

No. 5-1/2015-Admn.  
Government of India  
Ministry of Women and Child Development


Shastri Bhawan, New Delhi-1,  
Dated : 16.9.2015

**Office Order No. 132/2015-Admn.**

Subject: Allocation of Work amongst Bureau Heads in the Ministry – reg.

In supersession of this Ministry's order of even No. dated 16<sup>th</sup> July, 2015, the revised work allocation amongst the Bureau Heads in the Ministry is attached.

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

  
(S.R. Meena)  
Deputy Secretary (Admn)

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.

## Work allocation amongst Bureau Heads

### **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 support for NRLM project matters

**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 for 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 and International Co-operation (WD&IC)
7. National Mission on Empowerment of Women
8. International cooperation
9. Women's Development (Awards)
10. State information system portal
11. Use of technology based tools and applications in Governance and Development

**Ms. Vandana Gupta , Joint Secretary**

1. One Stop Centres
2. Beti Bachao, Beti Padhao
3. Women's Helpline
4. Any other work related to Women Welfare.
5. Support for Training & Employment Programme (STEP)
6. *Information, Education, Communication (IEC), Media & Publicity/ Social Media*
7. Women in India
8. Vigilance and APAR, MWCD

**Mrs. Kirti Saxena, Economic Adviser**

1. Information Facilitation Centre (IFC)/ RTI
2. Central Social Welfare Board (CSWB)
3. Monitoring of Schemes
4. Hindi – Official Language
5. Swadhar / Short Stay Home
6. Parliament, including committees, Parliament Assurances

**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. Gender Development Index
10. Public Grievances
11. Research and Publication Scheme