

**Constitution of Departmental Data Committee
(DLDC) under Gujarat State Data Governance
Framework (SDGF)**

Government of Gujarat
Women and Child Development Department
G.R. No.: WCDD/e-file/07/2026/DLDC/K
Sachivalaya, Gandhinagar
Date: 02.07.2026

Read:

1. Creation of AI Task Force vide DST/DGT/e-file/24/2024/1406/E-Governance dated 10.12.2024.
2. Action Plan for Implementation of Artificial Intelligence (AI) in the State of Gujarat vide G.R. No. DST/DGT/e-file/24/2025/0581/E-Governance dated 24.07.2025.
3. Gujarat State Data Governance Framework published, vide G.R. No. DST/DGV/e-file/24/2026/0376/E-Governance dated 10-04-2026.
4. Constitution of State Data Governance Committee (SDGC) as Apex Body, vide G.R. No. DST/DGV/e-file/24/2026/0376/E-Governance dated 11-05-2026
5. Constitution of State Data Authority (SDA) as nodal implementation Body under Gujarat State Data Governance Framework, vide G.R. No. DST/DGV/e-file/24/2026/0376/E-Governance dated 11-05-2026
6. DO Letter of Secretary DST dated: 02-06-2026 regarding circulation of operational guidelines for Gujarat State Data Governance Framework

Preamble

Whereas, the Gujarat State Data Governance Framework (SDGF) provides for establishment of a Department-Level Data Committee in each Department for implementation of data governance practices, data classification, data quality, security, privacy, compliance, and coordination with the State Data Authority; and whereas, the constitution of a Department-Level Data Committee (DLDC) for the Women and Child Development Department(WCD) under the Gujarat State Data Governance Framework (SDGF) was under consideration.

Resolution

After careful consideration, the Department-Level Data Committee (DDC) for the Women and Child Development Department(WCD) is hereby constituted. The DDC shall function

as the functional execution unit for implementing data governance policies, standards, and compliance protocols within the department and its underlying HoDs, boards, corporations, and societies.

Composition of the Committee

- **Chairperson:** Additional Chief Secretary / Principal Secretary / Secretary, Women and Child Development Department
- **Member Secretary:** Departmental Data Officer (DDO) - Additional Secretary(IT)/Joint Secretary (IT) / Deputy Secretary (IT) Women and Child Development Department
- **Members:**
 - **Sub-Data Officers :**
 1. Smt Jigyasaben Pandya Mission Director, N.N.M,
 2. Dipen Pandya, Deputy Director Women Wing and
 3. Dr.Ami Patel, Director GRC
 - **Data Steward:** Departmental Data Steward – Concerned Under Secretary of all branches of WCD
 - **Organisation-level Data Stewards** – Concerned IT officials of each HoD/Organisation
 - Chief Information Security Officer(CISO), WCD
 - Legal Officer/Legal Advisor of the Department, as and when required
 - Technical Advisor(s)/ICT Officer(s) from DIT, GSDC, NIC, DST or any other Government organization, as and when required

Roles and Responsibilities of DLDC

The Department-Level Data Committee (DLDC) shall fulfill the following administrative and technical mandates

- Drive all department-level activities to align and accomplish the vision defined in the State Data Governance Framework.
- Classify departmental datasets of WCD and its subordinate offices into Open, Sharable, Restricted, Sensitive, or Negative List categories, as prescribed under the Data Classification Framework.
- Maintain and regularly update department-level entries in the State Data Catalogue, including metadata standards.
- Ensure secure collection, storage, and sharing of departmental data.
- Implement departmental data quality improvement initiatives.
- Act as the primary point of contact with the State Data Authority (SDA).

- Support innovation and research requests by facilitating authorized access to non-personal and anonymized datasets.
- Be responsible for timely reporting of any data breach to the State Chief Data Officer, and ensure compliance with all Government-issued Acts, Rules, and Regulations, including the Digital Personal Data Protection Act, 2023.
- Formulate and periodically review a comprehensive Data Retention and Archival Policy at the department level to ensure continued relevance and compliance with legal, administrative, and operational requirements.
- Obtain and maintain records of citizen consent in designated consent management systems, ensure such records are securely stored, auditable, and traceable, and report any consent violations to the State Data Authority.
- Submit quarterly compliance reports to the State Data Authority (SDA) and maintain internal monitoring dashboards to log and audit all processing activities.

By order and in the name of the Governor of Gujarat.


(D.M.Pathan)

Joint Secretary

**Women and Child Development Department
Government of Gujarat**

To,

- PS to Secretary, Women and Child Development Department, Sachivalaya, Gandhinagar.
- PS to Secretary, Department of Science and Technology, Sachivalaya, Gandhinagar.
- JS/DS/US, Women and Child Development Department , Sachivalaya, Gandhinagar.
- Director, Directorate of ICT and E-Governance, Gandhinagar.
- Committee members
- All Branches of Women and Child Development Department, Sachivalaya, Gandhinagar.
- All offices under Women and Child Development Department, Sachivalaya, Gandhinagar
- Select File