



HANDBOOK

ON

DUTIES AND RESPONSIBILITIES

FOR CUTTING-EDGE LEVEL OFFICIALS



SOCIAL JUSTICE DEPARTMENT

Institute of Management in Government

Partnered by

Department of Administrative Reforms and Public Grievances,
Government of India





DARPG

Department of Administrative Reforms and Public Grievances was formed in December 1985 under Ministry of Personnel, Public Grievances and Pensions. It functions as an internal consultant to the Government in the context of reforms and provides a formal platform for exchanging and disseminating reform related ideas and successful best practices. It is the Central Nodal Department for implementation of e-Office Mission Mode Project, under the National e-Governance Plan (NeGP).

Mission

To foster excellence in governance and pursuit of administrative reforms through:

- Improvements in government policies, structures and process
- Promoting citizen-centric governance with emphasis on grievance redressal
- Innovations in e-Governance
- Documentation and dissemination of best practices

Vision

Excellence in governance for the benefit of all citizens



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SOCIAL JUSTICE DEPARTMENT



Executive Team

Professor & Nodal Officer

Dr. Ram Mohan R

Project Manager

Manoj G Kadakampally

Team Member

Visakh V R

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S. M. VIJAYANAND
Chief Secretary



Government of Kerala
Secretariat
Thiruvananthapuram-695 001

Tel: +91-471-2333147, 2518181

e-mail: sm.vijayanand@nic.in

chiefsecy@kerala.gov.in

MESSAGE

The work distribution order has been most important document indicating the tasks to be performed by individuals in an organization. Over the years work distribution orders have tended to lose precision and focus on bureaucratic terms without giving any hint of the larger duties and responsibilities. Now IMG has broken new ground after elaborate field work and consultations with key stakeholders, particularly cutting edge officials. This Compendium of duties and responsibilities has great clarity. I would request cutting edge officials to go through it meticulously and carry out the duties and responsibilities enumerated in this Compendium, make a frank self-assessment and modify practice. I would also request the institutions in charge of training to take this into account while designing their training programmes.

(S.M. VIJAYANAND)

Satyajeet Rajan IAS
Director General
**INSTITUTE OF MANAGEMENT
IN GOVERNMENT**



Website: www.img.kerala.gov.in
e-mail: satyajeetrajan@gmail.com
Telephone: 0471-2306739/2780802
Fax: 0471-2302391

PROLOGUE

The HANDBOOK of “Duties and Responsibilities for Civil Servants at the Cutting-edge Level” brought out by the project team led by Dr. Ram Mohan R is a logical extension of the Competency Framework documents developed for Police, Social Justice and Scheduled Tribes Development Departments. While the work on Competency Framework Document is an overarching policy research initiative that encompasses all aspects of personnel management, the Handbook of Duties and responsibilities is a very simple ready reckoner of the duties and responsibilities of personnel at the cutting-edge level.

While the various dimensions of implementing a competency management system are being examined by the Government, the first step is to bring out the duties and responsibilities for wider dissemination. This, we believe, will bring about transparency in our efforts towards citizen-centric governance, a fact corroborated by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India, the sponsors of the project.

The Government and IMG remain committed to the goal of good governance and look forward to the three Departments becoming torch bearers for this initiative.


Satyajeet Rajan

Trivandrum
7/12/2016

COMMENDATION

The Handbook of duties and responsibilities of officials at the cutting edge level is a path breaking initiative aimed at open and responsive governance. This work will hopefully find its place in departmental and public domain and would not have fructified, had it not been for the patronage and support of the following, whom I would like to thank on behalf of the project team and the Institute.

1. **Shri. Pinarayi Vijayan**, Honorable Chief Minister, Government of Kerala, for his statesmanship, commitment and reformist acumen in recognising the need for employees being conscientised on their duties and responsibilities.

2. **Shri. S M Vijayanand IAS**, Chief Secretary to the Government of Kerala, who had patronised and supported the development of a handbook on duties and responsibilities, a pioneering administrative initiative.

3. **Shri. Satyajeet Rajan IAS**, Principal Secretary, Department of Personnel and Administrative Reforms, Government of Kerala, who is also our Director General, for his unflinching support, guidance and leadership.

4. **Smt. Smita Kumar IAS**, Joint Secretary, Department of Administrative Reforms and Public Grievances (DARPG), Government of India, and her team for their stellar role in recognising the importance and her insistence that the reports on reforms be disseminated for wider use by all stakeholders.

5. **The Heads of Departments, Task forces and other unsung employees** who catalysed our initiative.



Dr. Ram Mohan R

Professor &
Nodal Officer, DARPG-DCF Project

CONTENTS

Message - Chief Secretary

Prologue - Director General, IMG

Commendation - Nodal Officer, IMG

Applications of the Handbook	01
Social Justice Department - Overview	03

Category/Cadre

01 District Social Justice Officer	05
02 Accounts Officer/Section Officer	09
03 District Child Protection Officer	13
04 Probation Officer	17
05 Regional Dowry Prohibition Officer	23
06 Programme Officer	27
07 Child Development Project Officer	31
08 ICDS Supervisor	37
09 Welfare Institution Superintendent	41
10 Child Welfare Inspector	47
11 Care Taker-Male/Female	49
12 Women Protection Officer	51
13 Deputy Superintendent - HM	55
14 Deputy Superintendent - HM II	57
15 Deputy Superintendent	59
16 USNP Project Officer	63
17 Asst. Child Development Project Officer	67
18 Matron	71

Annexure

<i>Task Force Members</i>	73
<i>Acronyms</i>	75
<i>List of Action Verbs</i>	77
<i>References</i>	85

APPLICATIONS OF THE HANDBOOK

This handbook consists of position summary, reporting relationship and duties and responsibilities of cadres/categories operating at the cutting edge level in the Social Justice Department where,

The position summary is the articulation of the most important outcomes or contributions needed from the position;

Reporting relationship is the nature of supervisor-employee relationship, based on organizational/departmental structure, location and government regulations;

Duties and responsibilities are statutory and moral commitments expected off an employee to successfully perform in the assigned position.

The intended purpose of this handbook is to clarify expectations of the government and the public from the employee assigned to a specific departmental position. The details given can be used by the various stakeholders in the following ways:

The Government, *it*

- provides clear description of roles of employees with respect to the Department's vision and mission paving the way for effective and citizen-centric public service delivery.

The Department, *it*

- ensures that employees are clear about what they are expected to do and clarify service/job requirements,
- improves communication between Department and the employee about the job,

- helps set clear performance expectations from employees, enabling them to make better decisions and work more effectively,
- ensures that training and professional development activities are specific and job related,
- helps identify criteria during recruitment and selection process,
- helps reengineer the organization structure through work rationalization process.

Superior Officer, *it*

- helps provide clear, fair and unbiased evaluation of employees,
- makes the most of its staff's abilities and contributions,
- can structure employees' development and training needs,
- helps rationalise work assigned/performed by each cadre/category,
- ensures that the job descriptions are dovetailed with the implementation aspects of Right to Information and Right to Service Act or any such Act/Guideline that may be issued from time to time.

Employees, *it*

- helps clarify expectations of the department from this role,
- helps identify knowledge and skill set required for effectively carrying out the job,
- helps to identify and bridge knowledge, skills and also imbibe such behaviours and attitudes for optimizing performance,
- provide services in a time bound and professional manner.



SOCIAL JUSTICE DEPARTMENT

DISCLAIMER

Duties and responsibilities detailed in this handbook were captured in the process of development of competency framework, and includes only those which could be professionally outlined in specific and achievable terms at that point in time (June 2016). This collection excludes moral/ social obligations that are not otherwise entrenched or explicitly stated. This excludes responsibilities that may be entrusted on an *ad hoc* basis or based on exigencies, by the authorities, from time to time.

Social Justice Department - Overview

The Department of Social Justice was set up for initiating and implementing social defense and social welfare programmes and services for women in distress, differently abled, mentally challenged, women and children, destitute, orphans and neglected children. They provide security for the aged and destitute through a network of organizations, residential institutions and non-institutional schemes. The Department of Social Justice was originally established on 9th September 1975, as Social Welfare Department and was renamed to Social Justice Department in the year 2012.

Department of Social Justice is the nodal department for implementing various schemes of Ministry of Women and Child Development, Ministry of Social Justice and Empowerment-Government of India. Schemes run by NGO's for welfare of disabled, destitute, women and children are also administered by this Department.

The thrust areas of the Department are: women and child development, social justice and empowerment, social defense and provide care and protection through welfare institutions. Since its inception, the Social Justice Department has attempted to fulfill its mandate by expanding its sphere of activities by providing more facilities and welfare measures to the needy persons of the State.

Mission

To empower senior citizens, persons with disabilities, victims of abuse and destitute through capacity building, economic and social development and rehabilitation as appropriate; to empower women through policies and programmes; to ensure development, care and protection of children; and to create an enabling environment for social justice.

Vision

To move on to a caring and equitable society in which senior citizens, persons with disabilities, and victims of abused lead productive, safe and dignified lives; women live with dignity contributing as equal partners in development in an environment free from violence and discrimination; and children are well nurtured with full opportunities for growth and development in a safe and protective environment.

Vital Statistics

Composition of Employees at the cutting-edge level

Cadre/Category chosen	
DSJO	14
Accounts Officer/Section Officer	43
Probation Officer	17
Programme Officer	16
DCPO	14
CDPO	258
ACDPO	83
WPO	14
WIS	17
ICDS Supervisor	1082
Matron	27
Care Taker- Male	55
Care Taker -Female	33
Child Welfare Inspector	19
USNP Project Officers	3
Regional Dowry Prohibition Officer	3
Deputy Superintendent	3
Deputy Superintendent HM	2
Deputy Superintendent HM II	2

Source: Directorate of Social Justice TVPM, July 2016.



