

**Andaman & Nicobar Administration
Directorate of Social Welfare**

**Right to Information Act,2005
Information under Section 4(b) (i) to (xvii)**

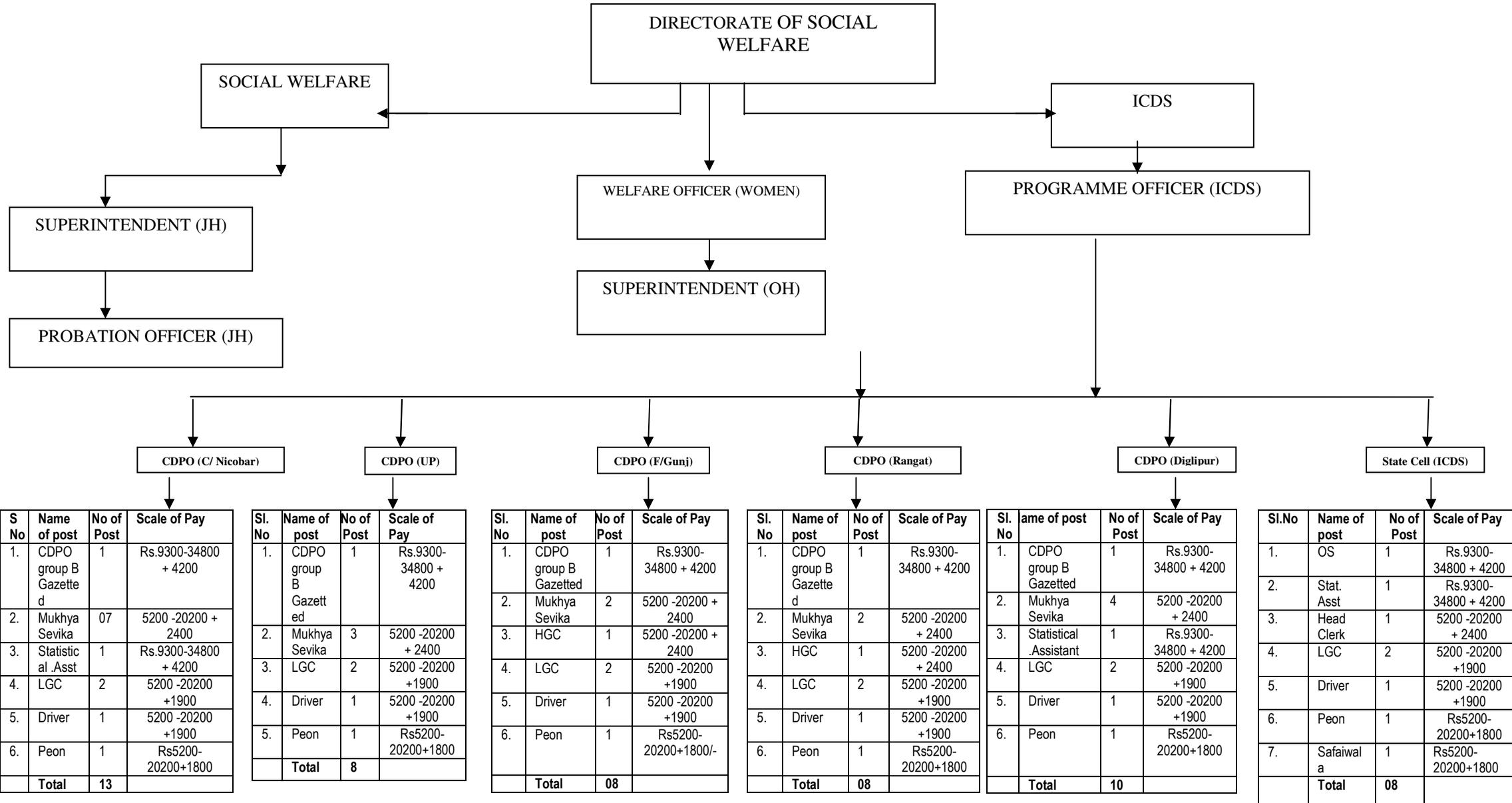
(i) The particulars of its organization, functions and duties:

The following services have been provided by the Department for the Welfare of the Society:

