

CHAPTER – 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1 Designation: Child Development Project officer Umling ICDS Project

Powers: Administration: 1. Grant of casual leave of the staffs.

2. Monitoring of the schemes implemented by the office.

3. Appointing Authority for the Anganwadi workers and helpers on recommendation of the village durbar.

Duties: 1. Overall incharge of the office of the C.D.P.O. Umling ICDS.

2. Recommendation of leave of all staffs.

3. Co-ordination with online Departments at the Block level.

4. Submission of proposals to the Directorate in respect of schemes, Budget Estimate, Five Year Plan, Annual Plan etc.

5. Recommendation of Awards for Anganwadi workers and helpers.

3.2 Designation: U.D. Assistant

Duties : 1. Preparation of Proposals, allotment and sanction of Funds under SNP and Main scheme.

2. Maintenance of cash books.

3. Preparation of Bills for drawal.

4. Maintenance of contingency register.

5. Preparation of pay of officers and staff.

6. Construction of Anganwadi centres.

3.3 Designation: L.D. Assistant

- Duties :
1. Maintenance of stock registers on contingency, office expenses, furniture, Basic equipment etc.
 2. Block level co-ordination committee, District level co-ordination committee etc.
 3. Application for Anganwadi centres.
 4. Election
 5. Typing works
 6. Maintenance of casual leave of staffs.

3.4 Designation: Lady Supervisors

- Duties:
1. Overall supervision of Anganwadi centres under their charge.
 2. Compilation of MPR, Progress Reports.
 3. Indent and dropping of SNP.
 4. Maintenance of stock registers on SNP.

3.5 Designation: Anganwadi worker

- Duties:
1. Delivery of the ICDS services at the village level.
 2. Organise non-formal pre-school education.
 3. Organise distribution of S.N.P.
 4. Organise Nutrition and Health Education.
 5. Tie up with ANM for immunization, Health checkup.
 6. Refer cases to PHC/CHC/sub-centres.
 7. Maintenance of all registers on the services provided.

3.6 Designation: Helper

- Duties:
1. Assist the Anganwadi in the delivery of all the above mentioned activities.
 2. Clean, cook and distribute SNP.
 3. Clean the centre and premises.
 4. Assist the Anganwadi in organising all the programmes as mentioned.