

DELHI COMMISSION FOR WOMEN

Right to Information Act, 2005

Manual 6

A statement of the categories of documents that are held by it or under its control

[Section 4(1)(b)(vi)]

S.No	Nature of Record	Details of information available	Unit/section where available	Retention period, where applicable
1	DCW Act, 1994	Functions, aims, objectives, manner of setting up of the Commission, duties and functions, finance etc which govern the Commission	Administration	Permanent
2	Notification dated 27.07.2015 by WCD; letter dated 14.06.2011 by Finance Department; Notification dated 04.06.2012 by WCD; Notification dated 22.07.2021 by WCD and Letter dated 01.03.2016 by WCD etc.	Rules and regulations governing the appointment, salary, allowances etc of the Chairperson and Members of the Commission	Administration	Permanent
3	Annual Reports	Contains detailed information on the activities of the Commission pertaining to the period of report (i.e. one year)	Administration	Permanent
4	Complaints received in counseling units	Details of cases and settlement arrived at/action taken on each case.	Record Room	Not specified
5	Files relating to administrative and financial matters		Administration	As per retention schedule of the government
6	Dairy/Dispatch/File Movement		Administration	As per retention schedule of the government