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/ 8097-99 Dated: 09 SEP 2026

CIRCULAR

Subject: Clarification regarding duties and responsibilities of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I in accordance with the applicable Recruitment Rules — in continuation of Circular F. No. DWCD-M021/5/2026-ADMIN-DWCD dated 23.03.2026.

Reference is invited to this Department's Circular of even number dated 23.03.2026, whereby the distinction between the duties and responsibilities of Supervisor (Women) Grade-II and Supervisor (Women) Grade-I was clarified.

In order to further strengthen administrative clarity and address certain queries received from field functionaries regarding the distinct nature of duties attached to the post of Supervisor (Women) Grade-I, and with a view to ensuring uniform understanding of the Recruitment Rules across the Department, it has been considered necessary to reiterate the complete duty charts of both posts in the present Circular.

It is clarified that the Recruitment Rules for both posts prescribe distinct sets of duties, and to remove any ambiguity, duty charts for Supervisor (Women) Grade-I and Supervisor (Women) Grade-II are reproduced at Annexure-A and Annexure-B respectively, enclosed with this Circular.

All District Officers, Child Development Project Officers (CDPOs), Drawing and Disbursing Officers (DDOs) and other controlling authorities are directed to ensure that duties are assigned to officials strictly in accordance with the duty charts at Annexure-A and Annexure-B.

As specifically provided at Sl. No. 1 and Sl. No. 12 of Annex-A and Sl. No. 8 of Annex-B the said duty chart, the incumbent is required to assist the CDPO in the discharge of his/her duties in the manner indicated by the CDPO, and to perform such other duty as may be assigned by the CDPO. Accordingly, the CDPO, being the project-level in-charge, may assign additional or specific tasks from time to time, as may be found necessary in the best interest of the project.

This is issued in supersession of the general clarification contained in the Circular dated 23.03.2026, to the extent of the specific duty charts now annexed, and shall be final. Any further deviation, misrepresentation, or non-compliance with the duty charts annexed herewith, after this clarification, will be viewed seriously and disciplinary action may be

taken under the applicable CCS (Conduct) Rules / CCS (CCA) Rules, as deemed fit by the Competent Authority.

This issues with the approval of the Competent Authority.

Encl: Annexure-A and Annexure-B

(Deputy Director, Admn.)

To:

1. Deputy Director (SA&P)- for ensuring implementation of the Circular.
2. All District Officers / CDPOs / DDOs / Branch In-charges / all concerned.
3. DD(IT), for uploading on DWCD website.

(Deputy Director, Admn.)

ANNEXURE-A

Duties of Supervisor (Women) Grade-I

1. **Assist the CDPO in the discharge of his/her duties in such a manner as may be indicated by him/her.**
2. Help the Anganwadi workers under her charge in initial stages in carrying out a quick and simple census survey of the project and also collect information as may be required by CDPO for preparation of a project containing all the necessary and relevant baseline information.
3. Ensure the proper maintenance and periodical inspection of registers and records both at the project and the anganwadi centre levels in respect of anganwadies under her control.
4. Ensure that all the equipment and materials supplies for the ICDS programme for anganwadies under her charge are accounted for and used and maintained properly.
5. Assist CDPO in arranging functional liaison with the block headquarter, Primary Health Centre, Panchayat Raj Institutions and Voluntary organizations functioning in the area.
6. Make efforts to obtain local communities involvement and participation in implementing ICDS Programmes and services. She will encourage the local community to contribute to the Programme in terms of food supplies, building materials, voluntary services, etc.
7. Help the anganwadi worker in forming and operating village level coordination committee. She will also help the anganwadi worker in establishing closer/functional link with local level Mahila Mandals and Youth Clubs.
8. Arrange educational programme such as nutrition and hygiene, demonstrations, with the help and assistance of other project level functionaries.
9. Undertake field visits periodically and submit her monthly tour programme to CDPO. The tour programme should be framed in consultation with the CDPO and Medical Officer Incharge, primary Health Centre. She will tour atleast 18 days a month and visit each anganwadi centre in her area at least once in two months.
10. Supervise the work of Supervisors under her charge and give them such guidance, orientation and assistance as may be deemed necessary from time to time.
11. Attend to office work when the CDPO is on tour as per the arrangements that may be indicated by the CDPO.
12. **Be required to perform such other duty assigned by CDPO.**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (ACP CELL)
5TH LEVEL, A-WING, DELHI SECRETARIAT,
I.P.ESTATE, NEW DELHI-110002

No.F.3(1)/2025/NFSG(Sr. Asstt.)/Services/I/141928/2026 Dated:10-03-2026

ORDER No. 05

On the recommendations of the Internal Committee constituted for grant of Non Functional Selection Grade (NFSG) to Grade III (GNCTDSS)/Senior Assistant vide OM No.F.3(5)(1)/NFSG/ S.III/2015/ 987-992 dated 29.04.2015 in accordance with the instructions contained in the Office Memorandum No.20/49/2009-CS-II(B) dated 22.06.2011 of Govt. of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training), the Pr. Secretary (Services) being Cadre Controlling Authority is pleased to grant Non Functional Selection Grade to the following Grade-III (GNCTDSS)/Senior Assistant in the Level- 6 of Pay Matrix Table under 7th CPC (Pre-revised Pay Scale of Rs. 9300-34800 in PB – II with Grade Pay of Rs.4200/-) w.e.f the date mentioned against their names:-

