

WCD E5-1/20

വനിതാ ശിശുവികസന ഡയറക്ടറേറ്റ്  
പുജപ്പുര,തിരുവനന്തപുരം.  
തീയതി:13.02.2020  
ഫോൺ നം:0471-246508

ഓഫീസ് ഉത്തരവ് നമ്പർ :03

വിഷയം : വനിതാ ശിശുവികസന വകുപ്പ്-ജീവനക്കാര്യം-ചുമതല ക്രമീകരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം:1) വനിത ശിശു വികസന ഡയറക്ടറുടെ 1.02.2020 ലെഇ1/2169/20നം ഉത്തരവ്
- 2) വനിത ശിശു വികസനഡയറക്ടറുടെ 01.02.2020 ലെ E7/2167/20 നം ഉത്തരവ്.
- 3) വനിത ശിശു വികസന ഡയറക്ടറുടെ 01.02.2020 ലെ E7 2177/20 നം ഉത്തരവ്
- 4) വനിത ശിശു വികസനഡയറക്ടറുടെ 01.02.2020 ലെ E6-2174/20 നം ഉത്തരവ്
- 5) വനിത ശിശു വികസന ഡയറക്ടറുടെ 01.02.2020 ലെ E6 2173/20നം ഉത്തരവ്
- 6) വനിത ശിശുവികസന ഡയറക്ടറുടെ 01.02.2020 ലെ E4 2500/20 നം ഉത്തരവ്.

പരാമർശിത ഉത്തരവ് പ്രകാരം ഈ കാര്യാലയത്തിൽ നിയമിതരായ ജീവനക്കാർക്ക് ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിരിക്കുന്ന രീതിയിൽ ചുമതല ക്രമീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

  
വനിത ശിശു വികസന ഡയറക്ടർ

എല്ലാ ജീവനക്കാർക്കും

## WORK DISTRIBUTION

### 1. A SECTION (ACCOUNTS)

Unit Officer : Sri. Sachith S, Finance Officer  
Senior Superintendent : Sri. Sudheer Kumar P  
Junior Superintendent : Sri. Pradeep P

A1	Budget, Plan Allotment, Re appropriation, Subject Committee Note, Additional Authorization, SDG Surrender	Sri. Retheesh B Senior Clerk
A2	Reconciliation of Plan & Non-Plan Expenditure, DORE Consolidation, Appropriation of Accounts	Sri. Vigil Kumar Senior Clerk
A3	Budget, Non-Plan Allotment Re appropriation, Subject Committee Note, Additional Authorization, SDG Surrender	Sri. Sujith Kumar S Clerk
<b>File Routing : Sn &gt; JS &gt; SS &gt; FO &gt; Director</b>		

### 2. B SECTION (BILLS)

Unit Officer : Smt. Elizabeth Sindhu John, Administrative Officer  
Junior Superintendent : Sri. Iqbal Y

B1	Cash & Cash Book, Contingent Bills, House Building Advance and All other advance except IFMA, Salary Recoveries	Smt. Renjana R Prasad Head Accountant
B2	Establishment Pay bills, All works related with SPARK, Income Tax Assessment & Consolidation of staff in Directorate, TA Bills & Salary Certificate	Sri. Sumil S S Clerk
B3	Medical Reimbursement, GPF, SLI, FBS, IFMA	Sri. Shaji T N Senior Clerk
<b>File Routing : Sn &gt; JS &gt; AO &gt; Director</b>		

### 3. D SECTION

Unit Officer : Smt. Preethy Wilson, Assistant Director-3  
Junior Superintendent : Sri. Rekha S

D1	Repair & Maintenance of Dept. Vehicle, Purchase of Vehicle, issuing Sanctioning order for all hiring vehicles of all sub offices and directorate	Smt. Bhavya K Clerk
D2	House Keeping, Stationery, Shifting Officers, Furniture, Stamp Distribution, CUG SIM, Name Board of other Officers, CM's Redressal Cell, Miscellaneous Tapal.	Sri. Nazeer A Senior Clerk

D3	LA, RTI Consolidation & Distribution, Official Language Report (Bharanabhasha - Malayalam), Administrative Report, Charge of Library, LA/ RTI Miscellaneous	Smt. Shiji T Syrus Senior Clerk
<b>File Routing : Sn &gt; JS &gt; AD3 &gt; Additional Director &gt; Director</b>		