01

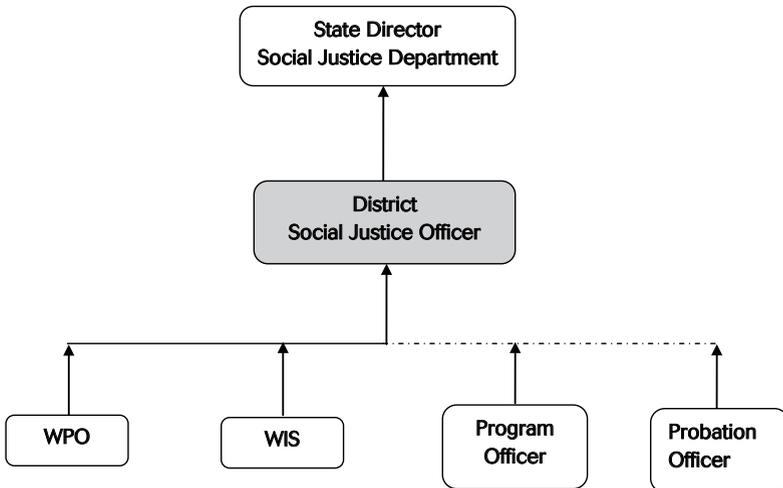
DISTRICT SOCIAL JUSTICE
OFFICER

Position Title: District Social Justice Officer (DSJO)

I. Position Summary:

District Social Justice Officer (DSJO) is an officer who creates awareness about various Government schemes among public that focuses on mainstreaming the marginalized. S/he also arranges to identify and disburse financial aid to target groups.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Create awareness about various schemes offered by the Department,
2. Invite and process applications received.
3. Direct Institution Superintendent/Sub Office heads about schemes and its implementation,
4. Process allotment of funds (proceedings) for use by Sub Office/LSGD,
5. Disburse financial aid to eligible beneficiaries under various schemes,
6. Monitor schemes carried out at Institutions/Sub Offices and recommend corrective action if needed,
7. Coordinate with individuals/outside agencies to garner support (financial/material) for organizing social responsibility activities,
8. Formulate project proposals classified under Social Security Sector of Peoples Plan Program,
9. Consult LSGD for suitability of the above and obtain approval,
10. Administer the implementation of the above,
11. Convene meetings at District level, based on GO's received,
12. Represent Social Justice Department in meetings convened by District Collector, Perform duties of ex-officio secretary of the SJ Dept. at Dist. Panchayath,
13. Organize programs in connection with observance of days of National/International importance (related to Social Justice),

14. Create awareness about achievement/recognition awards,
15. Invite, process and make specific recommendations to Head of Department (In the absence of applicants in any category, necessary steps may be taken to identify and applaud achievements reported),
16. Monitor operations of Welfare Institutions/Charitable Homes run by external agencies and those of the Government,
17. Provide Grant-in-aid for institutions/homes run by external agencies,
18. Maintain working relationship with line Department and other Departments for effectively carrying out the implementation of schemes and programs,
19. Administer the activities of Kerala State Anganawadi Workers and Helpers Welfare Fund at District level,
20. Conduct training programs for sub-ordinates and personnel of other Department/Agencies (as instructed by Director),
21. Perform selection of Counselors for schools and orphanages,
22. Endorse entries made in Management Information System (MIS) (fund management, fund allotment, employee details, etc.),
23. Perform statutory duties given under various Social Legislations (Senior Citizen Act, PWD Act, Orphanage Act etc.),
24. Collaborate with external agencies (NGO's and other agencies) to fulfill Department's objectives,
25. Co-ordinate with the line Departments/NGO's to manage crisis situation,



26. Administer office activities.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



02

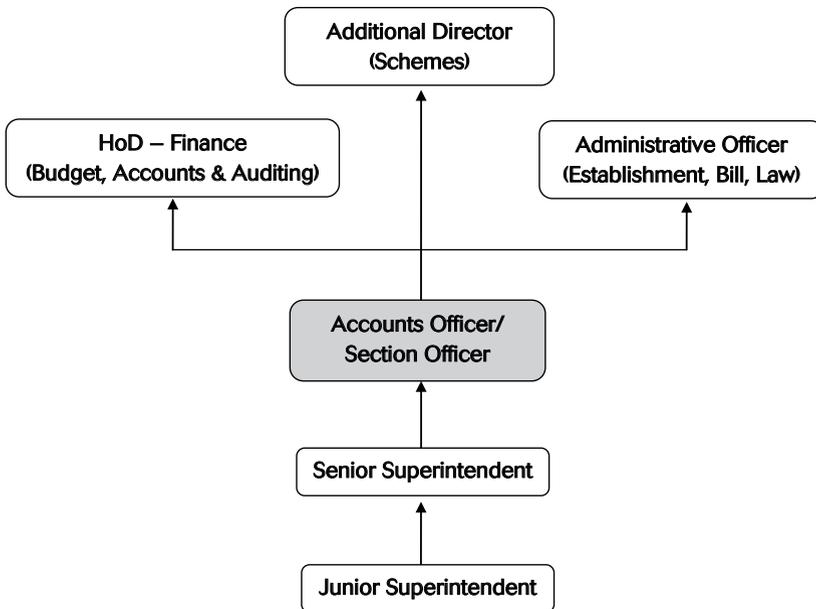
ACCOUNTS OFFICER /
SECTION OFFICER

Position Title: Accounts Officer/Section Officer

I. Position Summary:

Accounts Officer/Section Officer is an officer who supports superior officers (Finance Officer - Budget, Accounts & Auditing, Additional Director- Schemes, Administrative Officer - Establishment matters and Bill Section, Law Officer) in administrative matters.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Schemes:

1. Prepare draft plan proposal for new schemes,
2. Compile inputs from other sections regarding enhancement/modification of existing/ongoing schemes,
3. Arrange approval from NITI Aayog and obtain Administrative Sanction from Government,
4. Facilitate issue of orders/guidelines from HoD,
5. Initiate action for scheme implementation,
6. Monitor progress of scheme implementation,
7. Periodically evaluate the appropriateness of benefits provided under different schemes,
8. Compile Statement of Expenditure (SoE), and Utilization Certificate (UC).

B. Establishment:

1. Supervise the maintenance of records/registers,
2. Recommend action for redressal of grievances of Department staff,
3. Process file from the stage of Tapal to disposal,
4. Process service matters of employees (posting through retirement),
5. Perform the duties of drawing and disbursing office.

C. Budget & Accounts:

1. Compile and prepare budget for upcoming financial year,
2. Scrutinize and issue funds,
3. Monitor expenditure,

4. Scrutinize SDG/additional authorization/ re-appropriation of proposals prepared by the section,
5. Scrutinize 'surrender proposal' forwarded by the section,
6. Furnish records for audit/inspection,
7. Verify expenditure statements,
8. Reconcile expense statements.

D. Bills:

1. Verify establishment and contingent bills,
2. Verify all bills before making payment,
3. Verify receipts received against bill settlement,
4. Verify whether cash book is maintained properly.

E. Audit:

1. Conduct internal audit,
2. Conduct enquiry and inspection of sections/ units,
3. Co-ordinate audit (Finance/AG), according to Audit Plan,
4. Compile audit/enquiry report for initiating corrective action,
5. Furnish Corrective Action report to AG/Finance Department,
6. Perform the duties of Drawing & Disbursing Officer.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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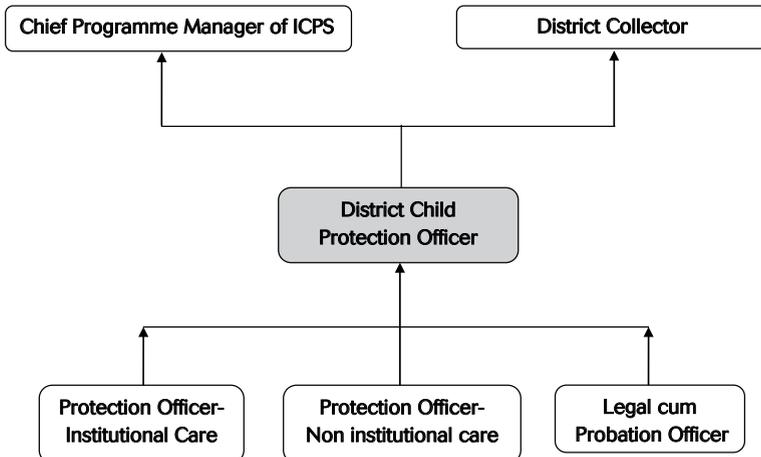
DISTRICT CHILD PROTECTION
OFFICER

Position Title: District Child Protection Officer (DCPO)

I. Position Summary:

District Child Protection Officer (DCPO) is an officer who co-ordinates, supervises, and implements Integrated Child Protection Scheme. In this connection, s/he monitors and supervises institutions involved in child care & protection and implements various government sponsored schemes at district level. S/he facilitates the implementation of child protection, child right Acts & such laws through District Child Protection Units, NGOs, Child Line, partnership with civil society.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Administer the office of the District Child Protection Unit,
2. Monitor all Institutions/Agencies/Projects/Programmes/NGOs involved in care and protection of children,
3. Conduct research programmes,
4. Maintain and update database of children in the district,
5. Disseminate information available to the stakeholders,
6. Collaborate with stakeholders for development of an Annual District Child Protection Plan,
7. Implement Annual District Child Protection Plan,
8. Conduct periodic resource mapping,
9. Maintain and update directory of child-related services in the district,
10. Assure proper maintenance of the Child Tracking System,
11. Co-ordinate initiatives to track the children who are reported missing,
12. Co-ordinate all functions related to Adoption, Foster care and Sponsorship,
13. Monitor functions of the agencies involved in Adoption, Foster care and Sponsorship,
14. Supervise enquiry, prepare objective report about children in conflict with law or those needing care & protection and submit to concerned authority (JJB/CWC/District Collector etc.),
15. Act as the Functional Head of the Home Management Committee of Child Care Institutions in the District,
16. Conduct periodic review of the functioning of institutions involved in care and protection of children,
17. Recommend mid-course corrections and identify suitable institutions for release of grant from State Child Protection Society (SCPS),

18. Conduct fortnightly review meetings of staff to plan and evaluate the work of DCPU,
19. Organize monthly stakeholder meetings in the district,
20. Function as the head of Foster care and Sponsorship Committee and District Adoption Placement Committees,
21. Supervise and monitor the activities of the **“Our Responsibility to Children”** Project in the District,
22. Organize District Child Protection Committee meetings,
23. Send periodic reports to higher authorities,
24. Repatriate and rehabilitate children in need of care and protection and children in conflict with law,
25. Organize IEC activities in the district.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



04

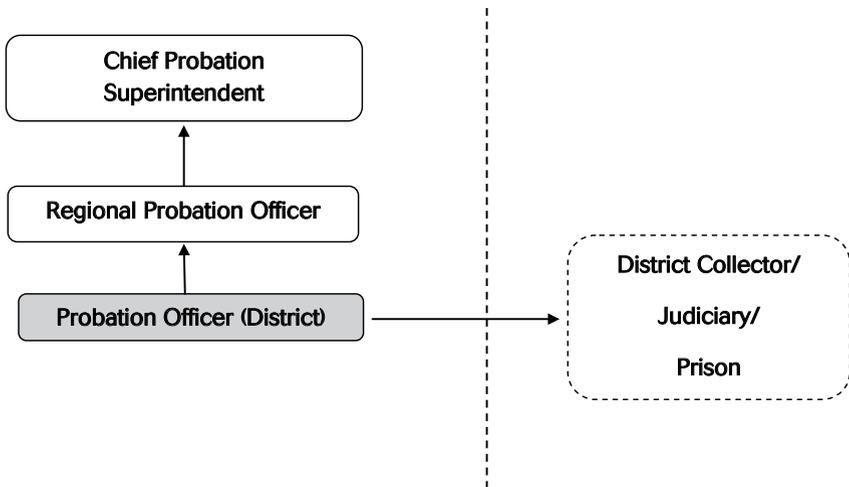
PROBATION OFFICER

Position Title: Probation Officer

I. Position Summary:

Probation Officer (District) is an officer, who is in charge of the work of probation in the whole district or in a part of a district, as designated from time to time. S/he renders necessary assistance to a probationer (any offender in respect of whom supervision is required or conjoint by a supervision order) to be reintegrated with the society.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Probation of Offenders Act, 1958 & Kerala Probation of Offenders Rules, 1960:

1. Conduct preliminary enquiry into the domestic surroundings, collect criminal record and social history of the offender, when directed upon by a court of law,
2. Submit Preliminary Enquiry (PE) report to the court,
3. Assure/Ascertain that the probationer understands the conditions of the order and shall endeavor to ensure its observance by him/her,
4. Conduct regular visits to the house/institution of the probationer under supervision and make enquiry as to his/her behavior, mode of life and employment,
5. Recommend to the State Government, an institution or premise when the probationer has no fixed abode or an abode suitable for due supervision or that his surroundings are not suitable for achieving the objects of probation,
6. Recommend to Chief Probation Superintendent to avail permission to change the place of residence of a probationer to an area under the jurisdiction of another probation officer,
7. Communicate arrival of the probationer to the Regional Probation Officer when transfer of probationers happens,
8. Prepare history-sheet containing particulars of the offender placed under the supervision of Probation Officer by a court,
9. Submit monthly report to the court, on the conduct and mode of life of the probationer,

10. Submit report on the failure of observance of any conditions of the bond to the concerned court,
 11. Submit to Chief Probation Superintendent:
 - a) Half-yearly report on the conduct and progress of all probationers under his/her jurisdiction,
 - b) A final report on the conduct and progress of each probationer on the termination of the period,
 - c) Such other reports as may be required from time to time prescribed by the State Government.
 12. Maintain:
 - a) A diary showing his day-to-day work including preliminary inquiries, attendance at courts, visits to probationers and contact made in the advancement of probation work,
 - b) A file containing copies of all reports submitted to the courts,
 - c) A history-sheet in the prescribed form for each probationer recording in all important events during the period of his probation,
 - d) An index card and chronological register,
 - e) Such other records as may be directed by the Director of Social Justice department from time to time.
 13. Organize District level Advisory Committee meetings
- B. Kerala Borstal School Act and Rules, 1961:**
1. Conduct enquiry in all cases referred by the Court of Kerala Borstal School Act, 1961,
 2. Conduct pre-release and post-release enquiries,

3. Supervise activities of ex-residents from Borstal School,
 4. Facilitate the rehabilitation of ex-residents by identifying suitable job placements,
 5. Assist the ex-residents avail financial assistance for self employment.
- C. Immoral Traffic Prevention Act and Rules, 1986:**
1. Conduct enquiries in all the cases referred by the court,
 2. Conduct pre-release and post-release enquiries,
 3. Facilitate the rehabilitation of individuals.
- D. The Madras Prevention of Begging Act, 1945 and the Travancore Prevention of Begging Act, 1945:**
1. Conduct all enquiries referred by the court.
- E. Code of Criminal Procedure (CrPC):**
1. Conduct surety verification as per the directions of the court,
 2. Conduct enquiry and report to the court, information about persons convicted under the Criminal Act and Rules when directed upon.
- F. Under Kerala Prison Rules:**
1. Conduct ordinary leave/home leave/emergency leave enquiry of convicted prisoners,
 2. Conduct pre-mature release enquiry of life convicts after 8 years of conviction and others after two-third period of sentence,
 3. Monitor activities of ex-convicts (life convicts) for 4 years,
 4. Monitor unserved portion of sentence by other convicts,

5. Conduct enquiry relating to interstate transfer of prisoners,
6. Facilitate rehabilitation of ex-prisoners.

G. Jail Review Committee:

1. Perform monthly visit to all jails in the district,
2. Participate in District-Level Committee to review cases of under-trial prisoners chaired by the District Judge,
3. Participate in Jail Advisory Board meetings convened by competent authority,
4. Summarize the reports of other District Probation Officers, prior to attending such meetings,
5. Implement Grant-in-Aid scheme and assist in the rehabilitation of Probationers,
6. Participate in joint inspection of Welfare Institutions along with DSJO.

H. Duties entrusted as per G.O 7/81 LA/SWD Dated 9-1-1981 and Circular no: 501/2014 Dated 8-8-2014:

1. Conduct enquiry on all persons residing at various Institutions under Social Justice Department,
2. Conduct enquiry entrusted by the Director/Regional Assistant Director of Social Justice Department,
3. Facilitate the rehabilitation of residents by identifying suitable job placements.

I. Marriage Enquiry:

1. Conduct pre-marriage enquiry of suitors for eligible residents of Social Justice Institutions and Sri Chithra Poor Home, Thiruvananthapuram.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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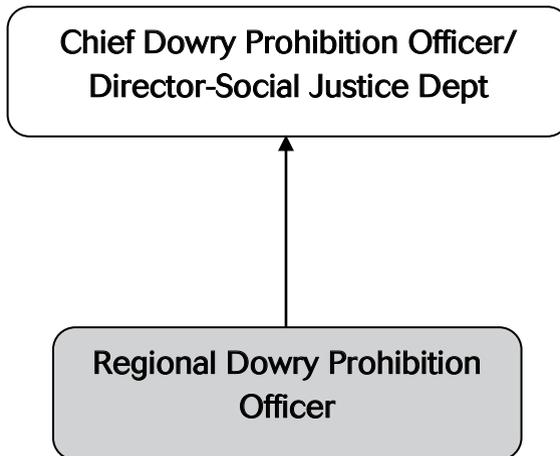
REGIONAL DOWRY
PROHIBITION OFFICER

Position Title: Regional Dowry Prohibition Officer (RDPO)

I. Position Summary:

Regional Dowry Prohibition Officer (RDPO) is an officer who creates awareness among the public regarding the Dowry Prohibition Act and on the necessity of preventing/eradicating the dowry system from society.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Create awareness among the public by organizing camps & publicity campaigns through Information & Broadcasting Department, Panchayat Samiti and other media and involve local people for prevention of dowry by
 - a) Collaborating with Kerala Legal Service Authority (KLSA),
 - b) Identifying supporting programs/events,
 - c) Preparing project proposals for availing infrastructure and funds.
2. Receive complaints in regard to any offence under the Dowry Prohibition Act, 1961 (Act) from the party, parent or other relative of such person aggrieved or from any recognized welfare institution/ organization [under Rule-2] in writing,
3. Maintain a register for the purpose of the Act to record all complaints, enquiries and results thereof and other relevant information connected therewith in the prescribed form (Form No.1). S/he shall also maintain separate files with relevant records for each individual case,
4. Scrutinize the complaint and if it is found that the nature and the contents of the complaint is such, that it is apparently coming within the purview of Section 3 or 4 or 4A or 5 or 6 of the Act, conduct an enquiry to collect evidence from the parties on the genuineness of the complaint,
5. Utilize the services of District Probation Officers or Additional District Probation Officers or City Probation Officers of the area for collecting information or conduct of enquiry or assist in any stage of enquiry or proceedings related to a complaint petition or application under the Dowry Prohibition Act,

6. Provide assistance to the police in investigating the complaint filed under the Act in a court of law during trial of the case,
7. Serve notices to the parties and witness on the date, time and place of hearing of the complaints in Form No. III,
8. Record findings (petition enquired into and heard) within a month from the date of its receipt,
9. Dismiss the complaint or petition for default, or hear and come to a finding as to its merit, if on the date fixed for hearing, the complainant or petitioner fails to appear,
10. Issue directions to person/party to transfer any dowry received, when a complaint in respect of non-transfer is raised by a woman who is entitled to such dowry,
11. Submit report to the concerned Magistrate for prosecuting the offenders. The report shall include among others, a statement, connected documents of proceedings and a brief of own findings about the case,
12. Send quarterly reports to the Chief Dowry Prohibition Officer on the number of complaints received under the Act and the action taken or the nature of settlement of the issue in Form No.II.
13. Send details/or reports, as may be required by Chief Dowry Prohibition Officer or the Government from time to time,
14. Conduct enquiry regarding non-compliance of the provision of the act in respect of the marriages held or proposed to be held within his/her jurisdiction,
15. Perform such other duties as may be assigned in this regard by the State Government.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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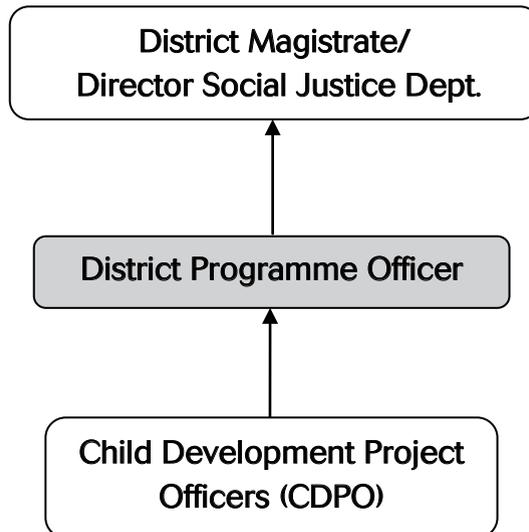
PROGRAMME OFFICER

Position Title: Programme Officer

I. Position Summary:

Programme Officer is the district level officer in charge of development and implementation of strategies formulated for Integrated Child Development Services (ICDS) scheme.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Administrative:

1. Notify department about position(s) of functionaries that are vacant at different ICDS at the district level,
2. Review and report plan progress of self and of subordinates to the Director,
3. Review progress of local plan projects,
4. Prepare annual budget and APIP for submission to the Director,
5. Act as Public Information Officer.

B. Human Resource Development:

1. Conduct periodic Training Need Analysis (TNA) of ICDS functionaries,
2. Design training modules based on TNA findings,
3. Prepare training plan for ICDS functionaries and stakeholders involved,
4. Train ICDS functionaries and stakeholders (CDPO, Supervisors, Anganawadi Workers, School Counselors),
5. Conduct joint training with Health Department for ICDS functionaries,
6. Document training activities.

C. Consultation & Advocacy:

1. Consult and co-ordinate with line Departments, NGOs and other agencies for effective implementation of ICDS,
2. Collaborate with community and organizations to propagate ICDS objectives and garner support and services for its progress and effective functioning,

3. Engage subject matter experts for technical support in carrying out ICDS activities,
 4. Undertake IEC activities to create awareness among community,
 5. Conduct periodic meetings with stakeholders and submit report to government to facilitate policy formulation.
- D. Supervisory:**
1. Conduct field visits to evaluate the functioning of *Anganawadis*, ICDS projects and training centers,
 2. Provide support/resources and or undertake corrective actions as needed.
- E. Audit and Finance:**
1. Perform audit of scheme and related activities,
 2. Facilitate social audit of schemes implemented and undertake corrective actions.
- F. Monitoring and Evaluation:**
1. Conduct review meetings of ICDS functionaries,
 2. Undertake research/studies to evaluate the impact of schemes implemented,
 3. Design tools to monitor and evaluate performance of subordinates and other functionaries,
 4. Prepare database on infrastructure, functionaries, service coverage and findings of research studies conducted and use them to identify gaps and formulate strategies to close them,
 5. Compile Monthly Progress Report (MPR), Annual Program Implementation Plan (APIP), Annual Status Report (ASR) to identify gaps and formulate strategies to close them,

6. Monitor all services under ICDS,
7. Monitor performance of training centers,
8. Monitor other schemes run through ICDS platform,
9. Monitor psycho-social services offered through schools,
10. Document best practices or innovative practices institutionalized at *Anganawadi*/ sector/project and district level,
11. Verify quality of food supplements (raw & cooked) supplied at *Anganawadis*,
12. Perform inspection at FCI warehouses and THRS units.

