

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

F.No.16(23)/WCD/Admn./Misc./2020/ 124)

Dated: 9/8/22

**CIRCULAR**

With reference to letter dated 06.07.2022 issued by DM (North-East)/ Spl. CEO (DM) vide which it has been requested to send the report regarding kind of activities undertaken by Women and Child Development Department, GNCTD during the Covid-19 Pandemic.

Hence, all the Deputy Directors, DWCD (HQ) are requested to submit the report sought vide above mentioned letter dated 06.07.2022 to the under signed within 03 working days so that the compiled information may be forwarded to DM (North East), O/o of Divisional Commissioner, Revenue Dept., GNCTD.

**[The points which are to be followed while preparing report are mentioned in letter dated 06.07.2022]**

Encl:- As above.



(R. S. Ruhil)  
Dy. Director (Admn.)

F.No.16(23)/WCD/Admn./Misc./2020/ 124)

Dated: 9/8/22

Copy to:-

1. OSD to Secretary, DWCD, GNCTD, Delhi Gate.
2. PA to Director (DWCD), Govt. of NCT of Delhi.
3. PA to Joint Director (Admn./ICDS), DWCD, GNCTD.
4. All Dy. Director, HQ, DWCD, GNCTD for necessary action.
5. Guard file.

6. JPA Ja Wplad.



(R. S. Ruhil)  
Dy. Director (Admn.)

Daily No. 1358  
Date: 20/7/22  
Joint Director (MCD) ADMIN

1621/DDMA  
20/7/22  
1147  
14/7/22

Most Urgent /  
O Reference

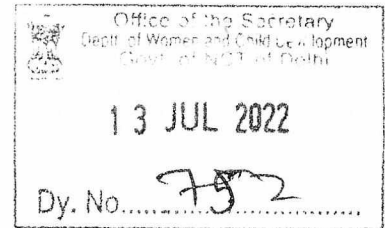
c/484

**DELHI DISASTER MANAGEMENT AU  
O/O OF DIVISIONAL COMMISSIONER, REVENUE DEPARTMENT (HQ),  
GOVERNMENT OF NCT OF DELHI  
5, SHAM NATH MARG, DELHI-110054  
Email: [ddma.delhi@nic.in](mailto:ddma.delhi@nic.in) Ph. No. 011-23982164**

No.1.480/(DDMA)/HQ/Comp. Report/Framework/Covid-19/2020/177 Dated: 06/7/2022

To

The Secretary  
Department of Women & Child Development,  
Govt. of NCT of Delhi,  
Maharana Pratap ISBT Complex,  
Kashmere Gate, Delhi-110006



**SUB: DOCUMENTATION OF RESPONSE TO COVID-19 PANDEMIC.**

Sir,

Please find enclosed a copy of D.O.No:520/31/C/51/2020-SW dated 09.05.2022 (copy enclosed) addressed to Chief Secretary, Govt. of NCT of Delhi enclosing therewith D.O. dated 8<sup>th</sup> May, 2020 of Pr. Secretary to Prime Minister on the captioned subject. In the said letter it has been desired that the States/UTs should comprehensively document the responses to the Covid-19 pandemic taking into account the following points:-

- Various response actions may be mapped against a timeline starting in the last week of January, 2020; how ideas and actions emerged as the pandemic spread globally and within India, including any case studies referenced.
- Both public health (surveillance, testing, treatment etc.) and other interventions (physical distancing, contact tracing, quarantine etc.) should be covered.
- The documentation should be as detailed and granular as possible and aim to capture actions taken up to the lowest administrative level, as feasible.
- The responses of civil society organizations as well as the private sector should also be covered.
- The documentation should capture a wide range of materials- government orders, analytical documents, central and state government advisories, research papers, audio-visual communication material etc. These must be tagged and stored systematically.

Contd.....

13/7  
Director  
(MCD)  
19/7/22

(A) (2)  
20/7  
21/7  
22/7

c/483

2. The Office of Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD being the secretariat of Delhi Disaster Management Authority, is in the process of documenting the responses of various departments.

3. During the pandemic, the Department of Women & Child Development, GNCTD reached out to the women and children of the persons whose death occurred due to Covid-19. The Department also helped the orphan children whose both parents died due to Covid-19. It is, therefore, requested that the kind of activities undertaken by the Women & Child Development Department, GNCTD during the Covid-19 may be forwarded to Revenue Department, GNCTD along with relevant pictures by 08.07.2022, so that the same can be documented. The information can be sent at DDMA (HQ) e-mail ID i.e. [ddma.delhi@delhi.gov.in](mailto:ddma.delhi@delhi.gov.in)

This issues with the approval of Pr. Secretary (Revenue)-cum-Divisional Commissioner, Delhi.

