

**DR. MCR HUMAN RESOURCE DEVELOPMENT  
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**WOMEN DEVELOPMENT  
AND CHILD  
WELFARE DEPARTMENT**



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsible and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out Departmentwise Manuals in two parts, namely

1. Departmental Manual

2. Functionary Manual

The Departmental Manual would indicate the role , responsibilities and functions of the department. The Functionary Manual will detail , as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

The present volumes developed by Woman Development and Child Welfare Department, are in two parts. As is evident, these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aids to each

and every employee of the department in the effective discharge of his functions. It may be noted, however, that these Manuals do not replace the Codes and Orders on the subject but are, at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad -500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

**PVRK PRASAD IAS**

Director General

Dr. MCR Human Resource Development

Institute of Andhra Pradesh

&

Ex-officio Spl. Chief Secretary to Government (HRD)

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The Chief Minister issued instructions during 1998 that all Government Departments should prepare their Respective manuals in order to facilitate the people's Representatives and the staff to know the working of the Department and Policies being implemented by the Departments.

The Department of Women Development & Child Welfare has undertaken preparation of Departmental and Functionary Manuals of the Department. For this the Department has utilised the Services of Sri K. Nataraja Sastry Retired Deputy Secretary to Government and with the help and Cooperation of all the Officers and staff of the Department, the Resource person was able to complete the work in a Record time. The draft was scrutinised perused by all Officers and Staff. All efforts have been made to ensure that no important aspects are lost sight of. We are also thankful to Mrs. Gayatri Ramachandran, IAS Principal Secretary to Government, Women Development Child Welfare & Disabled Welfare Department for taking special efforts to guide in this regard and to get them approved in the meeting of the State Committee.

I hope that these Manuals will be of greater use to the Officers and Staff of the Department.

I specially thank Sri.P.V.R.K. Prasad, I.A.S. Special Chief Secretary to Govt. and Director General Dr. M.C.R.H.R.D.A.P. and Mrs. Urmila Subba Rao, I.A.S. Additional Director General, Dr. M.C.R.H.R.D.I.A.P. for their guidance in preparing these manuals.

Director

1. The Government of India  
Ministry of Health and Family Welfare  
New Delhi

2. The Government of India  
Ministry of Health and Family Welfare  
New Delhi



The Government of India is pleased to announce that the Government of India has decided to provide financial assistance to the States for the purpose of the implementation of the Family Welfare Programme. The Government of India has decided to provide financial assistance to the States for the purpose of the implementation of the Family Welfare Programme.

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Yours faithfully,  
Secretary

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**WOMEN DEVELOPMENT AND CHILD  
WELFARE DEPARTMENT  
HYDERABAD**

**FUNCTIONARY MANUAL**



WOMEN DEVELOPMENT AND CHILD  
WELFARE DEPARTMENT  
HYDERABAD

FUNCTIONARY MANUAL

# FUNCTIONARY MANUAL

## COMMISSIONER / DIRECTORS

### I. ORIGIN OF THE POST

The post of Commissioner / Director, was temporarily created during the year 1954. The post was continued temporarily till 1959 when the post was made permanent vide G.O.Ms. No. 3646 Edu. Dept., Dt. 18.11.59.

### 2. POSITION WITH THE DEPARTMENT :

The post of Commissioner / Director, is the Top Most post in the Department of Women Development and Child Welfare. He/She is the Head of the Department. The post is both supervisory and Administrative in nature. He/She enjoys all the privileges of Head of the Department like any other Head of the department in the Administration of the State Government.

### 3. LISTING OF FUNCTIONS:

The functions of the Commissioner/Director, can be classified into 3 categories viz., Field, Administrative and Financial.

**FIELD FUNCTIONS:** Inspection of Sub-ordinate offices, i.e., Regional Deputy Directors. Project Directors and Child Development Project Offices.

2. Attend the meetings of the Public Accounts Committee, Assurances Committees, Departmental Clearance Committee, Departmental Review Committee, Project and Programme Approval Committee and Departmental Promotion Committee etc.,

**ADMINISTRATIVE FUNCTIONS :** 1. He/She is the Head of the Department and has to ensure proper functioning and performance of the Project Co-

Ordinator, Joint Directors, Deputy Directors, etc., of the Head Office and Sub-ordinate offices.

