

Manual 3

Procedure Followed In Decision-Making Process Section 4(1) (B) (III)

Flow Process Chart for disposal of RTI application

S.No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	R&I Section	Same day
2	To mark the application to PIO	HOO	One day
3	Distribution of RTI application to PIO	R&I Section	Same day
4	Forwarding of RTI application to concerned branch	RTI Section	One day
5	Reply receive through Concerned Branch	Concerned Branch	Within 20 days
6	Reply forward to applicant	RTI Branch	Same day
7	Transferring of RTI application to Concerned PIO	RTI Section	Within 5 days
8	Letter dispatched	R&I Section	Same day



**DIRECTORATE OF FAMILY WELFARE,
GOVT. OF NCT OF DELHI
'B' & 'C' WING 7TH FLOOR, VIKAS BHAWAN -II,
NEAR METCALF HOUSE, CIVIL LINES, DELHI - 110054.
(ADMINISTRATION BRANCH)**

F.3/RTI/DFW/Transparency Audit/2023/2459-63

Dated:-16/06/25

OFFICE ORDER

As regard to implementation of suo-moto disclosure and third party party Audit under Section 4 and Section 4 (1)(b) of Right to Information (RTI) Act, 2005 and w.r.t. point no. 4.5.1 of self appraisal report, a committee for redressal of RTI related grievances/issues w.r.t. DFW, GNCTD is hereby constituted as follows:-

1. Dr. A. G. Radhika, Director, DFW - First Appellate Authority
2. Dr. Vipin Yadav, CMO(NFSG), DFW - PIO
3. Dr. Ruchir Rustagi, MO, DFW - APIO
4. Concerned SPO/PO/Branch Incharge - may be included as co-opted member.

This issues with the prior approval of Director, DFW, GNCTD.

Amit
16/6/25
(DR. AMIT KUMAR MONDAL)
HEAD OF OFFICE, DFW

F.3/RTI/DFW/Transparency Audit/2023/2459-63

Dated:-16/06/25

Copy for information:-

1. PA to Director, DFW, 7th Floor, Vikas Bhawan II, Civil Line, New Delhi- 110054
2. Dr. Vipin Yadav, CMO(NFSG), DFW
3. Dr. Ruchir Rustagi, MO, DFW
4. Concerned SPO/PO/Branch Incharge, DFW, 7th Floor, Vikas Bhawan II, Civil Line, New Delhi- 110054

Amit
16/6/25
(DR. AMIT KUMAR MONDAL)
HEAD OF OFFICE, DFW