

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

DEPARTMENT OF SOCIAL WELFARE

ADMINISTRATION BRANCH

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

F. No. 2(108)/Admn.II/2021/DSW/Estt./4847-4854

Dated: 10.08.2026

ORDER

In supersession of all previous orders issued in this regard, and with the prior approval of the Competent Authority, the work allocation amongst the following officers is hereby revised with immediate effect until further orders:

Sl. No.	Name & Designation	Existing Assignment	Revised Assignment
1	Sh. Sanjay Kumar Ambasta, DANICS Deputy Director (HQ)	1. Head of Office 2. DD (Administration) 3. DD (CTB) 4. DD (Social Defence) 5. DD (Planning)	1. Disability Branch 2. CPO 3. DD (Asha Kiran) with overall administrative control of: (i) Asha Kiran Home (ii) Atal Asha Home (iii) Asha Deep Home (iv) Asha Jyoti Home
2	Sh. Sunil Shanwal, DANICS Deputy Director (HQ)	1. DD/Head of Office (Prohibition) 2. DD/Head of Office (FAS) 3. DD (RTE) 4. DSWO/HOO (East District) 5. DD (Social Security)	1. Head of Office 2. Administration Branch-I 3. Vigilance 4. CTB 5. Grievances Cell & First Appellate Authority (FAA) 6. Planning 7. Social Defence 8. Head of Office (Prohibition) 9. Litigation
3	Sh. Dharmendra Prasad Sr. Superintendent (CDC) / DSWO	1. DSWO/HOO (South) 2. DSWO/HOO (South-West) 3. DSWO/HOO (South-East)	1. Head of Office (FAS) 2. Administration Branch-II 3. VAC 4. Media 5. RTE 6. Estate 7. Information Technology (IT) 8. Social Security
4	Sh. Ajay Kumar Arora, DANICS District Social Welfare Officer (DSWO)	1. DD (Vigilance) 2. DD (Litigation) 3. DSWO/HOO (New Delhi & North-East Districts) 4. DD (R&I) 5. DD/Nodal Officer (PGMS, PGC, CPGRAMS, LG Listening, MLA Portal, VIP References & RTI) 6. First Appellate Authority	1. DSWO/HOO (South District) 2. DSWO/HOO (South-East District) 3. DSWO/HOO (South-West District)
5	Sh. Puran Chand, DANICS District Social Welfare Officer (DSWO)	1. DSWO/HOO (Old Delhi) 2. DSWO/HOO (Central) 3. DSWO/HOO (West) 4. DSWO/HOO (North) 5. Nodal Officer (SC/ST & PwDs)	1. DSWO/HOO (East) 2. DSWO/HOO (North-East) 3. DSWO/HOO (New Delhi) 4. Nodal Officer (SC/ST & PwDs)

201/cc
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Sl. No.	Name & Designation	Existing Assignment	Revised Assignment
6	Sh. Rajesh Rana, Adhoc DANICS District Social Welfare Officer (DSWO)	1. DSWO/HOO (Central-North) 2. DSWO/HOO (North-West) 3. DSWO/HOO (Outer-North)	1. DSWO/HOO (North) 2. DSWO/HOO (Central-North) 3. DSWO/HOO (North-West) 4. DSWO/HOO (Outer-North)
7	Sh. Pankaj Kumar Verma Sr. Superintendent (CDC)	DD (Asha Kiran)	1. DSWO/HOO (West) 2. DSWO/HOO (Central) 3. DSWO/HOO (Old Delhi)

General Instructions

1. The officers shall assume charge of the assignments indicated above with immediate effect.
2. They shall be responsible for the overall administration, supervision, monitoring and timely disposal of all matters pertaining to the branches, districts and institutions under their charge.
3. Proper handing over and taking over of charge, including all files, records, assets, digital credentials and pending matters, shall be completed immediately. A compliance report shall be submitted to the Administration Branch within three working days.
4. All pending court cases, audit observations, RTI matters, Parliament/Assembly matters, VIP references, grievances and other time-bound cases shall be specifically handed over to the incoming officer.
5. The officers shall ensure effective coordination with all concerned branches and institutions for efficient implementation of departmental programmes and schemes.
6. This order shall come into force with immediate effect and shall remain in force until further orders.

[Signature]
10/8/24

Section Officer (Administration)
Department of Social Welfare

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. Officer Concerned.
7. Assistant Director (IT), Department of Social Welfare with request to upload this order on the website of the department.
8. Guard File.

[Signature]
10/8/24

Section Officer (Administration)