

No.5-15/2012-Admn
 Ministry of Women and Child Development
 (Administration Section)

New Delhi-110001, Dated 11th February 2014

Office Order No. 23 / 2014-Admn

Subject: Allocation of work among Bureau/Division Heads.

In continuation of Ministry's Office Order of even number dated 3.2.2014, the following distribution of work among Bureau Heads/Divisional Heads is ordered with immediate effect and till further orders:

Section	Subject items	DS/Director
1. Smt K Ratna Prabha, Additional Secretary		
CSWB	CSWB Administration GIA Administration	G. Devnani
Creche	Rajiv Gandhi National Creche Scheme for Children of Working Mothers	R.P. Pant
Swadhar	Swadhar/Short Stay Home	G. Devnani
CP	Ujjwala, Trafficking, ITPA	G. Devnani
Women Hostel	Working Women Hostel	G. Devnani
	NCW Administration	G. Devnani
2. Smt. Preeti Sudan, Additional Secretary		
WW	Issues related to Women Welfare (except NCW)	Lopamudra Mohanty
Priyadarshini Cell	Priyadarshini Scheme	Lopamudra Mohanty
GB Cell	Gender Budgeting	Lopamudra Mohanty
	Child Marriage(Restraint) Act	Lopamudra Mohanty
WH	IWEP /Swawlamban	Lopamudra Mohanty
CP	Matters related to Girl Child	Lopamudra Mohanty
	Matters related to legislation	Lopamudra Mohanty
	Legal matters of significance for MWCD/court cases	Lopamudra Mohanty
	Audit Paras/CAG paras	
	Women related Parliament Questions , Parliament Assurances and Parliament Committee meetings	
3. Smt. Padmaja Mehta, Senior Economic Adviser		
NMEW	NMEW Administration & DDO NRCW	L.K. Meena (I & II) Rashmi Singh
Others	Economic Analysis of Proposals/Reports referred by different Bureaus	

Signature

Section	Subject items	DS/Director
4. Dr. Shreerajan, Joint Secretary		
STEP	Support for Training & Employment Programme (STEP)	R P Pant
IC	International Cooperation	R P Pant
Parliament Unit	Parliament related matters	S.R Meena
Hindi/OL Unit	Hindi-Official Language	S.R Meena
Vigilance	Vigilance, Property Returns, ACRs	S.R Meena
IT	Information Technology	S.R Meena
ECE	Early Childhood Education	S.R Meena
5. Shri Vivek Joshi, Joint Secretary		
IFC / RTI Cell	Information Facilitation Centre (IFC)/RTI	Ashi Kapoor
CW.I	National Commission for Protection of Child Rights (NCPCR)	H.S. Nanda
CW II	ICPS/ Scheme for working children in need for Care & Protection /Child Help Line	Ashi Kapoor
	JJ Act/CARA	Ashi Kapoor
IGMSY	Indira Gandhi Matritva Sahyog Yojana (IGMSY) Conditional Maternity Benefit	Ashi Kapoor
DBT	Scheme of Direct Benefit Transfer (DBT)	Ashi Kapoor
SAKSHAM	SAKSHAM	Anand Prakash
6. Shri K Sreenivasulu, Joint Secretary		
SABLA/KSY	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)-SABLA	Anand Prakash
	Kishori Shakti Yojana	Anand Prakash
CW.I	Child Policy and National Plan of Action for Children/Child Budgeting Projects	Anand Prakash
	POCSO/ National/International Instruments (SAARC, UNESCAP etc.) for children/ Child Welfare Awards	Anand Prakash
	HIV/AIDS Cell for Women & Children	Anand Prakash
Nutrition Desk	Administrative matters of FNB	H S Nanda
	Multi- sectoral programme of nutrition	H S Nanda
	Food & Nutrition Board Technical Matters	JTA
7. Smt. Sarada Ali Khan, Joint Secretary		
Personnel Admn.	Personnel Administration	S.R. Meena
Cash	Work pertaining to Cash Branch	S.R. Meena
Genl. Admn.	General Administration	V S Yadav
Coordination	Coordination	V S Yadav
NIPCCD	NIPCCD Administration	Rakesh Kumar
CD-I	ICDS (General)(Policy matters)	Gulshan Lal
CD-II	ICDS General(Finance)	Gulshan Lal
CD-III	Wheat Based Nutrition Programme	Gulshan Lal
	GOI-UNICEF Programme	Gulshan Lal

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Section	Subject items	DS/Director
	CARE and WFP assisted Projects	Gulshan Lal
	UNICEF Child Development & Nutrition (CDN)	Gulshan Lal
ICDS Training	ICDS Training	Rakesh Kumar
M&E Unit	M & E (ICDS)	Rakesh Kumar
World Bank Project	WB-Assisted ICDS Project	Rakesh Kumar
RMK	RMK Administration	V S Yadav
Media	Information Education Communication (IEC)	V S Yadav
HLC	High Level Committee on Status of Women	V S Yadav
8. Smt. Sarita Mittal, Joint Secretary & Financial Adviser		
Budget	Budget & Finance	S K Deb
	Monitoring of Pending UCs	S K Deb
IFD	Integrated Finance Division	S K Deb
9. Shri V.K. Gupta, Statistical Adviser		
Statistical Unit	Gender Development Index	J P Arya
	MIS	J P Arya
	Statistical Publications on Women & Children	J P Arya
	Plan, Research, Monitoring & Evaluation	J P Arya
	Annual Five Year Plans	J P Arya
	Monitoring Child Indicators	J P Arya
	Outcome Budget	J P Arya
	Annual Report	J P Arya
	RFD/Citizen's Charter/Public Grievances	J P Arya

2. This issues with the approval of competent authority.



(Naveen Yadav)

Under Secretary to the Govt. of India

Copy to:

1. All officers in the Ministry
2. PS to MOS (IC) WCD
3. PPS to Secretary (WCD)/AS (KRP)/AS(PS)/PS to SEA
4. Vigilance/General/Cash
5. TD, NIC.