

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**1, CANNING LANE, K.G. MARG, NEW DELHI-110001**  
(Financial Assistance Section)  
**(011-23387715)**

F.No. (40)/DWCD/FAS/Order /2013-14

Dated:-

**OFFICE ORDER**

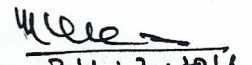
This is in continuation to the order no. F(40)/FAS/WCD/Corres/2015-16/28083-97 dated 09.10.2015 wherein it was mentioned that while collecting the documents from the beneficiary, a proper receipt shall be given to them with the stamp of the concerned District Office. But it has been observed that despite this order, District Officers are still not following the same.

On 11/02/2016, the similar issues and concerns were raised in the meeting of MLAs. In this regard, all the District Officers are once again directed that a proper receipt where the name of the Beneficiary, designation of the of the Person(who is receiving the application), date of receipt, address of the office would be there along with the stamp of the concerned District Office, shall be given to the beneficiary at the time of submission of the documents ,either at their District Level(public dealing counters or the diary Section) or the Anganwadi Centers.

It must be ensured that the staff dealing with the Public must remain courteous at all the time. To avoid the inconvenience for the beneficiary, all the information regarding procedure of the Scheme should be displayed at every counter of the District Offices so that they could be well aware about this.

Any breach of these directions shall be viewed seriously

Encl(a.a)

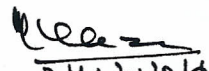
  
24.2.2016  
Sanjay Kumar Saxena  
Director, WCD

F.No. (40)/DWCD/FAS/Order /2013-14/47203-318

Dated:- 24 FEB 2016

Copy for information to:-

1. PA to the Principal Secretary, Department of WCD, GLNS Complex, Delhi Gate, New Delhi – 110002
2. Secretary to Minister (WCD, SW & SC & ST), A-Wing, 7th Floor, Delhi Secretariat, I.P. Estate, New Delhi
3. PA to Special Director(FAS), Department of WCD, 1, Canning Lane, K.G. Marg, New Delhi-01
4. All District Officers, WCD
5. Asstt. Programmer, Computer Cell for uploading on website
6. Concerned file.

  
24.2.2016  
Director, WCD