

No. ADMN-46/4/2021-ADMIN
Government of India
Ministry of Women & Child Development

Shastri Bhavan, New Delhi

Dated: 24th June, 2022

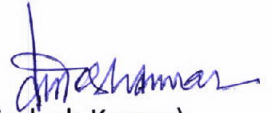
OFFICE MEMORANDUM

Subject: Channel of submission and final level of disposal of cases, including Desk Officer system in MWCD – reg.

The undersigned is directed to say that the Competent Authority has approved the channel of submission and final level of disposal of cases, including Desk Officer system in MWCD.

2. The approved channel of submission and final level of disposal of cases, including Desk Officer system in MWCD is enclosed herewith for information and further necessary action.

Encl: as above



(Sudesh Kumar)

Under Secretary (Admin)

All Divisions/Sections in MWCD

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
CHANNEL OF SUBMISSION AND FINAL LEVEL OF DISPOSAL OF CASES IN THE MINISTRY

A. Common items of work handled in MWCD by Bureaus

S/N	ITEM OF WORK	CHANNEL OF SUBMISSION	REMARKS
Approval of HMWCD required for SI No.1 to 14			
1.	All Legislations (Acts, Amendments, Rules, Regulations, Guidelines and review of them etc.)	SO/US – DS/Director – JS – Secretary	
2.	All Policy matters relating to Schemes, including expansion of the Scheme and preparation of EFC, CCEA, Cabinet Note	SO/US – DS/Director – JS – Secretary	Desk Officer
3.	Signing of MOU/Agreement with any National/ International Organization	SO/US – DS/Director – JS – Secretary	Desk Officer
4.	Proposals of foreign visit of the officers of MWCD for participation in the Meetings/ Conference/ Forum etc.	SO/US – DS/Director – JS – Secretary	
5.	Arranging meeting for Foreign delegations with the Officers/Minister, MWCD	SO/US – DS/Director – JS – Secretary	
6.	VIP References	SO/US – DS/Director – JS – Secretary	
7.	Closure/Revamping/Restructuring of organisations	SO/US – DS/Director – JS – Secretary	
8.	Appointment of Chairperson and Members of Autonomous/Attached/Statutory bodies	SO/US – DS/Director – JS – Secretary	
9.	Government Business for the Parliament Session; Arrangements of meeting of the Consultative Committee	SO/US – DS/Director – JS – Secretary	
10.	Proposals of foreign visit of the officers of MWCD for participation in the Meetings/ Conference/ Forum etc.	SO/US – DS/Director – JS – Secretary	
11.	Arranging meeting for Foreign delegations with the Officers/Minister, MWCD	SO/US – DS/Director – JS – Secretary	
12.	Laying of Annual Report of Organization in Lok Sabha/Rajya Sabha	ASO/SO/US – DS/Director – JS – Secretary	(through MoS WCD)
13.	Parliament Questions (starred, unstarred) and Assurances	ASO/SO/US – DS/Director – JS – Secretary	(through MoS WCD)
14.	All Parliamentary Committees (Parliament Standing Committee, Public Account Committee, Consultative Committee) matters	ASO/SO/US – DS/Director – JS – Secretary	



S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
15.	Convergence of Schemes			
	Inter Ministry	HMWCD	SO/US – DS/Director – JS - Secretary	Desk Officer
	Intra Ministry	Secretary	SO/US – DS/Director – JS	Desk Officer
16.	Financial Matters			
(a)	Budget Estimates (BE) and Re-appropriation of funds for the Scheme	Secretary	ASO/SO – US/DS/Director – JS	Consultation with IFD, MWCD and MoF for re-appropriation
(b)	Administrative approval (including approval of Project Screening Committee etc.) before seeking concurrence of IFD for release of funds to States/UTs, expenses for holding Seminars / Workshops/events	Secretary	ASO/SO - US/DS/Director – JS	
(c)	All financial approvals for release of funds including revalidation of unspent balance	JS	ASO/SO – US – DS/Director	Consultation with IFD
(d)	All financial matters relating to Attached/Autonomous/Statutory bodies	JS	ASO/SO – US – DS/Director	Consultation with IFD
(e)	All administrative matters relating to Attached/Autonomous/Statutory bodies	Secretary	ASO/SO - US/DS/Director – JS	
17.	Expression of Interest (EOI) and Request for Proposal (RFP)	Secretary	ASO/SO - US /DS/Director – JS	Consultation with IFD
18.	References received from various Ministries/ Department for comments on the different international matters like G20, ILO, FAO etc.	Secretary	ASO/SO/US – DS/Director – JS	
19.	KPIs; Output Outcome Monitoring Framework	Secretary	ASO/SO/US – DS/Director – JS	
20.	Preparation of Comments of the Ministry on National Policies/Cabinet Notes/EFCs Memos received from other Ministry.	Secretary	ASO/SO/US – DS/Director – JS	
21.	Providing Data/Meta data/Information to other Ministries/Departments	Secretary	AD – DD – SA	
22.	Organising national and regional level consultations/events	Secretary	(ASO/SO/US) – DS/Director – JS	

