

Department of Social Welfare  
Govt. of NCT of Delhi  
7<sup>th</sup> Floor, MSO Building, ITO  
I.P.Estate, New Delhi-110002  
(Administrative Branch)

F.DSW//Misc-II/Estt./

391-450

Dated:

22/4/25

To,

The All DSWOs,  
DSW, New Delhi

**Sub: Regarding District Level Committee for Internal Departmental Coordination to ensure effective coordination and resolution of inter-departmental issues at the district level.**

Sir,

Please find enclosed herewith a letter no. F.36(102)/Coord/Div.Comm/2023/344-354 dated 20.03.2025 received from SDM-II regarding subject cited above, for your information and further necessary action.

This issues with the approval of Competent Authority.

By  
22/4/25

Section Officer(Admin)

Encl: As above.

F.DSW//Misc-II/Estt./

391-450

Dated:

22/4/25

Copy to:-

1. PS to Secretary (SW), Department of Social Welfare, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
3. Deputy Director (Admn), Department of Social Welfare, GNCTD, 7<sup>th</sup> Floor, MSO Building, ITO, New Delhi-110002.
4. O/o The Divisional Commissioner, Govt. of NCT of Delhi, 5-Samnath Marg, Delhi-110054.
5. All DSWOs, DSW, New Delhi.
6. ~~Sr. System Analyst, DSW for uploading the circular on the departmental website.~~
7. Guard File.

By  
22/4/25

Section Officer (Admin)

389/cc  
23/04/2025

OFFICE OF THE DIVISIONAL COMMISSIONER  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
5-SHAMNATH MARG, DELHI-110054.

F. 36(102)/COORD/DIV.COMM/2023/ 344 — 354  
ORDER

Dated: 20/03/2025

Competent Authority is pleased to constitute a District Level Committee for Inter-Departmental Coordination to ensure effective coordination and resolution of inter-departmental issues at the district level. The committee shall comprise of the following members:

S.No.	Designation	Status
1.	District Magistrate	Chairperson
2.	Dy. Commissioner (MCD) Concerned District	Member
3.	Dy. Commissioner of Police, Concerned District	Member
4.	Addl. District Magistrate	Member Secretary
5.	Superintending Engineer (PWD)	Member
6.	Superintending Engineer (DDA)	Member
7.	Superintending Engineer (I&FC)	Member
8.	CDMO, Concerned District	Member
9.	Dy. Director (Social Welfare)	Member
10.	All SDMs of concerned District	Member

Terms of Reference:

1. Identifying areas of inter-departmental coordination and suggesting measures to improve collaboration.
2. Developing a framework for monitoring progress of projects/schemes and health schemes.
3. Establishing a system for reporting and addressing district-level coordination issues.
4. Effective implementation and response of disaster management plan.
5. Redressal of Public Grievances of Concerned Departments.

The Committee will meet at least once a week (say every Wednesday) to discuss and address pressing issues. These meetings will provide a platform for members to share updates, discuss challenges, and identify solutions. The Committee can also invite other department representatives for resolving any coordination issue. The Committee may invite the Hon'ble Area MLA as a 'Special Invitee', if such a requirement is felt. The minutes of meeting should be sent to Divisional Commissioner within 24 hrs of the meeting.

This issues with the approval of Chief Secretary, GNCTD.

SDM-II(HQ)

To,

1. The Commissioner MCD, Dr. S.P. Mukherjee Civic Centre, JLN Marg, New Delhi-110002.
2. The Commissioner of Police, Delhi Police, Delhi Police Headquarters, Jai Singh Road, New Delhi-110001.
3. The Vice Chairman, DDA Vikas Sadan, INA, New Delhi-110023.
4. The Additional Chief Secretary, I & FC Deptt., GNCTD, L.M. Bund Office Complex, Shastri Nagar, Delhi-110031.
5. The Principal Secretary, PWD, 12<sup>th</sup> Floor, MSO Building, IP Estate, New Delhi - 110002
6. The Secretary, Health & Family Welfare 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, Delhi - 110002.
7. The Secretary, Social Welfare, 7<sup>th</sup> Floor MSO Building, I.T.O New Delhi-110002.
8. All District Magistrates, Revenue Department, GNCTD.

Copy to:-

1. PS to Chief Secretary, GNCT of Delhi.
2. PA to ACS (Revenue) - cum - Divisional Commissioner, GNCT of Delhi
3. PA to DC-VI (HQ), Revenue Department, GNCT of Delhi.

