

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

F. No. 2(108)/Admn.II/2021/DSW/Estt./ 5476-5485

Dated: 27/8/26

ORDER

In supersession of this office earlier work allocation order no.F.No.2(108)/Admn.II/2021/DSW/Estt/4855-4862 dated 10.08.2026, it is hereby ordered that the existing Administration Branch, DSW(HQ) shall henceforth function as Administration-I and Administration-II, with the allocation of work between the two branches as detailed below:-

S. No.	Name of the Branch	Section Officer/ Superintendent	Work allocation
1.	Administration Branch-I, DSW(HQ)	1. Ms. Praveen 2. Sh. Jitender Kumar	1. All service matters/work related to IAS, DANICS & DASS Cadre All posts (including Outsource DEOs against Jr. Asstt./Sr. Asstt.) 2. All Service matters/work related to Steno cadre, Accounts Cadre, Planning Cadre and IT Cadre including DEO (Outsource against IT cadre). 3. All Service matters related to ex-cadre (JD (Technical)/Sr.Supdt./Supdt./WO/House-Father/House-Mother/Investigator). 4. Appointment of State Commissioner for PWD. 5. Matter related to e-HRMS, e-sparrow & Election related work. 6. PIO & Court cases related to service matters only(Supreme Court, High Court, & CAT) pertaining to Admin-I. 7. Transfer Posting of all the Officers/Officials related to Admin-I, including punch witness duty. 8. Miscellaneous matters (RTI, PGMS, CPGRAM, LG Listening, DGEHS Card, VIP references, CIC (online/offline), Vidhan Sabha/Parliament question related to the Admin-I and appointment of Nodal officer.
2.	Administration Branch-II, DSW(HQ)	1. Sh. Jorawar Singh (in addition to his existing work).	1. Work Related to Post Creation, Cadre Restructure, 2. Work related to Group 'C' posts (erstwhile Group 'D') and Drivers other than House Father, House Mother & Investigator. 3. All matters/daks related to schools and other teaching posts (Gazetted & Non-gazetted) and Biometric attendance related work. 4. All works related to Health Cadre posts. 5. All works related to Half Way Home/Long stay home, Old age Home and Asha Kiran Home. (Including Administrator/Consultant). 6. PIO & Court cases related to service matters only (Supreme Court, High Court, & CAT) pertaining to Admin-II. 7. Transfer Posting of all the Officers/Officials related to Admin-II, including CS office control duty. 8. Miscellaneous matters (RTI, PGMS, CPGRAM, LG Listening, DGEHS Card, VIP references, CIC (online/offline), Vidhan Sabha/Parliament question related to the Admin-II and compilation of all reports including Monthly Progress report(MPR) & Transaction Business Rules (TBR).

This issue with the prior approval of the Competent Authority, DSW GNCTD,

Section Officer (Administration)

231/CE
27/08/2026

F. No. 2(108)/Admn.II/2021/DSW/Estt./

Dated:

Copy to:-

1. Secretary to Hon'ble Minister (SW), Delhi Secretariat.
2. PPS to Additional Chief Secretary, Social Welfare Department.
3. PA to Director, Social Welfare Department.
4. All Dy. Directors (HQ), Social Welfare Department.
5. All Branch DSWOs/Supdt. /In-charges (Homes/Institutions) of Department of Social Welfare.
6. Officers concerned.
7. Assistant Director (IT), Department of Social Welfare with request to upload this order on the website of the department.
8. Guard File.


Section Officer (Administration)