23.	Engagement of Consultants/Technical Support	Secretary	ASO/SO/US – DS/Director – JS	In consultation with IFD
24.	Evaluation of the Scheme	Secretary	ASO/SO/US – DS/Director – JS	
25.	Court cases			
	(i) Important cases relating to Policy matters	HMWCD	ASO/SO - US – DS/Director – JS	
	(ii) Other cases	Secretary	ASO/SO - US – DS/Director – JS	
26.	Citizen Charter/Results Framework Documents (RFD)	Secretary	ASO/SO/US – DS/Director – JS	
27.	Media Plan, Media Content activities	Secretary	SO/US – DS/Director – JS	Desk Officer
28.	Providing reply to PMO/ Cabinet Secretariat/ NITI Aayog, President's / PM Address, FM Budget Speech, Annual Plan/Annual Action Plan/ Annual Report, <i>etc.</i>	Secretary	ASO/SO/US – DS/Director – JS	
29.	Reply to Audit Paras/Audit Observations	JS	ASO/SO/US – DS/Director	
30.	Reports and Returns	JS	ASO/SO/US – DS/Director	
31.	Public Grievances	JS	ASO/SO/US – DS/Director	
32.	RTI			
	Applications	US	ASO – SO	
	Appeals	Director/DS/JD	ASO – SO – US	
33.	Seeking information of routine nature involving policy matters/factual nature	Director/DS/JD	ASO – SO/AD – US/DD	
34.	e-Samiksha, PM Ref. Portal	Secretary	US – DS/Director – JS	Desk Officer
35.	DBT, Citizen's Charter	Secretary	SO/US – DS/Director – JS	
36.	CPgrams online portal	DS/Director	AD/US	Desk Officer

B: Vertical Specific items of work

B.1 POSHAN 2.0 (ICDS, SAG, POSHAN Abhiyaan)

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
1.	Any nomination to Executive Committee as Co-opted Member in POSHAN Abhiyaan	HMWCD	PM – ED/DS/Director – JS – Secretary	Desk Officer
2.	Demands/Service matters relating to AWWs & Helpers; Construction of AWCs; Role of Panchayati Raj Institutions	Secretary	ASO/SO/US – DS/Director – JS	
3.	Social Security Benefits to AWWs/AWHs (PMJJBY/PMSBY/ AKBY/FCI/ Scholarship, etc.)	Secretary	ASO/SO/US – DS/Director – JS	
4.	APIP and administrative approval for allocation of foodgrains to States/UTs under wheat based Nutrition Programme and NFS Act.	Secretary	ASO/SO/US – DS/Director – JS	
5.	Sanction of opening/Closing of AWTCs/MLTCs	Secretary	ASO/SO/US – DS/Director – JS	
6.	Media Plan, Media Content, activities for celebration of Poshan Maah & Poshan Pakhwada	Secretary	US – ED/DS/Director– JS	Desk Officer
7.	Outcome based evaluation of POSHAN Abhiyaan	Secretary	US – ED/DS/Director– JS	Desk Officer
8.	Issues relating to POSHAN Tracker and Dashboard	Secretary	US – ED/DS/Director– JS	Desk Officer
9.	Appointment of Project Manager on deputation basis	Secretary	US – ED/DS/Director– JS	Desk Officer
10.	Preparation of Progress Reports; Providing inputs on Statistical data relating to monitoring and evaluation of ICDS Scheme to different Units of MWCD and line Ministries/Departments	JS	ASO/SO – US – DS/Director	
11.	State-wise fixation of Physical Targets under 20-Point Programme	JS	ASO/SO – US – DS/Director	
12.	Web based Management Information System(MIS) on ICDS in the country	JS	ASO/SO – US – DS/Director	
13.	All correspondence with States/UTs relating to M&E	JS	ASO/SO – US – DS/Director	