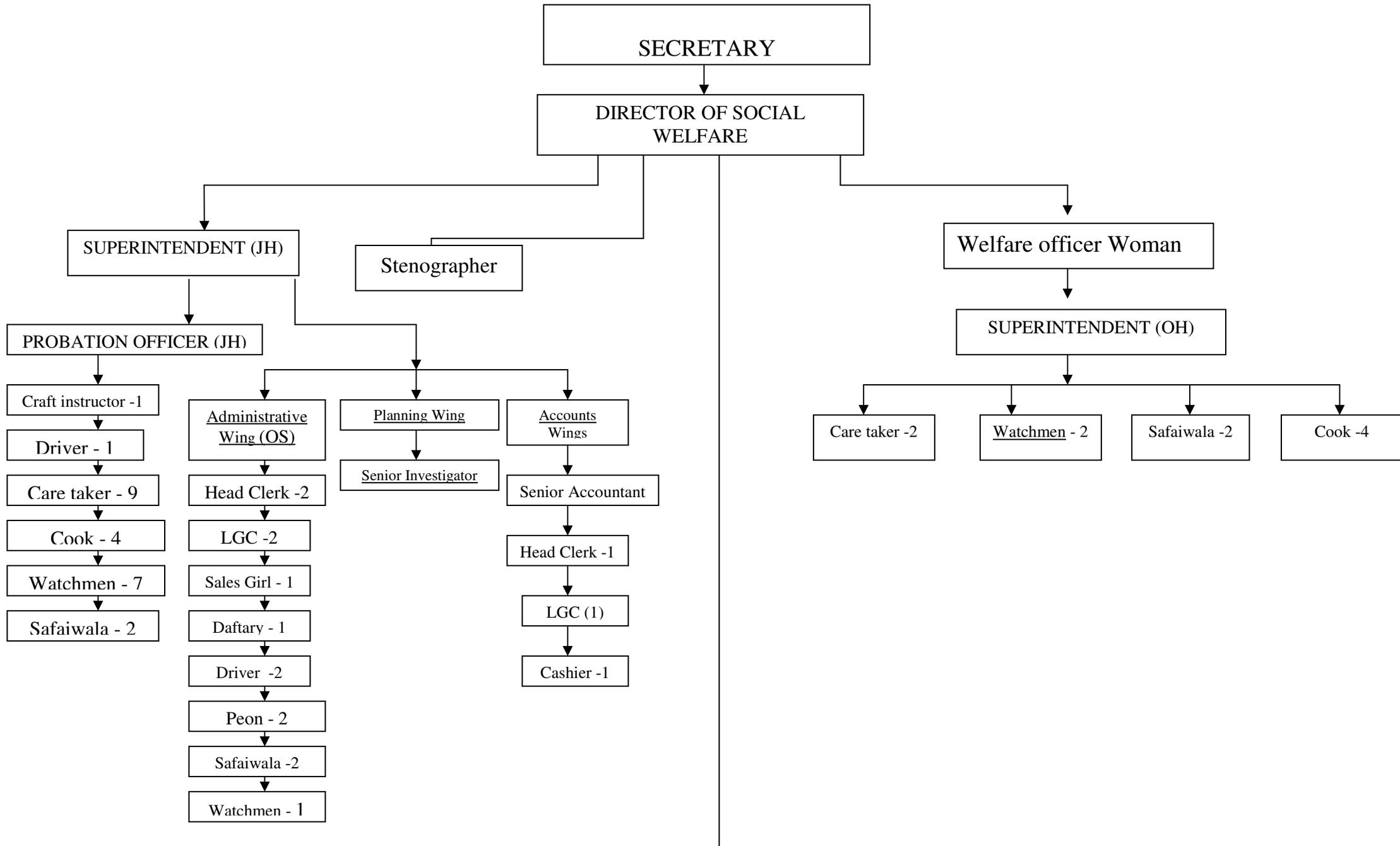
- Grant-in-Aid to Voluntary Organisations
- Drug Abuse and Alcoholism
- Identification of Disabled Persons through Certification camp at remote places and issued identity Card and disability Certificate in consultation with the Health Department.
- Provide Minority Scholarship under Centrally Sponsored Schemes like Pre-metric, Post-metric and Merit-cum-Means.
- Provide Old Age Pension @ Rs. 1000/- per month.
- Provide Widow Pension @ Rs. 1000/- per month
- Permanent Disability Allowance @ Rs.1000/- per month
- Financial Assistance for destitute @ Rs. 1000/- per person
- Financial assistance under NOAPS : Under UT Scheme: Rs 200/-
Under State Scheme: Rs 800/-
- Swadhar Sheltar Home for destitute women
- Hostel for Working Women's
- Accommodation of Orphan girls in the Departmental Home.
- Special Home/ observation home for Juveniles.
- Home for neglected Juveniles.
- Home for Old Age Persons.
- Day Care Centres for the children of working mother's of under privileged class.
- Various types of Assistance to Adolescent girls

All assistance will be increased from Rs 1000/- to Rs 2000/- from April 2013 onwards

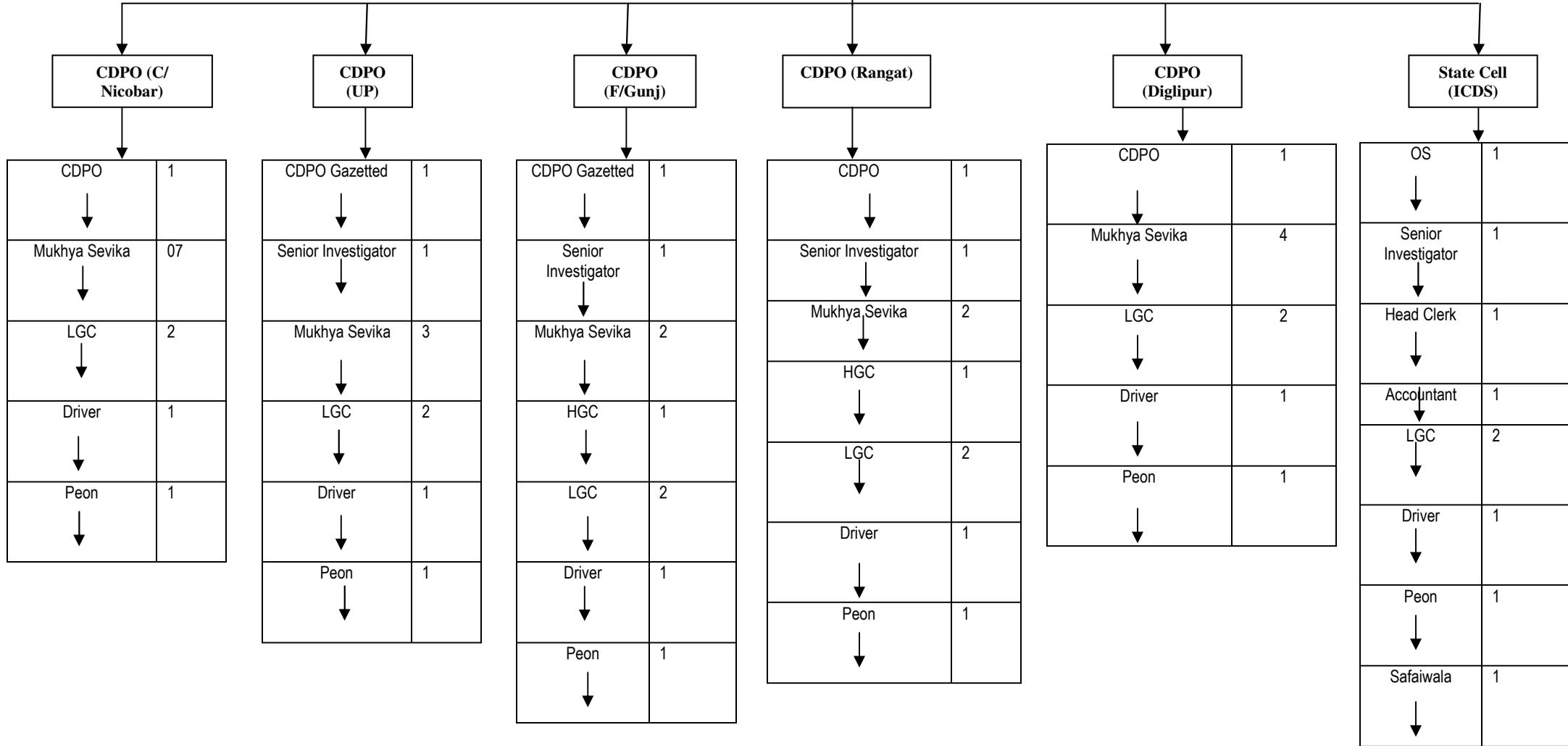
ORGANIZATIONAL CHART OF DIRECTORATE OF SOCIAL WELFARE