2. He/She appoints initial Gazetted Officers and 2nd level G.Os namely, Child Development Project Officers and Assistant Directors and all Non-Gazetted staff and class -IV employees at Head Quarters.

3. Transfers and postings of 1st level Gazetted Officers viz, Women and Child Welfare Officers, Assistant Project Officers, Managers, Regional Ware Houses, Additional Child Development Project Officers /Assistant Directors / and all Non-Gazetted staff of the Commissionerate.

4. Sanctions casual leaves of Regional Deputy Directors and all leaves other than Casual Leaves of all Gazetted Officers in the Department and Non-Gazetted Officers in the Head Office.

5. Sanctions/ increments to all the Gazetted Officers in the Commissionerate and Regional Deputy Directors.

6. Sanctioning authority in respect of Pension to all Gazetted Officers, Non-Gazetted Officers in the State and class -IV employees at Head Quarters.

7. Reviews the performance of the Regional Deputy Directors once in every month.

8. He/She is the Disciplinary Authority and Appellant Authority under the AP Civil Services (CCA) Rules in respect of 1st Gazetted Officers and Class-IV employees at the Head Quarters respectively.

9. He/She looks after the administrative matters relating to Stores and Accounts.

10. He/She nominates the Vigilance Officers and Inquiry Officers in the Departmental inquiries.

11. He/She initiates the Annual Confidential Reports in respect of the Project Director and Joint Directors and countersigns the Annual Confidential Reports of other Officers namely Regional Deputy Directors, Deputy Directors, Assistant Directors, Project Co-Ordinator, Child Development

Project Officers etc.,

12. He/She exercises financial powers of the Head of the Department in terms of Article 6 of Chapter II of Financial Code. Vol. I.

13. He/She is the Budget controlling authority of the Department. Preparation of Budget esteems, Scrutiny of Revenue and Expenditure statement, preparation of number statements and all related financial matters are approved by him/her.

14. Sanctions loans to the employees such as House Building Advance, Motor Cycle Advance, Marriage Advances, GPF Loans, and re-imbusement of Medical Expenditure to the employees.

15. He/She formulates the plan schemes of the Department.

16. He/She approves purchase of machinery and equipment and materials and supplies required for the Department.

#### **FINANCIAL FUNCTIONS:**

1. He/She exercise financial functions under various Codes and Manuals for the Government of Andhra Pradesh like AP Financial Code Volume. I and II, AP Budget Manual, AP General Provident Fund Rules, etc., as is being exercised by other Heads of Departments.

2. He/She shall identify the needs of training of all the sub-ordinates in the Department and takes action for getting them trained.

#### **4. ORGANISATIONAL JURISDICTION:**

1. He/She is the Head of the Department and has overall supervision and control over the entire Department including the Offices of the Project-Co-Ordinator, Regional Deputy Directors, Child Development Project Offices, State Homes, Services Homes, etc., He/She has to monitor all the programmes policies laid down by the Government from time to time.

#### **5.ENACTMENT OF RULES:**

The Commissioner/Director is generally concerned with the administration of the following Acts:-

1. Suppression of Immoral Traffic in Women and Girls Act. 1956.
2. Dowry Prohibition Act. 1961.(Central Act 28 of 1961).
3. Orphanages and other Charitable Homes (Supervision and Control Act 1960)

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

#### **7.HELP IS REQUIRED:**

If the Commissioner/Director, requires any help, he /she has to approach the Principal Secretary /Secretary to Government, Women Development, Child Welfare and Disabled Welfare Department.

#### **8.ACCOUNTABILITY:**

He/she is accountable to the Principal Secretary/Secretary to Government, Women Development, Child Welfare and Disabled Welfare Department.

#### **9. TARGETS FOR SCHEMES PROGRAMMES. WORKS ETC.,**

No targets have been prescribed for this functionary.

