

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF SOCIAL WELFARE
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002
(ADMINISTRATION BRANCH)

F.No.2(79)/Admn-II/2021/DSW/Estt/Misc/4973-4978 Dated : 4/9/25

ORDER

The Competent Authority, Department of Social Welfare, Govt of NCT of Delhi is pleased to assign the following additional charges to the undermentioned Superintendent(Ex-Cadre) of the Department of Social Welfare, with immediate effect, till further orders:-

S. No.	Name of the Officer & Designation	Additional charges assigned as under in addition to their existing charges
1.	Shri Akhilesh Kumar, Superintendent	Superintendent/DDO/PIO/HOO of Savitri Bai Phule Home for Senior Citizens (Old Age Home), BG-6, Paschim Vihar, Delhi
2.	Shri Jorawar Singh, Superintendent	Superintendent/DDO/PIO/HOO of Atal Asha Home (Nursing College and Hostel Buildings), PUHC Complex, Narela, Delhi for mentally challenged persons
3.	Ms Neelam, Superintendent	Superintendent/DDO/PIO/HOO of Atal Drishti Home (Hostel for College Going Visually Impaired Girls), Timarpur, Delhi
4.	Shri Sanjay Kumar, Superintendent	Superintendent/DDO/PIO/HOO of Distt Social Welfare Office (Distt North West-I & II), Azadpur, Delhi

The additional charge mentioned above is assigned to the above Officer in addition to her present duty/charge and without any extra remuneration.

This issues with the prior approval of the Competent Authority, DSW.

Section Officer (Admn)

F.No.2(79)/Admn-II/2021/DSW/Estt/Misc/4973-4978 Dated : 4/9/25
Copy forwarded for information and necessary action: -

1. PS to Pr.Secretary (DSW), GNCTD, New Delhi.
2. PA to Director, DSW, GNCTD, New Delhi.
3. The Dy.Director(Estate Branch), DSW, GNCTD, New Delhi.
4. ☒ Sr. System Analyst, DSW (HQ), New Delhi with the request to upload this order on the website of this Department.
5. Officers concerned through Deputy Directors, DSW alongwith copy of instructions for strictly adhering for smooth operationalization and dignified inauguration ceremony of these projects.
6. Guard File.

Section Officer (Admn)

A.R(T.O) / NAIDU(T.O)
to be uploaded on website

MS
08/09/25

657/CC
08/09/2025

**INSTRUCTIONS TO THE CONCERNED SUPERINTENDENT/DDO/PIO/HOO(S) OF THE
UNDERMENTIONED SCHEME/PROJECTS OF THIS DEPARTMENT FOR SMOOTH
OPERATIONALIZATION AND DIGNIFIED INAUGURATION CEREMONY OF THESE PROJECTS
IN THE AUGUST PRESENCE OF THE HON'BLE CHIEF MINISTER, DELHI DURING SEWA
PAKHWARA i.e. FROM 17.09.2025 TO 02.10.2025**

S.No.	Name of the Project(s)
1	Savitri Bai Phule Home for Senior Citizens (Old Age Home), BG-6, Paschim Vihar, Delhi Capacity – 96 Sr. Citizens
2	Atal Asha Home (Nursing College and Hostel Buildings), PUHC Complex, Narela, Delhi for mentally challenged persons Capacity – 220 persons
3	Atal Drishti Home (Hostel for College Going Visually Impaired Girls), Timarpur, Delhi Capacity – 96 persons
4	Distt Social Welfare Office (Distt North West-I & II), Azadpur, Delhi

Infrastructure Setup:

- Ensure the venue is fully prepared with appropriate seating arrangements for Guests, Officials, and the Hon'ble Chief Minister, Delhi.
- Set up a clean and decorated stage with Podium, Microphones and Sound systems tested and functioning properly.
- Arrange for proper lighting including backup arrangements.
- Ensure signage and banners related to the project and the event are clearly displayed.
- Make provisions for parking and smooth entry/exit of vehicles.

Security and Protocol:

- Coordinate with security personnel for the safety of the Hon'ble Chief Minister, Delhi and all dignitaries.
- Prepare a detailed itinerary and briefing notes for all staff involved.
- Arrange for proper crowd management and control measures.

Logistics and Hospitality:

- Ensure availability of refreshments and water for guests.
- Arrange for a designated area for media coverage.
- Prepare an emergency medical kit and ensure first-aid availability.

Coordination:

- Maintain clear communication with all departments involved.
- Assign responsible personnel to oversee specific tasks.
- Conduct a final walkthrough of the venue a day before the event.

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