

No.46/87/2015-Admn  
Government of India  
Ministry of Women and Child Development

Shastri Bhawan, New Delhi  
Dated: 19<sup>th</sup> Aug, 2016

**OFFICE ORDER No./08/2016**

In supersession of earlier orders, the following work allocation at the level of Special Secretary/Additional Secretary/Joint Secretary are made with immediate effect, till further orders:

<b>I. Smt Preeti Sudan, Special Secretary</b>	
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
<i>All files related to women issues to be routed through Smt Preeti Sudan</i>	
<b>II. Ms. Nutan Guha Biswas, Additional Secretary</b>	
1.	Policy, monitoring and coordination related to: <ul style="list-style-type: none"><li>• Child nutrition and development</li><li>• Integrated Child Development Services</li><li>• ISSNIP</li><li>• Rajiv Gandhi Creche Scheme for Children of working mothers</li><li>• Food &amp; Nutrition Board</li><li>• National Nutrition Mission</li></ul>
2.	Rajiv Gandhi Scheme for empowerment of adoscelent 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)
<i>All files related to Child issues to be routed through AS(NGB)</i>	
<b>III. Smt Rashmi Saxena Sahni, Joint Secretary</b>	
1.	National Commission for Protection of Child Rights (NCPCR)
2.	Policy, legislations, schemes & programmes related to child protection including <ol style="list-style-type: none"><li>1. National Plan of Action for children</li><li>2. Children Awards</li><li>3. POCSO</li><li>4. Juvenile Justice Act</li><li>5. ICPS including Childline, CARA</li></ol>
3.	International instruments for child protection- Hague and SAIEVAC
4.	Rashtriya Mahila Kosh (RMK)/ Mahila E-Haat project/National Women Entrepreneurship Council
5.	Co-ordination
6.	Vigilance and APAR, MWCD

7.	Use of technology based tools and applications in Governance and Development & Information Technology/E-Office and website of MWCD
8.	All Parliament related matters including Parliamentary Committees, Assurances
9.	Hindi-Official Language
<b>IV. Dr. Rajesh Kumar, Joint Secretary</b>	
1.	Child Nutrition and Development
2.	Integrated Child Development Services (ICDS)
3.	ISSNIP
4.	Rajiv Gandhi Creche scheme for children for working mothers
5.	Food & Nutrition Board
6.	National Nutrition Mission
7.	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls-SABLA
8.	Kishori Shakti Yojana
9.	MSY
10.	NIPCCD
11.	Early Childhood Care and Education
12.	Issues related to direct benefit transfer
<b>V. Shri K.Moses Chalai, Joint Secretary</b>	
1.	Women Welfare Schemes including <ul style="list-style-type: none"> <li>1. One Stop Centres</li> <li>2. Beti Bachao Beti Padhao</li> <li>3. Nirbhaya Fund</li> <li>4. Women's Helpline</li> <li>5. Any other work related to Women Welfare</li> </ul>
2.	Support for Training & Employment Programme (STEP)
3.	Gender Budgeting
<b>VI. Smt Sarita Mittal, Joint Secretary &amp; Financial Adviser</b>	
1.	Budget & Finance
2.	Integrated Finance Division
3.	Financial monitoring
<b>VII. Shri Chetan B. Sanghi, Joint Secretary</b>	
1.	Administration and General Section & Protocol
2.	All legislations relating to Women Welfare such as <ul style="list-style-type: none"> <li>1. Dowry Prevention Act</li> <li>2. Prevention of Sexual harassment at work</li> <li>3. Prevention of Domestic Violence</li> <li>4. Prevention of Child Marriage Act</li> <li>5. Any other relevant legislation</li> </ul>
3.	National Commission for Women (NCW)
4.	National Mission for Empowerment of Women (NMEW)
5.	Women and Cybercrime
6.	Trafficking, ITPA/Anti Trafficking Bill
7.	Information Facilitation Centre (IFC)/RTI
8.	Women development and International Cooperation (WD&IC)
<b>VIII. Ms. Nandita Mishra, Economic Adviser</b>	
1.	Central Social Welfare Board (CSWB)
2.	Swadhar/Short Stay Home
3.	Working Women Hostels
4.	Ujjawala



5.	Information, Education, Communication (IEC), Media & Publicity/Social Media/Women in India
<b>IX. Ms. Ratna Anjan Jena, Statistical Adviser</b>	
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

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

  
 (Satish Kumar)  
 Under Secretary (Admn)

Copy to:

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