

**Updated work allocation among Bureau Heads as on 04.02.2016**

**Smt. Nutan Guha Biswas, Additional Secretary**

1. Policy, monitoring and coordination related to:
  - Child Nutrition and Development
  - Integrated Child Development Services
  - ISSNIP
  - Rajiv Gandhi Crèche Scheme for Children of working mothers
  - Food & Nutrition Board
  - National Nutrition Mission
2. Rajiv Gandhi Scheme for empowerment of adolescent girls – SABLA
3. GOI – UNICEF programme
4. Child Welfare Awards
5. Indira Gandhi Matritva Sahyog Yojana (IGMSY)
6. Parliament questions related to child nutrition & development
7. CVO, Vigilance, MWCD
8. Central Social Welfare Board (CSWB)

All files relating to Child issues to be routed through AS(NGB)

**Smt. Preeti Sudan, Additional Secretary**

1. National Mission for Empowerment of Women
2. Women's Welfare
3. Priyadarshani Scheme
4. Gender Budgeting
5. Implementation of legislation related to women
6. Parliament questions related to women

All files relating to women issues to be routed through AS(PS)

**Smt. Rashmi Saxena Sahni, Joint Secretary**

1. National Commission for Protection of Child Rights (NCPCR)
2. Policy, schemes & programmes related to child protection
3. POCSO
4. National Plan of Action for Children
5. International Instruments for child protection
6. Rajiv Gandhi Scheme for Empowerment of Adolescent Girls - SABLA
7. Kishori Shakti Yojana

8. IGMSY
9. ICPS, including Childline, CARA/ Adoption/ Foster care/ Aftercare
10. Juvenile Justice Act
11. Administration and General Section.
12. Information Technology/ E-Office and website
13. Rashtriya Mahila Kosh (RMK) - other than NRLM project matter
14. Information Facilitation Centre (IFC)/ RTI
15. Monitoring of Schemes
16. Hindi – Official Language
17. Parliament, including committees, Parliament Assurances

**Dr. Rajesh Kumar, Joint Secretary**

1. Child Nutrition and Development
2. Integrated Child Development Services (ICDS)
3. ISSNIP
4. Rajiv Gandhi crèche scheme for children of Working mothers
5. Food & Nutrition Board
6. National Nutrition Mission
7. NIPCCD
8. Early Childhood Care and Education
9. Issues related to direct benefit transfer
10. RMK in respect of its support of NRLM project

**Smt. Sarita Mittal, Joint Secretary & Financial Adviser**

1. Budget & Finance
2. Integrated Finance Division
3. Financial monitoring

**Smt. Sarada Ali Khan, Joint Secretary**

1. Coordination
2. High Level Committee on Status of Women
3. Ujjawala, Trafficking, ITPA
4. Working Women Hostels
5. NCW
6. Women Development (Women's Award) and International Co-operation (WD&IC)
7. National Mission on Empowerment of Women
8. State information system portal

9. Use of technology based tools and applications in Governance and Development
10. *Information, Education, Communication (IEC), Media & Publicity/ Social Media*
11. Women in India
12. Vigilance and APAR, MWCD

**Ms. Nandita Mishra, Economic Adviser**

1. One Stop Centres
2. Beti Bachao, Beti Padhao
3. Nirbhaya Fund
4. Women's Helpline
5. Any other work related to Women Welfare.
6. Central Social Welfare Board (CSWB)
7. Swadhar / Short Stay Home

**Ms. Vandana Gupta , Joint Secretary**

1. Support for Training & Employment Programme (STEP)

**Mrs. Ratna Anjan Jena, Statistical Adviser**

1. Gender Development Index
2. Statistical Publications on Women & Children
3. Plan Research, Monitoring & Evaluation
4. Monitoring Child Indicators
5. RFD/ Citizen's Charter
6. Annual Report
7. Outcome Budget
8. Annual Five Year Plans
9. Public Grievances
10. Research and Publication Scheme

No. 5-3/2014-Admn.  
Government of India  
Ministry of Women and Child Development

