

REMINDER-1

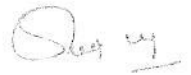
The Research Training & Evaluation (RTE) branch has drafted a department's Handbook including details of Schemes/Services, Institutions and Field Offices/districts of department including landline numbers, E-mail IDs and addresses. The task of formalizing the Handbook is taken up to showcase all the 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, A Circular dt. 9/07/2024 was circulated with all the Branches/District offices/homes/Institutions where by it was requested to examine and finalize the content of the draft Handbook concerning their branches and institutions in coordination with field level officials and submit the certificate copy to RTE Branch. Response is received from VAC, Social Defence Branch, North East, Central & New Delhi district.

In continuation of above mentioned circular, concerned offices/branches are requested to :

1. Provide feedback on draft of DSW Handbook alongwith supporting documents/Annexure if any.
2. Provide input/suggestions on the colour, design, layout of the Handbook.
3. Submission of duly authenticated certificate in the absence of suggestions or inputs from respective branch/Home/Institution/ District Office regarding the Handbook.

The information/documents etc may be sent to RTE branch, DSW, 7th Floor, MSO Building, I.P. Estate, New Delhi-02 by 20/12/ 2024 without fail.

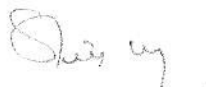


Deputy Director (RTE)

Encl: As above.

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

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., Directorate of Prohibition, 7th Floor, MSO Building, I.P. Estate, Delhi-110002
8. Chief Probation Officer, DSW, Sewa Kutir Complex, Kingsway Camp, Delhi-110009
9. Dy. Dir./Supdt. Rehabilitation Branch, Flat no. 11, 1st Floor, Shankar Market, Cannaught Place.
10. 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.**
11. DSWO, District Central, GLNS Complex, Delhi Gate, New Delhi- 110002.
12. DSWO, District East, Silai Kadhai Kendra, Block- 10, Geeta Colony, New Delhi- 110031
13. DSWO, District New Delhi, Building No.16/11 Jam Nagar House, Shahjahan Road, New Delhi-110011
14. DSWO, District North, 20-21, Gulabi Bagh, Shopping Complex, Gulabi Bagh, Delhi- 110007.
15. DSWO, District North East, Sanskar Ashram, Dilshad Garden, New Delhi- 110093.
16. DSWO, District North West- I, NPS for Deaf Complex, Sec- 4, Rohini, New Delhi- 110085.
17. DSWO, District North West- II, NPS for Deaf Complex, Sec- 4, Rohini, New Delhi- 110085.
18. DSWO, District South, Kasturba Niketan, Lajpat Nagar- II, New Delhi- 110024.
19. DSWO, District South West, C- 23-24, Udyog Sadan, Qutub Institutional Area, Delhi- 110067.
20. DSWO, District West, TCPC, Behind Santpura Gurdwara, Tilak Nagar, Delhi- 18.
- ✓ 21. Sr. System Analyst for uploading on Dept. Website.
22. Guard File.



Deputy Director (RTE)

412/CC
17/12/2024