

DEPTT. OF WOMEN & CHILD DEVELOPMENT,
GOVT. OF NCT OF DELHI
1- CANNING LANE, K.G.MARG,
NEW DELHI-110001

F.No.62(02)/DWCD/RTI Cell/2015-16/ 846098

Dated :- 4/1/16

To

The Branch Incharges
Deptt. Of WCD,
1-Canning Lane; K.G Marg,
New Delhi -110001

Subject :- Implementation of Suo-Moto disclosure under section 4 of RTI Act,2005.

Sir / Madam,

All the branch incharges of WCD are requested to upload 17 types of information for 17 manuals on the website of the department under section 4(1)(b) of RTI Act,2005.

The Manual Subjects are:-

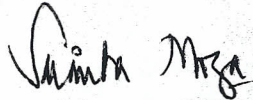
1. Manual -1 – Particulars of Organization
2. Manual-2– Power and duties of officers / Employees
3. Manual -3 – Procedure followed in decision – making process
4. Manual -4 – Norms set for the discharge of function
5. Manual -5 – Rules, regulations, instructions, manuals and records held for discharging of functions.
6. Manual -6 – Statement of categories
7. Manual -7 – Details of consultative committees and other bodies
8. Manual -8 – List of boards, councils, committees and other bodies
9. Manual -9 – Directory of officers / employees
10. Manual -10– Monthly remuneration of officers / employees
11. Manual -11 – Budget allocated to each agency
12. Manual -12 – Execution of subsidy program
13. Manual -13 – Particulars of recipients of concessions, permits
14. Manual -14 – Information available in an electronic form
15. Manual -15 –Facilities available for obtaining information
16. Manual -16 – Particulars of PIOs
17. Manual -17 – Other Information Prescribed

The Manuals can be seen at:-

1. [http:// www.wcddel.in/rti.html](http://www.wcddel.in/rti.html)
2. [http:// www.wcddel/rtimanuals.html](http://www.wcddel/rtimanuals.html)

The branch incharges may download and upload the content by 10th of January'2016, with a copy of the information to the RTI Cell and Assistant Programmer – B.

Yours faithfully,


Assistant Director (RTI Cell)
(Link Officer)

Copy to as per list enclosed

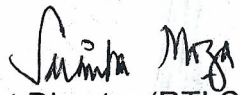
List of Branches:-

1. DD(Admn.), WCD
2. DD(ICDS) , WCD
3. DD(CPU/ICPS) , WCD
4. DD(VAC/FAS/IGMSY/Licence) , WCD
5. DD(WEC) , WCD
6. DD(CTB) , WCD
7. AD(Ladli) , WCD
8. AD(Estate) , WCD
9. AD(ICDS) , WCD
10. AD(Prohibition), WCD
11. PO(RGO/RTE/GRC), WCD
12. Sr. Accounts Officer, WCD

F.No.62(02)/DWCD/RTI Cell/2015-16/ 84698
Copy to :-

Dated :-
04/01/2016

1. OSD to Director (WCD), Deptt. of WCD, GNCTD for information of Director, WCD please.
2. PA to Addl. Director (RTI), Deptt. of WCD, GNCTD for information of Addl. Director, WCD please.
3. Assistant Programmer – B, Deptt. of WCD, with a request to upload the information on the Department's web site.


Assistant Director (RTI Cell)
(Link Officer)