#### **10. PERIODICALS AND REPORTS:**

All Periodicals and reports like Progress of Expenditure on Plan Schemes etc., which are common to all Departments, have to be submitted to the Government from time to time.

All Periodicals and Reports like progress of the Expenditure on Plan schemes etc., which all other Heads of Departments have to obtain from their sub-ordinate offices, will have to be obtained by this functionary also. No special periodical or Reports have been prescribed for the sub-ordinate Offices to be submitted to this office in this Department.

He/She has to submit Self-Appraisal Reports to the Government once in year.

#### **11. & 12. FORMS AND REGISTERS:**

This functionary will have to ensure that all forms and Registers in all

Branches of the Head Office including Regional and District level Offices, which are prescribed by the Government in common to all the Departments, are maintained.

### **13. INTERFACE WITH THE PUBLIC**

He/She has to interface with all women Welfare Organisations both at the State and Central level besides interacting with the Government Departments like Women Development and Child Welfare and Disabled Welfare Department, Finance and Planning Department, the AP Foods, the AP State Trading Corporation, AP Women Development Advisory Board etc., with regard to supply of Nutritious foods and their transportation to the destinations. He/She has also to interact with the World Bank/CARE with regard to formulation and grounding of Projects funded by World Bank like ICDS, etc.,. The list of Voluntary Organisations in the State is at Annexures I to III.

## **JOINT DIRECTOR /DEPUTY DIRECTOR (ADMINISTRATION)**

### **1. ORIGIN OF THE POST:**

The post of P.A. to Director, was originally created by the Government on temporary basis. The post was designated as Joint Director (Administration) in G.O.Rt.No.233 WD&CW Department on 6.6.97. It was made permanent w.e.f. 18.11.59 (Vide G.O.Ms.no.346 Edu. Dept., dt.18.11.59).

### **2. POSITION WITH THE DEPARTMENT:**

He/She has to assist the Commissioner/Director, in the discharge of his functions as the Head of the Department.

### **3. LISTING OF FUNCTIONS:**

He/She has over all control over the entire sub-ordinate staff Viz., Regional Deputy Directors, Project Directors, Assistant Project Officers, Women and Child Welfare Officer, Child Development Project Officers, Assistant Child Development Project Officer, Managers of Ware Houses etc., Shall take prompt

action for the preparation of establishment lists, panels of promotion, maintenance and custody of Annual Confidential Reports, including obtaining Annual Confidential Reports from the Sub-ordinate offices/District Collectors and staff of Head Offices.

He/She is responsible for the over all administration and control of the staff and the officers working in the Commissionerate/Directorate and has to initiate action for the maintenance of establishment lists of all Gazetted and Non-Gazetted Officers.

Shall sanction all kinds of leaves to all Non-Gazetted Officers and cause proper maintenance of leave accounts, Service Books, Personal files etc.,

Shall ensure that prompt is taken in all Court Cases relating to Service matters etc.,

Shall ensure that prompt replies are sent in respect of Legislative Assembly/Parliament questions and other related matters. Shall attend to all the meetings of the Committees of the Legislature/Parliament.

Shall cause action to be initiated for preparation of draft service rules , Acts etc., in respect of the service conditions of all the categories of employees of the Department.

Shall attend the meetings convened by the PRC, Rules Committee etc., and appraise the said Committees in respect of the matters pertaining to the Department.

Shall ensure that the Rule of Reservation is properly observed by all the sub -ordinate office and also inspect and watch the implementation of the Rule of Reservation in favour of Women, in all respects.

He/She shall cause to maintain communal rosters for all categories of posts of the commissioner /Directorate and furnish the required information report to the Inspecting officers and the Government.

He/She shall undertake tours to Regional Offices/District Offices, if need be. He/She has no powers to take independent decisions.

**4. ORIGINISATIONAL JURISDICTION:**

His/Her jurisdiction extends to the entire Department including Regional Offices and District Offices etc.,

**5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

**6. CRETICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as this functionary is concerned.

**7. HELP IS REQUIRED:**

If any help is required, He/She has to approach the Commissioner/Director, who is the Head of the Department.

