GOVERNMENT OF NCT OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
2nd Floor, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, NEW DELHI-110006
(ADMINISTRATION BRANCH)

F.No. 7(34)/WCD/DWCD/Admn/2016-17/ Dated:

CIRCULAR

Sub.: Records Management in Departments/ Organizations under Government of NCT of Delhi – reg.

All Dy. Directors/Branch-in-charges and District Officer of DWCD are invited to the Circular F.53/865/GAD/CN/2026/5001-5003 dated 21.08.2026 issued by the General Administration Department (GAD), GNCTD on the subject cited above, wherein detailed instructions have been issued regarding proper management, categorisation, retention and preservation of records in the Departments/Organizations under the Government of NCT of Delhi.

In accordance with the aforesaid instructions, Sh. Naresh Kumar, Section Officer (Admn.), Department of Women & Child Development, GNCTD, is hereby nominated as the Departmental Records Officer (DRO) for the Department of Women & Child Development.

The Departmental Records Officer shall be responsible for overall coordination and monitoring of records management in the Department and shall ensure compliance with the applicable provisions/instructions contained in the Central Secretariat Manual of Office Procedure (CSMOP) and the instructions issued by the General Administration Department from time to time.

All Branches/Offices/Field Offices of the Department are hereby directed to ensure that record files are properly dealt with after completion of action on the issues considered therein and are categorised and maintained in accordance with the applicable provisions of the CSMOP, including the prescribed Category-A, Category-B and Category-C classifications, wherever applicable.

All concerned officers/officials of DWCD shall extend necessary cooperation to the Departmental Records Officer and furnish such information/records as may be required for proper implementation and monitoring of the Records Management system in the Department.

25/09/2026
AD (I.T.)

25/9/2026.

DA