

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(Coordination Branch)

ISBT Building, Kashmere Gate, Delhi-110006

F.No.34(06)/Coord/Misc./DWCD/Part File/2025-26/335-343 Date:- 06-04-2026

ORDER

Subject: Nomination of Nodal Officer for NeVA Portal and related responsibilities.

In supersession of all previous orders issued on the subject cited above, the following responsibilities are being assigned for timely and effective disposal of all questions/notices received through NeVA Portal in the Department:-

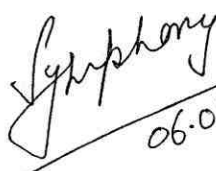
1. Nodal Officer (NeVA Portal) – Dy. Director (IT) shall be responsible for :

- Regularly checking and monitoring the NeVA Portal for all starred and un-starred questions and notices (if any) received from Vidhan Sabha, Delhi.
- Timely forwarding and marking all such questions and notices to the Coordination Branch through email as well as hard copy for further necessary action.
- Uploading the approved replies promptly, received from Coordination branch on the NeVA Portal.

During the absence of the Nodal Officer (NeVA Portal i.e. DD, IT), Ms. Deepa and Sh. Udit, (Technical Officers, IT branch), DWCD, shall be responsible for carrying out the duties entrusted to the Nodal Officer (NeVA Portal i.e. DD, IT).

2. Nodal Officer for compilation of answers/obtaining approval of the competent Authority and sending the approved answers to the Nodal Officer (NeVA Portal) for uploading on the portal- Assistant Director (Coordination) shall be responsible for:

- Upon receipt of Vidhan Sabha Questions (Starred and un-starred) and notices (if any) from Nodal Officer (NeVA Portal), Coordination with all concerned branches to obtain draft replies to the questions received from Vidhan Sabha, through DD (IT), Nodal Officer (NeVA Portal) .
- Following up and compiling the replies received from the concerned branches and submitting the same for approval of the competent authority in a time-bound manner.
- Sending the approved replies to the Nodal Officer (NeVA Portal) i.e. Deputy Director (IT) for uploading on the portal.


06.04.2026

This issues with the approval of the Secretary, WCD.

Encl:- A flow chart is attached reflecting the role of both the Nodal Officers.


(SYMPHONY)
Assistant Director (Coord)
06.04.2026

To

1. The Dy. Director (IT), DWCD
2. All Branch In-charges, DWCD
3. Ms. Deepa, Technical Officer (IT Branch), DWCD
4. Sh. Udit, Technical Officer (IT Branch), DWCD

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Copy for information to:

1. PS to Secretary, DWCD
2. OSD to Director, DWCD
3. SO to Spl. Director, DWCD
- ✓ 4. Dy. Dir. (IT) for uploading on the website of the department
5. Guard File

NeVA Portal Workflow

Delhi Legislative Assembly (NeVA Portal)



Nodal Officer (Dy. Director - IT)
(Check portal & download questions)



Forward to Coordination Branch (Email + Hard Copy)



Coordination Branch to seek replies from concerned branches



Concerned Branches
[Prepare replies in editable format, viz. .doc as well as in PDF format (signed copy)]



Coordination Branch
(Compile the replies & put up for approval)



Competent Authority (Approval)



Coordination Branch
(Forward approved reply)



Nodal Officer (IT)
(Upload on NeVA Portal)



NeVA Portal (Final Submissions)

Symphony
06.04.2026