**8. ACCOUNTABILITY:**

He/She is accountable to the Comrnissioner/Director.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

He/She has to ensure submission of periodicals and reports with regard to observance of Rule of Reservation, Reservation for Women etc., which are common to all the Government Departments. He/She has to ensure that periodicals and reports are obtained promptly from the Sub-ordinate offices, in turn, as are necessary to be obtained, in common for all the Government Departments.

**11&12 FORMS AND REGISTERS:**

He/She has to ensure maintenance of Forms and Registers, which are common in all the Government Departments.

**13. INTERFACE WITH THE PUBLIC:**

He/She has no interface with the public directly.



## **JOINT DIRECTOR (PROGRAMMES)**

### **1. ORIGIN OF THE POST:**

This post was originally sanctioned by the Government temporarily in G.O.Ms.No.12 dt.2.1.79 ) and was made permanent in G.O.Ms.No.110 WD&CW Department, dt.3.12.97.

### **2. POSITION WITH THE ORGANISATION:**

He/She has to assist the Commissioner/Director, in implementation of various programmes undertaken by the Department in the State for the welfare and well being of women. He/She has no powers to take any independent decisions:

### **3. LISTING OF FUNCTIONS:**

He/She is responsible for formulating new schemes for the welfare of Women and Children.

In-charge of Planning and Plan Schemes. Shall cause to prepare Annual Plans and 5 year plans, as per the guidelines issued by the Government.

He/She is responsible for supervision, monitoring and guiding the subordinate offices in implementation of all the schemes and day to day running of the institutions.

He/She shall identify the training needs of the field functionaries and ministerial staff and ensure that they are trained in their respective fields.

He/She shall ensure submission of timely replies to the LAQs/Parliament questions and other related matters.

He/She shall review the progress of implementation of the schemes intended for the benefit of the Scheduled Castes/Scheduled Tribes/Backward Classes/Physically Handicapped persons/Women and ensure submission of periodical reports to the Government, wherever required.

He/She shall cause convening of coordination Committee Meeting for

effective implementation of the schemes with the officers of other Government Departments. Shall inspect Regional Offices and sub-ordinate offices, when ever require to ensure proper implementation of various schemes undatken by the Department.

#### **4. ORGANISATION JURISDICTION:**

His/Her jurisdiction extends to the entire Department, and the State including Regional Offices, District Offices, etc,

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, He/She has to approach the Commissioner/Director, who is the Head of the Department.

#### **8. ACCOUNTABILITY:**

He/She is accountable to the Commissioner/Director.

#### **9. TARGETS FOR SCHEMES PROGRAMMES, WORKS ETC.,**

NIL so far as this functionary is concerned.

#### **10. PERIODICALS AND REPORTS:**

He/She has to ensure submission of periodicals and reports relating to the plan schemes benefits extended to the Scheduled Castes/ Scheduled Tribes/ Backward Classes/Physically Handicapped/Women, which are required to be furnished in common, in other Government Departments.

#### **11&12 FORMS AND REGISTERS:**

He/She has to ensure that Forms and Registers are maintained prop-

erly for the benefits extended to Schedules Castes/Scheduled Tribes/Backward Classes/Physically Handicapped/Women, which are required to be furnished in common, in other Government Departments.

### **13. INTERFACE WITH THE PUBLIC:**

He/She has no interface with the Public.

## **DEPUTY DIRECTOR -I**

### **I. ORIGIN OF THE POST:**

The post of Asst. Director originally created by the Government in G.O.Ms.No. 56 EMP&SW Department, dt.12-2-74 was upgraded to that of DD(Head Quarters) vide GO.Ms. No. 807 EMP&SW dt. 19-9-75 then. The post is last continued till 29.2.2000 (Vide G.O.ms.No.202 Fin.& Plg., Department, dt.14.12.99).

### **2. POSITION WITH THE DEPARTMENT:**

The post is meant to assist the Joint Director (Programmes) and the Commissioner/Director in running the Administration of the Department on smooth lines.