Shastri Bhawan, New Delhi-1,  
**Updated on 11.02.2016**

### Allocation of Work amongst Divisional Heads (DS & Directors) in the Ministry

| Sl.No | Name                               | Subject items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Bureau Head |
|-------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.    | Anand Prakash,<br>(DS)             | <ol style="list-style-type: none"> <li>1. National Commission for Protection of Child Rights (NCPCR)</li> <li>2. Child Policy and National Plan of Action for Children/Child Budgeting Projects</li> <li>3. POCSO/National/International Instruments (SAARC, UNESCAP etc.) for children/Child Welfare Awards</li> <li>4. HIV/AIDS Cell for Women &amp; Children</li> <li>5. Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)-SABLA</li> <li>6. Kishori Shakti Yojana</li> </ol> | } JS (RSS)  |
| 2.    | Ashi Kapoor,<br>(DS)               | <ol style="list-style-type: none"> <li>1. ICPS/ Scheme for working children in need for Care &amp; Protection /Childline.</li> <li>2. Juvenile Justice Act</li> <li>3. CARA/Adoption/Foster care/Aftercare.</li> <li>4. IGMSY- Conditional Maternity Benefit.</li> </ol>                                                                                                                                                                                                                        |             |
| 3.    | Shipra Roy,<br>(DS)                | <ol style="list-style-type: none"> <li>1. ICDS Training</li> <li>2. WB-Assisted ICDS Project/ISSNIP</li> <li>3. M&amp;E (ICDS)</li> <li>4. Early Childhood Care and Education (ECCE)</li> </ol>                                                                                                                                                                                                                                                                                                 | } JS (RK)   |
| 4.    | Krishan Bahadur Singh,<br>Director | <ol style="list-style-type: none"> <li>1. Integrated Child Development Scheme.</li> <li>2. ICDS (General)(Policy matters),</li> <li>3. ICDS General (Finance),</li> <li>4. Wheat Based Nutrition Programme, GOI-UNICEF Programme, CARE and WFP assisted Projects, UNICEF Child Development &amp; Nutrition (CDN).</li> <li>5. Direct Benefit Transfer (DBT)</li> <li>6. NIPCCD</li> </ol>                                                                                                       | } JS (RK)   |
| 5.    | S.K. Deb,<br>(DS)                  | <ol style="list-style-type: none"> <li>1. Budget &amp; Finance</li> <li>2. Integrated Finance Division</li> <li>3. Financial Monitoring</li> </ol>                                                                                                                                                                                                                                                                                                                                              | } JS & FA   |

|     |                                   |                                                                                                                                                                                                                                                                                                                                                                                                 |                                |
|-----|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 6.  | S.R. Meena<br>(DS)                | <ol style="list-style-type: none"> <li>1. Personnel Administration</li> <li>2. Work pertaining to Cash Branch</li> <li>3. Training Matters (Domestic &amp; Foreign)</li> <li>4. IPR, ACR/APAR matters.</li> <li>5. Parliament related matter</li> <li>6. Information Facilitation Centre (IFC)/RTI</li> </ol>                                                                                   | JS (RSS)                       |
| 7.  | R.P. Pant,<br>(Director)          | <ol style="list-style-type: none"> <li>1. Rajiv Gandhi National Creche Scheme for Children of Working Mothers (CRECHE)</li> <li>2. Food and Nutrition Board.</li> <li>3. National Nutrition Mission.</li> <li>4. Support for Training &amp; Employment Programme (STEP)</li> <li>5. International Cooperation &amp; Women's Development (Awards)</li> </ol>                                     | JS (RK)<br>JS(VG)<br>JS (SAK)  |
| 8.  | Lopamudra Mohanty,<br>(Director)  | <ol style="list-style-type: none"> <li>1. Issues related to women Welfare</li> <li>2. Priyadarshini Scheme</li> <li>3. Gender Budgeting</li> <li>4. Child Marriage (Restraint ) Act,</li> <li>5. Women related Parliament Questions, Parliament Assurance and Parliament Committee meeting,</li> <li>6. Legislation pertaining to women</li> <li>7. One Stop Centre, Women Helpline.</li> </ol> | AS(PS)/ JS(SAK)<br>EA (NM)     |
| 9.  | K.C. Behera,<br>(DS)              | <ol style="list-style-type: none"> <li>1. General Administration</li> <li>2. Information Technology</li> <li>3. Rashtriya Mahila Kosh (RMK)</li> <li>4. RMK's support for NRLM projects</li> <li>5. Information Education Communication (IEC), Social Media</li> <li>6. Women in India</li> </ol>                                                                                               | JS (RSS)<br>JS(RK)<br>JS (SAK) |
| 10. | Ashwani Lal,<br>Joint<br>Director | <ol style="list-style-type: none"> <li>1. Nirbhaya Fund proposals, Beti Bachao Beti Padhao (BBBP) and any other work relating to Women Welfare (WW).</li> <li>2. Central Social Welfare Board (CSWB)</li> <li>3. Vigilance matters.</li> </ol>                                                                                                                                                  | AS(PS)/<br>EA(NM)<br>JS (SAK)  |
| 11. | L. K. Meena,<br>Director          | National Mission on Empowerment of Women (NMEW)                                                                                                                                                                                                                                                                                                                                                 | AS(PS)/JS (SAK)                |

