (Admin)	Member Secretary
5.	Sh. Manoj Kumar	Section Officer (Vigilance)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
6.	Ms. Ushosee Pal	Welfare Officer (RTE)	Member
7.	Sh. Rahul Doliya	Asst. Section Officer	Member (To review & examine the content of Manual and propose necessary recommendations/changes)

The above committees shall ensure that their recommendations are submitted to DD(RTE) within 3 months of their formation.

The member secretaries of the above committees shall call fortnightly meetings and endorse a copy of the minutes thereof to AD(RTE).



Deputy Director (RTE)

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Copy to:

26 JUL 2024 Dated: 26/07/2024
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- i. PA to Director, SW
- ii. All Concerned Officials
- ✓ iii. Asst. Programmer (IT Cell) with the request to upload the order on the website of the Department



Deputy Director (RTE)