



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(SAKSHAM ANGANWADI & POSHAN 2.0 BRANCH)
5th FLOOR, ISBT KASHMIRI GATE, NEW DELHI-110006

F.No. DWCD-0025/1/2026-ICDS-WOMEN AND CHILD DEVELOPMENT

Dated:-

6870-76

07 AUG 2026

ORDER

WHEREAS, the Department of Women & Child Development, Government of NCT of Delhi, is the nodal Department for implementation of the Centrally Sponsored SakshamAnganwadi& POSHAN 2.0 Scheme, which is being implemented through 95 functional ICDS Projects comprising 10,897 Anganwadi Centres across the National Capital Territory of Delhi;

AND WHEREAS, Anganwadi Workers and Anganwadi Helpers are the grassroots-level functionaries of the Anganwadi Centres and play a vital role in the effective implementation of the Scheme by ensuring the timely and efficient delivery of services to beneficiaries.

AND WHEREAS, it has been observed that a number of Anganwadi Workers and Anganwadi Helpers have remained posted at the same Anganwadi Centre for prolonged periods, resulting in limited professional exposure and reduced opportunities for capacity enhancement which may affect transparency, accountability, objectivity, and the overall effectiveness of service delivery.

NOW, THEREFORE, with a view to streamlining the implementation of the SakshamAnganwadi& POSHAN 2.0 Scheme, the Department hereby issues the Transfer Policy for Anganwadi Workers and Anganwadi Helpers, which shall come into force with immediate effect.

The objectives of this policy is to ensure transparency, fairness, and administrative efficiency in matters relating to transfers; facilitate the equitable distribution of experienced functionaries across Anganwadi Centres; prevent unduly prolonged postings at the same Anganwadi Centre; strengthen service delivery through periodic rotation and exposure to diverse work environments. Accordingly, the following provisions shall govern the transfer of Anganwadi Workers and Anganwadi Helpers with immediate effect:-

1. Continuation of Existing Transfer Provision:

a) The existing provision of the Transfer Policy, under which an Anganwadi Worker/Helper is eligible for transfer to another project only twice during the entire service period, shall remain unchanged.

b) In respect of intra-district transfers of Anganwadi Workers and Anganwadi Helpers, the existing procedure requiring prior approval of the concerned Child Development Project Officers and the District Officers shall continue without any change.

The existing transfer policy for AWW and AWH is annexed as Annexure-I.

2. Minimum Tenure for Transfer:

- a) An **Anganwadi Worker** shall ordinarily be eligible for transfer after completion of **4 years** at the present place of posting, while an **Anganwadi Helper** shall ordinarily be eligible for transfer after completion of **5 years** at the present place of posting.
- b) Transfers shall be considered strictly on the basis of date of joining/seniority to ensure transparency and fairness.

3. Relaxation in Transfer Cases

Relaxation in transfer norms shall be considered only in genuine cases such as:-

- a) Change of residence;
 - b) Marriage; and
 - c) Any other exceptional circumstances supported by valid documentary evidence.
4. **Inter Sector Transfer:** Transfers shall be made within one sector to another sector from the existing place of posting to minimize hardship and ensure continuity of services.
 5. **Posting of New Joining:** To facilitate efficient discharge of duties and ensure better work-life balance, the Posting of Newly Joined Anganwadi Workers and Anganwadi Helpers may, as far as practicable, be posted minimum **01 kilometer** from their place of residence, subject to availability of vacancies and administrative exigencies to enhance punctuality, improve attendance, and strengthen service delivery.
 6. **Restriction on Out-of-Project Applications:** To minimize avoidable administrative processes and reduce repeated transfer requests, applications seeking appointment outside the concerned Project area at the stage of selection shall ordinarily not be entertained as to ensure administrative stability and facilitate effective functioning of the Anganwadi system.
 7. **CDPO Authority for Transfer:** The CDPO shall remain the competent authority for transfers of AWWs/AWHs within the project, with due intimation to the District Office.
 8. **Annual Assessment:** (a) An Annual Performance Assessment of every Anganwadi Worker and Anganwadi Helper shall be prepared by the concerned Supervisor, reviewed by the CDPO, and placed in respective AWW/AWH's service record for future reference in transfer matters.

The format for annual work assessment of Anganwadi Worker and Anganwadi Helper is annexed as Annexure-II.

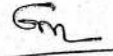
- (b) Where performance is found to be consistently unsatisfactory, appropriate action, including transfer or termination shall be considered in accordance with applicable rules.

Gm
7/8/2026

9. **Assessment Parameters:** The annual work assessment should be based on the following :

- a. Punctuality & Discipline
- b. Wearing Uniform & Id card or not
- c. Attendance of Pre school children at AWCs
- d. Pre School activities as per PTA / Adharshila
- e. Quality & Quantity Check of Snacks & HCM
- f. Whether Snacks/HCM is given on Time or not
- g. Condition and Decoration of AWCs
- h. Maintenance of Record
- i. PTA Work Status
- j. Knowledge of Services of SA&P
- k. Working efficiency in English & Hindi
- l. Knowledge of Computer
- m. Relation with the public & Community People
- n. Coordination with other AWCs and Department
- o. Sense of Responsibility
- p. Number of Memorandums / Show Cause / Warnings
- q. Leave with Approval (Yearly)
- r. Leave without Approval (Yearly)
- s. Quality of Output
- t. Integrity

All District Officers and Child Development Project Officers shall ensure the strict implementation of this Transfer Policy with immediate effect.