|     |                      |                                                                                                                                                                                      |                                                                                |
|-----|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 12. | Pushpa Bist,<br>(DS) | <ol style="list-style-type: none"> <li>1. Working Women Hostels.</li> <li>2. National Commission for Women</li> <li>3. Swadhar/Short Stay Home</li> </ol>                            | <ul style="list-style-type: none"> <li>} JS (SAK)</li> <li>} EA(NM)</li> </ul> |
| 13. | V.S. Yadav,<br>(DS)  | <ol style="list-style-type: none"> <li>1. Ujjawala, Trafficking, ITPA</li> <li>2. High Level Committee on Status of Women</li> <li>3. Coordination &amp; Space Technology</li> </ol> | <ul style="list-style-type: none"> <li>} JS (SAK)</li> </ul>                   |

2. This issues with the approval of Secretary(WCD).

(S.R. Meena)  
Deputy Secretary

Copy to :

1. All Bureau Heads
2. All Divisional Heads
3. PS to Minister (WCD) / PS to Secretary(WCD)
4. PPS to AS(NGB) / PPS to AS(PS)
5. All USs / ADs / Sections / Units / Desks
6. All attached / Autonomous / Statutory Bodies of the Ministry
7. General / Vigilance / Coordination/ IFC / CR / PAO, MWCD
8. Technical Director(NIC) for uploading on website of the Ministry
9. Guard file.

Updated as on 11.02.2016.

**Allocation of Work amongst Under Secretary level in the Ministry.**

| S. No. | Name of the Under Secretary | Subject items                                                                                                           | Divisional Head               |
|--------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1.     | Sunil Kumar Choudhary       | Administration/Cash/<br>Training (Domestic/Foreign)/<br>Vigilance                                                       | DS(SRM)<br>JD (AL)            |
| 2.     | Shri A.M. Kumar             | NIPCCD Admn.<br>FNB                                                                                                     | Dir(KBS)<br>Dir (RPP)         |
| 3.     | Shri V. C. Choudhary        | World Bank, ICDS Training                                                                                               | DS (SR)                       |
| 4.     | Shri S. B. Mahapatra        | CD.II/ M&E/ ECCE                                                                                                        | Dir(KBS)/DS(SR)               |
| 5.     | Shri Shailendra Kureel      | Coordination/BBBBP/<br>Nirbhaya Fund                                                                                    | DS(VSY)/JD(AL)                |
| 6.     | Shri Jai Kishore            | Media/ Creche                                                                                                           | DS(KBC)/Dir (RPP)             |
| 7.     | Shri B. Baseshankar         | IGMSY                                                                                                                   | DS (AK)                       |
| 8.     | Smt. Seema Aggarwal         | STEP                                                                                                                    | Dir(RPP)                      |
| 9.     | Shri Mohan Lal              | IFD                                                                                                                     | DS(SKD)                       |
| 10.    | Shri S. K. Sinha            | WW/ HLC/OSC                                                                                                             | Dir(LM)                       |
| 11.    | Shri Sameer Sinha           | NCW, Ujjawala, Dhanlaxmi,<br>Trafficking, ITPA, IWEP,<br>CSWB                                                           | DS(PB)<br>DS (VSY)<br>JD (AL) |
| 12.    | Shri R. K. Pandey           | Record Room                                                                                                             | DS (SRM)                      |
| 13.    | Smt. Renu Satija            | Budget                                                                                                                  | DS(SKD)                       |
| 14.    | Shri Manoj Kumar            | CD-I/ CD-III<br>UNICEF, DFID, WFP assisted<br>Projects, CARE, JICA and<br>other multi-lateral agencies<br>related works | Dir(KBS)                      |
| 15.    | Shri Satish Kumar           | Child Welfare-I                                                                                                         | DS(AP)                        |
| 16.    | Shri Rajesh Kumar           | RMK/ Swadhar/ SSH                                                                                                       | DS(KBC)/DS(PB)                |
| 17.    | Shri Sudesh Kumar           | WD/IC, WWH                                                                                                              | Dir(RPP), DS(PB)              |
| 18.    |                             | Child Welfare-II                                                                                                        | DS(AK)                        |
| 19.    | Shri V.T Josehp             | General/CR/IT<br>Parliament                                                                                             | DS(KCB)<br>DS(SRM)            |
| 20.    | Shri Ram Prasad             | IFC/RTI                                                                                                                 | DS(SRM)                       |

2. This issues with the approval of Secretary, WCD.

(S.R. Meena)  
Deputy Secretary

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