### **3. LISTING OF FUNCTIONS:**

He/She is responsible for Planning of Nutrition Programmes 5 year plans: Preparation of Budget estimates for Nutrition Programme; Evaluation of Nutrition status of children in the age group of 6 months to 6 years: Pregnant and lactating mothers and suggest remedial measures for correction of severely and moderate mal-nutrition among children.

He/She shall prescribe formats for periodical reports of the Nutritional status of children: Review of the Periodical Reports and point-out the deficiencies in the implementation of schemes by the sub-ordinate offices.

He/She shall arrange for distribution of Nutritious food for the beneficiaries, as per the prescribed norms and eradication of mal-nutrition among the children of 6 months to 6 years by 2020 A.D.

He/She shall ensure issue of financial sanctions to the sub-ordinate offices, and all Institution's in accordance with the powers delegated by the Commissioner/Director.

He/She shall ensure that the sub-ordinate officers make purchases of the materials required for the Institutions in accordance with the procedure laid down under Article 125 of AP Financial Code Volume. I and instructions of the Government, issued from time to time.

#### **4. ORGANISATIONAL JURISDICTION:**

His/Her organisational jurisdiction extended to entire department/State including Regional Offices, the District Offices, etc.,

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required He/She has to approach the Joint Director, (Programmes).

#### **8. ACCOUNT ABILITY:**

He/She is accountable to the Joint Director, (Programmes).

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

No Targets have been prescribed for this functionary.

#### **10. PERIODICALS AND REPORTS:**

He/She shall ensure submission of periodicals and reports relating to the

Plan Schemes implemented and which are under His/Her control, which are also common to all Government Department.

**11&12 FORMS AND REGISTER:**

He/She shall cause to maintain Forms and Registers, which are required to be maintained in common, in all the Government Departments.

**13. INTERFACE WITH THE PUBLIC:**

He/She has no interface with the public.

## **DEPUTY DIRECTOR- II**

**1. ORIGIN OF THE POST:**

The post of Deputy Director-II was created by the Government in G.O.Ms.No.25 LEN&TE department, dt.28.1.1983 on temporary basis. This post is being continued since then on temporary basis. It is last continued upto 29.2.2000 (vide G.O.Ms.no.202 Fin. & Plg., Dept., dt.14.12.99).

**2. POSITION WITH THE DEPARTMENT:**

He/She has to assist the Joint Director, (Programmes) in the proper implementation of various programmes undertaken by the Department, including the plan schemes. The post has no powers to take any independent decisions.

**3. LISTING OF FUNCTIONS:**

1. He/She is the incharge of the ICDS Projects in the State and has to cause action for preparation of Annual Plans, 5 year Plans and Budget estimates relating to the ICDS Projects in the State.

2. He/She has to ensure Proper reimbursement of funds from the Government of India on the ICDS Projects etc., to the State Government.

3. He/She has to ensure release of financial sanctions to all ICDS functionaries in time, and for procurement of material for the ICDS Projects, as per

the needs and norms laid down in this regard.

4. He/She will have to tour for a minimum period of 10 days in a month and supervise the achievements in the field of Pre—school survey and enrolment of children and women in the Anganwadi Centres.

5. He/She shall identify various Voluntary Organisations/Non-Governmental Organisations for entrustment of ICDS Projects, as per the guidelines of the Government of India and to release funds for such organisations.

6. He/She shall arrange to take action for conducting seminars/Workshops/Training camps for the ICDS functionaries to impart training and also to field workers to make up for the deficiencies, if any.

7. He/She shall undertake review of the progress of the achievement of beneficiaries targeted for every financial year and arrange to submit periodical reports to the Government.

8. He/She shall ensure that the sub-ordinate officers make purchases of the material required for the ICDS Projects in according with the procedure laid under Article 125 of A.P. Financial Code Vol. I and the instructions of the Government of India in this regard, from time to time.

#### **4. ORGANISATIONAL JURISDICTION:**

His/Her jurisdiction extends to the entire department and the State, wherever the ICDS Projects are being implemented.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, He/She has to approach the Joint Director (programmes).

**8. ACCOUNTABILITY:**

He/She is accountable to the Joint Director (Programmes).