14.	Issues relating to procurement of Smartphones, GMDs, content of SMS & related miscellaneous issues.	JS	ASO/SO – US –DS/Director	
15.	Grievances relating to Demands/Service of AWWs & Helpers	DS/Director	ASO – SO – US	
16.	Country Plan Action program - UNICEF	Secretary	SO/US – ED/DS/Director– JS	Desk Officer



B.2 MISSION VATSALYA

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
1.	Appointment of Chairperson/Members of NCPCR and NCW	HMWCD	SO/US – DS/Director – JS – Secretary	Desk Officer
2.	Pradhan Mantri Rashtriya Bal Puraskar	HMWCD	SO/US – DS/Director – JS – Secretary	Desk officer
3.	Matters related to Hague Convention; National Policy for children and NPAC; UN Convention on Child Rights	Secretary	SO/US – DS/Director – JS	Desk officer
4.	Organizing/Conducting survey related to children; Safe neighbourhood initiative and Matters related to child budgeting	Secretary	ASO/SO/US – DS/Director – JS	
5.	Appointment of CEO, CARA and Secretary, CARA	HMWCD	ASO/SO/US – DS/Director – JS – Secretary	
6.	Administrative Matters of CARA	JS	ASO/SO – US – DS/Director	
7.	PM CARES (Release of Funds)	JS	ASO/SO – US – DS/Director	
8.	Childline – Financial Approvals	Secretary	ASO/SO – US – DS/Director/JS	Consultation with IFD

B.3 MISSION SHAKTI (SAMBAL, SAMARTHYA)

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
1.	Conferment of Nari Shakti Puraskar	HMWCD	ASO/SO/US – DS/Director – JS – Secretary	
2.	Laying of Annual Report of NCW in Lok Sabha/Rajya Sabha	MoS, WCD	ASO/SO/US – DS/Director – JS – Secretary	
3.	Proposal of setting up OSC, Shakti Sadans, Working Women Hostels and Creches	Secretary	ASO/SO/US – DS/Director – JS	
4.	Proposals/ Action Plan received from various States/UTs Govt. for seeking funds including gap funding.	Secretary	ASO/SO/US – DS/Director – JS	
5.	UN Women Annual Work Plan; CEDAW India Country Report; Beijing Declaration and Platform for Action, etc.	Secretary	SO/US – DS/Director – JS	Desk Officer
6.	Proposals/Action Plan received from Districts for seeking funds under BBBP	JS	ASO/SO – US – DS/Director	Consultation with IFD
7.	Representations received from individuals and organizations regarding atrocities on women	Director/DS	ASO – SO – US	
8.	Review of ESCROW accounts for release of funds under PMMVY	JS	ASO/SO/US – DS/Director	Consultation with IFD
9.	Monitoring of Administrative funds under PMMVY	JS	ASO/SO/US – DS/Director	Consultation with IFD
10.	Meeting of National Task Force (NTF)	Secretary	ASO/SO/US – DS/Director – JS	
11.	Work relating to NHEW (National Hub for Employment of Women)	JS	ASO/SO/US – DS/Director	
12.	All residual matters related to old Women Scheme (NVEC, MPV, STEP)	JS	ASO/SO – US – DS/Director	
13.	Approval of Projects under Nirbhaya Fund by Empowered Committee	Secretary	ASO/SO/US – DS/Director – JS	



