

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE  
DELHI - 110 006  
LADLI BRANCH

F. No. 08(774)/DWCD/LADLI/EO DLS/2024-25/17028-33 Date: 07 JAN 2025

**GUIDELINES FOR DELHI LADLI SCHEME, 2008**

In addition to the Notification issued on dated 01/02/08 and modifications issued vide Notifications dated 21/04/08, 06/08/08 and 08/06/10, and also while following the existing MoU signed between the Department of WCD, State Bank of India (SBI) and State Bank of India Life Insurance Company Ltd. (SBIL), the following Guidelines are to be followed for implementation of Delhi Ladli Scheme, 2008:

**District Offices :**

- While processing New Applications at the Milestone "B"/"b", in addition to other relevant documents, Date of Birth of the applicant is to be carefully checked and verified that the application is submitted within 1 year of birth of the beneficiary.
- While processing New Applications for any other Milestones except "B"/"b", in addition to other relevant documents, the certificates/documents issued by the schools are to be carefully checked and verified.
- Renewals of applications/milestones are to be processed on file and the copies of the list of beneficiaries and certificates issued by the schools are to be kept in file.
- Renewals of applications/milestones are to be accepted throughout the year in the cases where the beneficiaries are physically visiting the District Offices.
- All District Officers are to accept and process all those renewal applications transferred from other District Offices as per the area jurisdiction.
- Issuance of Sanction Orders for disbursement of Funds to SBIL are to be duly processed on file, mentioning all details including number of approved applications (new/renewal), details of beneficiaries, milestones, date of submission of application, date of approval, total funds released etc.



- A copy of each approved application (in case of manual forms) are to be kept on file for record and future references.
- All District Officers are to use uniform Sanction Orders for disbursement of Funds to SBIL under Ladli Scheme. The sample of Sanction Order may be seen from the official website of Dte. of Audit, GNCTD.  
(Link - <https://audit.delhi.gov.in/sites/default/files/circulars-orders/audit363.pdf>)
- A copy of each Sanction Order issued for disbursement of Funds to SBIL under Ladli Scheme is to be marked to Dy. Director, Ladli Branch, HQ.
- All Sanctions issued for disbursement of Funds to SBIL under Ladli Scheme are to be duly reconciled with concerned Pay & Accounts Offices and also with SBIL on monthly basis and on yearly basis. The reconciliation reports are to be sent to Dy. Director, Ladli Branch, HQ.
- Any excess/short payment made to SBIL against approved application of Ladli Scheme are to be processed on file and to be adjusted in the same FY, preferably in the next Bill, under intimation to Dy. Director, Ladli Branch, HQ.
- Maturity Claims are to be processed on file within 15 days of the receiving of the claim. A copy of all the applications/ certificates/ documents processed for maturity are to be kept on file for record and future references before sending to SBIL.
- District Officers are to reconcile the quarterly statement issued by SBIL containing the member details, new entries and exits, with the records available on files of District Offices and send the reconciliation report to Dy. Director, Ladli Branch, HQ. Any dispute found in the reconciliation process to be informed to SBIL immediately under intimation to Dy. Director, Ladli Branch, HQ.
- District Officers are to submit Utilization Certificate of Funds allocated under Ladli Scheme on quarterly basis to Dy. Director, Ladli Branch, HQ.
- A copy of all any communication made with SBIL by the District Offices be sent to Dy. Director, Ladli Branch, HQ also.

**SBIL :**

- SBIL will immediately inform the concerned District Officers and Dy. Director, Ladli Branch, HQs regarding any excess/short payment of funds against approved Ladli applications and will adjust the amount in the same Financial Year (FY), preferably in the next Bill.



- SBIL will reconcile the Funds released by District Offices under Ladli Scheme on monthly basis, half yearly basis and on yearly basis. The reconciliation reports are to be sent to all District Officers and Dy. Director, Ladli Branch, HQ. Any dispute in this regard is to be reported to the concerned District Officer and to Dy. Director, Ladli Branch, HQ immediately.
- All maturity claims are to be settled within one month.

**Ladli Branch, HQ :**

- Ladli Branch will receive/obtain all the reconciliation reports from District Officers and SBIL, and prepare consolidated reports on monthly, half yearly and yearly basis regarding funds released to SBIL against beneficiaries of Ladli Scheme.
- Ladli Branch shall obtain Utilization Certificate of Funds allocated to each District Officer under Ladli Scheme on quarterly basis and prepare a yearly consolidated report before fresh/additional allocation of budget to the District Officers.
- Allocation of Budget to District Offices, claim of additional budget or surrender of Budget by District Offices and any other expenditure incurred under Ladli Scheme are to be duly processed on a specific file.
- Ladli Branch to reconcile the "Funds released to SBIL by District Officers" and the "Funds received by SBIL from District Offices" on quarterly basis and prepare a consolidated report.

This issues with the prior approval of Director, DWCD for strict compliance by all concerned officers/officials of the department and SBIL.

  
(P.P. Baruah) 7/1/25

Dy. Director, Ladli Branch

To :

- i) All District Officers, DWCD.
- ii) Regional Manager/Nodal Officer, SBIL, Delhi.

Copy for information to :

- i) PS to Secretary, DWCD
- ii) OSD to Director, DWCD,
- iii) SO to Addl. Director, DWCD,
- ✓ iv) DPA-II, IT Branch, DWCD - to upload on Departmental Website,
- v) Guard File.