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

He/She has to ensure submission of periodical reports to the Government in respect of the progress of achievements of beneficiaries targeted for every financial year.(which are common for all Government Departments).

**11 & 12 FORMS AND REGISTERS:**

He/She has to ensure that Forms and Registers in respect of ICDS schemes, the progress of achievements etc., which are common to all the Government Departments, are maintained.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have interface with the Voluntary Organisations/Non-Governmental Organisations in respect of the implementation of ICDS Scheme, the targeted groups and release of grants to those Organisations. Except this, this functionary has no scope for direct interface with the public.

## **DEPUTY DIRECTOR- III**

**1. ORIGIN OF THE POST:**

This post was sanctioned by the Government in G.O.Ms.No.25 LEN&TE Department, dt.28.1.1983 on temporary basis and is being continued since then. It is last continued upto 29.2.2000. (vide G.O.Ms.No.202 Fin & Plg., dt.14.12.99)

**2. POSITION WITH THE DEPARTMENT:**

He/She has to assist Joint Director (Programmes) in implementation of various schemes undertaken by the Department.

### **3. LISTING OF FUNCTIONS:**

He/She shall have overall supervision and implementation of the schemes relating to Women and Children: better functioning Women and Children Institution like Working Women Hostels, Home for Collegiate Girls, Home for the Aged and Disabled, State Homes and Service Homes and Children Homes and Children in need of care and protection.

He/She shall arrange prompt release of Budget to the Women and Child Welfare Institutions and watching progress of expenditure of the above Institutions.

He/She shall tour for a minimum period of 10 days in a month to visit the institutions and guide the filed functionaries for better management of Women and Child Welfare Institutions and ensure their effective and better functioning.

He/She shall arrange to take prompt action to submit replies to LAQs/Parliament questions and for furnishing information to the Committees of the Legislature and Parliament in respect of the matters relating to Women and Child Welfare Programmes/Schemes.

He/She shall have a watch over allocation of 15% of General Revenues of the Zilla parishads and Mandal Parishads: to formulate schemes for Welfare of Women and Children and for utilisation of the amounts earmarked for such schemes.

He/She shall arrange submission of reports to the Government, whenever called for in respect of the Schemes/Programmes under his/her control.

He/She shall arrange for issue of financial sanctions to the sub-ordinate offices and the Institutions according to their need and availability of budget provision.

He/She shall ensure that the sub-ordinate offices make purchases of the materials required for the Institution's under his/her control have in accordance with the procedure laid down under Article 125 of A.P. Financial Code Vol.I and instructions of the Government issued from time to time.



**4. ORGANISATIONS JURISDICTION:**

His/Her jurisdiction extends to the entire department and State, wherever the welfare programmes for the Women and Children are implemented.

**5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

**6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned

**7. HELP IS REQUIRED:**

He/She has to approach the Joint Director (Programmes), in case any help is required.

**8. ACCOUNT ABILITY:**

He/She is accountable to the Joint Director (Programmes).

**9. PERIODICALS AND REPORTS:**

He/She has to arrange to submit such Periodicals and Reports of the Plan Schemes and Progress of expenditure on Planned Schemes, as are common to all the Government Departments.

**10. PERIODICALS AND REPORTS:**

He/She shall ensure submission of periodicals and reports relating to the Plan Schemes implemented and which are under His/Her control, which are also common to all Government Department.

**11 & 12 FORMS AND REGISTERS:**

He/She will have to arrange to maintain such Forms and Registers, which are in common required to be maintained in all Government Departments.

**13. INTERFACE WITH THE PUBLIC:**

This functionary has no interface with the public. When He/She inspects

the Womens Institutions with the regard to their maintenance/release of Grants etc., Except this, this functionary has no scope for interface with the public.

## **ACCOUNTS OFFICER**

### **1. ORIGIN OF THE POST**

1Permanent post of Assistant Accounts Officer was upgraded as Accouts Officer w.e. f. 25.3.1982 and is continued as such.

