

(GOVERNMENT OF N.C.T. OF DELHI)
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
Maharana Pratap ISBT Building, Kashmere Gate, Delhi-6
(R.T.E.G. BRANCH)



F.No. 56 (151)/RTE/DWCD/Misc/Matters/Gen./P-1/2022-23/18824-35 Dated

To

The Section Officer (Trg. III),
Directorate of Training (Union Territory Civil Services),
Vishwas Nagar Institutional Area,
Behind Karkardooma Courts, Delhi-110032,
Email- adtrg3utcs.delhi@nic.in

03 FEB 2026

Sub.: Reg.- Attachment of DANICS Probationers (61st Batch) for 02 days w.e.f. 05.02.2026-06.02.2026.

Reference: No. F.7(2)/13/2023/UTCS/TS-III/DANICS-61st/283-288 dated 19.01.2026.

Sir,

This is in reference to the above-mentioned communication regarding the attachment of **04 DANICS Probationers (61st Batch)** with the Department of Women & Child Development, GNCTD, as a part of their ongoing Foundation Training Programme.

In this regard, I am directed to convey the detailed tentative schedule of visit dt. **05.02.2026-06.02.2026 (02 days)**, along with the necessary details of the attachment plan and the nominated Nodal Officer/In-Charge of Training, as requested.

This issues with the approval of Competent Authority, DWCD.

Encl: as above.

Symphony
(Symphony) 03/02/2026
Assistant Director (RTEG)

F.No. 56 (151)/RTE/DWCD/Misc/Matters/Gen./P-1/2022-23/18824-35 Dated

Copy to:

1. P.S. to Secretary, Dept. of WCD, GNCTD, for kind information please.
2. OSD to Director, Dept. of WCD, GNCTD, for kind information please.
3. SO to Special Director, Dept. of WCD, GNCTD, for kind information please.
4. Joint Director (Admin.), Dept. of WCD, GNCTD, for information please.
5. C.O.A. (Accounts), Dept. of WCD, GNCTD, for information please.
6. Deputy Director (IT), Department of Women & Child Development (WCD), GNCTD, to upload the same on the Department's website and to coordinate/provide necessary technical assistance during visit to Headquarters, please
7. All Deputy Directors/Branch in Charges, DWCD, for information and coordination.
8. District Officer (South), DWCD, GNCTD, Kasturba Niketan Complex, Lajpat Nagar, Delhi for overall necessary action, arrangements and coordination of visit schedule/attachment plan, please.
9. Superintendent, Children Home for Boys, Lajpat Nagar, for necessary arrangements and coordination as per visit schedule/attachment plan, please.
10. Assistant Director (CTB), for necessary arrangements on the day of visit to Headquarters please.
11. Guard File.

03 FEB 2026

**Tentative visit schedule/Attachment Plan for DANICS (P) 61st Batch at
DWCD, GNCTD w.e.f. 05.02.2026- 06.02.2026 (02 days)**

