

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, I.P. Estate, NEW DELHI-110002

F.No. 14(1)CC/RTE/DSW/2023-24/505-534

Date: 30/05/25

MEETING NOTICE

Sub: Review Meeting on DSW Handbook & Manual Revision

The Research, Training & Evaluation (RTE) Branch has drafted a comprehensive **DSW Handbook** of Welfare Schemes/Services to enhance transparency and awareness among stakeholders. Simultaneously, the revision of the **DSW Manual for Functionaries** is underway.

As per Circular dated **09.07.2024**, all Branches, District Offices, Homes, and Institutions were requested to review and finalize the Handbook content relevant to them and submit authenticated certificates. Despite multiple reminders (dated 10/07/2024, 23/07/2024, 2/08/2024, 6/08/2024, 29/10/2024, 06/11/2024, 17/12/2024 (via letter), 26/12/2024, 31/01/2025 (via online meeting), 17/02/2025, 11/03/2025 and 20/05/2025), responses have only been received from VAC Branch, Asha Jyoti Home, Vigilance Branch, Social Security Branch, and Central District.

For the Manual revision, committees were constituted (vide orders dated **26.07.2024** and **02.08.2024**) to submit approved reports/chapters. Reminders have been issued dt. 04/12/2024, 28/01/2025, 25/02/2025, 19/03/2025 and 07/05/2025 but submissions are still awaited.

In continuation of these efforts, an **online meeting** is scheduled under the Chairpersonship of **Deputy Director (RTE)** as follows:

Date: 04.06.2025 (Wednesday)

Time: 12:00 PM

Mode: Google Meet

Link: <https://meet.google.com/piu-zsey-fdm>

Agenda:

1. Review and feedback on the content of draft Handbook.
2. Inputs on design, colour, and layout of the Handbook.
3. Submission of certificates in absence of further inputs.
4. Updates from Manual Revision Committees as its monitored by the Hon'ble Minister, SW under 100 Days Action Plan and Mission 24/25 by the Chief Secretary).

All Deputy Directors, DSWOs, and Superintendents of concerned branches/homes/institutions are requested to attend the meeting.


Superintendent (RTE)

463/CC
30/05/2025

- Encl: 1. Copy of Certificate (Annex-I)
2. Copy of order of Manual Revision Committees (Annex-II)
3. List of Member Secretaries of Manual Revision Committees (Annex-III)

F.No. 14(I)CC/RTE/DSW/2023-24/ 5054 539

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 I, 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. All the Member Secretaries as per **Annexure -III**
22. Sr. System Analyst for uploading on Dept. Website.
23. Guard File.


Superintendent (RTE)

[Office/Branch/Institution/District's Letterhead]

Date: _____

To,
DY. Director (RTE)
DSW, 7th Floor, MSO Building,
I.P. Estate, Delhi-110002

Subject: Certification for examination and verification of the DSW handbook content

This is to certify that the content of the DSW handbook related to **Office/Branch/Institution/District** _____ has been thoroughly reviewed and verified.

The verification process included a comprehensive examination of the handbook to ensure that all information is accurate, up-to-date, and in compliance with relevant laws, regulations, and internal policies. The following officials have participated in this review process and hereby certify the validity and accuracy of the content:

[Name]:
[Designation]:
[Signature]:
[E-mail and Contact for Official Purpose]:
Date:

[Name] :
[Designation] :
[Signature] :
[E-mail and Contact for Official Purpose] :
Date:

Note: This certification is valid until the next scheduled review or update of the handbook. Any changes or amendments made to the handbook will require a new validation certificate.