G. Additional duties:

1. Perform duties of ex-officio Secretary and implementing officer for Women and Child Development projects undertaken by District Panchayath.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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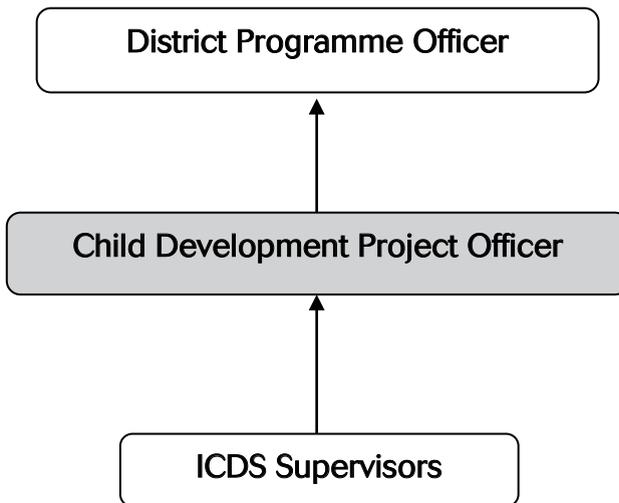
CHILD DEVELOPMENT
PROJECT OFFICER

Position Title: Child Development Project Officer (CDPO)

I. Position Summary:

Child Development Project Officer (CDPO) is an officer who provides leadership, guidance, coordination, monitoring, and continuing education for the holistic development of children (within the age group 0 – 6 years) enrolled under ICDS Services.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Administration of office and ICDS scheme services offered:

1. Supervise and guide the work of entire project team,
2. Inspect registers and records maintained at THRS units, Training centers, *Anganawadi Centres (AWCs)*, Welfare Institutions periodically,
3. Perform the duties of Public Information Officer & Child Marriage Prohibition Officer,
4. Perform the duty of Returning Officer,
5. Act as Drawing/Disbursing officer for the ICDS Scheme,
6. Take necessary measure for recruitment and training of *Anganawadi Workers (AWWs)* and Helpers,
7. Act as a Convener or Secretary at Block Level Monitoring Committee (BLMC),
8. Act as an enquiry and reporting officer for cases related to violation of norms at AWCs and that of subordinates,
9. Ensure that there is perfect clarity among the AWWs and supervisors regarding the records to be maintained at their office and those to be submitted periodically for review,
10. Submit records of accounts to audit as and when audit takes place,
11. Generate enquiry reports for social security schemes under SJ Department,
12. Prepare case studies on successful AWCs,
13. Finalize monthly and yearly budget for each AWCs,

14. Make necessary arrangements for transportation, storage, and distribution of various supplies to AWCs,
15. Maintain functional liaison with Block Head Quarters, Public Health Centres (PHCs), Panchayat Raj Institutions (PRIs), and voluntary organizations,
16. Maintain functional relationship between PHC/Sub Center staff and Supervisors/AWCs,
17. Incur contingency expenditure for articles required by AWWs,
18. Initiate and guide the AWWs for quick survey's at project villages to identify children, pregnant women and nursing mothers,
19. Utilize funds released by SJ Dept. for constructing AW building under ICDS Scheme.

B. Implementation of ICDS Scheme:

- I. Early Childhood Care, Education and Development (ECCED)
 - a) Provide training and Teaching & Learning Materials (TLM) for activity based education for ICDS Supervisors & AWWs,
 - b) Provide Early Screening charts to parents and direct AWWs for giving home based guidance to parents having children between 0 - 3 years of age,
 - c) Monitor child development activities and records available at AWCs,
 - d) Evaluate ECCED activities on ECCE Day,
 - e) Provide tools for activity based learning process,
 - f) Monitor periodically the holistic development of children between the age 0-6 yrs,
 - g) Promote learning-by-doing activities at AWCs.

II. Care and Nutrition Counseling:

- a) Train AWW workers on providing care and counseling to AG/PW/LM/O - 6 yrs during various stages of growth and development,
- b) Monitor growth and development of children by using WHO Growth Chart and MCP card maintained at AWCs,
- c) Provide information on various Schemes and Plans to ICDS Supervisors and AWWs.
- d) Monitor execution of plans and schemes,
- e) Acquire knowledge about nutritional feeding norms and National Food Security Act, 2013,
- f) Conduct field visits and verify records maintained at AWCs,
- g) Ensure the availability of IEC Materials at AWCs,
- h) Promote nutrition counseling among care-givers of severely underweight children through the process of learning-by-doing activities.

III. Health Services including referral services:

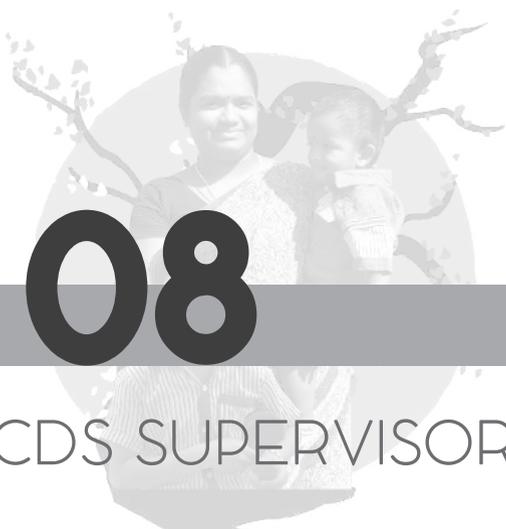
- a) Liaison with the Health Department to ensure that the messages on breast feeding, complementary feeding and home based child care practices are conveyed to the target group,
- b) Correspond with Health Dept. about immunization and micronutrient supplementation, neonatal and childhood illness and health,
- c) Collect report of Immunization status and health checkup status from AWCs,
- d) Collect report from ICDS Supervisor about Village Health Nutrition Day (VHND) program and include it in Monthly Progress Report (MPR),

- e) Collect report on Referral Services made from AWCs and include it in Monthly Progress Report (MPR),
- f) Verify records maintained at AWCs in connection with health services provided.

IV. Community Mobilization, Awareness, Advocacy and IEC:

- a) Design programs to create awareness about ICDS Schemes,
- b) Correspond with *Gramasabha* and other line Departments about nutrition standards and ECCED,
- c) Collaborate with Voluntary Action Groups to implement ICDS support programs,
- d) Initiate Village Contact Drives,
- e) Collaborate with sponsors and professional agencies for conducting advocacy programs.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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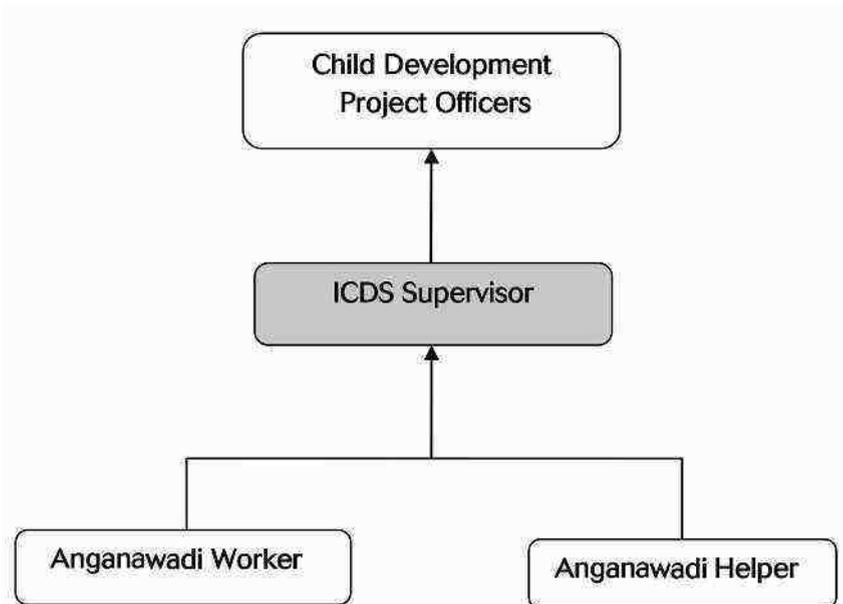
ICDS SUPERVISOR

Position Title: ICDS Supervisor

I. Position Summary:

The ICDS supervisor is an officer who guides an *Anganawadi* worker in planning and organizing the delivery of Integrated Child Development Services (ICDS) Schemes at *Anganawadi* Centers.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Planning and Administration at AWCs:

1. Direct the AWWs/helpers to carry out the activities at AWC as per the scheduled plan,
2. Prepare the list of equipments & materials required at each AWC in consultation with AWWs,
3. Provide food, medicine, Pre-School Education (PSE) materials & equipments to AWC as required,
4. Collect and compile Monthly Progress Reports (MPR) from AWCs,
5. Verify accuracy of data from the records maintained at AWCs,
6. Organize Sectoral/Project level meeting,
7. Maintain attendance & leave records of AWWs/Helpers,
8. Prepare a list of AWWs/Helpers for training purpose,
9. Correspond with CDPO for making alternative arrangements, when the AWWs/Helpers avail long leave,
10. Assist CDPO in distributing honorarium to AWWs/Helpers,
11. Arrange storage facility for food materials & equipments at AWCs,
12. Identify the personal & functional problems faced by AWWs/Helpers,
13. Provide necessary help to illiterate AWWs in filling up registers & records.

B. Supervision of AWCs:

1. Monitor the enrollment of beneficiaries at AWCs,

2. Identify severely malnourished children from the growth chart maintained by AWCs,
3. Monitor the quantity & quality of food prepared, served, distributed and in stock.

C. Training and Continuing Education:

1. Provide data on training need requirements to approved Agencies/Organizations,
2. Organize induction training for AWWs/Helpers,
3. Conduct periodic, need based training programmes for AWWs/Helpers,
4. Conduct awareness training programme for the beneficiaries of ICDS,
5. Conduct periodic need based training for *Sakhi & Saheli* (AGs),
6. Supervise the peer training activities of *Sakhi & Saheli*,
7. Supervise the training activities through *Sakhi & Saheli*,
8. Provide training to AWWs for organizing PSE activities and mothers meetings,
9. Provide assistance in the distribution of SNP.

D. Service Delivery:

1. Monitor the growth of children by maintaining growth charts at AWCs,
2. Collaborate with Health Dept. officials to identify & treat illness, as well as early detection of disabilities among children,
3. Recommend appropriate course of action,
4. Monitor the status of receipt of Iron Folic Acid (IFA) tablets in each AWCs.