Day-1 (05.02.2026)	
Visit to Department of Women and Child Development (Headquarters), Maharana Pratap ISBT building, Kashmere Gate, Delhi-110006.	
Visit Details	Responsibilities & Coordinating Officers
Date- 05.02.2026 Arrival Time: 10:30 am Orientation/Introduction Session: (10:30 am to 11:30 am) 1. Interaction with Senior officers, Deputy Directors and other Officers of the Department of Women and Child Development, GNCTD. 2. Brief about the department's functioning and regarding welfare schemes/Programs and institutions. 3. Visit to the Women and Child Helpline Unit. DANICS Probationers shall spend at least 1 hour and observe the functioning of 181-Women Helpline & 1098-Child Helpline, distress call management, Types of distress calls, rescue, referral, and rehabilitation processes. They shall also interact with the helpline staff on real-time case handling, MIS reporting, and coordination with stakeholders (Police, Child Welfare Committees (CWC), One Stop Centres (OSC), Child Care Institutions (CCIs), etc.).	Interaction session with Worthy Director (WCD) and Worthy Spl. Director (WCD). Overall coordination - Ms. Lata Kr. Negi, Joint Director, WCD, Contact - 9868111969) <i>(Joint Director shall coordinate with DANICS (P) at least one day before and provide location details to Team Leader Ms. RITU, DANICS (P) (Mobile: 88268822473) for effective coordination.)</i> Section Officer (Plg.) shall prepare and present a Power Point Presentation and the following Officers shall remain present and brief the DANICS Probationers on the respective welfare schemes, programs and content: COA, Deputy Director (IT/Ladli), Dy. Director (CPDU), Dy. Director (WEC/PMMVY), Dy. Director (SA&P), Dy. Director (FAS), Dy. Director (Estate/Vigilance), Dy. Director (Administration/RGO), Assistant Director (Coordination/RTEG/Litigation), Assistant Director (Planning), Director Necessary assistance shall be provided by 1. Sh. Ashish Ranjan, Assistant Director, Contact- 9582286452 2. Sh. Satish Meena, Welfare Officer, Contact- 9462222838
Refreshment shall be provided by Care Taking Branch (CTB) to all available participants and officers during the Orientation Session	
LUNCH SHALL BE ARRANGED BY THE CTB IN CONFERENCE HALL, DWCD (HQ) FOR THE SENIOR OFFICERS AND DANICS PROBATIONERS JUST AFTER THE VISIT OF CHL AND WHL (between 12:30- 1:00 pm). After Lunch and interaction with senior officers, all DANICS Probationers shall proceed for the further field visit i.e. Sewa Kutir Complex, Kingsway Camp.	
• Visit to Observation Home for Boys-II, Sewa Kutir Complex, Kingsway Camp – to understand the functioning, rehabilitation process, and care being provided to juveniles in conflict with law. • Visit to Juvenile Justice Board-I & III – to observe the functioning, procedures, and role of the Board in handling cases of juveniles in conflict with law.	Visit to be coordinated by :- • Ms. Inderpreet Pathak , District Officer (North), Sewa Kutir Complex, Kingsway Camp, Delhi. Contact- 8076027585. • Sh. Rahul Doon , Superintendent, Observation Home for Boys -II, Sewa Kutir Complex , Kingsway Camp, Contact-9873264868.

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03/02/2026

DAY-2 (06.02.2026)

All DANICS (P) Officers shall reach to District Office (South) directly at 10:30 am and shall coordinate with Ms. Manjula Kathuria, District Officer (South), DWCD, GNCTD. For smooth coordination.

Visit Details	Responsibilities & Coordinating Officers
1. Visit to District office (South) – Brief about Department functioning, welfare schemes, programs, roles and responsibilities. 2. Visit to Saheli Samanvay Kendras (SSKs) in South District Jurisdiction– to understand the livelihood promotion, skill training, and women empowerment activities being conducted. 3. Visit to ANGANWADI Cum Creche- PALNA- where care meets compassion and learning begins early. An initiative by DWCD, GNCTD, supporting mothers and shaping bright futures. 4. Visit to Anganwadi Centres in South District Jurisdiction – to observe the functioning of early childhood care, nutrition, health services, and pre-school education provided under Saksham Anganwadi & Poshan 2.0. 5. Visit to Centralized Manufacturing Unit for Take Home Ration – to understand the preparation, packaging, quality control, and distribution process of supplementary nutrition under the nutrition program. 6. Visit to Kasturba Niketan Complex, Lajpat Nagar :- a) Visit to Children Home for Boys, – to observe institutional care, education, vocational training, and rehabilitation services for children. b) Visit to Bal Ashiyana (After Care Home for Boys) – to understand the transitional support provided to boys after they attain 18 years of age. c) Visit to Village Cottage Home-I (for Boys & Girls) – to observe family-like group care arrangements and overall functioning of the Cottage Home system.	• Ms. Manjula Kathuria, District Officer (South), Kasturba Niketan Complex, Lajpat Nagar, Delhi. Contact: 9910685983. <i>(DO shall coordinate at least one day before and provide location details to Team Leader Ms. RITU, DANICS (P) (Mobile: 88268822473) for effective coordination.)</i> <i>(DO Shall also coordinate with the visiting officers (DANICS P) and also coordinate with concerned Superintendents. /CDPOs for visits in field institutions and Manufacturing Unit for THR etc.)</i> • Sh. Shyamender Singh, Superintendent, Children Home for Boys, Lajpat Nagar, Delhi. Contact: 9211629666. • Ms. Neeru Gehlot, Superintendent, Village Cottage Home, Lajpat Nagar, Delhi. Contact: 9268204003. <u>Note : Refreshment and Lunch arrangements shall arranged by the Superintendent, Sh. Shyamender Singh and no outside cooked food shall be served.</u>