#### 4. E SECTION (ESTABLISHMENT)

Unit Officer : Smt. Elizabeth Sindhu John, Administrative Officer  
Senior Superintendent : Sri. S L Syam Sankar  
Junior Superintendent (1) : Sri. Sreekumar J  
Junior Superintendent (2) : Smt. Sindhu Lekha R S

E1	Establishment Matter of Child Development Project Officer	Sri. Satheesh Sathyanesan C Senior Clerk
E2	Files related to Pension benefits and retirement benefits. (Seven Districts Thiruvananthapuram to Ernakulum)	Sri. Ashok Kumar R Clerk
E2(1)	Files related to Pension benefits and retirement benefits. (Seven Districts Thrissur to Kasargode)	Smt. Sreeja K S Head Accountant
E3	Transfer and posting of ICDS Supervisors, PSC appointment of ICDS Supervisors, Petitions and Litigations against Transfer & Appointments, General papers related with Transfer & Appointments.	Smt. Suja S Senior Clerk
E3(1)	Time bound Higher Grade of Supervisors, All type of leave of Supervisors, PSC and Police Verification, Regularization, Probation of Supervisors, General Papers related with Supervisors.	Smt. Sindhu U K Senior Clerk
E4	Establishment matters of Clerk, Sr. Clerk, Clerk-Typist, Typist, CA, JSI, Clerical Attender	Smt. Preethu P Clerk
E5	Disciplinary Action & Office Administration of Directorate, Work Distribution of Directorate. Monthly Business Statement, Internal Vigilance Wing, Staff Meeting	Sri. Vishnudas H S Senior Clerk
E6	Establishment Matters of Office Attendant, Watchman, Watch Woman, Driver, PTS, Cook and other special categories	Smt. Jisha R C Senior Clerk
E7	Establishment matters of Welfare Institution Supt Gr-II, Supt Gr-III, Junior Supt, Head Accountant, CWI, Care Taker, Matron, Ayah	Smt. Roshanara A S Clerk

E8	Preparation of Seniority list, DPC (Lower & Higher) General papers of Establishment, LA/RTI General papers of Establishment, Dept. Bifurcation and preparing of new proposals for Establishment, Delegation of Powers (Financial & Administrative)	Smt. Rajitha Kumari K V Senior Clerk
E9 (New Seat)	Establishment matter of Senior Superintendent, Superintendent Gr. I/ Deputy Superintendent Gr I, District Officers, DCPO's, Assistant Director, Joint Director, Additional Director, Programme Officer, Women Protection Officer, ICPS & Nirbhaya. Establishment matters of all other higher officers (deputation from Govt. Secretariat) including Director	Smt. Anuja A Senior Clerk
<b>File Routing : Sn (E1, E3, E4, E5, E8, E9 &gt; JS(1) &gt; SS &gt; AO &gt; Director Sn (E2, E2(1), E3(1), E6, E7 &gt; JS(2) &gt; SS &gt; AO &gt; Director</b>		

#### 5. PLANNING CELL

Unit Officer : Sri. Sivanya S N, Assistant Director -1,  
Junior Superintendent : Smt. Girija Kumari R

PC1	Plan Space Updation, Working Group Meeting, Budget Proposal, Plan Progress Report, Monthly Review Meeting.	Smt. Raji S S Head Accountant
PC2	MP's Conference and District Collector's Conference, Plan & Non Plan Scheme Monitoring, Annual Plan, Documentation, Preparation of new proposals in Plan & Non Plan, Governor's address & Budget Speech, News Letter.	Sri. Shalumon R A Senior Clerk
PC3	All Constriction of Sub Offices & Institution, Training Hall Maintaining & Allotting, Documentation.	Sri. Riju R Clerk
<b>File Routing : Sn &gt; JS &gt; AD1 &gt; Additional Director &gt; Director</b>		

#### 6. AUDIT & MONITORING CELL

Unit Officer : Sri. Sajeev Kumar T, Senior Finance Officer  
Senior Superintendent : Smt. Sudheer Kumar P  
Junior Superintendent : Sri. Pradeep P

