

GOVT. OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
COORDINATION BRANCH (WCD)

1st Floor, Maharana Pratap, ISBT Building, Kashmere Gate, Delhi – 110006

F.No. 34(06)/Coord./Misc./DWCD/2024-25/PartFile-III/ 50-54

Date: 13.05.2026

CIRCULAR

Sub: Submission of important references received from Government of India to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD – reg.

Please find enclosed herewith a copy of letter No. F.No.53/828/GAD/CN/ 2026/2551-2554 dt. 28.04.2026 received from General Administration Department (GAD), GNCTD regarding submission of important references received from Government of India to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

In this regard, all Branch In-Charges/District Officers concerned of the Department of Women & Child Development are hereby required to adhere to the instructions conveyed by the GAD, GNCTD, inter alia, regarding the following:

1. Whenever any important reference, communication, or correspondence regarding any new programme/scheme or any programme having any bearing on subjects under the Allocation of Business Rules, 1993 is received from the Government of India, the same should be put up on file for sharing with the office of Hon'ble Chief Minister and Chief Secretary, GNCTD for information.
2. Whenever any reply/information is furnished by the Department in response to such reference, a copy of the same shall also be endorsed to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.
3. In cases, where officers of the Department attend meetings in Government of India involving important decisions/directions, deliberations/outcomes of such meetings shall be put up on file for informing the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

All Branch In-Charges are requested to ensure strict compliance of above instructions in letter and spirit.

This issues with the approval of Secretary (WCD).

Encl.: As above.

To

All the Branch In-charges/District Offices of WCD, GNCTD

Copy for information to:

1. PS to Secretary (WCD)
2. OSD to Director (WCD)
- ✓ 3. IT Branch, DWCD, for uploading on the Department's website.
4. Guard File


(SYMPHONY)
Asstt. Director (Coord.)
13th May/2026

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110002

E-mail: sgad@nic.in

F. No.53/828/GAD/CN/2026/2551-2554

Dated: 28.04.2026

To

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/Heads of Departments, GNCT of Delhi.
2. All Heads of Autonomous Bodies/Boards/Corporations/PSUs under GNCT of Delhi.

Sub: Submission of important references received from Government of India to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD

Sir/Madam,

With a view to ensuring effective coordination and keeping the office of Hon'ble Chief Minister and Chief Secretary appropriately apprised of matters concerning the Government of National Capital Territory of Delhi, it has been decided that all Departments/Organizations under GNCTD shall adhere to the following instructions:

(i) Whenever any important reference, communication, or correspondence about any new programme/ scheme or any programme having any bearing on the subjects as per the Allocation of Business Rules 1993, is received from the Government of India by any Department/Organization, a copy thereof shall be forwarded to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD, for information in accordance with the Transaction of Business of the Government of National Capital Territory of Delhi Rules, 1993

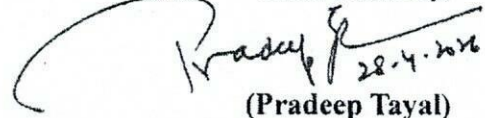
(ii) Similarly, whenever any reply or information is furnished by the Department/Organization in response to such reference, a copy of the same shall also be endorsed to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

(iii) In a similar fashion, whenever the officers attend any meeting in the Govt. of India where important decisions are taken or directions are issued, the deliberations of the meeting may be informed to the office of Hon'ble Chief Minister and Chief Secretary, GNCTD.

The above instructions shall be complied with by all concerned.

This issues with the approval of the competent authority.

Yours faithfully,



(Pradeep Tayal)

Joint Secretary (GAD)

Copy to:

1. Secretary(s) to Hon'ble Chief Minister, GNCTD.
2. Staff Officer to Chief Secretary, GNCTD.
3. Guard File.



(CCM) (WCD)
Date: 28/04/2026
Dy. No. 247