Note : The District Officer is requested to ensure that the attendance of four (04) DANICS Probationers (61st Batch) is forwarded to dutcs@nic.in and adtrg3utcs.delhi@nic.in with a copy to RTEG Branch at rtedwcd@gmail.com and the original signed hard copy may also be submitted to RTEG Branch for further record purposes.

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03/02/2026

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
Vishwas Nagar Institutional Area, Behind Karkardooma Courts, Delhi-110032
Phone: 20822456 e-mail: dutcs@nic.in

No. F. 7(2)/13/2023/UTCS/TS-III/DANICS-61st 283-288 Date: 19/01/26

To

The Director,
Department of Women and Child Development,
Govt. of NCT of Delhi
Maharana Pratap ISBT Complex,
Kashmere Gate, Delhi - 110006

Diary No. 5812
Date 20/01/26.
Spl. Director (WCD)

Sub: Attachment of DANICS Probationers (61th batch) for 02 days w.e.f. 05.02.2026 to 06.02.2026.

Sir/Madam,

1. I am directed to inform that the Directorate of Training is the Nodal Department for imparting 2 years Foundation Training of DANICS Probationers, as per MHA approved foundation training module. At present, 04 DANICS Probationers of 61st batch are undergoing the foundation training.

2. Attachment with organizations/departments of GNCT of Delhi is an essential part of foundation training to give hands-on experience on basic functioning and role of various Departments. So as per MHA approved foundation training module 04 probationers of 61st Batch are to be attached with your department for 02 days w.e.f. **05.02.2026 to 06.02.2026. Detail of probationers is also enclosed herewith.**

3. I am directed to request you to draw an attachment plan for the probationers and send the same to this Directorate along-with the details of Nodal Officer/in-charge training at the earliest. The plan may include briefing on organisational structure, functions and roles of the department, Budget, Man power; attached organisations etc., Exposure visits to attached/linked organisations and any other aspect, the department consider important for the probationers.

4. I am further directed to request you to send attendance of the probationers during the attachment period to this Directorate through **email at dutcs@nic.in and adtrg3utcs.delhi@nic.in** by 10.30 a.m. The probationers would report to your office at **10.30 a.m. on 05.02.2026 onwards.**

5. This issues with the prior approval of the competent authority.

Yours faithfully,

Encl: As above



By 19/01/26
(Rahul Jain)
Section Officer (Trg.-III)
Email: adtrg3utcs.delhi@nic.in
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No. F. 7(2)/13/2023/UTCS/TS-III/DANICS-61st 283-288 Date: 19/01/26

Copy to:-

1. SO to the Chief Secretary/Pr. Secy. (Training), Delhi Sectt., New Delhi-110002.
2. All probationers (61st Batch) – Ms. Ritu, DANICS (P) shall be the Team Leader for the attachment. She will ensure coordination among Probationers and successful execution of attachment. Further, all probationers will maintain daily diary during the attachment. A report (minimum 2 pages) with analytic observations for systemic improvement may be prepared and submitted to the Course Coordinator, Directorate of Training, UTCS. **Probationers are to intimate the department, if they are on leave for any reason.**
3. The Joint Director/Course Coordinator (Trg.-III), Directorate o Training (UTCS).
4. Estate Officer, Directorate of Training, UTCS for **arranging suitable transportation accordingly.**
5. PS to Director, Directorate of Training (UTCS).

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TRG/LL

(Rahul Jain)

Section Officer (Trg.-III)



Details of DANICS (P) 61st batch

Sl. No.	Name of Probationers	Contact Number
1.	Ms. Tanvi Singhal, DANICS (P)	8527605210
2.	Mr. Dewansh Mishra, DANICS (P)	8299873488
3.	Ms. Diksha Rai, DANICS (P)	7001740510
4.	Ms. Ritu, DANICS (P)	8826882247

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