

Manual-8

A statement of boards, council, committees and other bodies constituted

{Section 4(1) (b) (viii)}

Sl. No.	Name and address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.	State Coordination Committee	It serves as the state focal point on disability matters facilitating the continuous evolution of a comprehensive policy towards solving the problems faced by persons with disabilities	Notification As per Annexure-A	8/11/2004	Term members nominated under clause (f) & (h) of sub-section 2 of Section 13 of persons with Disabilities Act is 3 years	No such provision	Matter of policy decision .	One in six months	-
2.	State Executive Committee	It is an executive body of the State Coordination Committee and shall be responsible for carrying out the decisions of the State Coordination Committee	Notification as per Annexure-B	8/11/2004	Tenure not specified	No such Provision	Matter of Policy decision .	Once in three months	-

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Social Defence**

S. No.	Name and address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings
1	Visiting Committees for Beggar Homes	To visit the beggar Institutions and give suggestions for the Welfare of the beggars to the Social Welfare Department .	Under Section 14 of Bombay Prevention of Begging Act 1959 Competent authority may constitute visiting committees . Total numbers of the visiting committees members are 12 (7 official members and 5 non official members.)	Duration of the committees is one year from the date of notification.	Duration of the committees are one year from the date of notification.	No	No	Quarterly
2	Advisory Committee	Tender advice as regards management and on the working of their and particularly on the point referred to it.	Under Section 15 of Bombay Prevention of Begging Act 1959 Competent authority may constitute an Advisory Committee having members not exceeding	The period of Advisory Committee for Three year from the date of notification (Current Committee was constituted on	The period of Advisory Committee for one year from the date of notification.	No	No	May visit at all reasonable time and after the due notice to Supdt.

			21	02.06.2009				
3	State level Council for Senior Citizens.	Advise on implementation of State Policy on Senior Citizens and implantation of the Sr. Citizen Act.	Total No. 45 (17 official & 28 Non-official members in Council)	28.04.2010	Two years from the date of notification.	No	No	3 Months or at such frequent intervals as may be decided from time to time

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Estate Cell (DSW)

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1	Allotment Committee of Department Quarters Department of Social Welfare	Allotment of department quarters on the basis of applications received from the desirous application	1 Joint Director (Admn.) Chairman 2 Dy. Director (T) Member 3 Concerned Estate Officer-Ex-officio Member	07.05.1990	Permanent Body	No.	No.	If required	No.

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Procurement. Cell (DSW)

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1	Purchase Committee	To give its recommendation about the tender floated by the department	Before initiating the Tender/Quotation proceedings	Before initiating the Tender/Quotation proceedings	Till finalization of tender/quotation	No.	Yes	As and When need arise	-

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Vigilance Cell (DSW)

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

1	Review of suspension case of Group B officials	Review of suspension case of Group B officials	1 Chief Secretary 2 Pr.Secy./ Secy. Of the DSW 3 Director, Vig.	07.06.2004	Continued	No.	No.	After 03/06 months	-
2	Review of suspension case of Group C officials	Review of suspension case of Group C officials	1 Pr.Secy./ Secy. Of the DSW 2 Director, SW 3 Secy., NDMC	07.06.2004	Continued	No.	No.	After 03/06 months	
3	Review of suspension case of Group D officials	Review of suspension case of Group D officials	1 Pr.Secy./ Secy. Of the DSW 2 Director, SW 3 Joint Director (SW)	07.06.2004	Continued	No.	No.	After 03/06 months	

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Computer Cell (DSW)

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.	Purchasing Committee	Formulation, Examination & Reviewing the procurement of Computer Software, Hardware & Networking	Technical Evaluation Committee, IT, Delhi GNCTD, Finance Department, in Case Financial implication of the Proposal is More Than Rs. 2.5 Lakh, HOD (SW)	07.12.2009	Continued	No.	No.	As Per the Situation & Requirement	NA
2.	Maintenance Committee	Maintenance of Computer Hardware	1 Addl Director (Admn) 2 Programmer 3 SAO 4 Sr. Supdt. (CTB)	07.12.2009	Continued	No.	No.	As Per the Situation & Requirement	NA
3.	Condemnation Committee	Examine the Process of Condemnation of Computer Hardware	1 Addl Director (Admn) 2 Programmer 3 SAO 4 Sr. Supdt. (CTB)	16.12.2010	Continued	No.	No.	As Per the Situation & Requirement	NA