E. Monitoring & Evaluation:

1. Monitor the functioning of AWCs with respect to specified guidelines
2. Monitor the performance of AWWs with respect to the guidelines (Knowledge/ Skill/Work),
3. Monitor the activities of AWWs/Helpers with respect to Quarterly/Annual action plan,
4. Compile reports and MPRs of AWCs,
5. Review reports and MPRs of AWCs,
6. Report to CDPO, findings regarding short fall in the functioning of AWCs,
7. Recommend corrective action for the short falls noted,
8. Collaborate with various depts. (Family Welfare, Dept. of Education, Dept. of Field Publication - Song & Drama division under the Directorate of Information & Broadcasting) for creating awareness about programmes and schemes.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



09

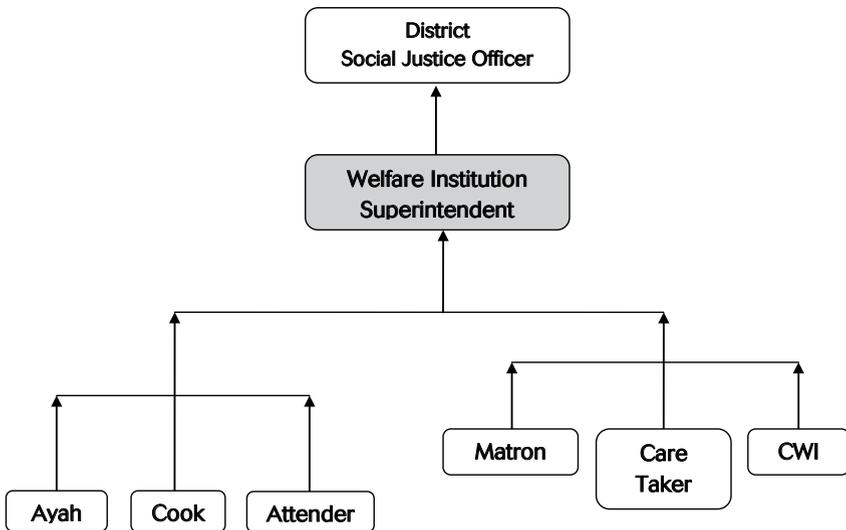
WELFARE INSTITUTION
SUPERINTENDENT

Position Title: Welfare Institution Superintendent (WIS)

I. Position Summary:

Welfare Institution Superintendent (WIS) is the custodian of the welfare institution. S/he ensures the welfare of people residing at the institution by providing food, shelter and other necessities, while also monitoring whether or not, the rights of the inmates are violated.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Comply with provisions of the Juvenile Justice (Care and Protection of Children) Act, 2000 and the Rules and Orders made there under:
 - a) Acquire knowledge of Act/Rules/Constitution,
 - b) Initiate corrective actions when rights of inmates are violated,
 - c) Advise reconciliation measures/or issue warning to inmates when rules of Institution is violated,
 - d) Comply with guidelines given under the Act/Rules,
 - e) Create awareness among staff, inmates and their near ones about provisions, rules given under the Act,
 - f) Disseminate information regarding Act/Rules/Manual among management committee members,
 - g) Correspond with LSGD and other Departments about services that have to be mandatorily provided at institutions,
 - h) Correspond with Health Dept. about services that have to be mandatorily provided to inmates,
 - i) Advise relatives on rehabilitation of person admitted to Institution.
2. Provide homely atmosphere based on love, affection, care development and welfare for the child or juvenile,
3. Maintain minimum standards of care at the institution,
4. Maintenance of buildings and premises: Conduct periodic review of building and infrastructure under custody and prepare proposals for maintenance/modification/improvement as the case may be.

5. Administer the activities of common mess
 - a. Formulate menu for inmates with the help of external consultant (dietician, doctor etc.),
 - b. Issue indents for purchase to Government approved agencies,
 - c. Inspect Stock and Stock Register,
 - d. Monitor quality and quantity of food provided to inmates,
 - e. Collect feedback from inmates, and undertake corrective actions,
 - f. Conduct daily inspection of food stocks and storage facility.
6. Supervise and monitor juvenile's or children's discipline and well being,
7. Planning, implementation and co-ordination of all institutional activities, programmes and operations, including training and treatment programmes or correctional activities:
 - a) Arrange health check up of persons admitted to the institution,
 - b) Supervise duties assigned to medical staff (Maintaining medical record files and health record of inmates),
 - c) Conduct routine awareness programs on hygiene and personal health with the help of Health Dept.,
 - d) Direct staff on maintenance of hygiene in the Institution,
 - e) Provide instruction to staff about medical treatments to be given to inmates,
 - f) Monitor special needs (Nutritional/Treatment) of bed-ridden and differently abled inmates,

- g) Monitor palliative care needs of inmates,
 - h) Quarantine a juvenile or child suffering from contagious or infectious diseases; and facilitate routine medical check-up.
8. Initiate action during emergency situations,
 9. Ensure accident and fire preventive measures are installed and maintained within the institution premises,
 10. Provide stand-by arrangements for water storage, power plant, emergency lighting,
 11. Ensure careful handling of machinery and equipments installed,
 12. Ensure staff and residents follow daily routine of the Institution,
 13. File monthly report of juvenile or child in the case file,
 14. Submit monthly reports in Form No. XLIV to the Director of Social Justice,
 15. Organize local/national festivals and birthday celebrations of children in the institution,
 16. Organize trips, excursions, picnics, balamela, children's fest for juvenile children,
 17. Prepare budget to meet institution's requirements,
 18. Assign duties to subordinates,
 19. Administer office activities,
 20. Maintain discipline at the institution,
 21. Organize Management Committee meetings,
 22. Maintain records and registers, as per requirements of rules/regulations/statutes,
 23. Liaison, co-ordinate and co-operate with the District and State Child Protection Unit or Government as and when required,
 24. Co-ordinate with legal officer for availing free legal aid

- and other support services,
25. Arrange marriage of inmates at Women Welfare Institutions.

Note: 1. The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.

- 2. The Officer-in-charge or Superintendent shall have the primary responsibility of maintaining the institution and shall stay within the institutional premises to be readily available as and when required by the juveniles or children and the staff and in case where an accommodation is not available within the institutional premises, the Officer-in-charge or Superintendent shall stay at a place in close proximity to the institution till such time that such an accommodation is made available within the institution.*



10

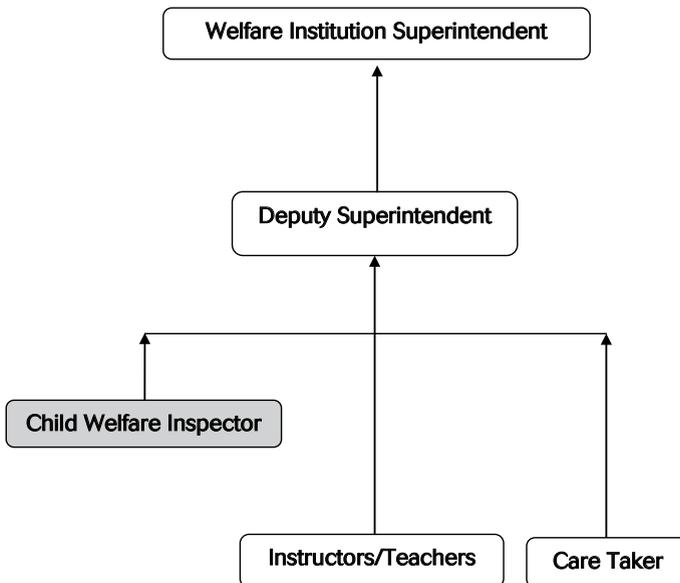
CHILD WELFARE INSPECTOR

Position Title: Child Welfare Inspector (CWI)

I. Position Summary:

Child Welfare Inspector (CWI) is an officer, who provides facilities/materials for children residing at welfare institutions. S/he formulates rehabilitation plans of children residing at welfare institutions and carries out follow up activities of rehabilitated children for a fixed period of time.

II. Reporting Relationship



III. Duties & Responsibilities:

1. Compile all the personal and other mandatory details about children admitted to the institution,
2. Recommend necessary steps to re-instate children in their families/or rehabilitate them (in their home state/district),
3. Arrange food items (nutrition/diet), clothing, bedding, toiletry and other materials for use by children in the institution,
4. Collaborate with Superintendent to provide education/recreation facilities for children,
5. Attend Child Welfare Committee meetings as a representative of the institution,
6. Maintain Stock Register,
7. Supervise activities/duties of Care Taker,
8. Monitor recreational activities undertaken by the children,
9. Perform duties of a librarian in the institution.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



11

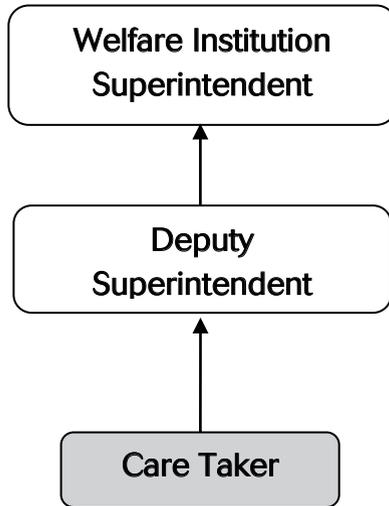
CARE TAKER- MALE/FEMALE

Position Title: Care Taker - Male/Female

I. Position Summary:

Care Taker is one who caters to the developmental and participatory needs of the children residing in welfare institutions.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Execute an Individual Care Plan (ICP) for mainstreaming children, admitted to Children's Home
2. Provide care and protection for children admitted to children's home,
3. Arrange & facilitate individual development of children,
4. Monitor children/facilities provided at children's home,
5. Recommend educational facilities for children at children's home,
6. Maintain discipline among children,
7. Supervise personal hygiene of children,
8. Act as a role model for children,
9. Monitor daily routine activities of children,
10. Direct children to conduct committees, *Balasabha*, etc.,
11. Monitor security measures at institution, to prevent loss or drop out of children,
12. Inspect children before admitting them to Children's Home,
13. Maintain registers/case files in the absence of a designated case worker,
14. Perform activities/duties assigned by Officer-in-Charge/ Superintendent from time to time.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



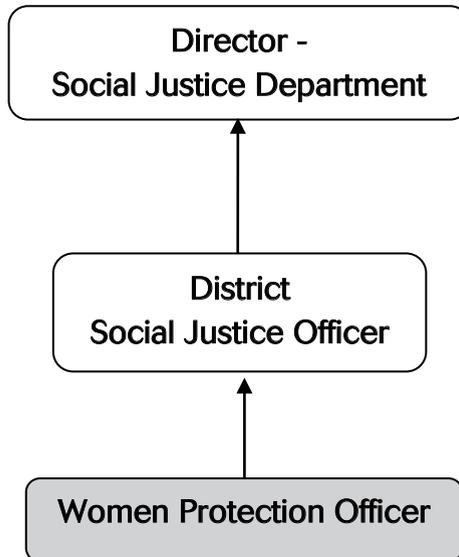
WOMEN PROTECTION OFFICER

Position Title: Women Protection Officer (WPO)

I. Position Summary:

Women Protection Officer (WPO) is the statutory authority appointed for protection of women from domestic violence. The primary duty is to receive complaints of domestic violence and provide the aggrieved person, access to support services and protective measures under the PWDVA Act.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Submit Domestic Incident Report(DIR) and applications under PWDV Act before the concerned JFMC's on receipt of complaints of domestic violence from aggrieved women,
2. Provide aggrieved person free legal aid, free medical facilities, safe shelter and other supporting services required,
3. Serve notice of appearance issued by the Magistrate to the concerned persons and report compliance to the court within prescribed time,
4. Maintain list of all service providers, shelter homes and medical facilities notified under the PWDV Act and details of other supporting departments/agencies,
5. Assure that the orders of Magistrate(s) issued under various provisions of PWDV Act are complied with and executed, in accordance with the prescribed procedures,
6. Prepare "Safety Plan" in Form V, in consultation with aggrieved person,
7. Coordinate with service providers, shelter homes, medical agencies, legal aid and the services of other line departments, for effective implementation of PWDV Act,
8. Update list of counselors once every three years and forward the revised list to the magistrate,
9. Provide services of a Welfare Expert as required by the magistrate,
10. Conduct field enquiries on the direction of the Courts and submit reports within prescribed time,
11. Conduct enquiry on the wealth, assets, financial position, and income potential of the respondent, and file report to the court,