Hierarchy Chart of Department of Social Welfare, Port Blair



Programme Officer (ICDS)



PO (ICDS)



Chairman Border Area Project (CDPO) (UP)



Border Area Project	
Mukhya Sevika ↓	02
Gram Sevika ↓	18
Craft Instructor ↓	19
LGC ↓	04
Driver ↓	03
Peon	03

Functions and duties

The Directorate of Social Welfare implements various schemes and Programmes under Social Defence, Social Assistance, Social Security, Welfare of Aged & Infirm, disables, women and child welfare.

1. ADMINISTRATIVE WING

a). Direction and Administration:

The Administrative Wing provides for strengthening the Directorate by creating more posts to establish more sections so as to avoid time lag in the implementation of various welfare programmes. All the works relating to Social Welfare Attendance & Punctuality, maintenance of Casual Leave/ Restricted Holiday Register and Public Grievances & Establishment, Vigilance matter, court cases, GOI references, VIP references, Parliament Question and correspondence related to ACR Officers and Staff, general discipline in the office, time to time review of pending papers etc., are being handled by the Administrative Wing.

b). Disabled Cell:

In addition a Disabled Cell is also functioning with Administrative Wing. To provide absolute benefit to the handicapped people of these islands, the cell envisages providing scholarship to handicapped students, financial assistance for the self-employment venture, unemployment allowance, financial assistance for better treatment, purchase and repair of aid and appliances, permanent disability allowance etc. This department has also established a Rehabilitation cum vocational training centre under NPRPD (National Programme for Rehabilitation of Person with Disabilities) as per the directions given by the Ministry of Social Justice and Empowerment .GOI. One DDRC has also been established and functioning in collaboration with NIOH. Provision for providing grant in aid to voluntary organization/NGO for undertaking welfare activities for the physically challenged persons.

c). Social Services

(i). Drug abuse and Alcoholism: It is proposed to constitute a de- addiction cell under the Directorate of social Welfare to prevent drug abuse and Alcoholism. Organizing de-addiction camp / awareness camp and survey for prevention.

(ii). Grant in Aid to Voluntary Organization: The department has proposed to provide grant in aid to voluntary organization/NGOs for implementing welfare services for the security & upliftment of the orphans& socially & economically backward class

2. ACCOUNTS WING

The Accounts section of the Directorate deals with all financial matters and accounts including state ICDS Cell, Urban Project & Border Area Project, Preparation of Budget Estimate and Revised Estimate, Ten monthly Estimate, Audit Paras in respect of Social Welfare, ICDS & BAP; All accounts matter pertaining to NGOs/ Homes, who are availing grant-in-aid from Govt. of India/ Administration. Maintenance of expenditure register, Preparation of Salary bills/ Advance bills in respect of all staff of the DSW, Maintenance of GPF accounts of class IV staff. Preparation of all FVC bills, telephone bills, energy bills. Maintenance of Cash Book and correspondences related to Cash Account, Disbursement of Pension/ allowances etc., Maintenance of expenditure registers. Maintenance of P.B.R, Revenue, receipt, Maintenance of Revenue Receipt and Deposit. Submission of monthly/quarterly expenditure reports/ returns to department/ Administration,

3. PLANNING SECTION

The Planning section of this Directorate deals with the Developmental Schemes/ programmes. Preparation of Five Year Plan, Annual Plan, District Plans for each District, Preparation of 5 year TSP, Annual TSP, Construction of buildings under Plan Schemes correspondence thereof. Submission of MPR/ QPR, VIP and APR in respect of Plan & TSP, Economic Survey, MPR/QPR & APR of 20 Point Programme, MPR/ QPR & APR of TRP & FURNISHING OF REPORTS ON Administrative reforms. Correspondence regarding Citizen Charter, Furnishing of report to Daily Telegrams on National Festivals, VIP/ VVIP Visits, Annual Publications, Furnishing of Annual General Administration Report. Censes Returns/ Report to Stat. Deptt., Furnishing of MPR/QPR/APR on major achievements of this Departments to LG. Correspondence related to Construction Work under UT Plan and MSDP in MCD and all the correspondence of Multi Sectoral Development Programmes.

4. WOMEN'S WELFARE CELL

Under the Domestic Violence Act the CDPO's and Superintendent (OH) have been designated as Protection Officers. The CDPO's and Superintendent (OH) have also been designated as Prohibition Officers under the Child Marriage Act.

The Welfare Officer (Women) is responsible for implementation of Women related activities viz. Widow Pension, Day Care Centre, TCPC Scheme, Working Women Hostel, Orphan Home for girls, and all other correspondences relating to women and child welfare, PM's Child Assistance Scheme, Scholarship Scheme, Correspondence related to the SWAB and Voluntary Organizations, Sati Prevention Act, Correspondence related to Vigilance and other such authorities. All correspondences pertaining to training of officials of Social Welfare Department and Awards.