Certified by:

[Name]:
[Designation]:
[Signature]:
[E-mail and Contact for Official Purpose]:

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI- 110002
Research, Training and Evaluation Branch
rtesw2021@gmail.com

F.15(1)/Manual Revision/RTE/DSW/2023-24/ 26/07/2024

Dated: 26/07/2024

ORDER

Approval of the Director, Social Welfare is hereby conveyed for formation of the following committees with immediate effect for the purpose of Revision of Manual of Functionaries of Institutions and Services:

COMMITTEE ON FINANCIAL ASSISTANCE SCHEMES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Yogesh Pal Singh	Dy. Director (FAS)	Chairperson
2.	Ms. Neera	Superintendent (FAS)	Member Secretary
3.	Mr. Mansoor Alam	Welfare Officer (FAS)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
4.	Ms. Sangeeta	Welfare Officer (RTE)	Member
5.	Ms. Manju	Welfare Officer (RTE)	Member (Will assist Welfare Officer in preparing MoM and revised draft for revision)
COMMITTEE ON SOCIAL SECURITY			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Sakseena	Dy. Director (Social Security) for Matter pertain to Old Age Homes and Safe Houses	Chairperson
2.	Sh. Pankaj Verma	DSWO (North/North-West)	Member
3.	Ms. Richa Bhardwaj	Superintendent (SS)	Member Secretary
4.	Mr. R K Sharma	Superintendent (Sr. Citizen Home Bindapur)	Member
5.	Sh. A.M. Pandey	Superintendent (Sr. Citizen Home Bindapur)	Member
6.	Ms. Anjali Tewari	Welfare Officer (RTE)	Member
7.	Ms. Khushi Singh	Welfare Officer (SS)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)

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COMMITTEE ON SOCIAL DEFENCE AND TRANSGENDER PERSONS			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saxena	DSWO (Social Defence)	Chairperson
2.	Sh. Avinash Kumar	Welfare Officer (SD)	Member Secretary
3.	Sh. Binay Kumar Tiwari	Welfare Officer (for SD)	Member (to review suggested/proposed changes/updates in the manual)
4.	Ms. Shaheen Khan	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON DRUG PROHIBITION			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saxena	DSWO (Prohibition)	Chairperson
2.	Sh. Charan Singh	Superintendent (Prohibition)	Member Secretary
3.	Sh. Abhishek Kaushik	Welfare Officer (SD)	Member (to review suggested/proposed changes/updates in the manual)
4.	Sh. Vikas Kumar	Welfare Officer (Prohibition)	Member (to review suggested/proposed changes/updates in the manual)
5.	Ms. Shaheen Khan	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON PROBATION AND PRISON WELFARE SERVICES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rahul Aggarwal	CPO	Chairperson
2.	Sh. Ankur Orio	Welfare Officer (CPO)	Member Secretary
3.	Sh. Vishal Balyan	Welfare Officer (CPO)	Member (to review suggested/proposed changes/updates in the manual)
4.	Ms. Suchi Mishra	Welfare Officer (CPO)	Member (to review suggested/proposed changes/updates in the manual)
5.	Sh. Satvir Sharma	Sr. Assistant	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)

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COMMITTEE ON ESTATE AND REHABILITATION SERVICES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Yogesh Pal Singh	Dy. Director (Estate)	Chairperson
2.	Sh. Rukhsar Ahmad Khan	Superintendent (Estates)	Member Secretary
3.	Sh. Ahsan Zafar	Welfare Officer (Estate)	Member (to review suggested/proposed changes/updates in the manual)
4.	Sh. Pawan Kumar	Welfare Officer (Estate)	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON WELFARE OF PERSONS WITH DISABILITIES			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rahul Aggarwal	Dy. Director (PwD Branch)	Chairperson
2.	Ms. Rachna Bharadwaj	Superintendent	Member Secretary
3.	Ms. Kiran Vats	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual)
4.	Mr. Pradeep Nain	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual); Any other subject pertaining to welfare of PwDs
5.	Ms. Anjali Tiwari	Welfare Officer (RTE)	Member
6.	Sh. Bhuvnesh Kumar	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)
COMMITTEE ON DISTRICT FUNCTIONING			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rajeev Saxena	DSWO	Chairperson
2.	Ms. R K Sharma	Superintendent	Member Secretary
3.	Sh. Akhilesh Kumar	Superintendent	Member
4.	Ms. Shulab Rana	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual)
5.	Mr. Qasim Khan	Welfare Officer	Member (to change/updates in the manual)
6.	Ms. Nangesta	Welfare Officer (RTE)	Member (include the suggested/proposed changes/update, in the manual)
7.	Ms. Anjali	DEO	Member (Will assist Welfare Officers in preparing MoM and revised draft for revision)