12. Restore possession of personal effects like gifts, jewels, shared household etc. to the aggrieved person,
13. Assist the aggrieved person to regain custody of children and secure visitation rights as directed by the court,
14. Assist the court in enforcement of orders,
15. Report to Magistrate, breach of protection orders,
16. Conduct enquiry on applications received from NGOs aspiring to become Service Providing Centre's (SPC), and make rejection/recommendation report to the Government,
17. Convene District-level monitoring and evaluation committee constituted under PWDV Act,
18. Coordinate and monitor functions of service providers,
19. Organize seminars, workshops, and awareness/sensitization programs on PWDV Act,
20. Coordinate such activities that relate to women protection services undertaken by Social Justice Department at district-level,
21. Invite applications, vet, recommend/reject applications, disburse financial assistance, and undertake follow-up activities of "Scheme for financial assistance to women who are victims to violence including domestic violence."
22. Administer office activities,

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



13

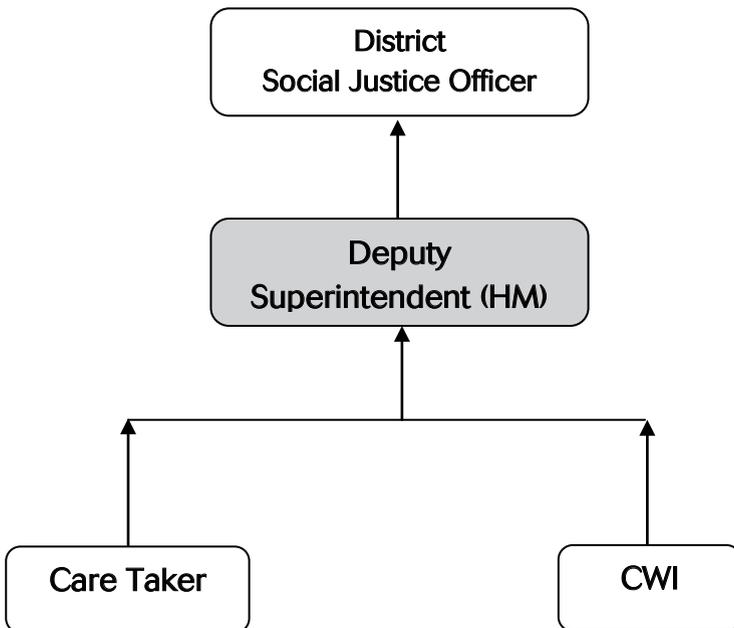
DEPUTY SUPERINTENDENT-HM

Position Title: Deputy Superintendent - HM

I. Position Summary:

Deputy Superintendent - HM is an officer who serves as the Chief Administrator of the Institution in developing and implementing various academic and non-academic activities in a manner that promotes the educational development of children at welfare institutions.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Prepare a time table for academic activities of children at Welfare Institution,
2. Organize sports activities, for the physical and personality development of children,
3. Consult academicians/professionals to prepare action plan to solve the problems of learning, faced by the child/children,
4. Monitor the performance of teachers and provide guidance for improving performance,
5. Advise the Officer-in-Charge or superintendent of the Institution to update/modify educational programs and trainings given to teachers,
6. Maintain records of performance of teachers employed at the Institution,
7. Direct the class teachers to maintain individual performance records of children,

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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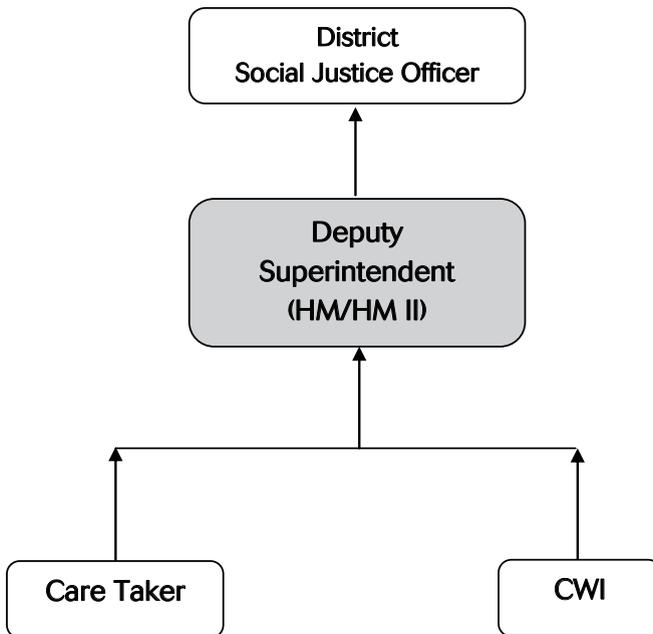
DEPUTY SUPERINTENDENT-HM II

Position Title: Deputy Superintendent - HM II

I. Position Summary:

Deputy Superintendent - HM II is an officer who assists the Chief Administrator/HM of the Institution in developing and implementing various academic and non-academic activities in a manner that promotes the educational development of children at welfare institutions.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Assist HM in developing a time table for academic activities, of children at Welfare Institution,
2. Organize sports activities, for the physical and personality development of children,
3. Identify the slow learners and report to HM for initiating appropriate measures to overcome them,
4. Monitor the performance of teachers and provide guidance for improving performance,
5. Assist Officer-in-Charge/Superintendent/HM of the institution to update/modify educational programs and training given to teachers,
6. Assist HM in maintaining performance report in respect of teachers and advice the class teachers to maintain such performance report in respect of children,

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



15

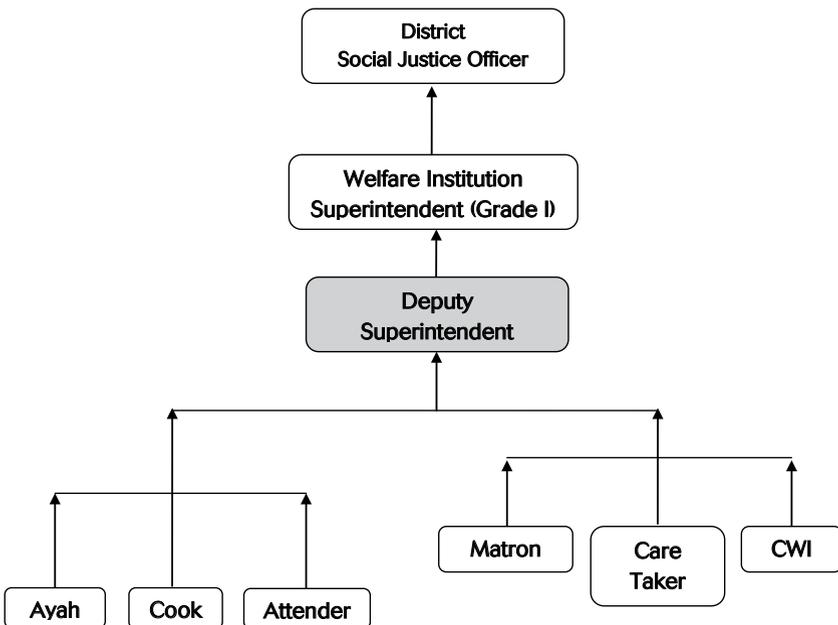
DEPUTY SUPERINTENDENT

Position Title: Deputy Superintendent

I. Position Summary:

Deputy Superintendent is an officer who provides assistance to Welfare Institution Superintendent (WIS) for ensuring the welfare of people residing at the institution.

II. Reporting Relationship:



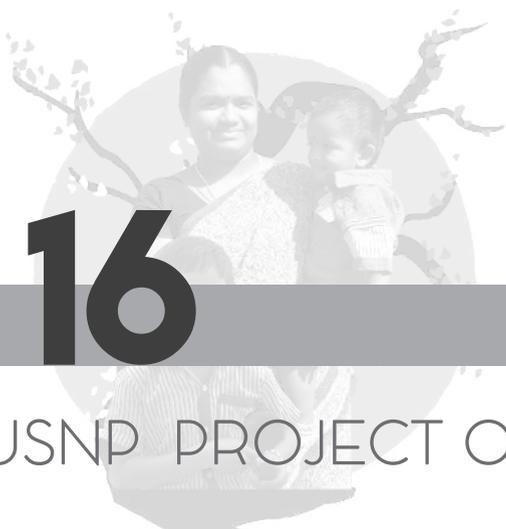
III. Duties & Responsibilities:

1. Act as custodian of Placement Order and copy of the Individual Care Plan,
2. Supervise food preparation, food distribution and maintain related records,
3. Conduct open house meetings with children and staff to encourage participation of children in various curricular and extra curricular activities of the institution,
4. Conduct interview with parents of children admitted to the Institution,
5. Maintain control over communication between children and outsiders,
6. Arrange facilities for children to participate in seminars, cultural programmes and meetings
7. Monitor the application of positive reinforcement/ cognitive restructuring and prepare a status report in consultation with the house parents or warden,
8. Monitor the supply of external eatables, if any supplied to children by parents,
9. Act as custodian of clothing and bedding supplied to children's home,
10. Organize camps, picnics, cultural programmes, extra-curricular activities like Scouts, Red Cross work for children residing at the Institution,
11. Ensure that protective and developmental rights of children are met with,
12. Ensure that children's need of food and clothing are met as per requirement and standards set,
13. Ensure the cleanliness of premises and maintenance of physical infrastructure including provision of water and electricity at the Institution,



14. Take measures at least six months in advance from the date of release to call for the pre-release report regarding a juvenile or child from the probation officer having jurisdiction through the Director of Social Justice Department.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



16

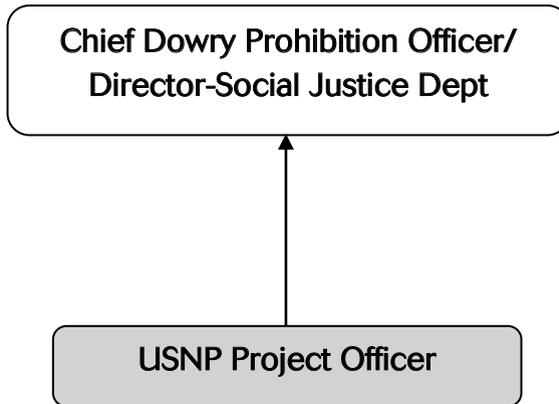
USNP PROJECT OFFICER

Position Title: USNP Project Officer

I. Position Summary:

USNP Project Officer is an officer who creates awareness among the public regarding the Dowry Prohibition Act and on the necessity of preventing/eradicating the dowry system from society.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Create awareness among the public by organizing camps & publicity campaigns through Information & Broadcasting Department, Panchayat Samiti and other media and involve local people for prevention of dowry by:
 - a) Collaborating with Kerala Legal Service Authority (KLSA),
 - b) Identifying supporting programs/events,
 - c) Preparing project proposals for availing infrastructure and funds.
2. Receive complaints in regard to any offence under the Dowry Prohibition Act, 1961, (Act) from the party, parent or other relative of such person aggrieved or from any recognized welfare institution/ organization [under Rule-2] in writing,
3. Maintain a register for the purpose of the Act to record all complaints, enquiries and results thereof and other relevant information connected therewith in the prescribed form (Form No.1). S/he shall also maintain separate files with relevant records for each individual case,
4. Scrutinize the complaint and if it is found that the nature and the contents of the complaint is such, that it is apparently coming within the purview of Section 3 or 4 or 4A or 5 or 6 of the Act, conduct an enquiry to collect evidence from the parties on the genuineness of the complaint,
5. Utilize the services of District Probation Officers or Additional District Probation Officers or City Probation Officers of the area for collecting information or conduct of enquiry or assist in any stage of enquiry or proceedings related to a complaint petition or application under the Dowry Prohibition Act,