Yours faithfully,

**Encl:** As above.

*AS*

(GEETIKA SHARMA, IAS)  
DM (NORTH-EAST) / SPL. CEO (DM)

**Copy to:**

PS to Pr. Secretary (Revenue)-cum-Divisional Commissioner, 5-Sham Nath Marg,  
Delhi-110054

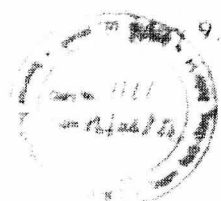
डॉ. पी. के. मिश्रा  
प्रधान मंत्री के प्रधान सचिव  
Dr. P. K. Mishra  
Principal Secretary to Prime Minister



20/3/22  
सी कार्यालय  
दिल्ली - 110 011  
Director's Office  
Delhi - 110 011

C/482

D.O. No. 520 (DCSI) 2020-SW



Dear Shri Kumar,

More than two years have passed since the COVID-19 pandemic engulfed the entire world, including India. Much has changed since then. Our response has been unprecedented in its scale, spread and diversity. We have learnt several lessons

On 8 May 2020, when the pandemic was at an early stage, I had requested you that our efforts, experiences and insights be comprehensively documented. It is of immense value for drawing lessons learnt, identifying innovations and good practices, and providing the basis for future research and policy making in management of pandemics. Shri Kamal Kishore, Member Secretary, National Disaster Management Authority (NDMA) was tasked to anchor the overall efforts in this regard. Many State governments provided some inputs to the NDMA which initiated the process of documentation.

It is high time that we update the documentation, if already initiated, and initiate it if not already done. States have played a critical role in our massive efforts and needs to document its role and contributions in this endeavour. A copy of my letter of 8 May 2020 is enclosed for ready reference.

With regards,

Yours sincerely,

*P. K. Mishra*  
[ P. K. Mishra ]

Shri Nareesh Kumar  
Chief Secretary  
Government of National Capital Territory of Delhi  
Delhi Secretariat, 1 P, Estate  
New Delhi - 110 002  
[ Contact: 011-2301 2479 ]

*What is status on this?  
who is doing this?  
1/5/2022*

*He is in the file  
status is  
with NDMA  
1/5/22*

2020  
c/481

डॉ. पी. के. मिश्र  
प्रधान मंत्री के प्रधान सचिव  
Dr. P. K. Mishra  
Principal Secretary to Prime Minister



प्रधान मंत्री कार्यालय  
साउथ ब्लॉक, नई दिल्ली - 110 011  
Prime Minister's Office  
South Block, New Delhi - 110 011

8<sup>th</sup> May, 2020

Dear Shri Dev,

I take this opportunity to write to you on a subject that may not be of priority today, given the numerous challenges we have to address, but it is of immense significance for future generations. It is to request the state government to initiate the documentation of our collective response to COVID-19.

The COVID-19 pandemic is shaping up to be a once-in-a-century disaster. Over the last three months, the entire country – including the central and state governments, civil society organisations as well as the private sector – has launched an unprecedented collective response to manage the impact of COVID-19. Our response has been timely, comprehensive, people-centred, scientific evidence-based and technology-driven. A number of innovative approaches have been evolved to address some of the unique challenges faced by different parts of the country in dealing with COVID-19.

We must document our collective response to COVID-19 in a comprehensive manner. This will be critical for drawing lessons learned, identifying good practices and laying the basis for future research into the management of pandemics. This will also be important for strengthening our public health system further to contain the spread of infectious diseases.

The following points may be taken into account while undertaking the documentation:

- Various response actions may be mapped against a timeline starting in the last week of January; how ideas and actions emerged as the pandemic spread globally and within India, including any case studies referenced.
- Both public health (surveillance, testing, treatment etc.) and other interventions (physical distancing, contact tracing, quarantine etc.) should be covered.
- The documentation should be as detailed and granular as possible and aim to capture actions taken up to the lowest administrative level, as feasible.
- The responses of civil society organizations as well as the private sector should also be covered.


- ~~26/11/20~~  
c/480
- The documentation should capture a wide range of materials – government orders, analytical documents, central and state government advisories, research papers, audio-visual communication material etc. These must be tagged and stored systematically.

I would like to impress upon you the importance of adopting an objective and authentic approach – not just eulogizing one's work – to this documentation. Needless to say, not only successes and best practices, but also shortcomings, deficiencies and mistakes need to be brought out as lessons for the future.

The state governments may wish to identify a focal institution to coordinate the documentation of response to COVID-19. At the national level, the National Disaster Management Authority has been tasked to anchor this effort. NDMA will be available to provide guidance to the state focal points for documentation as necessary

With best wishes,

Yours sincerely,



(P. K. Mishra)

Shri Vijay Kumar Dev,  
Chief Secretary,  
Government of Delhi,  
Delhi – 110002