

File No. 5-2/2008-Admn  
Government of India  
Ministry of Women & Child Development

Shastri Bhawan, New Delhi

Date: 18 -11- 2008

**OFFICE ORDER**

Consequent upon Smt Vijayalakshmy K Gupta, IDAS joining this Ministry as Additional Secretary against the newly created post, the channel of submission in respect of different items of work will now be as detailed below:-

- (I) Files in respect of the following to be submitted through the Additional Secretary to MOS(IC) (WCD) by the respective bureau heads :-
- (i) Parliamentary matters
  - (ii) Hindi
  - (iii) Utilization Certificates
  - (iv) Audit Paras
  - (v) Pending Assurances
  - (vi) VIP references
  - (vii) Coordination
  - (viii) NCPCR
  - (ix) Rashtriya Mahila Kosh (RMK)
  - (x) Bailka Samriddhii Yojana
  - (xi) Plan, Research, Monitoring and Evaluation, Child Indicators, Gender Development Index, MIS, Statistics on Women & Children and Outcome Budget being dealt in PREM Division excluding Research Advisory Committee, which will continue to be chaired by the Secretary (WCD)
  - (xii) ISO mark to organizations under the Ministry like CSWB, RMK, CARA etc
  - (xiii) Information Technology
- (II) Files on the below mentioned items to be submitted to MOS (IC) WCD through Secretary WCD and Additional Secretary by the respective bureau heads :-
- (i) Budget, including Annual Plan/Five Year Plan allocations
  - (ii) Work relating to Women Welfare, in respect of all Legislations and Schemes for rescue and rehabilitation of Rape Victims and Acid Victims and scheme for Leadership Development of Minority Women
  - (iii) The Research Advisory Committee for which Secretary is the Chairman

For the remaining subjects, the files will continue to be submitted to the Secretary by the Bureau head concerned.

This issues with the approval of MOS (IC) WCD.



(Smt Anju Bhalla)

Deputy Secretary to the Government of India

Copy to:-

- 1 All concerned
- 2 Technical Director NIC for uploading on the website