

Manual -6
Statement of the categories of documents that are held by
it for under its control
[Section 4(1) (b) (VI)]

Dy. Director (Disability Welfare)

S.No.	Nature of record	Details of information available	Unit/Section where available	Retention period. Where available
1.	Records regarding implementation of provisions of Persons with Disabilities (Rights of persons with Disabilities Act 2016 & Delhi Rights of persons with Disabilities Rules 2018) made there under.	Directions passed under various Sections of PWD Act from time to time.	Dy. Director (Disab.) GLNS Complex, Delhi Gate, New Delhi-02	Dy. Director (Disab.) GLNS Complex, Delhi Gate, New Delhi-02
2.	NHRC matters related to death of inmates of Asha Kiran home Asha Jyoti and Asha Deep Department of Social Welfare & matters related to NCPCR/DCPCR.	Details of death of inmates being provided by the Homes & Other Matters related to NCPCR/DCPCR.	Superintendent of concerned Institution	Superintendent of concerned Institution
3.	Institutional References	Scheme related to the institution as per the Manual and their day-to-day references.	Superintendent of concerned Institution	Superintendent of concerned Institution
4.	VIP references.	Applications, representations and complaints from VIP Offices	Dy. Director (Disab.) GLNS Complex, Delhi Gate, New Delhi-02	Dy. Director (Disab.) GLNS Complex, Delhi Gate, New Delhi-02

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District Office (Social Welfare)

Sl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period where available
1	The application forms for Old Age financial assistance forms under the jurisdiction of all legislative constituencies falling under the concerned district.	All details related to schemes, payments, no. of beneficiaries	At the Office of District Social Welfare Officer Concerned	As per Govt. norms/Direction
2	Records pertaining to inspection reports conducted by Distt. Officer	Contents of inspection reports	-do-	-do-
3	Cash-book/contingent vouchers	Vouchers, Cash books as per GFRs	-do-	-do-
4	The files concerning grants-in-aid to various NGOs	Details regarding partner NGOs, details of beneficiaries	-do-	After Inspection, Files in Original are returned to VAC, WCD
5	Records relating to Disability camps	All record – relating to organization of camp	-do-	Files returned to DSW
6	Different type of application forms for subsidies/financial assistance forms like handicapped assistance, etc.	Details of beneficiaries, payment, etc.	-do-	Retained in DSWO office
7	Circular files	Circulars	-do-	-do-
8	Office order file	Various office-orders	-do-	-do-
9	Personal files	Details of leave, posting order/relieving orders etc.	-do-	HQ Office
10	Estate related record	Details of land buildings etc.	Dy. Director (Estate)HQ	-do-