AC1	Departmental Audit, AG's Audit, Finance Inspection wing's Audit - (5 Districts from Thiruvananthapuram to Kottayam), PAC Meeting, C & AG Reports, General Papers relating to Audit	Sri. Sanjay Kumar V Senior Clerk
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AC2	Departmental Audit, AG's Audit, Finance Inspection wing's Audit - (9 Districts from Idukki to Kasargod), Monitoring the functioning of all works related with Scheme Audit.	Sri. Rohit Menon M Head Accountant
<b>File Routing : Sn &gt; JS &gt; SS &gt; Sr. FO &gt; Director</b>		

## **7. WOMEN EMPOWERMENT CELL**

Unit Officer : Smt. Bindhu Gopinath, Assistant Director-2  
Senior Superintendent : Smt. Binu T G  
Junior Superintendent : Sri. B L Ajith Kumar

WEC1	Vanita Ratna Puraskaram, Women's Day Celebration, Sadhairyam Munnottu, SHE BOX Online Complaint Management. Dowry Prohibition Act	Smt. Bindhu Syam Head Accountant
WEC2	Sahaya Hastam, Abhaya Kiranam, Mangalaya, Padavukal, Women Headed Family Assistance, NGO - Finance Assistance, NGO Accreditation, Immoral Traffic Prevention Act & Rule, Kudumbasree related Files, Samanwayam, State Resource Centre for Women, Files on legislature Committee on welfare of Women and Children, Educational Centre for tribal girls at Edamalakkudy & Mottathikuttom.	Smt. Shafeena V Senior Clerk
WEC3	Shelter Home SPC, WPO Office messenger honorarium and related jobs, Sradha, Kaitangu, Sneha Sangamam, DV Act, Gender Advisor's Office related Works & Brain Storming Section, Mahila Mandal Project, Flagship Programme on Finishing School	Smt. Maya S Panicker Senior Clerk
WEC4	One Day Home, Ente Doodu, Mahila Sakthi Kendra, Swadhar, Ujjawala, Working Women's Hostel, Jagradha Samithi, Betti Bachavo Betti Padavo.	Sri. Vinod Kumar V S Senior Clerk
WEC5 (New Seat)	POSH Act, Women Welfare Institutions	Smt. Bindhu R N Head Accountant
<b>File Routing : Sn &gt; JS &gt; SS &gt; AD2 &gt; JD &gt; Director</b>		

## 8. ICDS CELL

### ICDS A SECTION

Unit Officer : Smt. SPreethy Wilson, Assistant Director-3  
State Programme Officer : Smt. Premna Manoj Sanker, (SPO-1)  
Senior Superintendent : Sri. Sankar B  
Junior Superintendent (1) : Sri. Ajith Kumar T  
Junior Superintendent (2) : Smt. Sooryakumari S

ICDS A1	AW Contingency, Medicine Kit, Pre-School Kit, Uniform Purchase, Weighing Scale, SOE, UC, ICDS (G), Furniture.	Smt. Reshmi Sarin Senior Clerk
ICDS A2	MPR Data Consolidation (population coverage, vital statistics, live birth/ death, immunization, nutritional status), QPR Status report (20 point programme), infrastructure facilities Data Consolidation, Aadhar enrolment date consolidation, APIP data consolidation, Panchayath wise list of AW Centre, Details of ICDS Programme Officers/ Project Offices/ anganwadies, RRS	Smt. Seema V JSI
ICDS A3	Annual Survey Report (AWC infrastructure details of Households, details of crèches, details of children, population details, differently abled (as per PWD Act), vital statistics, health statistics, growth monitoring, anganwadi beneficiaries, vulnerability mappings, Details of pregnant women, AG, widows, Women labors, unwed mother & Unwed women, e-jeevika basic statistics of anganwadi.	Smt. Rajasree JSI
ICDS A4	Adhar Kit Purchase, PO's & CDPO's Review meeting, AW register printing, preparation & Printing of APIP, Permission for AW visit, CDPO/ Programme Officer/ Supervisor's Tour Diary, PAC, ICDS Miscellaneous.	Sri. Vinod T Head Accountant
ICDS A5	SAG, 1 <sup>st</sup> 1000 day Programme, Community kitchen, Edamalakkudy Marayoor Tribal Welfare, AW inspection by Officers.	Smt. Siji G Nair Clerk
ICDS A6	Psycho-Social Service, Monitoring of Case Reports, PMMVY	Sri. Shiju K L Head Accountant
ICDS A7	MGNREGA, State Plan Fund (LSGD/ PWD) - Anganwadi Building Construction, Utilization Certificate.	Smt. Aneasha A L Clerk
ICDS A8	Smart Anganwadi, Model Anganwadi, NABARD-RIDF Anganwadi Building Construction, flood related anganwadi building construction	Sri. Dipin S S Clerk

