

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
G.N.C.T. OF DELHI
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE , NEW DELHI-110006

F16(35)/DWCD/Admn./Manual/2022/1284-87

Dated : 08/08/2022

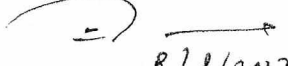
CIRCULAR

Sub.: Regarding "Manual for Disposal of the Matters at various Levels (Deputy Secretary/ HOD/ Secretary, etc.)."

In reference to the Administrative Reform Department Circular No. F.20/05/19/AR/056535741/4927-61 dated 08.08.2022 (Copy enclosed) all concerned Branches are requested to identify and enlist the important work performed / executed by them and accordingly make a Model proposal regarding "Manual for Disposal of the Matters at various Levels (Deputy Secretary/ HOD/ Secretary, etc.)" as indicated in the table below (please see Para No. 5 of the above mentioned circular) :-


Sl. No.	Name / title of work	Initiating Authority	Concretising Authority	Checking / analyzing Authority	Deciding/ Approving Authority	Comments, if any
1						
2						
3						
4						

The details may be submitted to the Administrative Branch by 10.08.2022 (04.00 P.M.) positively. Matter may be treated as most urgent.


8/8/2022
Dy. Director (Admn.)

Copy for information to :-

1. PA to Director, DWCD , HQ.
2. All Dy. Director/ Branch –in-Charge, HQ DWCD
- ✓ 3. Data Processing Assistant for uploading the same order on the departmental website.
4. Guard file.


Dy. Director (Admn.)