7/8/2026
(G. Sudhakar), IAS
Director
DWCD, GNCTD

To

1. District Officers-All Districts, DWCD, GNCTD
2. CDPOs-All SA&P Projects through concerned District Officers, DWCD, GNCTD
- ✓ 3. DD (IT) with request to upload this circular on department website.
4. All concerned Supervisors (through CDPOs) DWCD, GNCTD
5. Anganwadi Workers and Anganwadi Helpers (through Supervisors)

F.No. DWCD-O025/1/2026-ICDS-WOMEN AND CHILD DEVELOPMENT

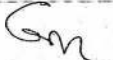
6870-76

Dated:-

07 AUG 2026

Copy for information to: -

1. PS to Secretary, DWCD, GNCTD.
2. Deputy Director SA&P-Admin, DWCD, GNCTD.


7/8/2026
(G. Sudhakar), IAS
Director
DWCD, GNCTD

WORK ASSESSMENT PERFORMA FOR AWW & AWH**1 Personal details of the AWW/AWH :-**

Name of the AWW/AWH :	Ms.
Father/Husband Name:	
Period of Report :	
Date of Birth :	
Date of Appointment :	
Period :	

2. Self Appraisal of the AWW/AWH :

S.No.	Point of Assessment	Filled by AWW/AWH	Verify by the Supervisor	Review by the CDPO
		Numerical Grading	Numerical Grading	Numerical Grading
1	Punctuality & Discipline			
2	Wearing Uniform & Id card or not			
3	Attendance of Pre school children at AWCs			
4	Pre School activities as per PTA / Adharshila			
5	Quality & Quantity Check of Snacks & HCM			
6	Whether Snacks/HCM is given on Time or not			
7	Condition and Decoration of AWCs			
8	Maintenance of Record			
9	PTA Work Status			
10	Knowledge of Services of SA&P			
11	Working efficiency in English & Hindi			
12	Knowledge of Computer			
13	Relation with the public & Community People			
14	Coordination with other AWCs and Department			
15	Sense of Responsibility			
16	Number of Memorandums / Show Cause / Warnings			
17	Leave with Approval (Yearly)			
18	Leave without Approval (Yearly)			
19	Quality of Output			
20	Integrity			
	Overall Grading			

3. Pen picture by AWW/AWH (Compulsory in 100 words) :

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4. Details of reporting Officer :

Reporting Officer Name	
Designation	
Contact NO.	

Signature of Reporting Officer

5. Rating Performance appraisal :

- Non- Satisfactory (1-4)
- Satisfactory (5-6)
- Good (7)
- Very Good (8-9)
- Excellent (10)

ANNEXURE-I

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT DELHI**

ISBT KASMERI GATE, NEW DELHI-110006

F. No. 76(75)/DWCD/ICDS- Office Order/2021-22 / 20437-42

Date

OFFICE ORDER

10 DEC 2021

In continuation to the office order dated 19.12.2016, this is to reiterate that all the District WCD Officers are authorized for both inter and Intra District transfer of AWWs. Accordingly, no transfer requests related to AWWs will be considered at HQ level. The Department follows the following criteria issued vide order dated 13.04.2015 in reference to the matters related to the transfer of AWWs from one area to another:-

Transfer Criteria for Anganwadi Workers:-

- Transfer of AWW is not a matter of right.
- Every AWW will be permitted not more than two transfers during the entire service tenure.
- The transfer will be subject to availabilities of vacancies and administrative expediency.
- The processing of application should be on first come first serve basis.

Transfer Procedure:

- The transfer's application is required to be submitted by concerned AWW seeking transfer on the prescribed format (Annexure- I) to the respective District Offices duly forwarded by respective CDPO and countersigned by the CDPO of ICDS Project wherein she has applied / requested for transfer.
- The transfer orders in respect of Inter District Transfer requests received from the AWWs are required to be issued by the respective District officer after seeking the consent of the concerned District Officer wherein the worker has applied for transfer.
- The transfer orders in respect of Intra District transfer requests received from the AWWs are required to be issued by the respective District Officer.
- The transfer requests with in the ICDS Project are to be handled by CDPO concerned on the above mentioned criteria.

NOTE: All the District Officers are directed to process / consider all the pending transfer requests of AWWs against the vacant posts of AWWs in 142 newly re-allocated AWCs with immediate effect.

Nav
(Dr. Navlendra Kumar Singh)
Joint Director- WCD, ICDS

- All District Officers, WCD, GNCTD
- All CDPOs, ICDS, WCD, GNCTD
- All Supervisors to apprise all the AWWs in this regard.

F. No. 76(75)/DWCD/ICDS- Office Order/2021-22 / 20437-42

Copy to:-

1. P.S. to Secretary, WCD, GNCTD
2. P.S. to Director, WCD, GNCTD
3. P.A. to Joint Director, WCD, GNCTD

Date

10 DEC 2021

Lata
(Lata Negi)
Dy. Director-ICDS

4/c

**APPLICATION FORMAT FOR THE TRANSFER OF HONORARY ANGANWADI
WORKER WORKING ON CONTINUOUS BASIS**

Name of Anganwadi Worker:

Residential Address:

Name of the ICDS Project & Anganwadi No. :

Date of appointment of AWW :

Name of the Project where transfer is required (with reason) :

No. of transfers undertaken till date:

Signature of Applicant AWW

It is certified that _____ is eligible for transfer.

Signature & stamp of CDPO _____

Name of the ICDS Project _____

(TO BE SIGNED BY THE CDPO WHERE TRANSFER IS REQUIRED)

The post of Anganwadi worker is lying vacant in Anganwadi No. _____ in
ICDS Project _____.

Signature & stamp of CDPO _____

Name of the ICDS Project _____