



Government of Goa,  
**Directorate of Women & Child Development**  
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No. 2-422-AG/2014/DWCD/ 08346

Date : 22/08/2014

**NOTIFICATION**

**Administrative guidelines/instructions on data Processing, approvals, disposal, storage of records and other miscellaneous things pertaining to Griha Aadhar and Laadli Laxmi Schemes.**

The following guidelines/instructions are hereby published for general information of public, with effect from 22<sup>nd</sup> August 2014.

Whereas the Department of Women and Child Development (DWCD) is implementing two Flagship Cash Transfer Schemes for the benefit of women namely “Griha Aadhar” and “Laadli Laxmi” hereinafter referred to as **GA** and **LL** with the back end support from agency M/S. Goa Electronics Ltd a state Government PSU hereinafter referred to as “GEL”. And that in order to enable smooth functioning of these two schemes at all levels it is necessary to lay down the following guidelines and instructions which shall henceforth be followed by all the concerned.

- 1. Receipt of Applications and data Processing:** All applications received shall be scrutinised and digitised by the appointed Agency GEL within maximum of 30-45 days .The GEL shall also store scanned records of the important pages and annexures of the applications as per requirements of the DWCD.
- 2. Procedure in respect of incomplete /defective applications:** The GEL shall ensure to send an SMS and Email on the number/address provided by the applicant informing of the defects and requesting the applicants to remove the defects and comply with the requirements within further 30

days. This message/Email should be sent to the applicant within sixty (60) days after the month in which inward of the application was made.

- 3. No response or inadequate response from applicant:** In case the applicant does not respond within thirty days or fails to comply with all the objections within stipulated time, then GEL shall report the matter with a printed notice in each case for service on the applicant GEL should complete this task within 105 days after the month in which inward of the application was made.
- 4. Notice from Department:** DWCD through its authorised officer shall send the physically printed notices received from GEL within a further period of 15 days after receipt of printed notices from GEL. This notice shall be final giving therein details of defects/shortcomings and a minimum period of 60 days be given finally to the applicant to remove the defects pointed.
- 5. Rejection of application:** All applications which do not fulfill the eligibility conditions laid down in the schemes inspite of notice being given to applicant as prescribed in clause 4 of these guidelines, such applications which remains incomplete or are ineligible may be finally rejected by the Director, DWCD and a written communication of rejection be sent by DWCD through its authorised officer to the applicant at its last known address. Such applications then stands finally disposed off.
- 6. Time period for sanction and Rejection of applications:** The department shall make efforts to expedite the processing, scrutiny and sanction of applications but should adhere to the outer time limit prescribed hereinabove. In any case for rejection of ineligible or incomplete applications the same should be done within a period of maximum six months after the month of inward of the application. Sanction of the applications should also be done within a maximum period of ten (10) months after the month of its inward subject to concurrence/disbursal of funds by Finance Department.
- 7. Submission of Processed Applications:** The GEL shall submit a lot of maximum of 50 Nos applications to the DWCD preferably on daily basis or in more than in one lot per day depending upon quantum of applications to be sanctioned and instructions from DWCD. The applications should be classified in three categories as under:-

- a) Applications as per Scheme (APS) - In Green Colour folder
- b) Applications for Committee decision - In Blue Colour Folder
- c) Applications for rejection - In Red Colour Folder

- 8. Preservation of Physical Records and Data:** - The digitised and scanned data shall be stored by GEL on their data server for a minimum period of Ten years after the Financial year in which the said records were received by the department. As the physical records are large in number and consumes large space for storage they may be preserved for a minimum period of five years after the Financial year in which they were received by the department.
- 9.** These guidelines shall come into force with immediate effect and shall be applicable to applications filed after coming into force of these guidelines.
- 10.** These guidelines are approved by the government and concurred by the General Administration Department vide UO No. 7453/F dt. 12-08-2014

By order and in the name of the  
Governor of Goa

Sd/-

Vikas S. N. Gaunekar  
Director, Department of Women  
and Child Development & Ex  
Officio Jt Secretary to Govt.

To,

The Director, Govt Printing Press,  
Panaji with request to publish this in next issue of official Gazette.

Copy to:

1. OSD to Hon Chief Minister, Secretariat, Porvorim
2. OSD TO Hon Minister , Women and Child, Porvorim
3. PA to Secretary (WCD) ,Secretariat for kind information
4. Managing Director, Goa Electronics Ltd., Panaji.