

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
SEWA KUTIR COMPLEX, KINGSWAY CAMP
MUKHERJEE NAGAR, NEW DELHI-110009

F. No. 62 (02)/DWCD/RTI Cell/2019-20/ 57-60

Dated:- 14/11/19

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 with the assistance of IT Branch of the Dept within a period of three weeks.

Yours faithfully,


(Shivani Kapur Baveja)
Nodal Officer (RTI)


Copy to as per list enclosed.
List of Branches:-

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

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1. SO to Director, Deptt. of WCD, GNCTD for information of Director, WCD Please.
2. The Joint Director (WCD), Deptt. of WCD, GNCTD for information please.
3. PA to Special Director (WCD), Deptt. of WCD, GNCTD for information of Special Director, WCD Please.
4. System Analyst (WCD), Deptt. of WCD, GNCTD **with request to upload the information on the Department's web site and intimate the undersigned that the website has been updated.**


(Shivani Kapur Baveja)
Nodal Officer (RTI)