C. SECRETARIAT

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
Personnel Administration				
1.	Framing of Recruitment Rules (all Groups)	HMWCD	ASO/SO – US/DS/Director – JS – Secretary	
2.	Pension/family pension/retirement benefits	JS	ASO/SO – US – DS/Director	
3.	Departmental Promotion Committee (DPC)/Screening Committee			
	Group A (ex-cadre post) and Group B	JS	ASO/SO – US – DS/Director	
	Group C [excluding MTS]	DS/Director	ASO – SO – US	
	Group C [MTS]	US	ASO – SO	
4.	Approval of recommendations of DPC			
	Group A (ex-cadre post) and Group B	Secretary	ASO/SO – US/DS/Director – JS	
	Group C	JS	ASO/SO – US – DS/Director	
5.	Pay Fixation, increment, stepping up, NFSG, MACP etc.	JS	ASO/SO – US – DS/Director	
6.	Appointment, promotion, deputation			
	Group A posts (JS and above)	HMWCD	ASO/SO – US/DS/Director – JS – Secretary	
	Group A posts (Dir/DS/US & equivalent) & Group B (Gazetted)	Secretary	ASO/SO – US/DS/Director – JS	
	Group B (Non-Gazetted) & Group C	JS	ASO/SO – US – DS/Director	
	Personal staff in the office of Minister/MoS (non-officials)	Secretary	ASO/SO – US/DS/Director – JS	
7.	Creation of posts (Group A, B & C) (subject to general and specific instructions issued by M/o Finance and DoPT)	HMWCD	ASO/SO – US/DS/Director – JS – Secretary	
8.	Advance/withdrawals (LTC/GPF/HBA/Computer)*	JS	ASO/SO – US – DS/Director	
9.	Establishment Matters			
a	Delegation/deputation of officer for training, attending conference etc. abroad			
	Dir/DS and above	HMWCD	ASO/SO – US/DS/Director – JS – Secretary	
	Up to US level	Secretary	ASO/SO – US/DS/Director – JS	
b	Training within India			



	Dir/DS and above	Secretary	ASO/SO – US/DS/Director – JS	
	Up to US level	JS	ASO/SO – US – DS/Director	
c	Transfer on lien			
	Gazetted	Secretary	ASO/SO – US/DS/Director – JS	
	Non-gazetted	JS	ASO/SO – US – DS/Director	
d	Posting/Transfer/Work Allocation			
	DS/Director-JS-AS or equivalent	HMWCD	US/DS/Director – JS – Secretary	
	US & equivalent	Secretary	ASO/SO – US/DS/Director – JS	
	Group B	JS	ASO/SO – US – DS/Director	
	Group C	DS/Director	ASO – SO – US	
e	Travel by air by non-entitled officer (SR48B)	Secretary	ASO/SO – US/DS/Director – JS	
f	Grant of LTC/Joining time (all grades)	DS/Director	ASO – SO – US	
g	Grant of Leave	Controlling Officer		
h	Confirmation of Group B & C	JS	ASO/SO – US – DS/Director	
i	Forwarding of applications			
	Group A	Secretary	ASO/SO – US/DS/Director – JS	
	Group B	JS	ASO/SO – US – DS/Director	
j	Appointment on compassionate grounds	Secretary	ASO/SO – US/DS/Director – JS	
k	Intimation under conduct rules	JS	ASO/SO – US – DS/Director	
l	Engagement of outsourced staff	Secretary	ASO/SO – US/DS/Director – JS	in consultation with IFD
m	Medical advance/reimbursement*	JS	ASO/SO – US/DS/Director	as per delegation of power
n	Appointment of Medical Attendant under CS (MA) Rules	JS	ASO/SO – US – DS/Director	
o	Grant of Honorarium under provisions of FR 46(b)			
	Up to ₹2500/-	JS	ASO/SO – US – DS/Director	
	₹2500/- to ₹5000/-	Secretary	ASO/SO – US/DS/Director – JS	in consultation with IFD
p	Release and safe custody of official/private passport in term of MEA's extant instructions issued from time to time.	US	ASO – SO	

q	NOC for passport/visa and permission to go abroad on private visits	JS	ASO/SO – US – DS/Director	
r	Creation of APAR workflow on SPARROW Portal			
	AIS cadre officers	JS	ASO/SO – US – DS/Director	
	Other cadre officers	US	ASO – SO	
10.	Any other Administrative matter (subject to instructions of DoPT/Nodal Ministries)	JS	ASO/SO – US – DS/Director	
* If the applicant is Competent to sanction advance/withdrawal in his/her case, the next higher officer will approve.				
General Administration				
1.	Hiring of Additional Office, Space Renovation of office space etc.	Secretary	ASO/SO – US/DS/Director – JS	
2.	Staff Cars & Hired Vehicles [Procurement/ Maintenance/ Petrol/ Entry Passes etc.]	JS	ASO/SO – US/DS/Director	
3.	Hiring of Security Guard	JS	ASO/SO – US/DS/Director	In consultation with IFD
4.	MHA ID card & Validation Slips, CGHS Cards, E-Awas, Pensioners Cards; Housekeeping Services, Govt.Books, Biometric Machines	JS	ASO/SO – US/DS/Director	
5.	Procurement/AMC/Repair of office equipments and office infrastructure – rental, water charges, electricity bills etc.	JS	ASO/SO – US/DS/Director	
6.	Central Registry Management, IFC	JS	ASO/SO – US/DS/Director	
Vigilance Section				
1.	Appointment of CVOs	HMWCD	US/DS/Director – JS (CVO)– Secretary	In consultation with CVC
2.	Complaints Group A	HMWCD	ASO/SO/US – DS/Director – JS (CVO) – Secretary	
3.	Appointment of VO	Secretary	ASO/SO/US – DS/Director – JS (CVO)	
4.	Complaints against other Groups and Complaints reference received through CVC	Secretary	ASO/SO/US – DS/Director – JS (CVO)	
5.	Vigilance clearance - Group 'A' and Issue of No Record Certificate Group 'A'	JS (CVO)	ASO/SO/US – DS/Director	
6.	Vigilance clearance others; Issue of No Record/Review Certificate others	Director/DS	ASO – SO – US	