Second post of Accounts Officer was created w.e.f. 7.12.1990 by the Government vide G.O.Ms.No.118, dt. 7.12.1990 and is continued as such till now. It is last continued upto 29.2.2000 vide G.O.RINo.302, WD&CW Dept., dt16.7. 1999.

### **2. POSITION WITH THE DEPARTMENT:**

The post of Accounts Officer is an advisory one to the Commissioner/ Director, and will assist the Head of the Department in all financial matters and acts like Financial Advisor to the Head of the Department. As a representative of the Finance Department, the Accounts Officer will have to express his opinion freely on all files involving financial implications. The Heads of Departments and other Departmental officers can seek his advice in all cases involving expenditure of money. The Accounts Officer may also offer advice on his own initiative, wherever he considers that such advice is necessary, to prevent the commission of any Financial irregularity .

### **3.LISTING OF FUNCTIONS:**

The Accounts Officer has the following functions to be performed by him according to the Consolidated Instructions issued by the Government in the Finance and Planning Department in G.O.Rt.No. 1416 Fin. & Plg (FW Admn.1) Dept., dt.1.7.1997 and Functionary Manual of the Treasuries and Accounts Department.

1. He makes appointments in their respective Accounts Branch and attend to all establisment viz., Regularization/Declaration of Probation, Senior-

ity etc., He is competent to sanction any kind of regular leave without limitation upto the category of Senior Accounts and upto 60 days in-respect of Assistant Accounts officers.

2. Shall attend to fixation of pay of the employees of the Department in various pay scales promulgated by the Government. Tenders advice in cases pertaining to fixation of pay on appointment, promotion etc.,

3. Accounts Officer is responsible for the maintenance and disposal of pension files within the Department. For this purpose, periodical returns which are common to all Government Departments in prescribed form should be obtained from all the Sub-ordinate offices and has to pursue the pension cases at every stage till their finalisation.

4. Accounts Officer has to scrutinize applications for sanction of Loans and Advances with reference to Rules issued from time to time and maintain Registers to watch the seniority of Applicants.

#### **6. BUDGET:**

1. To prepare Number statements and Budgets estimate of Revenue and Capital and Loan Accounts under Plan and Non-Plan Schemes of the Departments.

2. To release budget under the non plan schemes as per the instructions of the Heads of the Department. This relevent files have to be maintained in the Accounts Branches.

3. To review monthly expenditure with reference to release of funds.

4. To prepare proposals for Supplementary Grants/Re-appropriations/ and to ensure timely preparation of savings and excesses.

5. Reconciliation of expenditure/revenue figures with Accountant General.

6. To prepare Performance Budget and prepare Departmental Budget speech in the Legislature Assembly.

#### **MAINTENANCE OF ACCOUNTS:**

1. To ensure maintenance of accounts of the Department.

2. Submission of detailed contingent bills in time to Accountant General AP Hyderabad and to bring cases of delay to the notice of the Head of the Department.

3. To watch the receipt of Utilization Certificates by maintaining Register of Utilization Certificates. (Common to all Government Departments).

**INTERNAL AUDIT:**

To conduct Internal Audit of all monetary transactions in the Department.

Disposal of Audit Reports/Inspections Reports and objection Book Items.

To prepare notes on Public Accounts Committee matters.

**12. EXTERNAL AGENECIES AND CENTRALLY SPONSORED SCHEMES:**

Preparation of cost of components of project financed by External Agencies and Centrally Sponsored Schemes; Preparation of Project Reimbursement claims and to obtain Audit Certificates for the Project Accounts.

13. To report to the Director of Treasuries and Accounts any instances, where financial irregularities are noticed.

The Accounts Officer shall be included as member of the Departmental Committees where constituted, for Stores Purchases, Condemnation/disposal and auction.

He shall take responsibility as Drawing and Disbursement Officer. He may however nominate any Gazetted Officer to do it. He shall undertake tours of various sub-ordinate offices for atleast 5 days a month, with the permission of the Head of the Department.