6. Provide assistance to the police in investigating the complaint filed under the Act in a court of law during trial of the case,
7. Serve notices to the parties and witness on the date, time and place of hearing of the complaints in Form No. III,
8. Record findings (petition enquired into and heard) within a month from the date of its receipt,
9. Dismiss the complaint or petition for default, or hear and come to a finding as to its merit, if on the date fixed for hearing, the complainant or petitioner fails to appear,
10. Issue directions to person/party to transfer any dowry received, when a complaint in respect of non-transfer is raised by a woman who is entitled to such dowry,
11. Submit report to the concerned Magistrate for prosecuting the offenders. The report shall include among others, a statement, connected documents of proceedings and a brief of own findings about the case,
12. Send quarterly reports to the Chief Dowry Prohibition Officer on the number of complaints received under the Act and the action taken or the nature of settlement of the issue in Form No.II.
13. Send details/or reports, as may be required by Chief Dowry Prohibition Officer or the Government from time to time,
14. Conduct enquiry regarding non-compliance of the provision of the act in respect of the marriages held or proposed to be held within his/her jurisdiction,

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



17

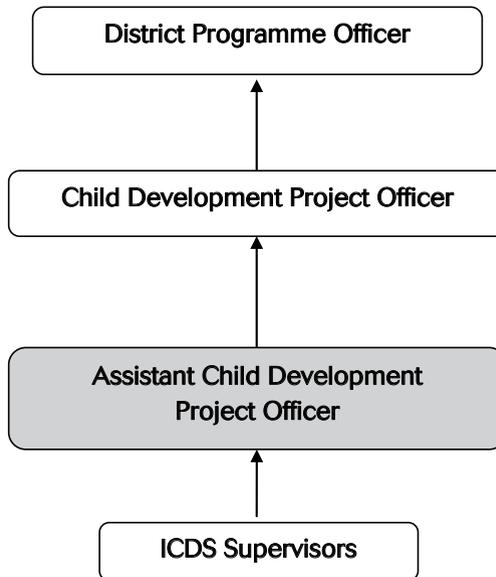
ASSISTANT CHILD
DEVELOPMENT PROJECT
OFFICER

Position Title: Assistant Child Development Project Officer (ACDPO)

I. Position Summary:

Assistant Child Development Project Officer (ACDPO) is an officer who supports CDPO in providing leadership, guidance, coordination, monitoring, and continuing education for the holistic development of children (within the age group 0 – 6 years) enrolled under ICDS Scheme.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Administration of office and ICDS scheme offered:

1. Coordinate the activities of the project,
2. Inspect registers and records maintained at THRS units, Training centers, *Anganawadi Centres* (AWCs), Welfare institutions periodically,
3. Assist CDPO in performing the duties of Public Information Officer & Child Marriage Prohibition Officer,
4. Assist CDPO in recruitment and training of *Anganawadi Workers* (AWWs) and Helpers,
5. Coordinate Block Level Monitoring Committee (BLMC),
6. Ensure that there is perfect clarity among the AWWs and supervisors regarding the records to be maintained at their office and those to be submitted periodically for review,
7. Assist CDPO in preparing case studies on successful AWCs,
8. Assist CDPO in making necessary arrangements for transportation, storage, and distribution of various supplies to AWCs,
9. Assist CDPO in guiding the AWWs for quick survey's at project villages to identify children, pregnant women and nursing mothers,

B. Implementation of ICDS Scheme:

- I. Early Childhood Care, Education and Development (ECCED)
 - a) Assist CDPO in providing training and (Teaching & Learning Materials (TLM) for activity based education for ICDS Supervisors & AWWs,

- b) Assist CDPO in providing Early Screening charts to parents and direct AWWs for giving home based guidance to parents having children between 0-3 years of age
- c) Assist CDPO in monitoring child development activities and records available at AWCs,
- d) Assist CDPO in evaluating ECCED activities on ECCE Day,
- e) Assist CDPO in providing tools for activity based learning process,
- f) Assist CDPO in monitoring periodically the holistic development of children between age 0-6 yrs,
- g) Assist CDPO in promoting learning-by-doing activities at AWCs.

II. Care and Nutrition Counseling:

- a) Assist CDPO in training AWW workers on providing care and counseling to AG/PW/LM/O - 6 yrs during various stages of growth and development,
- b) Assist CDPO in monitoring growth and development of children by using WHO Growth Chart and MCP card maintained at AWCs,
- c) Assist CDPO in providing information on various Schemes and Plans to ICDS Supervisors and AWWs.
- d) Assist CDPO in monitoring execution of plans and schemes,
- e) Acquire knowledge about nutritional feeding norms and National Food Security Act, 2013,
- f) Assist CDPO in conducting field visits and verify records maintained at AWCs,
- g) Ensure the availability of IEC Materials at AWCs,
- h) Promote nutrition counseling among care-givers of severely underweight children through the process of learning by doing activities.

III. Health Services including referral services:

- a) Liaison with the Health Dept. to ensure that the messages on breast feeding, complementary feeding and home based child care practices are conveyed to the target group,
- b) Correspond with Health Dept. about Immunization and micronutrient supplementation, neonatal and childhood illness and health,
- c) Collect report of Immunization status and health checkup status from AWCs,
- d) Collect report from ICDS Supervisor about Village Health Nutrition Day (VHND) program and include it in Monthly Progress Report (MPR),
- e) Collect report on Referral Services made from AWCs and include it in Monthly Progress Report (MPR),
- f) Assist CDPO in verifying records maintained at AWCs in connection with health services provided.

IV. Community Mobilization, Awareness, Advocacy and IEC:

- a) Assist CDPO in designing programs to create awareness about ICDS Services,
- b) Correspond with *Gramasabha* and other line Departments about nutrition standards and ECCED,
- c) Collaborate with Voluntary Action Groups to implement ICDS support programs,
- d) Assist CDPO in initiating Village Contact Drives
- e) Collaborate with sponsors and professional agencies for conducting advocacy programs.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time



18

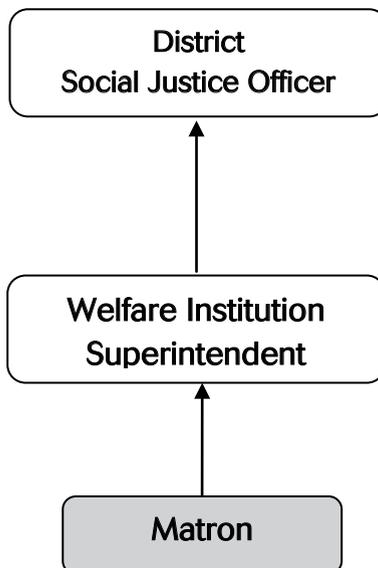
MATRON

Position Title: Matron

I. Position Summary:

Matron is one who supports Institution Superintendent in the maintenance and upkeep of Welfare Institution. She ensures the welfare of people residing at the institution by providing food, shelter and other necessities while also acting as Officer-in-Charge in the absence of Institution Superintendent.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Monitor daily routine activities of the residents.
2. Monitor quality and quantity of food materials provided to the residents,
3. Maintain stock of medicines and food materials arriving at the Institutions,
4. Arrange medical facilities to residents (including timely availability of medicines).
5. Maintain institution premises neat and clean,
6. Supervise the academic progress of students,
7. Supervise the vocational training activities of students,
8. Provide assistance to the superintendent in ensuring people participation in institution,
9. Participate in various meetings conducted within the institution,
10. Perform various duties in the absence of Superintendent,
11. Ensure the safe custody of material/resources/infrastructure in the institution and maintain inventory list,
12. Supervise the activities of subordinates,
13. Organize activities that enhance psychological development of the inmates,
14. Provide assistance to superintendent,

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time



Task Force Members

Note: The designations indicated are as per the order issued at the time of constituting Task Forces

Nodal Officer: Mr. R Rajagopalan Nair, Accounts Officer		
1.	Mr. Mohammad P K	Child Welfare Inspector, KKD
2.	Mr. Georgekutty J D	Child Welfare Inspector, Govt. Observation Home, Pathanamthitta
3.	Mr. Sreekumar K	Supdt., Care Home, Pulayanarkotta
4.	Ms. Suma Devi V	Supdt., HPH for Women, Poojappura
5.	Ms. Beena George	Supdt., VTC Tvpm
6.	Ms. Aswathi V	Supdt., Care Home, Pulayanarkotta
7.	Mr. Siddeeqe P	Care Taker, Govt. Childrens Home, KKD
8.	Mr. Unnimammu P	Care Taker, Govt. Observation Home, PLKD
9.	Mr. Mohammad Asharaf O K	Care Taker, Govt. Observation Home, Thavanoor
10.	Ms. Suja G	Care Taker, Govt. Childrens Home, Girls KKD
11.	Ms. Indulekha B S	ICDS Supervisor
12.	Ms. Rema Devi	CDPO, ICDS Athiyanoor Addl., Tvpm
13.	Ms. Sheela Kumari	CDPO, Konni Addl., Kollam
14.	Ms. Offirthankam C M	CDPO, Urban II ICDS, TVPM
15.	Mr. Binoy V J	DCPO, Kottayam
16.	Mr. Sameer M	DCPO, Malappuram
17.	Mr. Shamnad V A	DCPO, Idukki
18.	Mr. Abeen A O	DCPO, Pathanamthitta
19.	Mr. Subair K K	DCPO, Kollam
20.	Mr. Shanmukhadas N	DPO, Kollam
21.	Mr. K T Ashraf	DCPO, Kozhikode
22.	Ms. Jalaja S	Dist. Social Justice Officer, Pathanamthitta
23.	Mr. H S Babu	Dist. Social Justice Officer, Tvpm
24.	Mr. Abbas M	Programme Officer, Pathanamthitta
25.	Ms. Sunitha M V	Women Protection Officer, Tvpm
26.	Ms. Tessy Abraham	Women Protection Officer, Idukki

27.	Ms. Thahira Beevi H	Women Protection Officer, Kollam
28.	Ms. Anitta S Lin	Women Protection Officer , Trissur
29.	Ms. Sulaja P	Women Protection Officer, Kasaragod
30.	Ms. Jeeja S	Women Protection Officer, Allapuzha
31.	Ms. Kavitha Rani Renjith	CDPO, ICDS Nemom, Tvpm
32.	Ms. Sreekala	CDPO, ICDS Idukki
33.	Ms. K H Lejina	CDPO, Urban II, Kollam
34.	Ms. Devi N	CDPO, Kasaragod
35.	Ms. Bindu Gopinath	Programme Officer, Tvpm
36.	Ms. Sheeba L	Programme Officer, Ernakulam
37.	Ms. Sophy Jacob	Programme Officer, Idukki
38.	Ms. Meera	Programme Officer, Trissur
39.	Ms. Maya Lakshmi J	Programme Officer, Kollam
40.	Ms. Thasneem P S	Programme Officer, Nirbhaya
41.	Mr. N Radhakrishnan	Senior Superintendent, Directorate of Social Justice, Tvpm
42.	Mr. M Madhusoderan	Senior Superintendent, Directorate of Social Justice, Tvpm
43.	Mr. M Mohamed Nazar	Senior Superintendent, Programme Office, Tvpm
44.	Mr. S Rajeev Kumar	Senior Superintendent, Directorate of Social Justice, Tvpm
45.	Mr. L Rajan	Regional Dowry Prohibition Officer, Tvpm
46.	Mr. Sabu B	Senior Superintendent, Kozhikode
47.	Mr. John Joshi	Regional Dowry Prohibition Officer