5. ICDS STATE CELL

The Department of Social Welfare is the implementing agency of one of the components under ICDS Programme, supplementary Nutrition scheme in the U. T. of A & N Islands to the children belonging to weaker sections of the society, specially who are severely disadvantaged and suffer malnourishment. Special nutrition is being provided through Anganwadi centres to the children upto 0-6 years, lactating mothers, pregnant Ladies and Adolescent girl under the ICDS.

The State ICDS Cell has been monitoring all 5 ICDS Projects, Implementation of ICDS Schemes, Swayamsidha, ICDS Training Programme under Udhisha; Supervise the work of CDPOs and other ICDS functionaries; Ensure submission of Returns, Monthly Progress Report, Quarterly Progress Report and relevant correspondence related to ICDS Matter, attend all correspondences related to GOI, VIP/ VVIP, MP and to submit returns, Inspection of Anganwadi Centres, Establishment and other issues related to ICDS Staff, All RTI matter related to ICDS.

The following 5 Projects functioning under ICDS:

- ICDS Project Urban, Port Blair
- ICDS Project Ferrargunj, South Andaman
- ICDS Project Rangat, Middle Andaman
- ICDS Project Diglipur, North Andaman
- ICDS Project Car Nicobar, Nicobar

(ii) The powers and duties of its officers and employees:

SECRETARIAT

1. **Secretary:** The Secretary is the Administrative Head of the department. All matters and administrative decision concerning the department will need his final concurrence.

DIRECTORATE

2. **Director:** The Director is the head of the department. All matters and administrative decisions concerning the department will need his final concurrence. His specific duties as such cannot be pin-pointed, as his function is mainly regarding policy matters and delegation of work responsibilities and duties to his subordinate officers and staff and oversee their progress. He has to ensure that the policies and decisions of the Govt. are given proper interpretation and that the schemes and programmes adopted are being implemented properly.
3. **Assistant Director:** The Asstt. Director in the department is a junior level officer who have to do the actual running around and leg-work and are the think-tanks in the department. They play a crucial part in the functioning of the department as they are the link between the ministerial staff and the officers. At their level all files and matters are thoroughly studied and examined minutely. It is from this juncture the senior officers will depend on the assessments and recommendations of the Asstt. Directors, since they themselves cannot spend too much time on the nitty-gritty of particular case.
4. **Welfare Officer (Women):** WO(W) is responsible for the following duties:
 - a) implementation of Women related activities viz. Widow Pension, Day Care Centre, TCPC Scheme, Working Women Hostel, Orphan Home for girls.
 - b) All other correspondence relating to women and child welfare, PM's Child Assistance Scheme, Scholarship Scheme.
 - c) Correspondences related to the SWAB and Voluntary Organizations
 - d) Sati Prevention Act.
 - e) Correspondences related to Vigilance and other such authorities.
 - f) All correspondences pertaining to training of officials of Social Welfare Departments and Awards.

- 5. Assistant Accounts Officer:** The AAO is responsible for the following duties :
- a) To deal with all financial matters and accounts of the Directorate including state ICDS Cell, Urban Project & BAP.
 - b) Preparation of Budget Estimate and Revised Estimate, Ten monthly Estimate.
 - c) Audit Paras in respect of Social Welfare, ICDS & BAP.
 - d) All accounts matter pertaining to NGOs/ Homes, who are availing grant-in-aid from Govt. of India/ Administration.
 - e) Maintenance of expenditure register, Preparation of Salary bills/ Advance bills in respect of all staff of the DSW, Maintenance of GPF accounts of class IV staff.
 - f) Preparation of all FVC bills, telephone bills, energy bills. Maintenance of Cash Book correspondence related to Cash Account, Disbursement of Pension/ allowances etc., Maintenance of expenditure registers. Maintenance of P.B.R, Revenue, receipt, Maintenance of Revenue Receipt and Deposit. Submission of monthly expenditure
 - g) To deal with all matters relating to IT.
- 6. Child Development Project Officer (CDPO):** A CDPO heads an Integrated Child Development Services Project. There are altogether 5 CDPOs at present. A CDPO has to attend a Job training course for one month as soon as they are appointed in the post. The CDPOs are responsible for the success of the ICDS scheme in the project level.. The CDPOs supervise the activities of the Supervisors/Mukhya Sevikas who are incharge of specific circles within the project areas. Since the medical component is a major constituent of the ICDS scheme, the CDPO has to closely work with the health functionaries like the Medical Officer, ANM, Lady Health visitors etc. The CDPO has to regularly tour their respective projects to ensure that the Anagnwadi Workers and Helpers are working properly and are reporting correctly.
- 7. Superintendent (Juvenile Home):** - The Special Home & Observation Home at Nayagaon is under the charge of supdt(JH). The chief responsibility of Supdt(JH) is :
- a) To ensure the proper care protection and education of Juvenile delinquents who are lodged in these homes ensuring minimum living standards for the inmates.
 - b) Further, he has to supervise the planning, implementing and coordinating of all institutional activities, programmes and operations and send periodical reports to the concerned authority.
- 8. Superintendent(Orphan Home):** The orphan home for girls , Balika Niketan near G.B Pant Hospital, Port Blair is under the charge of superintendent(OH). The duties of Superintendent(OH) is:
- a) To ensure the proper care protection and education of the abandoned, neglected and orphan helpless girl child who are lodged in this home .
 - b) Ensuring minimum living standards for the inmates.

- c) Further, the supervision of the planning, implementation and coordination of all institutional activities, programmes and operations and sending periodical progress reports to the concerned authority.
- d) reports/ returns to department/ Administration.