Coordination Section				
1.	Matters connected with Govt. of India (allocation of business) Rules, 1961.	Secretary	ASO/SO/US – DS/Director – JS	
2.	SGoS matters	Secretary	ASO/SO/US – DS/Director – JS	
3.	Monthly letter to Cabinet Secretary/Prime Minister's Office	Secretary	ASO/SO/US – DS/Director – JS	
4.	Invitation Cards/Tickets from the Ministry of Defence for Republic Day Parade, Beating Retreat and Independence Day	JS	ASO/SO/US – DS/Director	
Parliament Section				
1.	Preparation of official Gallery Cards and General Passes for senior Officers for both the Houses of Parliament	JS	ASO/SO/US – DS/Director	
Cash Section				
1.	Income Tax e-filling of TDS return in respect of Ministry of WCD; Advance for Refreshment; Incentive of reimbursement of payable Income Tax to Tribal All India Officer belonging to North-East cadres while on Central Deputation	JS	ASO/SO/US – DS/Director	
2.	Salary/non salary/TA/GPF/Medical/ contingent bills of various Section in this Ministry	PAO	ASO – SO – US	
Budget Section				
1.	Appropriation and re-appropriation of funds	Secretary	ASO/SO/US – DS/CCA – FA	In consultation with MoF
2.	Preparation of the Demands for Grants; Compilation and preparation of the Ministry's Budget (Scheme and Non Scheme) and notes on demands for grants; Output-Outcome Frame work for Schemes; Monitoring of Expenditure in the entire Ministry; Coordination of matters connected with PAC/Estimate Committee; Coordination and Monitoring of furnishing of ATN on audit inspection reports of Audit Office and Internal Audit and on CAG reports	Secretary	ASO/SO/US – DS/CCA – FA	

Integrated Finance Division (IFD)				
	Examination of establishment proposal having financial bearing; Processing of proposal of EFC and SFC for continuation and initiation of Plan schemes.	HMWCD/ Secretary	ASO/SO – US/DS/Director – FA	In Consultation with M/o Finance
	Examination of expenditure proposal under various schemes of the Ministry and release of grants.	FA	ASO/SO – US – DS/Director – FA	
Media Division				
1.	Finalization of annual Media Plan	HMWCD	ASO/SO/US – DS/Director – JS – Secretary	
2.	Implementation of individual media campaigns	Secretary	ASO/SO/US – DS/Director – JS	
3.	Release of funds to BOC/ Prasar Bharati etc.	JS	ASO/SO – US – DS/Director	In Consultation with IFD
Statistics and Gender Budgeting				
	Issues related to Gender & Child Statistics; and OOMF, Monitoring and Evaluation	SA	AD – DD	
2.	Annual Report of the Ministry	HMWCD	AD – DD – SA – Secretary	
	Suggestions for Modification in Indicators/Indices [Gender Development Index (GDI), Gender Empowerment Measures (GEM) etc.], if any	Secretary	DD – SA	
	Issues relating to Gender Budgeting cells (GBCs) in Central Ministries/Departments and State Departments	Secretary	ASO/SO/US – DS/Director – JS	
	Internship			
(a)	Finalizing the list of Interns	Secretary	DD – SA	
(b)	Stipend to interns	SA	DD	In Consultation with IFD
6.	Research and Publication	SA	AD – DD	
IT/e-Governance/e-Office				
1.	IT/e-Governance/e-Office matters	JS	ASO/SO – US – DS/Director	
O/o Economic Advisor				
1.	Coordination with DEA & NITI – Investment	Secretary	US – DS/Director – EA	In Consultation with IFD