ICDS A9	Urgradation of Anganwadi Centres, GOI Grant inaid for Anganwadi Building Construction, GOI UC, Other Anganwadi Building Construction by MLA/ MP/ LSGD Fund & Other agencies	Sri.Aji Kumar B Senior Clerk
<b>File Routing : Sn (ICDS A1, A7, A8, A9) &gt; JS(1) &gt; SS &gt; AD3 &gt; JD &gt; Director</b> <b>Sn (ICDS A2, A3, A4, A5, A6) &gt; JS(2) &gt; SPO-1 &gt; AD3 &gt; JD &gt; Director</b>		

**ICDS B SECTION**

Unit Officer : Smt. Sivanya S N, Assistant Director -1  
State Programme Officer : Smt. Nisha V I, (SPO-2)  
Senior Superintendent : Sri. Stephan P  
Junior Superintendent (1) : Sri. Rahul A R  
Junior Superintendent (2) : Smt. Chithra T

ICDS B1	Anganwadi on Demand, Social Audit, Executive Committee and Governing Body, ICDS Mission, Anganwadi Establishment.	Sri. Immanuel T Clerk
ICDS B2	IRTC Training, Day Celebrations, ECCE Curriculum Mozhi Mattem, Marga Dweepam, Anganwadi Worker, Helper Awards (State & National), AW Grading.	Smt. Swapna S V Senior Clerk
ICDS B3	SNP, WBNP, THRS, SOE	Smt. Veena S Gopal Senior Clerk
ICDS B4	Selection and Recruitment of AWWs and AWHs, Petitions and Litigations against Selection and Recruitment	Smt. Sethu Lekshmi Pillai Senior Clerk
ICDS B5	Anganwadi Building basic infrastructure facilities - baby friendly toilet, drinking water facility, building maintenance, electrification, Rent of Anganwadi Building & ICDS Offices, Office Shifting, Land identification for Anganwadi building Construction, insurance of AWWs & AWHs.	Smt. Ratheesh Kumar M Senior Clerk
ICDS B6	Die in harness posting of AWWs & AWHs on compassionate grounds (those who grant land for anganwadi building construction), Holidays, Transfer, Festival Allowance, Honararium, Disciplinary Action of AWWs & AWHs, Complaints of Anganwadi Workers & Helpers	Smt. Sofy M R Senior Clerk
ICDS B7	National Creche Scheme, Anganwadi Creche, Mobile Creche, JATAK JANANI	Sri. Shiju S Head Accountant

ICDS B8	CDPO's & Supervisors job/ refresher and other related training, anganwadi Workers & Helpers job/ refresher/ orientation training, Training Centre Bill, GOI Grant-in-Aid, UC and other related works. in-service training for all staff under the department, state training policy (STP), induction and skill development training, all other trainings.	Sri. Santhosh K Senior Clerk
ICDS B9 (New Seat)	Grading and inspection of Kudumbashree Units, Food Safety Act related to Anganwadi Centres.	Smt. Jayalatha P K Head Accountant
File Routing : Sn (ICDS B1, B3, B4, B6, B9) > JS(1) > SS > AD1 > Additional Director > Director Sn (ICDS B2, B5, B7) > JS(2) > SPO-2 > AD1 > JD > Director Sn (ICDS B8) > JS(2) > SPO-2 > AD2 > JD > Director		

### 9. IT CELL

Unit Officer : Smt. Sundari. C, Joint Director  
Senior Superintendent : Sri. S L Syam Sankar  
Junior Superintendent : Smt. Girija Kumari R

ITC-1	All IT related files, purchase of IT accessories (Computer, Printer etc), SPARK except Directorate, Bio-Metric Punching System, e-jeevika software, Miscellaneous	Sri. Vinod P K Head Accountant
ITC-2	All renovation works of newly created DWCDO'S, Purchase of furniture and rent fixing of DWCDO'S, Social Media and Website Management	Sri. Ratheesh Kumar Senior Clerk
	Technical Support of e-jeevika, e-tender related files	C-dit Staff
File Routing : Sn > JS > SS > JD > Director		

