

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI**

No.F.PA/DSW/Misc./2019-20/29657-29716 Dated: 20.03.2020

**ORDER**

In order to prevent spread of COVID-19 and in light of the decision taken in the meeting at Delhi Secretariat Auditorium on 20.03.2020, following measures are to be taken by the Department and subordinate offices with immediate effect for functioning of the offices: -

**ESSENTIAL SERVICES**

SL NO.	PARTICULARS	REMARKS
1.	All the residential Homes/Institutions (Homes/Institutions, catering to Sr. Citizens, mentally retarded, Leprosy affected persons and Blind students etc.)	1. All Services are essential. 2. Visit of dignitary and Meeting of Advisory Board/governing bodies are not essential which can be suspended. 3. Visitors will be discouraged. If visit is essential then visitor may be facilitated to visit and speak from a safe distance with the inmates he intends to meet. In no case physical contact like hugging, touching, etc. will be permitted.

**NON-ESSENTIAL SERVICES**

SL NO.	PARTICULARS	REMARKS
1.	District Offices	1. All public dealings and entry of visitors will be suspended.
2.	All Branches of Head Quarters	
3.	All Probation Services	
4.	All educational institutions/schools	DD (Schools) will ensure that all concerned incharges will take measures to persuade students to vacate the hostels and go home. But in no case any coercive action will be taken.
5.	TCPC Training Centre	
6.	(a) Hostel for College going blind students, Sewa Kutir Complex. (b) Hostel attached to Govt. Sr. Sec. School for blind boys, Sewa Kutir Complex.	
7.	Hostel for Hearing Impaired attached to GLNS School, Delhi Gate.	



Further, following actions will be taken to enforce the above:-

1. All the Deputy Directors / DSWOs / HOOs / Institutions shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office functions on minimal strength and employees are desisted from travelling frequently. Rest of the employees will work from home.
  2. The officials allowed to work from home will be available at any time as and when so required on phone, whatsapp, messages and emails. Any official allowed to work from home may be called to office if so required.
  3. The officials working from home shall not leave stations unless prior permission is granted by the competent authority in writing and conveyed to him / her only in exceptional circumstances.
  4. Attendance of officials working from office and home shall be maintained by branches.
  5. This arrangement shall be effective till 31.03.2020 or ordered otherwise.
- Order about who among the officials will come to office shall be mailed at [ddadmn2@gmail.com](mailto:ddadmn2@gmail.com).

  
(S.B. SHASHANK)  
Director

No.F.PA/DSW/Misc./2019-20/29657-29716

Dated: 20.03.2020

Copy to: -

1. All the DDs / Branch Incharges (HQ), Delhi Gate, DD (Schools) will ensure the above instructions in respect of the Principal of the school.
2. All the DSWOs, Social Welfare Department, Delhi.
3. HOO, Rehabilitation Services, Delhi Gate.

Copy for information to: -

1. Secretary to Minister, Social Welfare.
2. OSD to Chief Secretary, GNCTD.
3. PS to Addl. Secretary(Home), GNCTD.
4. P.S. to Pr. Secy., Social Welfare.
5. PA to Director, Social Welfare.

  
(S.B. SHASHANK)  
Director

So System Analyst to upload the order on Departmental website.