

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

DIRECTOR	
Administrative Powers	<ol style="list-style-type: none"> 1. Head of Department and Controlling Officer for the entire Department including outlying Regions 2. All powers delegated to the Head of Department under various Civil Services Rules. 3. First Appellate Authority under RTI Act 2005.
Financial Powers	<ol style="list-style-type: none"> 1. All financial powers delegated by the Finance Department under various Civil Service Rules & Government Orders issued as and when by Finance Department, Puducherry 2. Overall supervision/Inspection of Branch Offices
SENIOR ACCOUNTS OFFICER	
Administrative Powers	<ol style="list-style-type: none"> 1. Head of Office for the entire Department in Puducherry Region 2. Drawing and Disbursing Officer 3. Public Information Officer, under RTI Act,2005 4. Incharge of Establishment, Accounts and Store Section in the Directorate
Financial Powers	<ol style="list-style-type: none"> 1. All financial powers delegated to the Head of Office under various Civil Service Rules and Government Orders issued by the Finance Department, Puducherry as and when. 2. Annual inspection of Branch Offices.

Deputy Director (SD) of Women and Child Development, Puducherry		
Powers	Administrative	The Deputy Director (SD) is incharge of Social Security and Social Defence. Providing financial assistance to Old Age & Destitute persons, supply of free cloths to the poor, implementing National Social Assistance programme and grant of Funeral/ Medical Assistance to pensioners.
	Financial	The Deputy Director (SD) is the Drawing & Disbursing Officer in respect of Social Defence section i.e. for providing financial assistance to Old Age & Destitute. Supply of free cloths to the poor, implementing National Social Assistance programme and grant of Funeral/ Medical Assistance to pensioners settlement of the bills.
<u>Duties</u>	Programme Officer of ICDS Cell, Department of Women and Child Development, Puducherry	
	The Programme Officer is the incharge of ICDS cell. She is responsible for ensuring effective delivery of services and management of the ICDS scheme. The Programme Officer monitors the progress of the programme at periodic internal and corrects the discrepancies/lapses. The Programme Officer supervises the Project Offices and Anganwadi centres and issues instructions for the development and progress. She conducts periodical meeting of CDPOs and issue instructions wherever necessary. She ensures flow of fund to the projects for smooth implementation. She is the inspecting authority of Anganwadi centres and projects.	

Deputy Director (WD) of Women and Child Development, Puducherry

The Deputy Director (Women Development) is incharge of Women Development Wing comprising of Family Counselling Centre, Hostel for Working Women and implementation of various welfare schemes for women and children.

Child Development Project Officer, of ICDS Projects I, III, IV & V, Department of Women and Child Development, Puducherry

To supervise, coordinate and guide the work of the entire Anganwadi centres in the ICDS project, as its incharge at the block level. To arrange educational programmes, nutrition and health programmes demonstrations with the help and assistance of the personnel under his/her charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To act as the Drawing and Disbursing Officer for the ICDS and Functional Literacy schemes excluding the health inputs. To ensure that all the equipment and material supplied for the ICDS Programme are accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure despatch of periodical progress reports and all information to higher officials, State and Central ICDS units, as and when required.

Superintendent (Estt.), Department of Women and Child Development, Puducherry

Superintendent(Estt.) is incharge of the Establishment unit. All the matters relating to posting and transfers of officers/ officials, all kinds of leave, Assembly matters, maintenance of service books, Association matters, pension and other matters pertaining to establishment unit, dealt by the clerks of the establishment are routed through her for verification, correctness/accuracy and to follow the procedures laid down in the prescribed service and administrative rule.

Superintendent (Accts.), Department of Women and Child Development, Puducherry

Superintendent (Accts.) is incharge of all kinds of bills relating to the staff of this Department such as paybill, TA bills contingent bills, Advertisement matters, MR bills, LTC, GPF bills, POL bills, all kinds of advances and bills etc. related to the staff of this Department prepared by the staff under his control are routed through him for verification, correctness and accuracy. Besides this verification of cash book/relevant registers, such as chalan register, UDP register, BTR, BDR, BCR and other relevant registers maintained in Account section are verified by him. Preparation of Budget, reconciliation towards expenditure/receipt & matters relating to PAC, Audit are dealt by him.

KARAIKAL

Child Development Project Officer, of ICDS Project II, Department of Women and Child Development, Karaikal

The Child Development Project Officer, ICDS II, Karaikal is the Head of Office and Controlling Officer in respect of all matters relating to staff of the sub-office, Department of Women and Child Development, Karaikal. He will be assisted in his duties by Superintendent, Technical and Ministerial staff. He is holding additional charge of Drawing and Disbursing Officer under rule 2(xii) of GFR.

Duties: To supervise, coordinate and guide the work of the entire ICDS

	<p>projects as its incharge at the block level. To arrange educational programmes on nutrition and health demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To act as the Drawing and Disbursing Officer for the ICDS and Functional Literacy schemes excluding the health inputs. To ensure that all the equipment and material supplied for the ICDS Programme are accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure despatch of periodical progress reports and all information to higher officials, State and Central ICDS units, as and when required.</p>
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MAHE

	<p>Assistant Director, Department of Women and Child Development, Mahe</p> <p>The Assistant Director, Department of Women and Child Development, Mahe is the overall control of the Branch Office of the Department of Women and Child Development, she will be assisted in her duties by U.D.C., L.D.C., S.K., and contingent paid staff.</p> <p>Duties: To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level. To arrange educational programme like nutrition and health demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To ensure that all the equipment and material supplied for the ICDS Programme are accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure dispatch of periodical progress reports and all informations to higher officials, as and when required.</p>
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YANAM

	<p>Welfare Officer, Department of Women and Child Development, Yanam</p> <p>The Welfare Officer, Department of Women and Child Development, Yanam is the overall incharge of the Branch Office of the Department of Women and Child Development. She will be assisted in her duties by Assistant, L.D.C., S.K., Peon and contingent paid staff.</p> <p>Duties: To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level. To arrange educational programme like nutrition and health demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To ensure that all the equipments and materials supplied for the ICDS Programme are accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure dispatch of periodical progress reports and all information to higher officials, as and when required.</p>
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