9. Probation Officer(Juvenile Home): Every probation officer shall carry out the directions given by the Board or committee or concerned authority and shall perform the following duties:

- a) Making social investigations of the juveniles(Form IV) or the child (Form XIII) through personal interview and from the family, social agencies and other sources.
- b) Attending the proceedings of the Board or committee and submitting reports as and when required.
- c) To visit regularly juveniles placed under his supervision and bring before the competent authority immediately the juveniles who have not been of good behavior during the period of supervision.
- d) Participating in the orientation, monitoring, education, vocational and rehabilitation programmes.
- e) Participating in the pre-release programmed and helping the juvenile to establish contacts which can provide emotional and social support to the juvenile or child after release.
- f) He should not employ a juvenile under his supervision for his own private purposes for taking any private services from them.

10. Office Superintendent: OS should supervise all the works related to the directorate as they are the incharge of a section.

- a) Responsibilities relating to Dak.
- b) Public grievances
- c) VIP references, GOI references and Parliament questions.
- d) Correspondences relating to ACR's of officers and staff.
- e) Responsible for efficient and expeditious disposal of work and check of delays.
- f) Distribution of work among the staff as evenly as possible.

11. Senior Investigator: The main duties are:

- a) Preparation of five year plan, Annual plan, district plans for each district.
- b) Preparation of 5 year TSP, Annual TSP.
- c) Correspondences relating to construction of buildings under plan schemes.
- d) Submission of MPR/QPR, VIP and APR in respect of plan and TSP.
- e) Economic survey, MPR,QPR and APR of 20 point programme.
- f) Correspondences regarding citizen charter.
- g) Furnishing of report to daily telegrams on National festivals, VIP/VVIP visits, annual publications, publishing of annual general administration report.
- h) Census returns/report to statistical department.
- i) Furnishing of MPR,QPR,APR on major achievements of the dept to LG.
- j) Correspondences relating to construction works under MSDP.

12. LGC: To submit to the officers concerned, files and receipts Dak pads for perusal at the dak stage. To enter receipts/cases in the section diary and should be responsible to attend to any other item of work as may be entrusted by the concerned section officer, Incharge.

13. Personal Assistant: The principal duties and responsibilities of the personal assistants are:

- a) Taking dictation in shorthand and its transcription in the best possible manner.
- b) Receiving all communications brought by hand which are either addressed to the officer by name or marked 'CONFIDENTIAL', 'SECRET', 'TOP SECRET' and all telegrams and wireless messages on behalf of the officer and maintain confidentiality of secret papers.
- c) Screening the telephone calls and visitors in a tactful manner.
- d) Fixing up of appointment, keeping an accurate list of meetings and reminding the officer well in time.
- e) Maintaining in good papers required to be retained by the officer, keeping a note of file movements, keeping track of progress of action taken by the officers on important matters.
- f) Destroying by burning stenographic records of classified documents after the communication is typed and issued.
- g) Maintaining telephone trunk call register and verifying call bills.
- h) Arrange for monthly statement of pending court cases and progress on implementation of court directions and submit before the officer.

14. Light vehicle driver: The general duties and responsibilities of a LVD are:

- a) He should drive the vehicle in safe way as per traffic rules.
- b) He is responsible to maintain the log book of the vehicles.
- c) He should maintain the accounts for the fuel drawn for the vehicle.
- d) A date wise entry is to be maintained by him in respect of the repair of the vehicle showing the charges on each occasion and the cost of spare parts replaced at the time of carrying out the repair work.
- e) He should keep the old spare parts of the vehicle in safe custody and produce the same before the officer Incharge during the time of Inspection.
- f) He should wear uniform daily.
- g) He should keep vehicle neat and clean viz water washing, oiling, creasing, and try to remove minor defects as far as possible.

15. Daftries: The general duties and responsibilities of a Daftry are:

- a) To be responsible for proper maintenance of records in the section/office.
- b) To trace out old files/records as may be required by any member or staff in the section/office.
- c) To verify the records/publications once in six months and report to the section officer if any files are missing for a considerable period.
- d) To stich files/vouchers.
- e) To mend files and records.

- f) To collect and distribute stationery to the members of the staff in the section/office under the supervision of the section diarist.
- g) To keep proper account of the articles of furniture etc. available in the office and if any item is removed for any specific purpose, he should ensure that the same is received back in the section/office.
- h) To attend office half an hour earlier than the hour prescribed for the office ie. 8.00 AM.

16. Peons: A Peon is , for general purposes, an attendant and will work as directed by the officer with whom he works.

17. Care takers: The general duties and responsibilities of care takers are:

- a) Handling juveniles/orphan/aged inmates with love and affection.
- b) Taking proper care and welfare.
- c) Maintaining discipline in the institution.
- d) Maintenance of sanitation and hygiene.
- e) Implementing daily routine in an effective manner
- f) Looking after the security and safety arrangements of the institution.

A care taker shall be liable for the departmental action for:

- a) Willingly or negligently permitting an inmate to escape.
- b) Giving or attempting to give an inmate any article not allowed by the Incharge of the Home.
- c) Willful disobedience or neglect of any rules, regulations or orders.

18. Sweepers: He should clean the office premises, surroundings, toilets etc.

19. Watchman/chowkidar: The general duties and responsibilities of Watchman/chowkidar are:

- a) He is responsible to watch and ward the office premises and surroundings.
- b) He should close the office building doors, windows and switch off the lights and fans after office hours if found unswitched.'
- c) He is responsible to fill the water tanks installed in the office premises if the water supply is after office hours.

Location & ADDRESS

ADDRESS: -

Secretary, Social Welfare is located at Secretariat Complex, Port Blair

1. SECRETARY SOCIAL WELFARE,
PHONE Nos. 03192-233137

The Directorate of Social Welfare is located at Goal Ghar, Port Blair

2. DIRECTORATE OF SOCIAL WELFARE
PHONE Nos. 03192-233356
Tel. fax. 03192-243817

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

DECISION MAKING PROCESS:

Secretariat level: Any decision that is required to be taken in the matter of issues relating to the activities of the Dept.

