

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
ADMINISTRATION BRANCH
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI – 110002

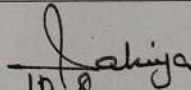
F. No. 2(108)/Admn.II/2021/DSW/Estt./4855-4862

Dated: 10.08.2026

ORDER

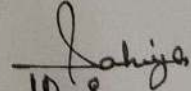
With the prior approval of the Competent Authority, it is hereby ordered that the existing Administration Branch shall henceforth function as Administration-I and Administration-II, with the allocation of work between the two branches as detailed below:-

S. No.	Name of the Branch	Section Officer/Superintendent	Work allocation
1.	Administration Branch-I	1. Ms. Praveen 2. Sh. Jitender Kumar	1. All service matters related to IAS, DANICS, DASS (All posts), Steno cadre, Accounts, IT including DEO (Outsource/Contractual against IT cadre) Planning & Statistical Cadre. 2. All Service matters related to ex-cadre {JD (Technical)/Sr.Supdt./Supdt./WO/House-Father/House-Mother/Investigator}. 3. Appointment of State Commissioner for PWD, Asha Kiran/Consultant and others. 4. Court cases of ex-cadre related matters. 5. Transfer Posting of all the Officers/Officials.
2.	Administration Branch-II	1. Sh. Jorawar Singh (in addition to his existing work).	1. Work Related to Post Creation, Cadre Restructure, 2. Matter related to e-HRMS, e-sparrow & Election. 3. Work related to Group 'C' posts (erstwhile Group 'D') and Drivers. 4. All matters related to transfer of schools and other teaching posts (Gazetted & Non-gazetted). 5. All works related to Health Cadre 6. All works related to Half Way Home/Long stay home, Old age Home and Asha Kiran Home. 7. All court cases (other than ex-cadre related matters). 8. Miscellaneous Matters.


10/8
Section Officer (Administration)
Department of Social Welfare

Copy to:-

1. Secretary to Hon'ble Minister (SW), Delhi Secretariat.
2. PPS to Additional Chief Secretary, Social Welfare Department.
3. PA to Director, Social Welfare Department.
4. All Dy. Directors (HQ), Social Welfare Department.
5. All Branch DSWOs/Supdt. /In-charges (Homes/Institutions) of Department of Social Welfare.
6. Officers concerned.
7. Assistant Director (IT), Department of Social Welfare with request to upload this order on the website of the department.
8. Guard File.


10/8
Section Officer (Administration)

203/CC
12/08/2026