

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

F. No. 62 (02)/DWCD/RTI Cell/2017-18/ 201034

Dated:- 2/5/17

To

All the Head of Branches,
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 branches incharges of WCD are requested to upload 17 types of information for 17 types of information for 17 manual 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 15th of May, 2017, with a copy of the information to the RTI Cell and Assistant Programme – B.

Yours faithfully,

Encl:- ~~As above~~

(Shivani Kapur Baveja)
Assistant Director (RTI Cell)

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 / Licence / IGMSY), WCD
5. DD(WEC), WCD
6. DD(CTB), WCD
7. AD(Ladli), WCD
8. AD(Estate), WCD
9. AD (Prohibition), WCD
10. PO(RGO / RTE / GRC), WCD
11. Sr. Accounts Officer, WCD

F. No. 62 (02)/DWCD/RTI Cell/2017-18/ 20/03/17
Copy to

Dated:- 21/3/17

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


(Shivani Kapur Baveja)
Assistant Director (RTI Cell)