Director's view/comments is first obtained and the matter is processed from the Sectt. Branch to each level of official functioning and important observations /suggestions are put up to the higher authority. After thorough examination, final decisions are taken by the competent authority of the Dept. The Secretary as administrative head of the Dept. oversees the overall functioning of the Dept. and assign work to his subordinate officials..

Directorate level: For decision making in the Directorate level, any correspondence relating to the schemes & Programmes under the Department, the LDCs/ UDCs put up the files giving their comments on the subject. It goes to the respective Incharges and after thorough examination it is sent to the concerned Asst. Director/ Deputy Director/Joint Director. In all these procedure all the officers give their comments and views on the subject matter and it goes to the Director who thoroughly examine and gives the final decision after consultation with the officers and dealing assistants, if necessary. All matters which require administrative approval/sanction etc. are done by the administrative secretary after obtaining the concurrence of finance.

Supervision:- The Director supervise the works of all different programmes and the schemes. The project incharge officers are directly involved in supervisions.

Accountability:- The officers and staff are accountable to the Director for timely disposal of the works allotted to them. Starting from the level of peon, every employee is accountable to the Administrative head of the Dept.

Section 4(1)(b)(ii) of RTI Act.2005

**POWERS AND DUTIES OF OFFICERS IN THE SECRETRIATE
(SOCIAL WELFARE)**

SI	Name	Designation	Assignment
1	Shri Theva Neeti Das	Secretary	Administrative head Overall incharge of the Dept.
2	Shri Suresh chand Meena	Director	Head of the department. Overall supervision of Dept. Framing plan and policy of the Dept. for Govt. approval.
3	Smti. Mariamma Joseph	Assistant Director	-General administration of Directorate of social welfare
4	Shri P.C James	Programme officer(ICDS)	-Incharge of all 5 ICDS Projects in the islands. -Training & Seminar -MPR -Accounts & legal matters
5	Shri R.K Majhi	Superintendent(JH)	-Head of office -Incharge of Juvenile home, old age home - Incharge of plan schemes like
6	Miss Reeta Devi	Welfare officer (Women)	-Incharge of orphan home for girls, working women hostels, and vigilance matters
7	Miss M.A Sulfeena	Asst. Accounts Officer	-All accounts matter -DDO -Audit -Nodal officer(IT)
8	Smti. Zareena Bibi	CDPO(UP)	-Incharge of ICDS urban project -Chairperson(Border Area Project)
9	Smti. Irene Nicolas	CDPO,Ferrargunj	Incharge of ICDS project, Ferrargunj and old age home, Abhyudaya complex (Ferrargunj)
10.	Smti. Chameli Biswas	CDPO, Diglipur	Incharge of ICDS project, Diglipur and additional charge of ICDS, Rangat

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

The implementations of various schemes under the department are reviewed frequently in meetings of the Directorate officers as well as with the District Welfare Officers and Child Development Project Officers. Instructions are issued regularly to the field officers for ensuring proper attendance by employees under their respective jurisdiction to facilitate proper implementation of welfare programmes for the poor and needy people. Apart from this, tours of inspections are carried out regularly by the Directorate officers, field officers and the supervisors to ensure effective and timely implementation of various welfare programmes across the state. The following instructions/rules are to be abide by the officers and staff:

1. The office working hour set by the Govt. should be strictly followed.
2. All Child Development Project officers and Supervisors should regularly visit/inspect the Anganwadi centres and perform tour at least 7 days a month.
3. Officers from the Directorate should also visit the District and Project offices regularly.
4. Review of all schemes & programmes are to be done regularly by the Secretary& Director.
5. Regular CDPO, Supervisors and Anganwadi workers should attend the Job training course which is a must. If any functionaries of ICDS fail to attend the Job training even after 2nd offer then their services shall be terminated.
6. Anganwadi Helpers should attend an orientation course.
7. In all Anganwadi centres regular activities are to be conducted and 300 days Supplementary Nutrition feeding should be followed.

(v) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING OF ITS FUNCTIONS:**

The Department normally follows the instruction, Rules and Regulations and the instruction issued thereof by the Govt. of india from time to time.

Sl	Name/Title of the document
1	Delegation of Financial Power Rules
2	General Financial Rules
3	Office procedure
4	Leave Rules (CSS) (L) Rules 1972
5	Fundamental rules and Supplementary rules
6	Guidelines for implementation of various schemes/programme sponsored by Govt.of India
7	Annual Plan
8	Juvenile Justice(care & protection of children) Rule 2001
9	Person with Disabilities (equal opportunities, protection of Right & full participation) Act 1995
10	Other instructions/orders issued from GOI/Ministry of finance/ A&N Administration from time to time.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

S1	Name/Nature Category of the Dept.	Name of the document & its introduction in 1 line	Held by/ under control of
1	Files related	Establishment matters	Assistant Director & dealing asst/incharge of the subject.
2	Report files	Financial matter/Audit matters	AAO/Accounts branch
3	-do-	-Stock stores	Store officer /in-charge
5	Administrative files	-Leave matters -office orders -Circular & Instruction	Assistant Director, OS
7.	Administrative files	Correspondence with higher authorities -Dispatch -Attendance	Concerned dealing Asstt.
8.	Establishment matters	Matters relating to construction and Work programme	Planning section Incharge
	-do-	Confidential files	P.A. to Director

(vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

For implementation of various State and Centrally sponsored under the Department, consultations are made with the village council and grass root level committee i.e. the Village Anganwadi Board. The Village Anganwadi Board comprising the Village council member, Village Development Board member, GBs, women representative etc. are consulted and recommendations are sought for appointment of Anganwadi Worker & Helper in their respective village. Active involvement of village level authorities is there for ensuring effective delivery of services under the;

- ICDS scheme, recommendation for appointment of AWWs & AWHs.
- Identification of Old Age pension applicants and other welfare schemes; reporting of death beneficiaries.
- Identification and allotment of land for construction of Anganwadi house.
- The final approval and the decision is given by the Government with due approval of the concerned Minister incharge.

