

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH)**

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

DSW-A014/59/2026-ADMN-I-/399048 5588-5647

Dated 03.09.2026

Circular

Attention is invited to this Department's Office Order dated **25.08.2026**, whereby it was decided to initiate necessary action for abolition/discontinuation of the posts pertaining to the erstwhile Beggar Homes, which have become redundant in view of the judgment dated **08.08.2018** of the Hon'ble High Court of Delhi. Accordingly, such posts, being no longer required for the purpose for which they were originally sanctioned, shall be identified and considered as **"proposed for abolition"** and shall also be taken into account while formulating the proposal for creation of requisite posts in the newly created **13 districts**, with a view to rationalisation and optimum utilisation of the sanctioned strength of the Department.

It has, however, been observed that several Districts/Homes/Institutions/Branches under the Department are functioning either with inadequate sanctioned strength or with sanctioned posts not commensurate with their present functional requirements, resulting in deployment of officers/officials on **diverted capacity** as an interim arrangement. While such deployment may be resorted to temporarily to meet emergent requirements, it cannot substitute duly sanctioned posts on a permanent basis and also hampers proper assessment of actual manpower requirements, leading to avoidable administrative and operational difficulties.

It is, therefore, considered necessary to undertake a **comprehensive assessment and rationalisation of the sanctioned manpower strength** of all Districts/Homes/Institutions/Branches under the Department to determine the **actual post-wise requirement of officers/officials** in different grades/cadres, based on their functional workload, statutory/administrative responsibilities, operational and supervisory requirements, and other relevant factors.

Accordingly, In-charge of **Districts/Homes/Institutions/Branches** are requested to assess their existing manpower requirement and furnish a proposal in the prescribed format to **Administration Branch-II**, clearly indicating:

1. sanctioned posts and present incumbency, post-wise/grade-wise;
2. officers/officials working on diverted capacity, if any;
3. actual functional requirement, with justification for additional posts, wherever required;
4. posts which are **redundant/not required** due to change in functions/work profile;
5. essential supervisory, ministerial, technical and support staff required; and
- vii. any other relevant information necessary for assessment of the **actual manpower requirement**.

The assessment shall be made **post-wise and on the basis of actual functions and workload**, and not merely on the present deployment of staff. Deployment on diverted capacity shall not, by itself, justify creation of a corresponding post. The In-charges/Heads shall also identify **surplus, redundant or functionally unwarranted posts** and indicate the same separately for consideration of **abolition/rationalisation** as per the prescribed rules and procedure.

Administration Branch-II shall consolidate the proposals received from all establishments and undertake department-wide rationalisation of sanctioned posts, identifying posts to be abolished, retained, shifted/redeployed, or newly created, based

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on actual functional requirements. A comprehensive proposal shall thereafter be submitted to ARD, GNCTD for requisite work study/assessment and further action as per rules.

All concerned establishments shall furnish the required information/proposals to Administration Branch-II within one month of issue of this Circular.

The exercise shall aim to ensure an objective and rational sanctioned manpower structure, minimise deployment on diverted capacity, eliminate redundant posts, and facilitate creation of posts wherever genuine functional requirements are established. On completion of the exercise, deployment on diverted capacity shall also be reviewed and withdrawn wherever no corresponding sanctioned post or justified requirement exists, subject to approval of the competent authority.

This issues with the approval of the Competent Authority.

Dy. Director (Admn.)-I

Copy to:

1. PPS to Add. Chief Secretary, DSW, GNCTD, Delhi.
2. PS to Director, DSW, GNCTD, Delhi
3. All Dy. Directors, DSW, GNCTD
4. All District Social Welfare Officers, DSW, GNCTD.
5. DCA, DSW, GNCTD, Delhi.
6. Assistant Director (I.T. Branch), DSW for uploading of the same on the Departmental Website.
7. Asstt. Director (Plg), DSW, GNCTD, Delhi.
8. All Section Officers/Superintendents/Heads of Homes & Institutions under DSW, GNCTD.

Digitally signed by
Sunil Shanwal
Date: 03-09-2026
11:45:26

Information to be submitted in compliance of circular dated:- 03/09/2026 related to creation/abolition of posts:-

Name of the District/Institution/Home/Branch/Office:-

S.No	Name of Post	Sanctioned Post	Filled Post	Vacant Post	No. of Employees working on diverted capacity in this office	No. of additional post required with actual functional requirement	No. of posts which are redundant/not required due to change in function/work profile	Any other relevant information