

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
IInd FLOOR MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE : DELHI-110006**

F.No.33(3)/COORDINATION/DWCD/2023-24/310-13

Dated: 24/06/2026

ORDER

In order to ensure regular review, monitoring, verification and timely updation of contents hosted on the Departmental Website, the Competent Authority is pleased to order that the **Branch In-charge/Head of Branch of each Branch shall function as the Nodal Officer (Website)** in respect of the website contents pertaining to his/her respective Branch, with immediate effect.

The Nodal Officer (Website) shall be responsible for:

1. Reviewing and verifying the contents relating to his/her Branch/Unit available on the Departmental Website.
2. Ensuring accuracy, completeness and timely updation of information hosted on the website.
3. Identifying and communicating to IT Branch any addition, modification, correction or deletion required in the website contents.
4. To provide to the IT Branch any information, document, report, order, circular or other content pertaining to the respective Branch, as may be decided by the Competent Authority from time to time for publication/uploading on the Departmental Website.

The concerned Branch In-charge/Nodal Officer (Website) shall submit the Monthly Compliance Certificate to the IT Branch, DWCD in the prescribed proforma (**Annexure-A** enclosed) by the end of each month for consolidation and further compliance.

All Branch In-charges/Heads of Branch shall ensure strict compliance with the above directions.

This issues with the approval of the Competent Authority.


(Deputy Director)
Admn., DWCD

Dated: 24/06/2026

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Copy for information to:-

1. OSD to Secretary, DWCD
2. OSD to Director, DWCD (HQ)
3. All Branch In charges, DWCD, HQ
- ✓ 4. Jt. Director(IT) for uploading on the official website of DWCD.
5. Guard File


(Deputy Director)

Admn., DWCD

Annexure - "A"

Certificate

Name of the Delhi Govt. Department of GNCTD/Autonomous Bodies/Local Bodies of GNCTD : *Department of Women & Child Development*

URL of the Website : <https://wcd.delhi.gov.in>

Website's content updated upto : _____

It is certified that all the contents of the website stands updated as per the latest information available with this branch of DWCD,HQ.

Name:

Designation :

Stamp :