2.	Examination of EFC and Cabinet Notes of other Ministries	Secretary	US – DS/Director – EA	In Consultation with IFD
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HINDI SECTION

क्र.सं.	मद	निपटान का अंतिम स्तर	प्रस्तुत करने का चैनल	
1.	केंद्रीय हिंदी समिति की बैठक)गृहमंत्री की अध्यक्षता में (से संबंधित मामला	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
2.	संसदीय राजभाषा समिति द्वारा निरीक्षण	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
3.	हिंदी सलाहकार समिति की बैठक)म.बा.वि.मंत्री की अध्यक्षता में (	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
4.	विभागीय राजभाषा कार्यान्वयन समिति की बैठक)संयुक्त सचिव की अध्यक्षता में (	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
5.	अधीनस्थ/संबद्ध कार्यालयों और मंत्रालय के विभिन्न अनुभागों/एककों का राजभाषायी निरीक्षण	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
6.	राजभाषा प्रयोग संबंधी तिमाही प्रगति रिपोर्ट का राजभाषा विभाग को प्रेषण	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
7.	राजभाषा प्रयोग संबंधी वार्षिक मूल्यांकन रिपोर्ट का राजभाषा विभाग को प्रेषण	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
8.	राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम का क्रियान्वयन	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
9.	मंत्रालय में जांच बिंदुओं का निर्धारण और अनुपालन	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	



10.	राजभाषा अधिनियम, 1963 और उसके अंतर्गत बनाई गई नियमावली, 1976 का अनुपालन	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
11.	हिंदी में मूल पत्राचार का प्रतिशत बढ़ाना	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
12.	मंत्रालय में हिंदी कार्यशालाओं का आयोजन	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
13.	राजभाषा क्षेत्रीय कार्यान्वयन कार्यालय द्वारा राजभाषायी निरीक्षण	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
14.	राजभाषा विभाग द्वारा समय-समय पर जारी आदेशों/निर्देशों/अनुदेशों का अनुपालन	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
15.	संसदीय राजभाषा समिति द्वारा निरीक्षण के फलस्वरूप महामहिम राष्ट्रपति द्वारा जारी आदेशों का अनुपालन	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
16.	मंत्रालय के विभिन्न अनुभागों/अधिकारियों/कर्मचारियों को अपनाशत-प्रतिशत कार्य हिंदी में करने के लिए विनिर्दिष्ट करना	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
17.	अधिकारियों/कर्मचारियों को हिंदी का प्रशिक्षण दिलाना	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
18.	मंत्रालय में हिंदी माह/पखवाड़ा का आयोजन	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
19.	हिंदी में कार्य करने के लिए प्रोत्साहन योजना	सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
20.	संसद से जुड़े कार्यों)संसदीय प्रश्नों, आश्वासनों, प्रतिवेदनों, संसदीय स्थायी समिति, सलाहकार समिति (कार्यों का हिंदी अनुवाद	संयुक्त सचिव	अनुभाग /सहायक निदेशक /संयुक्त निदेशक /संयुक्त सचिव	
21.	मंत्रालय की वार्षिक रिपोर्ट, विभिन्न स्कीमों, अधिसूचनाओं, आदेशों आदि का अनुवाद	संयुक्त निदेशक	अनुभाग /सहायक निदेशक /संयुक्त निदेशक	

D. Organisations

NIPCCD ADMIN

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
1.	Framing/Amendment of Recruitment Rules of Group A & B Officers	HMWCD	ASO/SO/US – DS/Director – JS – Secretary	In consultation with DoPT
2	Reconstitution of Executive Council/ General Body of NIPCCD	HMWCD	ASO/SO/US – DS/Director – JS – Secretary	
3	Laying of Annual Report and Audited Statement of Accounts in both Houses of the Parliament	HMWCD (through MoS WCD)	ASO/SO/US – DS/Director – JS – Secretary	

CLOSED ORGANISATIONS

S/N	ITEM OF WORK	FINAL LEVEL OF DISPOSAL	CHANNEL OF SUBMISSION	REMARKS
1.	Residual work relating to closed organisations (CSWB, RMK, FNB)	JS	ASO/SO – US – DS/Director	



