

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(Financial Assistance Section Branch)**

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

F.41(455)/DSW/FAS/Vacancy/2023-24/Pt-I/939-953

Date: 29-11-24

CIRCULAR

All District Social Welfare Officers are hereby informed that the 80,000 vacancies for Old Age Assistance have been opened with the direction to distribute 70,000 vacancies equally to 70 assembly constituency and 10,000 vacancies to be assigned to Hon'ble Chief Minister and Hon'ble Minister, SW equally (5000 each) for considering the cases from all over Delhi as approved by Hon'ble Chief Minister, SW.

The following guidelines are to be followed to bring transparency and efficiency in processing of Old Age assistance applications:-


1. The applications shall be received on first come first served basis through citizen login on e-district portal across Delhi. The e-district window shall remain open for three weeks or till the completion of 80,000 thousand vacancies whichever is earlier on the e-District portal.
2. The applications be processed (sanctioned or rejected) within 45 days of receipt by the concerned District Social Welfare Officer (DSWO), on top priority.
3. All the staff of District Offices, Department of Social Welfare be sensitized towards the beneficiaries, as most of them belong to the most marginalized group of the society. The Officials shall provide all the necessary assistance to the applicants.
4. In case application is not found complete in respect of documents or complete information, deficiency memo be issued at once rather than in parts, so that applicant knows in clear and certain terms about what documents are to be given or information to be furnished. The same shall be uploaded on the e-district portal.
5. While verifying the contents of the application, with the supporting documents, the officials should not reject the application on the basis of a single document. They shall check and consider all the submitted documents before taking any decision on the application as many times the additional documents provide the relevant proof of content.
6. With respect to the eligibility criteria of 5 year residence in Delhi, it is clarified that for eligibility for Old Age Assistance, the applicant shall be resident of Delhi for at-least five years prior to the date of

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application. Thus the applicant shall submit the document proving the same.

7. While considering the eligibility criteria of Annual Income, the officials shall not take decision based on bank balance of the applicant, rather shall take into account the annual transaction amount in the said bank account. If that exceeds Rs. 1 lakh then the application may be rejected
8. In case of Old Age Assistance applications, where the locality (area of residence of the applicant) is wrongly mapped in other Assembly Constituency, the District Social Welfare Officer (DSWO) shall not reject those applications rather process transfer of the same to the concerned District Office, without any delay.
9. District Social Welfare Officers are required to expedite the process of Old Age Assistance on daily basis.

This issues with the approval of competent authority.



Supdt. (FAS)

Date: 29-11-24

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Copy to:

- 1) P.A. to Secretary , DSW, 7th Floor, MSO Building, I.P Estate, New Delhi-110002
- 2) P.A. to Director, DSW, 7th Floor, MSO Building, I.P Estate, New Delhi-110002
- 3) All DSWOs, Department of Social Welfare, GNCTD
- ✓ 4) Sr. System Analyst (SW) to upload the circular on the website of the department.
- 5) Guard File


Supdt. (FAS)