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COMMITTEE ON ADMINISTRATION, ACCOUNTS, VIGILANCE AND LITIGATION			
Sr. No.	Name of Officials	Designation	Role
1.	Sh. P. C. Lalchhanta	DCA/HOO	Chairperson
2.	Sh. Rajinder Kumar	Dy. Director (Admin)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
3.	Sh. Charan Singh	Superintendent (Litigation)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
4.	Sh. Shahid Kamal	Section Officer (Admin)	Member Secretary
5.	Sh. Manoj Kumar	Section Officer (Vigilance)	Member (To review & examine the content of Manual and propose necessary recommendations/changes)
✓ 6.	Ms. Ushosee Pal	Welfare Officer (RTE)	Member
7.	Sh. Rahul Doliya	Asst. Section Officer	Member (To review & examine the content of Manual and propose necessary recommendations/changes)

The above committees shall ensure that their recommendations are submitted to DD(RTE) within 3 months of their formation.

The member secretaries of the above committees shall call fortnightly meetings and endorse a copy of the minutes thereof to AD(RTE).

Deputy Director (RTE)

F.15(I)/Manual Revision/RTE/DSW/2023-24/
Copy to:

- PA to Director, SW
- All Concerned Officials
- Asst. Programmer (IT Cell) with the request to upload the order on the website of the Department

Deputy Director (RTE)

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DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI- 110002
Research, Training and Evaluation Branch
rtesw2021@gmail.com

F.15(1)/Manual Revision/RTE/DSW/2023-24/ 213-278

Dated: 02/08/24

ORDER

In continuation to previous order of even number dated 26/07/2024, approval of the Director, Social Welfare is hereby conveyed for formation of the following committee for Voluntary Action Cell with immediate effect for the purpose of Revision of Manual of Functionaries of Institutions and Services:

COMMITTEE ON VOLUNTARY ACTION CELL			
Sr. No.	Name of Officials	Designation	Roles
1.	Sh. Rahul Aggarwal	Dy. Director (VAC)	Chairperson
2.	Ms. Swati Sharma	Superintendent (RTE) for VAC	Member Secretary
3.	Sh. Upender Goyal	Sr. Accounts Officer	Member
4.	Sh. Ashwani Kumar	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual)
5.	Ms. Rashmi Bisht	Welfare Officer	Member (to review suggested/proposed changes/updates in the manual)
6.	Ms. Priyanka	DEO	Member (Will assist Welfare Officer in preparing MoM and revised draft for revision)

The rest of contents of the previous order of even number dated 26/07/2024 shall remain the same.

Deputy Director (RTE)

F.15(1)/Manual Revision/RTE/DSW/2023-24/
Copy to:

Dated:

- i. PA to Director, SW
- ii. All Concerned Officials
- iii. Asst. Programmer (IT Cell) with the request to upload the order on the website of the Department

Deputy Director (RTE)

Annexure - III				
Member Secretaries of Manual Revision Committees				
S. No.	Name	Designation	Concerned Committee	Present Place of Posting
1.	Ms. Swati Sharma	Superintendent	VAC	RTE/SD/Prohibition/RTI Branch, Hq. DSW
2.	Ms. Neera	Superintendent	FAS	FAS Branch
3.	Dr. Rachna Bhardwaj	Superintendent	Social Security/Welfare of Persons with Disabilities.	Asha Jyoti Home
4.	Sh. Avinash Kumar	Welfare Officer	Social Defense and Transgender Persons	Social Defence
5.	Sh. Charan Singh	Superintendent	Drug Prohibition	North District/OAH Wazirpur
6.	Sh. Ankur Otto	Welfare Officer	Prison Welfare and Probation Services	Prison Welfare and Prohibition Service CPO, Kingsway Camp
7.	Sh. Rukhsar Ahmad Khan	Superintendent	Estate	District Office West
8.	Sh. R. K. Sharma	Superintendent	District Functioning	VAC/Estate Branch
9.	Sh. Shahid Kamaal	Section Officer	Administration, Accounts and Vigilance	HCGBS, Kingsway Camp.