F.No. ADMN-46/4/2021-ADMIN
Government of India
Ministry of Women & Child Development

Shastri Bhavan, New Delhi
Dated: 8th December, 2022

CORRIGENDUM to OM of even number dated 24.06.2022

The undersigned is directed to refer to this Ministry's OM of even number dated 24.06.2022 and to say that the final level of disposal in respect of Parliament Assurances (Fulfillment/Extension of time, Request for dropping the Assurance), Special Mentions, Laying of Annual Reports/ Rules/ Regulations, Authentication of papers etc. may be read as Hon'ble MoS, WCD instead of Hon'ble Minister, WCD. The Channel of Submission in respect of the following items of work of OM dated 24.06.2022 may now be read as under:

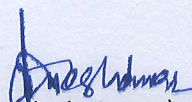
A. Common items of work handled in MWCD by Bureaus

Sl.No. in Channel of Submission dated 24.06.2022	Item of work	Channel of submission	Final Level of Disposal
12.	All matters relating to Assurances (Fulfillment/ Extension of time, request for dropping the Assurance), Special Mentions, Laying of Annual Reports/ Rules/ Regulations etc., Authentication of Papers, Matters relating to Official Language, VIP references addressed to the MoS	ASO/SO/US – DS/Director – JS – Secretary	MoS, WCD
13.	Parliament Questions (starred, unstarred) and Calling Attention Motions	ASO/SO/US – DS/Director – JS – Secretary	HMWCD

D. Organisations: NIPCCD ADMIN

Sl.No. in Channel of Submission dated 24.06.2022	Item of work	Channel of submission	Final Level of Disposal
3.	Laying of Annual Report and Audited Statement of Accounts in both Houses of the Parliament	ASO/SO/US – DS/Director – JS – Secretary	MoS, WCD

2. This issues with the approval of the Competent Authority.


(Sudesh Kumar)
Under Secretary (Admin)

All Bureaus/Divisions/Sections in MWCD through e-Office Noticeboard

Copy to: Sr.PPS to Secretary, WCD

F. No. ADMN-46/4/2021-ADMIN
भारत सरकार/Government of India
महिला एवं बाल विकास मंत्रालय/Ministry of Women & Child Development

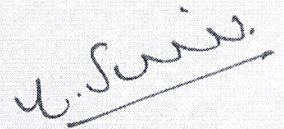
Shastri Bhawan, New Delhi.
Dated: 25th June 2025

OFFICE MEMORANDUM

Subject: Instructions regarding Proposal/Files to be submitted to Hon'ble Minister WCD – reg.

It has been decided that the following proposals/files are to be submitted to the Hon'ble Minister WCD for Approval/Information:

- i. **Proposal/Files to be submitted to HMWCD for approval:-**
 - a. Any major decisions/policy-matter being taken related to implementation of schemes of the Ministry,
 - b. Any new MoUs/Agreements with any State Government, Autonomous Bodies/Multilateral Agencies etc.
- ii. **Proposal/Files to be submitted for Information of HMWCD:-**
 - a. Progress of Budget Announcements (detailing the targets achieved/ still pending)
 - b. List of all announcements made by GoI, MWCD and MoS, along with their implementation status,
 - c. Expenditure, Budgetary allocation to States/UTs, Scheme-wise SNA balance etc.
2. In addition to the above, the following be complied with:
 - i. Any communication from the Ministry to the States containing guidelines/instructions related to the Schemes of the Ministry is to be endorsed to O/o HMWCD and O/o HMoS, WCD.
 - ii. Intimation to O/o HMWCD and O/o HMoS, WCD regarding workshops/ seminar or any major event/programme of the Ministry.
 - ✓ iii. Minutes of Meeting chaired by Hon'ble Minister are to be recorded mandatorily and any instructions given during these meetings will be followed up by the Bureau Head (BH) concerned regularly.
 - iv. Any communication to PMO, Niti Ayog, Cabinet Secretariat and Parliament shall be endorsed to office of HMWCD.
3. All Bureau Heads are requested to ensure strict compliance of these instructions within their respective Bureaus/Divisions.
4. This issues with the approval of Competent Authority.



(Kishore Srivastava)

Deputy Secretary to the Government of India

To:

All Bureau Heads, MWCD

Copy for information to:

1. PS to HMWCD
2. PS to HMoS, WCD
3. PSO to Secretary (WCD)