

**GOVT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
ADMINISTRATION BRANCH-II**

7th Floor, MSO Building, I.P. Estate, New Delhi – 110002

F. No. 10(405)/2018/Admin-I/DSW/Estt./Part-II/954-959

Dated: 23.10.2026

ORDER

Sub: Constitution of Sub-Committee for Physical Verification of posts allocated vide Order dated 14.11.2007.

In pursuance of the deliberation taken during the 1st meeting of the reconstituted Cadre Reviewing and Restructuring Committee held on 16.10.2026, approval of the Competent Authority is hereby conveyed for the constitution of a specialized Sub-Committee for the physical verification of posts allocated between the Department of Social Welfare (DSW) and Department of Women and Child Development (DWCD) vide Order dated 14.11.2007.

The composition of the Physical Verification Sub-Committee shall be as follows:

1. Sh. Amit Kumar, Welfare / Probation Officer - Head of Committee
2. Sh. Sumit Dahiya, Welfare / Probation Officer - Member
3. Sh. Vishal Balayan, Welfare / Probation Officer – Member

The following official shall assist the Sub-Committee for completing the task:

1. Sh. Ajay Kumar, Attendant
2. Sh. Praveen, Caretaker
3. Sh. Sarfaraz, Caretaker

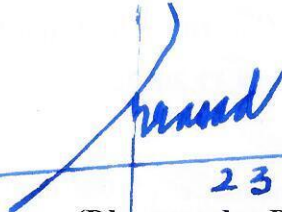
The Terms of Reference (ToR) for the Sub-Committee are as follows:

1. Conduct a comprehensive physical audit of relevant documents / records and verification of posts allocated under Order dated 14.11.2007 across all District Offices, Homes, and Institutions of DSW.
2. Reconcile physically deployed personnel with original sanctioned strengths, identifying discrepancies, staff diversions, or unrecorded vacancies.
3. Identify specific post-allocation anomalies resulting from the 2007 bifurcation order for both technical and ministerial cadres.
4. Submit a detailed physical verification report with concrete recommendations to the Cadre Reviewing and Restructuring Committee within fifteen (15) days from the date of issue of this order.

334/CC
23/10/26

All HOOs/Branch In-charges of DSW are directed to extend full cooperation and produce all relevant registers, and physical records to the Sub-Committee during their inspection visits.

This issues with the prior approval of the Competent Authority.

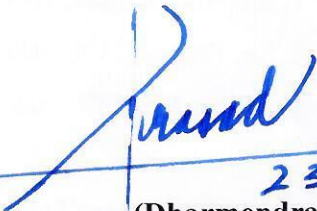


23-10-26
(Dharmendra Prasad)
Senior Superintendent / Deputy Director (Admin-II)

Copy to:

1. All Members and assisting officials of the Sub-Committee.
- ✓ 2. Assistant Director (IT), Department of Social Welfare with request to upload this order on the website of the Department.
3. Guard File.

Copy for kind information to:

1. PPS to Additional Chief Secretary, Department of Social Welfare, Govt. of NCT of Delhi, 7th Floor, MSO Building, New Delhi – 110002.
2. PA to Director, Department of Social Welfare, Govt. of NCT of Delhi, 7th Floor, MSO Building, New Delhi – 110002.



23-10-26
(Dharmendra Prasad)
Senior Superintendent / Deputy Director (Admin-II)