### 10. AW Welfare Fund

1. CEO : Smt. Bindu Gopinath, Assistant Director  
2. Junior Superintendent : Sri. Iqbal Y  
3. Senior Clerk : Smt. Manju S  
4. Senior Clerk : Smt. Geetha N,  
5. Clerk : Smt. Shahina,

### 11. ICPS

1. State Project Manager : Smt. Preethy Wilson, Assistant Director  
2. Administrative Officer : Sri. Abdul Bari U, Senior Superintendent  
3. Accounts Officer : Smt. Rajalekshmi P N, Senior Superintendent  
4. Junior Superintendent : Sri. Suresh Babu D  
5. Head Accountant : Smt. Anandhalekshmi S



6. Clerk : Smt. Soumya M  
7. Typist : Sri. Steephan Sebastein

**12. NIRBAHAYA CELL**

1. State Coordinator : Smt. Sabeena Beegam  
2. Accounts Officer : Sri. Mohandas J  
3. Head Accountant : Smt. Deepa Kumari S  
4. Typist : Sri. Nazeer M A

All files related with fund utilization & Court cases will direct through FO & LO.

**13. FAIR COPY CELL & TAPPAL**

- Unit Officer : Smt. Elizabeth Sindhu John, Administrative Officer  
Junior Superintendent : Smt. Chithra T  
Clerk : Smt. Anil Kumar, Clerk

Sl No.	Name	Designation	Duties
1.	Sri. Nijam A	Typist	Typing Works
2.	Sri. Gopa Kumar G D	Typist	Typing Works
3.	Smt. Sindhu Kumari V K	Typist	Typing Works
4.	Smt. Preveena A L	Typist	Typing Works
5.	Smt. Jaya Sree J	Typist	Typing Works
6.	Smt. Lathakumari	Typist	Typing Works
7.	Smt. Jubainath Beevi S	Typist	Typing Works
8.	Smt. Shylamma S	Typist	Typing Works
9.	Smt. Girija B	Typist	Typing Works (Working Arrangement)

**Clerikal Attender**

Sl No.	Name	Designation	Duties
1.	Smt. Sheeja S	Clerikal Attender	Despatch

**Office Attendent**

Sl No.	Name	Designation	Duties
1.	Sri. Arun Kumar G	Office Attendent	Director's OA
2.	Sri. Bijilal S	Office Attendent	Local Delivery
3.	Sri. Asok Kumar S	Office Attendent	Bill Section
4.	Sri. Suresan Thambi	Office Attendent	Record Keeping
5.	Smt. Remya V B	Office Attendent	E Section
6.	Smt. Reema Mary C R	Office Attendent	D Section, ICDS B Section, NNM, Photo Copy
7.	Smt. Navami S Kumar	Office Attendent	AO, LO, FO, Accounts
8.	Smt. Bindhu G Krishna	Office Attendent	Tappal
9.	Smt. Prasathi T	Office Attendent	Addl Dir, Asst. Directors, Sr. FO, WEC
10.	Smt. Seema A R	Office Attendent	ICDS A Section, Audit Cell, Photocopy
11.	Smt. Akhila G Nair	Office Attendent	Telephone Attending, Dispatch, Planning Cell
12.	Sri. Sam Kumar S	Night Watchman	

**CONFIDENTIAL ASSISTANT**

Sl No.	Name	Duty
1.	Smt. Shamila A	CA to Director
2.	Smt. Sajitha S	CA to Addl Director

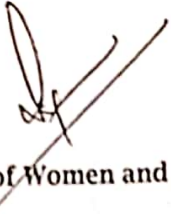
**DRIVER**

Sl No.	Name	Vehicle
1.	Sri. Sumesh Koshy	KL 01 - BW - 4191 (Maruthy CIAZ SH VS VDI)
2.	Sri. Harsha Kumar	KL 01 - T - 6852 (Tata Sumo)
3.	Sri. Santhosh S Johnson	KL 01 - T - 402
4.	Sri. Ratheesh Kumar G	KL 01 - U - 9658 ( Marshal Jeep)

5.	Sri. Vljaya Kumar	KL 01 - CF - 2185 (Innova)
6.	Sri. Siju Kumar	
7.	Sri. Ponnachan V	

**PART TIME SWEEPER**

Smt. Chandrika Devi S  
Smt. Thulasi (Casual Sweeper)

  
Director of Women and Child Development