

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

**7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002**

**F. No. 44(310)/2026/Admn-II/DSW/154-213**

**Dated: 15.09.2026**

**ORDER**

In supersession of all previous orders including Order No. F. No. 2(108)/Admn.II/2021/DSW/Estt./4855-4862 dated 10.08.2026 and Order No. F. No. 2(108)/Admn.II/2021/DSW/Estt./5476-5485 dated 27.08.2026, approval of the Competent Authority is hereby conveyed for the revised allocation of work between Administration Branch-I and Administration Branch-II as under:

| S. No. | Branch                   | Work Allocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Administration Branch-I  | <ol style="list-style-type: none"><li>1. All Service Matters, establishment, leave, and disciplinary cases pertaining to <b>Gazetted Officers</b> across all cadres.</li><li>2. Transfer and Postings of all Gazetted Officers.</li><li>3. Court Cases (Supreme Court, High Court, CAT) and litigation matters pertaining to Gazetted Officers.</li><li>4. All Miscellaneous matters (RTI, CPGRAMS, PGMS, VIP References, Vidhan Sabha/Parliament Questions) related to Gazetted Officers.</li></ol>                                                                                  |
| 2.     | Administration Branch-II | <ol style="list-style-type: none"><li>1. All Service Matters, establishment, leave, and disciplinary cases pertaining to <b>Non-Gazetted Officials</b> across all cadres.</li><li>2. Transfer and Postings of all Non-Gazetted Officials.</li><li>3. Work related to Post Creation and Cadre Restructuring across the Department.</li><li>4. Court Cases (Supreme Court, High Court, CAT) pertaining to Non-Gazetted Officials.</li><li>5. All Miscellaneous matters (RTI, CPGRAMS, PGMS, VIP References, Vidhan Sabha/Parliament Questions) related to Non-Gazetted staff.</li></ol> |

This issues with the prior approval of the Competent Authority.

  
**Deputy Director  
Administration Branch-II**

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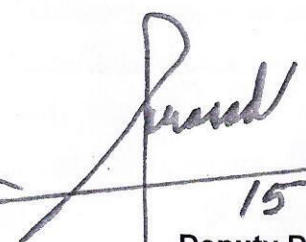
Dated: 15.09.2026

**Copy to:**

1. All Deputy Directors (HQ), Department of Social Welfare.
2. Dy. Director (Admn-I) / Department of Social Welfare.
3. All District Social Welfare Officers / In-charges of Homes/Institutions.
4. Assistant Director (IT) for uploading on the departmental website.
5. Guard File.

**Copy for information to:**

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

  
15-9-26  
Deputy Director  
Administration Branch-II