

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**1<sup>st</sup> FLOOR, MAHARANA PRATAP ISBT BUILDING,**  
**KASHMERE GATE, DELHI-110006**

F.No.9(277)/Admn./WCD/Misc/2018/16889-96

Dated: 27 JAN 2021

**Sub: - Instructions/guidelines relating to submission of files.**

Please find enclosed herewith letter no. Min/SW/2021/178 dated 11.01.2021 (copy enclosed) issued by OSD to Minister (WCD), Govt. of NCT of Delhi, wherein instructions have been given which are to be followed while submitting files to the Office of the Minister.

Hence, all the Deputy Directors, District Officers and Supdt/CDPO of Homes/Institutions/ICDS Projects are hereby directed that the guidelines/instructions mentioned in above letter be followed while processing any file in future.

Encl: As above



(K. S. Sehrawat)  
Deputy Director (Admn.)

F.No.9(277)/Admn./WCD/Misc/2018/16889-96  
Copy forwarded to: -

Dated:

27 JAN 2021

1. OSD to Secretary, DWCD, Govt. of NCT of Delhi, New Delhi.
2. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
3. PA to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
4. All Deputy Directors, DWCD (HQ), GNCTD.
5. All District Officers, DWCD, Govt. of NCT of Delhi, New Delhi.
6. All Supdt/CDPO of Homes/Institutions/ICDS Projects, GNCTD, New Delhi.
- ✓ 7. Data Processing Assistant/Concerned Dealing Assistant, Computer Cell, DWCD (HQ), GNCTD for uploading the circular on website of the Deptt.
8. Guard file.



(K. S. Sehrawat)  
Deputy Director (Admn.)

Office of the Secretary  
Deptt. of Women and Child Development  
Govt. of NCT of Delhi  
11 JAN 2021  
Dy. No. 1684



Director  
13 JAN 21  
Diary No. 2936

Office of the Minister  
(Social Welfare, WCD, SC/ST, Cooperative, GE)  
Government of NCT of Delhi  
E-mail: [minsWSCST.delhi@gmail.com](mailto:minsWSCST.delhi@gmail.com)

Joint Director (WCD)  
14 JAN 2021  
2130  
Diary No. 2130

No. Min/SW/2021/178

Dated: 11/01/2021

Sub: Instructions/guidelines relating to submission of files.

While submitting files to this office in future, it may be ensured by all the departments that files are in proper shape. Due care should be taken with regard to the following points:-

1. All files must have CD Number, boldly written on the cover of file.
2. Paging on both correspondence and noting side is done properly.
3. Paragraph numbering is done on the note side.
4. File cover and file board should be in good condition.
5. Files should be arranged in book shape, so that noting and correspondence sheets remain fully covered in file.

The above guidelines apply in case of all files. However, special care must be taken in respect of those files which are being submitted by departments for seeking approval of Hon'ble Minister for sending the proposal to other departments like FD, Planning and Law etc.

This issues with prior approval of Hon'ble Minister.

769 / 1A  
18/1/21

12/1/21  
Spl. Secy. (WCD)  
13/1/21

(S K Sikdar) 11/1/21  
OSD to Minister

- Pr. Secretary, DSCST
- Secretary, WCD
- Secretary, DSW
- Secretary-cum-RCS
- Director, GE

cc: DSW WCD  
Pl. 100  
no. in  
in to  
all  
JD (Admin)

As above.

Copy to: PPS to Hon'ble Minister

19/01/21  
Sh. V. ...

DD (Admin) 19/1/21