(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THESE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

Name of the committee	Area of application	Committee members	Purpose
Advisory committee on dietary items under SNP	All five projects	Director(SW)- Chairperson Sr.Doctor(ICMR)- Member I/C, Food& Nutrition board- Member Family welfare officer, DHS- Member CDPO(UP)- Member One mukhya sevika from each project to be nominated by the CDPO of concerned project- Member One Anganwadi worker from each project to be nominated by the CDPO of the concerned project- Member PO,ICDS- Member Secretary	For revision and modification in existing SNP to increase nutritional value of food in A/W centres
UT level monitoring and supervision committee	South, Middle & North Andaman district	Chief Secretary- Chairperson Member of Parliament- Member Secretary, Planning- Member Secretary, Health- Member Secretary, Finance- Member Secretary, RD/LSG- Member Secretary, Youth affairs/ education-Member Secretary, Labour- Member Secretary, Social welfare, Incharge of ICDS- Member Secretary	Review, monitor and advise to implement RGSEAG-SABLA
District level monitoring and supervision committee	South Andaman	Deputy Secretary,S/ A-Chairperson CEO,Zilla Parishad, S/ A-Member EE,PHED,Prothrapur,S/ A-Member Pramukh, Ferrargunj, S/ A- Member Deputy Director, Health- Member AD, Labour & Employment-Member DEO,S/ A-Member CDPO, urban & Ferrargunj- Member PO(ICDS State cell)- Member	Review, monitor and advise to implement RGSEAG-SABLA
District level monitoring and supervision committee	North and Middle Andaman	Deputy commissioner ,N&M-Chairperson CEO,Zilla Parishad, N&M -Member EE,PHED,Mayabunder, N&M -Member Pramukh, Mayabunder- Member DEO,Rangat, N&M -Member CDPO, Rangat & Diglipur- Member PO(ICDS State cell)- Member Secretary	Review, monitor and advise to implement RGSEAG-SABLA

Project level monitoring and supervision committee	ICDS, urban project	PO,ICDS- Chairperson Representative of EE,PHED, Prothrapur-Member DEO,S/ A-Member BDO, Prothrapur-Member Chief Medical officer, Garacharma-Member CDPO,UP-Member Secretary	For revision and modification in existing SNP to increase nutritional value of food in A/W centres
Project level monitoring and supervision committee	ICDS , Ferrargunj project	PO,ICDS- Chairperson EE,APWD,Wimberlygunj-Member DEO,Wimberlygunj-Member BDO, S/ A-Member Chief Medical officer, Ferrargunj-Member CDPO,Ferrargunj-Member Secretary	Review, monitor and advise to implement RGSEAG-SABLA
Project level monitoring and supervision committee	ICDS, Rangat Project	PO,ICDS- Chairperson EE,PHED,Rangat-Member DEO,Rangat-Member BDO, Rangat-Member Chief Medical officer, Rangat-Member CDPO,Rangat-Member Secretary	Review, monitor and advise to implement RGSEAG-SABLA
Project level monitoring and supervision committee	ICDS, Diglipur project	PO,ICDS- Chairperson EE,PHED,Diglipur-Member Representative of DEO,Diglipur-Member BDO, Diglipur-Member Chief Medical officer, Diglipur-Member CDPO,Diglipur-Member Secretary	Review, monitor and advise to implement RGSEAG-SABLA
village level monitoring and supervision committee	Revenue villages under gram panchayat	Women gram panchayat/ Municipal council member- Chairperson ASHA,ANM-Member Self Help group leader, Member Head Master, Primary school-Member Sakhi, user group representative-Member Anganwadi worker-convenor	Discuss various issues in the village and document the minutes of the meeting

(Ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl	Name of officer	Designation	Office
1	Shri. Suresh Chand Meena	Director	03192-233356
2	Smti. Mariamma Joseph	Asst. Director	03192-230041
3	Shri. P.C James	Program officer(ICDS)	03192-239098
4	Shri R.K Majhi	Superintendent(JH)	03192-239140
5	Miss Reeta Devi	Welfare officer(Women)	03192-243187
6	Miss M.A Sulfeena	Asst. Accounts officer	03192-231711
7	Smti. Zareena Bibi	CDPO, Urban Project	03192-239098
8	Smti. Irene Nicolas	CDPO, Ferrargunj	03192-266105
9	Smti. Chameli Biswas	CDPO, Diglipur	03192-272227
10	Smti Banamala Adhikary	CDPO,Nicobar	03192-265729
11	Smti. Chameli Biswas	CDPO, Rangat(I/C)	03192-274050
12	Smti Shobha R Unnithan	Senior Investigator	03192-231386
13	Smti Padmini Amma	Senior Investigator	03192-242230
14	Shri Shadab Rashid	Senior Accountant	03192-231711
15	Smti Vimla kumari	Personal Assistant	03192-233356
16	Shri A.K Biswas	Probation officer	03192-244386
17	Shri Prakash Singh	Office Superintendent	03192-230041
18	Smti. Basanti Nag	Office Superintendent	03192-230041
19	Shri Ramesh Chander	Head Clerk	03192-230041
20	Smti. Tohida Hassan	Head Clerk	03192-231711
21	Smti Ratna Kumari	Higher Grade Clerk	03192-230041
22	Shri Radhakrishnan	Higher Grade Clerk	03192-231711
23	Smti Zubaida bibi	Higher Grade Clerk	03192-231711
24	Smti Ruqiyah bibi	Lower Grade Clerk	03192-230041
25	Shri Salman khan	Lower Grade Clerk	03192-230041
26	Shri.K.V Remesh kumar	Lower Grade Clerk	03192-230041
27	Shri Venkateshwarulu	Daftry	03192-230041
28	Shri Jairam Yadav	Peon cum chowkidar	03192-230041
29	Shri Khokan Baroi	Peon	03192-231711
30	Smti Foziya Hassan	Peon	03192-230041
31	Shri Ludhru Minj	Peon	03192-239098
32	Shri Prakash Sarkar	Peon	03192-233356
33	Shri Tintus Kerketta	Watchman	03192-233356
34	Shri Shankar Nath	Watchman	03192-230041
35	Shri Nagraj	Sweeper	03192-230041
36	Shri Amasan	Sweeper	03192-230041