S.No.	NAME	DOB	Present Dept.	Date of Promotion to post of Gr. III (DSS)	Date of Eligibility
1	Geeta Rani	15-05-1985	EDN	01-01-2017 (notional)	01.01.2022
2	Dinesh Kumar	12-12-1980	TPT (Div. in O/o Standing Counsel)	01-01-2017 (notional)	01.01.2022
3	Priya Dahiya	06-09-1987	EDN	01-01-2017 (notional)	01.01.2022
4	Anand Kumar	07-06-1978	DCO	01-01-2017 (notional)	01.01.2022
5	Sanjeev Mahto	02-11-1986	UTCS (Div. from EDN)	01-01-2017 (notional)	01.01.2022
6	Anil Kumar	14-10-1968	COOP	06-10-2010 (notional)	01.01.2017
7	Ranbir Singh	15-08-1965	LGSEC	22-09-2014 (notional)	01.01.2020
8	Parul	07-04-1968	EDN	01-06-2015 (notional)	01.07.2020
9	Satpal Singh	19-08-1965	EDN	21-07-2016 (notional)	01.01.2022

ANNEXURE-B

Duties of Supervisor (Women) Grade-II

1. Provide continuous on-the-job guidance to anganwadi workers to bridge the gap between training and job requirements.
2. Visit each anganwadi at least thrice a month liaison with LHV for a joint visit to one anganwadi once a week.
3. During her visit to anganwadi she will perform the following tasks:-
   - Guide anganwadi worker in conducting house-hold surveys, updating the survey data on a quarterly basis and prepare an accurate list of families and eligible beneficiaries.
   - Check the enlisting of beneficiaries from low economic strata and severely mal-nourished, particularly children below three years of age.
   - Guide anganwadi workers in the assessment of correct ages of children, correct weighing of children plotting their weights on the growth chart especially in respect of severely mal-nourished.
   - Help the anganwadi workers in identifying 'at risk' children and mothers and referring them to Primary Health Centre or hospital.
   - Check the weights, by actual weighment of severely mal-nourished children and guide the anganwadi worker in their rehabilitation.
   - Guide the anganwadi worker in conducting pre-school activities by demonstrating techniques of story telling, organising play, identification of shades and colours etc.
   - Demonstrate to anganwadi workers the effective methods of providing health and nutrition education to mothers and help them to do the same.
   - Guide anganwadi worker in prevention and early detection of early childhood disabilities.
   - Visit homes of severely mal-nourished children 'at risk'; mothers and guide anganwadi worker and mothers about proper care in such cases.
   - Check the entries of deaths and births in the survey register and the immunization register.
   - Check the records of anganwadi workers in proper maintenance of records.
   - Organise help in cases of those anganwadi workers who are not educated enough to fill in the registers and maintain records.
   - Check the arrangement for storage, preparation and distribution of food and stocks of supplies such as pre-supplementary nutrition, medicines, material for pre-school education, registers, records etc. and report shortages to the CDPO.
   - Help anganwadi worker in organising and strengthening Mahila Mandals which could help in various activities of the anganwadies.

- Keep in touch with local leaders and local institutions such as Mahila Mandals, Panchayats, Primary Schools and Youth Clubs and involve them in ICDS programmes.
- Ascertain the number of visits by ANM to the anganwadi during the period between the Supervisor's previous visits and the current visit and whether the ANM's visit was properly utilised by collecting children and mother at the anganwadi for health check up, as well as by joint visits to the homes of those children and mothers who were too sick to come to the anganwadi.
- Check whether the weekly time table of activities at the anganwadi is being properly implemented and
- Ascertain the number of unimmunized children and report it to CDPO.

4. Organise monthly meeting of anganwadi workers of her area with the participation of concerned LHV/LHVs and ANMs. At this meeting, the work done in the previous month should be reviewed and the work for the ensuing month should be planned, including preparation of weekly time table of activities at the anganwadi. One or two specific items should be selected for continuing education to anganwadi workers and ANMs at each monthly meeting (for example, growth monitoring, diarrhoea management, coping with any rampant disease etc.)

5. Maintain a diary in the prescribed form in which she will keep a record of the work done by her during her visit to the anganwadi and maintain the statistics relating to population, number of pregnant and nursing mothers, number of beneficiaries of different services, number of severely malnourished children etc. of the anganwadies in her area. Besides maintaining the above information she will make entries in the daily diary on the basis of activities undertaken by her during the working day including checking of records and physical verification of items etc.

6. Ensure timely submission of monthly progress report by anganwadi workers to the CDPO and check the accuracy of these reports.

7. At the monthly meeting at project headquarters, the Supervisor shall assist the CDPO in the following matters:
   - Payment of honorarium to anganwadi workers and helpers in her area.
   - Alternative arrangement in case of anganwadi workers and helpers who may go on leave in her area.
   - Finalisation of the mutually convenient date for the monthly meeting in her area in the following month.
   - Informing the meeting about event or problem or achievement in her area.
   - Issue of materials from the projects office to the anganwadi workers.

8. **Carry out such other tasks as may be entrusted to her by the CDPO.**