Acronyms

SJ	:	Social Justice
HoD	:	Head of the Department
SoE	:	Statement of Expenditure
UC	:	Utilization Certificate
AG	:	Accountant General
DSJO	:	District Social Justice Officer
GO	:	Government Order
PWD	:	Person with Disability
NGO	:	Non Governmental Organization
DCPO	:	District Child Protection Officer
DCPU	:	District Child Protection Unit
IEC	:	Information Education & Communication
SCPS	:	State Child Protection Scheme
PE	:	Preliminary Enquiry
RDPO	:	Regional Dowry Prohibition Officer
KLSA	:	Kerala State Legal Service Authority
ICDS	:	Integrated Child Development Services
APIP	:	Annual Programme Implementation Plan
TNA	:	Training Need Analysis
CDPO	:	Child Development Project Officer
AWC	:	Anganwadi Centre
AWW	:	Anganwadi Worker
ASR	:	Annual Status Report
ECCED	:	Early Childhood Care and Education
MPR	:	Monthly Progress Report
PSE	:	Pre-School Education
LSGD	:	Local Self Government Department

WIS	:	Welfare Institution Superintendent
IFA	:	Iron Folic Acid
MIS	:	Management Information System
AS	:	Administrative Sanction
JJB	:	Juvenile Justice Board
CWC	:	Child Welfare Committee
CrPC	:	Code of Criminal Procedure
FCI	:	Food Corporation of India
THRS	:	Take Home Ration Strategy
PRI	:	Panchayati Raj Institution
PHC	:	Primary Health Centre
WHO	:	World Health Organization
MCP	:	Mother & Child Protection
WPO	:	Women Protection Officer
PWDVA	:	Protection of Women from Domestic Violence
SDG	:	Supplementary Demands for Grants
ICPS	:	Integrated Child Protection Scheme
FCI	:	Food Corporation of India
BLMC	:	Block Level Monitoring Committee
VHND	:	Village Health and Nutrition Day
SNP	:	Supplementary Nutrition Programme
CWI	:	Child Welfare Inspector
ICP	:	Individual Care Plan
JFMC	:	Court of Judicial Magistrate of First Class
SPC	:	Service Providing Centres
ACDPO	:	Assistant Child Development Project Officer

List of Action Verbs

Accommodate	Fit in with the wishes or needs of; to make suitable or consistent; adapt
Achieve	to bring to a successful end; carry through; accomplish to bring about an intended result; accomplish some purpose or effect.
Acquire	to come into possession or ownership of; get as one's own
Address	to deal with ; to put the directions for;
Adjust	to put in good working order; regulate; bring to a proper state or position
Administer	to manage (affairs, a government, etc.); have executive charge of: to bring into use or operation: to make application of;
Adopt	to take up and practice as one's own
Advise	to offer counsel; give advice or recommend particular actions, conduct
Allocate	to set apart for a particular purpose; assign or allot
Analyze	to examine critically, so as to bring out the essential elements
Anticipate	to foresee and deal with in advance
Appraise	to give an expert judgment of worth or merit
Apply	give one's full attention to a task; work hard
Appoint	to name or assign to a position, an office, or the like; designate
Approve	to speak or consider favorably
Arrange	to make plans or preparations
Assemble	collect or gather together in a predetermined order from various sources
Assess	to estimate or judge the value, evaluate

Assign	designate for a specific purpose
Assist	to give aid or help
Assure	to give confidence; make certain of
Audit	to examine and verify
Augment	to make large or increase
Authorize	to give authority or official power to; empower
Budget	to plan allotment of (funds, time, etc.)
Calculate	to determine by reasoning; estimate; evaluate; gauge
Clarify	to make clear
Clear	to pass an authority for review, approval, etc.
Collaborate	to work, one with another; cooperate
Collect	to gather together; assemble
Combine	to unite for a common purpose
Communicate	to give or interchange thoughts, feelings, information by writing, speaking etc
Compile	to put together
Complete	to make whole or entire
Compose	to make or form by combining things, parts, or elements:
Compute	to determine by calculation
Conduct	carry on; direct the execution of
Confer	to consult together; compare opinions
Consolidate	to bring together (separate parts) into a single or unified whole; unite; combine
Construct	to build or form by putting together parts
Consult	to seek advice or information from; ask guidance from to give professional or expert advice; serve as consultant
Control	to hold in check; curb

Coordinate	to place or arrange in proper order to combine in harmonious relation or action.
Correspond	communicate with; to be in agreement or conformity,
Counsel	to give advice; recommend
Create	to cause to come into being
Customize	to modify or build according to individual or personal specifications or preference
Delegate	to send or appoint (a person) as deputy or representative
Deliver	to give into another's possession or keeping; surrender
Demonstrate	to make evident or establish by arguments or reasoning; to describe, explain, or illustrate by examples or specimens
Design	to prepare the preliminary sketch
Determine	Resolve; fix conclusively or authoritatively
Develop	Disclose, discover, perfect or unfold a plan or idea; to bring out the capabilities or possibilities
Devise	to form a plan
Direct	Guide work operation through the establishment of objectives , policies, regulations, methods and standards; to manage or guide by advice, helpful information, instruction, etc.
Disseminate	to scatter or spread widely, broadcast or disperse
Distinguish	to recognize or note differences; discriminate
Distribute	to divide and give and out; allot.
Document	to furnish with documents.
Draft	to prepare papers or documents in preliminary form; to draw up in written form; compose
Edit	to supervise the preparation of
Eliminate	to remove or get rid of

Endorse	to support and recommend
Enforce	to impress or urge forcibly; lay stress upon
Establish	bring into existence; to enact, appoint
Estimate	to forecast future requirements
Evaluate	to judge or determine the significance, worth, or quality of; assess
Execute	to carry out; accomplish: to perform or accomplish something, as an assigned task
Expand	to express something more fully or in greater detail
Expedite	to accelerate the process or progress of
Explore	to look into closely; scrutinize; examine
Facilitate	to assist the progress of
Formulate	to devise or develop, as a method, system, etc.
Furnish	to provide with what is needed or supply
Generate	to reproduce; propagate
Guide	to assist (a person) to accompany
Handle	to behave or perform in a particular way when handled, directed, managed, etc.
Hire	to engage the services of
Identify	to associate oneself in feeling, interest, action
Illustrate	to clarify one's words, writings, etc., with examples
Implement	to fulfill; perform; carry out
Improve	to increase in value, excellence, etc.; become better
Improvise	to compose, utter, execute, or arrange anything extemporaneously
Incorporate	to unite or combine so as to form one body
Increase	to become greater, as in number, size, strength, or quality

Inform	to give information
Initiate	to begin
Instruct	to furnish with knowledge, especially by a systematic method; teach; train; educate
Inspect	to critically examine for suitability
Interact	to act one upon another.
Interface	to meet or communicate directly; interact, coordinate, synchronize, or harmonize
Interpret	to explain something; give an explanation.
Interview	a formal meeting in which one or more persons question, consult, or evaluate another person:
Investigate	to examine in detail.
Issue	to put out; deliver for use
Lift	to raise or direct upward
Maintain	to keep in an appropriate condition
Manage	to be in charge of
Monitor	to oversee, supervise, or regulate
Motivate	incite
Negotiate	confer with others in order to reach an agreement
Observe	to notice
Operate	perform an activity or series of activities
Organize	to systematize
Participate	to take part in
Perform	to fulfill or carry out
Plan	to arrange a method or scheme beforehand
Predict	to foretell the future
Prepare	to put in proper condition or readiness
Present	to bring before or introduce
Process	to handle in accordance with prescribed procedure

Program	to plan
Provide	to make arrangements for
Quantify	to determine, or express the quantity of
Recognize	to perceive as existing; realize
Recommend	to advise or counsel a course of action; offer or suggest for adoption
Record	to set down in writing or the like, as for the purpose of preserving evidence.
Recruit	to engage in finding employees
Reduce	to bring down to a smaller extent, size, amount, number
Regulate	to control or direct by a rule, principle, method, etc
Report	to give an account of; furnish information or data
Represent	to act in place of or for
Research	to make an extensive investigation
Resolve	to come to a determination
Review	an inspection or examination
Revise	to rework in order to correct or improve
Schedule	a plan of procedure; a timetable
Search	to inquire, investigate, examine, or seek; conduct an examination or investigation
Select	to make a choice
Sign	to formally approve a document
Solve	to find the answer or explanation for
Specify	state in detail
Strategize	to make up a plan
Streamline	to alter in order to make more efficient or simple
Strengthen	to make stronger
Submit	yield or present for the discretion or judgment of others



Summarize	state or express in a concise form
Supervise	Communicates with, trains and evaluates employees, plans and directs their work, and has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline
Support	to maintain or advocate
Teach	to impart knowledge or skill; give instruction
Train	to give the discipline and instruction to impart proficiency or efficiency
Transcribe	Transfer data from one form of record to another or from one method of preparation to another without changing the nature of the data
Translate	to change the form, condition, nature
Troubleshoot	to analyze and solve serious problems
Update	to make corrections periodically
Validate	to support or corroborate on a sound or authoritative basis
Verify	to confirm or establish authenticity

References

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-  The Dowry Prohibition Act, 1961
-  The Persons with Disabilities Act, 1995
-  The Orphanages & Other Charitable Homes (Supervision and Control) Act, 1960
-  The Probation of Offenders Act, 1958
-  The Kerala Probation of Offenders Rules, 1960
-  The Kerala Borstal Schools Act, 1961
-  The Immoral Traffic (Prevention) Act, 1956
-  The Madras Prevention of Begging Act, 1945
-  The Travancore Prevention of Begging Act, 1945
-  Code of Criminal Procedure, 1973
-  The Kerala Prison Rules, 1958
-  The Protection of Women from Domestic Violence Act, 2005
-  The National Food Security Act, 2013
-  The Juvenile Justice (Care and Protection of Children) Act, 2015 GO 7/81 LA/SWD dtd: 09/01/1981
-  Circular no: 501/2014 dtd: 08/08/2014



The Institute of Management in Government

Institute of Management in Government (IMG) is the Apex Training Institute for the State of Kerala. The Institute has a mandate to act as a think-tank for the State Government and focuses on developing managerial skills, organizational abilities, leadership qualities and decision making skills among different categories of employees of Government.

It pioneered the adoption of Service Delivery Policy, facilitated the implementation of Modernizing Government Program and developed a State Training Policy in 2004. All these were in line with the mandate of the Institute to function as the think-tank for the State and support administrative reforms initiatives. Since 2011, IMG calls for best innovations in Public Policy and facilitates the awards instituted in the name of the Chief Minister. The awarded practices are documented and disseminated for the benefit of officials and citizens. It conducts various research and policy studies pertaining with various arms of the State and Central Government.

Through these initiatives and projects, it aims at becoming a centre of excellence for capacity building aimed at an efficient and citizen centric workforce.



IMG Mission

“ To become a centre for excellence for capacity building for providing an efficient, transparent equitable and citizen-centric public service delivery system in a knowledge society ”



Institute of Management in Government

Vikas Bhavan P.O., Trivandrum- 695 033, Kerala, India, Tel: 0471-230 4229/ 230 3230, Fax: 0471-230 2391
Web: www.img.kerala.gov.in