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

(As on January 2013)

S. No	Name	Designation	Pay Band	Basic pay	Grade pay	Total emoluments
1	Shri.Suresh Chand Meena	Director	9300-34800	15050	4800	38623
2	Smti.Mariamamma Joseph	Asst.Director	9300-34800	15470	4600	40405
3	Shri. P.C James	PO (ICDS)	9300-34800	20250	4600	52818
4	Shri R.K Majhi	Supdt(JH)	9300-34800	15765	4600	35050
5	Miss Reeta Devi	WO(Women)	9300-34800	18690	4600	51004
6	Miss M.A Sulfeena	AAO	9300-34800	10170	4800	33989
7	Smti. Zareena Bibi	CDPO, (U P)	9300-34800	16000	4200	39269
8	Smti. Irene Nicolas	CDPO, Ferrargunj	9300-34800	15590	4200	40497
9	Smti.Chameli Biswas	CDPO, Diglipur	9300-34800	15200	4200	41188
10	SmtiBanamala Adhikary	CDPO,Nicobar	9300-34800	15530	4200	45775
11	Smti.Chameli Biswas	CDPO, Rangat(I/C)	9300-34800	15200	4200	41188
12	SmtiShobha R Unnithan	Senior Investigator	9300-34800	19450	4800	52967
13	Smti Padmini Amma	Senior Investigator	9300-34800	19450	4800	48117
14	Shri Shadab Rashid	Sr. Accountant	9300-34800	10010	4200	32435
15	Smti Vimla kumari	Personal Assistant	9300-34800	10310	4200	33049
16	Shri A.K Biswas	Probation officer	9300-34800	10268	4200	28163
17	Shri Prakash Singh	OS	9300-34800	14770	4600	43197
18	Smti. Basanti Nag	OS	9300-34800	14410	4600	42251
19	Shri Ramesh Chander	Head Clerk	9300-34800	12780	4200	38311
20	Smti. Tohida Hassan	Head Clerk	9300-34800	14020	4600	41454
21	Smti Ratna Kumari	HGC	5200-20200	9560	2400	27834
22	Shri Radhakrishnan	HGC	5200-20200	8810	2400	26900
23	Smti Zubaida bibi	HGC	9300-34800	12680	4200	38371
24	Smti Ruqiya bibi	LGC	5200-20200	6310	1900	17835
25	Shri Salman khan	LGC	5200-20200	6310	1900	17835
26	Shri.K.V Remesh kumar	LGC	5200-20200	7630	1900	20959
27	Shri Venkateshwarulu	Daftry	5200-20200	9830	2000	27874
28	Shri Jairam Yadav	PCC	5200-20200	10610	2400	30056
29	Shri Khokan Baroi	Peon	5200-20200	9500	1900	24166
30	Smti Foziya Hassan	Peon	5200-20200	8080	1900	24415
31	Shri Ludhru Minj	Peon	5200-20200	9490	2000	27158
32	Shri Prakash Sarkar	Peon	5200-20200	7760	1900	23206
33	Shri Tintus Kerketta	Watchman	200-20200	6800	1800	20350
34	Shri Shankar Nath	Watchman	5200-20200	7760	1900	23416
35	Shri Nagraj	Sweeper	5200-20200	8080	1900	23861
36	Shri Amasan	Sweeper	5200-20200	8080	1900	24071

(xi) THE BUDGETARY ALLOCATION TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT:

---NIL---

**(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF
BENEFICIARIES OF SUCH PROGRAMME:**

---NIL---

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

---NIL---

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

---NIL---

(xv) THE PARTICULARS OF FACILITIES, AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:

Following are the facilities available for public use:

1. Sitting facility is being provided in the office premises for the general public.
2. Drinking water facility is provided for the public.
3. A public grievance redressal officer is available.
4. Citizen charter is provided for required information about the schemes of the dept.

(xvi) THE NAMES AND DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

Section 4(1) (b) (xvi) of RTI Act 2005

The names, designation and other particulars of the Public Information officers

Name of the Public Authority:- Directorate of Social Welfare

Sl.No	Name	Designation	PIO/APIO	Jurisdiction	Appellate authority	Telephone No.
1.	Mariamamma Joseph	Asst.Director	PIO	General administration of directorate	Director, social welfare	03192-233356
2.	P.C James	Program officer	PIO	All 5 ICDS projects in the Islands	Director, social welfare	03192-242230
3.	P.C James(I/C)	Supdt(JH)	PIO	Juvenile home, children home, old age home, and all plan schemes	Director, social welfare	03192-242230
4.	Reeta Devi	WO(W)	PIO	Orphan home, working women hostel, vigilance matters	Director, social welfare	03192-243817
5.	Zareena Bibi	CDPO(UP)	APIO	Port Blair	Director, social welfare	03192-272227
6.	Banamala Adhikary	CDPO, Car nicobar	APIO	Car Nicobar	Director, social welfare	03192-265279
7.	Chameli Biswas	CDPO, Diglipur	APIO	Diglipur, North Andaman	Director, social welfare	03192-239098
8.	Chameli Biswas(I/C)	CDPO, Rangat	APIO	Rangat, Middle andman	Director, social welfare	03192-274050
9.	Irene Nicolas	CDPO, Ferrargunj	APIO	Ferrargunj, South andaman	Director, social welfare	03192-266015

**(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:**

Besides the informations furnished in the RTI disclosure above, any information require to establish by any citizen can be obtained from the officers and staff of the department during any working day.