

**U R G E N T**

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1-A PANDIT RAVI SHANKAR SHUKLA LANE; K.G MARG  
NEW DELHI-110001**

F. No. 62 (02)/DWCD/RTI Cell/ Suo-Moto/ 2017-18/ 94 to 112 Dated:- 2/11/17

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

With reference to the above cited subject, all the branch in-charges 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 :-

- i. [http:// www.wcddel.in/rti.html](http://www.wcddel.in/rti.html)
- ii. [http:// www.wcddel/rtimanuals.html](http://www.wcddel/rtimanuals.html)

The branch incharges may get the content uploaded by the 4<sup>th</sup> of every month through Assistant Programme – B under intimation to the undersigned.

This issues with the prior approval of the Special Director (WCD).

Yours faithfully,



(Shivani Kapur Baveja)  
PIO / Nodal Officer (e-RTI Portal)

**All the Head of Branches,  
Deptt. of WCD,**

Copy to as per list enclosed.

List of Branches:-

1. PIO, DD(Admn. / Prohibition), WCD
2. PIO, DD(ICDS), WCD
3. PIO,DD(CPU I & II / ICPS / Licence), WCD
4. PIO,DD(VAC / FAS / Ladli / PMMVY), WCD
5. PIO,DD(WEC), WCD
6. PIO,DD(CTB), WCD
7. PIO,DD(Estate / Vigilance / Ligitation), WCD
8. PIO,PO(RGO / RTE / GRC), WCD
9. PIO, Sr. Accounts Officer, WCD

F. No. 62 (02)/DWCD/RTI Cell/ Suo-Moto/ 2017-18/945112  
Copy for information to :-

Dated:- 02/Nov/2017

1. OSD to Director, Deptt. of WCD, GNCTD.
2. PA to Special Director (WCD), Deptt. of WCD, GNCTD
3. Assistant Programmer – B, Deptt. of WCD, GNCTD **with request to upload the information on the Departments web site.**



(Shivani Kapur Baveja)  
PIO / Nodal Officer (e-RTI Portal)



DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1-A PANDIT RAVI SHANKAR SHUKLA LANE; K.G MARG  
NEW DELHI-110001

F. No. 62 (02)/DWCD/RTI Cell/ Suo-Moto/ 2017-18/

Dated:-

**ORDER**

Sh. Shiv Shakti, Assistant Programmer – B, WCD-HQ is directed to ensure that the entire contents of the WCD website is updated on a monthly basis in accordance with the following manuals in compliance of section 4(1)(b) of the RTI Act, 2005.

The Manual Subjects are :-

1. Manual – 1 – Particulars of Organization.
2. Manual – 2 – Power and duties of officers / Employees.
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This issues with the prior approval of the Special Director, WCD.

(Shivani Kapur Baveja)  
PIO / Nodal Officer (e-RTI Portal)

F. No. 62 (02)/DWCD/RTI Cell/ Suo-Moto/ 2017-18/  
Copy to :-

35 719-21

Dated:-

03 NOV 2017

1. OSD to Director (WCD), Deptt. of WCD, GNCTD.
2. PA to Special Director, WCD, Deptt. of WCD, GNCTD.
3. Concerned Official.

(Shivani Kapur Baveja)  
PIO / Nodal Officer (e-RTI Portal)