

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2nd FLOOR, MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE, DELHI – 110006

F. No. DWCD-M021/5/2026-ADMIN-DWCD 21699-701

Dated- 23 MAR 2026

CIRCULAR

Subject: Clarification regarding assignment of duties and responsibilities of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I in accordance with the applicable Recruitment Rules.

It has been brought to the notice of the Department that in Saksham Anganwadi and Poshan projects and offices functioning under the Department of Women & Child Development, the duties and responsibilities assigned to the posts of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I are not always being clearly distinguished in accordance with the service hierarchy and functional framework prescribed under the applicable Recruitment Rules. Such practices have the potential to create administrative ambiguity and may also lead to misinterpretation regarding the nature and scope of duties attached to the respective posts.

In this regard, it is clarified that the posts of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I are separate and distinct posts under the Recruitment Rules, carrying different levels of responsibility and forming successive stages in the supervisory hierarchy within the Saksham Anganwadi and Poshan .

The post of Supervisor (Women) Grade-II is primarily a field-level supervisory and implementation-oriented position. The incumbent holding this post is responsible for direct supervision of the functioning of Anganwadi Centres and Anganwadi Workers within the assigned sector. The duties attached to this post include providing on-the-job guidance to Anganwadi Workers, conducting regular field visits to Anganwadi Centres, monitoring the delivery of services relating to supplementary nutrition, health check-ups, immunization and pre-school education, and ensuring proper maintenance of registers and records. The Supervisor (Women) Grade-II is also required to undertake household surveys, identify beneficiaries, monitor growth of children, facilitate community participation and ensure effective implementation of programmes and schemes under the Saksham Anganwadi and Poshan framework. The responsibilities of this post are therefore largely operational and field-oriented in nature.

In contrast, the post of Supervisor (Women) Grade-I constitutes a higher supervisory and administrative position within the project-level structure of the Department. The



incumbent at this level functions in a supervisory capacity over field-level functionaries and assists the Child Development Project Officer (CDPO) in planning, monitoring and coordination of Saksham Anganwadi and Poshan at the project level. The responsibilities attached to this post include reviewing the implementation of programmes within the project area, supervising the work performed by field-level supervisory staff, ensuring proper maintenance of project-level records and reports, and coordinating with various stakeholders and institutions associated with programme implementation. The role of Supervisor (Women) Grade-I is therefore supervisory and managerial in character and involves oversight of programme implementation.

It is therefore evident that the nature, scope and level of duties attached to the posts of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I are qualitatively different, and the two posts occupy different positions in the administrative hierarchy of the service. Accordingly, the duties attached to these posts cannot be treated as identical or interchangeable, and the functional distinction prescribed under the Recruitment Rules must be maintained in practice.

All District Officers, Child Development Project Officers (CDPOs), Drawing and Disbursing Officers (DDOs) and other controlling authorities are therefore directed to ensure that duties and responsibilities assigned to the posts of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I are strictly in conformity with the Recruitment Rules and the hierarchical framework prescribed therein. Any administrative arrangement that results in blurring the distinction between these posts should be avoided unless specifically approved by the competent authority in accordance with the applicable rules and administrative instructions.

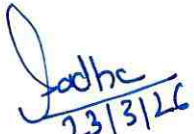
This circular is being issued with the objective of ensuring administrative clarity, uniform implementation of Recruitment Rules, and proper maintenance of the supervisory hierarchy within Saksham Anganwadi and Poshan and offices under the Department.

This issues with the approval of the Competent Authority.


(Deputy Director, Admn)

To:

1. Deputy Director (SA &P) to ensure the implementation of the Circular
2. All District Officers / CDPOs/DDOs / Branch In-charges / all concerned.
3. *DD(IT), for uploading it on DWD Website.*


(Deputy Director, Admn)