**CADRE MANAGEMENT:**

To maintain full cadre strength particular under Non-Plan and Plan with supporting Government orders from year and alert the Pay and Accounts Officers/District Treasury Officers not to allow the pay and allowances, if further continuation has not come or if the existing posts are abolished. The Number Statements should be stored in accordance with the existing cadre strength

under Plan and Non-Plan. The monthly expenditure under Pay and Allowances should be strictly in conformity with the current sanctioned cadre strength in the Department.

To maintain full particulars of cadre strength paid from contingencies, Wages, Honoraria, Work charged establishment etc., and the budget releases for these categories should be strictly for the approved number of posts under each category, so that entry through these methods could be effectively checked in the Department.

He shall accept the decisions of the Heads of the Department concerned and action taken on them. In case the advice is given to a Gazetted Officer, regarding his personal claims, is not accepted by the Head of the Department concerned and if the Accounts Officer considers that the decision of the Head of the Department is not in conformity with the rules and regulations in force, he shall enter the particulars in a prescribed Register to be maintained (which is common to all Government Departments) and submit it to the Head of the Department, so that the later may have an opportunity of re-considering his orders. Extracts from this Register in respect of items, regarding which, the difference of opinion has persisted should be sent quarterly to the Director of Treasuries and Accounts on the 5th January, April, July and October. He shall also inspect Departmental Institutions and the sub-ordinate offices of the Department.

#### **4. ORGANISATIONAL JURISDICTION:**

He is advisory Officer to the Head of the Department and his jurisdiction extends to the entire Department, including Regional and District level offices and below, if any.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned.

**7. HELP IS REQUIRED:**

In case of necessity for help, he has to approach the Head of the Department. If any Technical help is required, he has to approach the Director of Treasuries and Accounts, who is the Head of the Department for Treasuries and Accounts.

**8. ACCOUNTABILITY:**

He is accountable to the Head of the Department.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

No targets have been prescribed for this functionary .

**10. PERIODICALS AND REPORTS:**

The functionary has to maintain and submit all Periodicals and Reports pertaining to his wing, as in the case of all other Heads of Departments, which are common to all Government Departments.

**11. & 12. FORMS AND REGISTERS:**

He has to maintain all Forms and Registers prescribed by the Government, which are common to all Government Departments. (list of Forms and Registers to be maintained is at ANNEXURE) IV & VI.

**13. INTERFACE WITH THE PUBLIC:**

He has no scope for any interface with the public.

## **ASSISTANT ACCOUNTS OFFICERS: (2)**

**1. ORIGIN OF THE POST:**

The two posts of Assistant Accounts Officers were sanctioned by the Government in G.O.Ms.No.59 WDCW&L Department dt.16.4.93 and G.O.Ms.No.222 LEN&TE Department, dt.25.3.92 on temporary basis. Since then they are being continued on temporary basis and they are continued now

upto 29.2.2000 .(vide G.O.Ms.No. 202 WD&CW Department, dt. 14.12.99.

## **2. POSITION WITH THE DEPARTMENT:**

These posts are meant to assist the Accounts Officer in the discharge of his duties. They have to help the Accounts Officer in all financial matters.

## **3. LISTING OF FUNCTIONS:**

They will have to attend to Audit Review meetings in the Districts and ensure that replies are given by the sub-ordinate offices to get the long pending Audit Reports/paras are cleared without delay. In certain cases, they have to inspect the Sub-ordinate offices in order to ensure that proper replies are given for the long pending Audit Reports/paras. Will have to act as Drawing and Disbursing Officer, if nominated as such. They have to attend to all the functions of the Accounts Officer, if the post becomes vacant for any reason and exercise the same functions.(vide FUNCTIONARY MANUAL OF TREASURIES AND ACCOUNTS DEPARTMENT).

## **4. ORGANISATION JURISDICTION:**

Their Jurisdiction extends in the entire department and the entire State, including Regional Offices, District Offices etc.,

## **5. ENACTMENT OF RULES:**

NIL so far as these functionary is concerned.

## **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as these functionary is concerned.

## **7. HELP IS REQUIRED:**

If any help is required by the Assistant Accounts Officers, they have to approach the Accounts Officer who is the Head of the Accounts Wing.

## **8. ACCOUNTABILITY:**

They are accountable to the Accounts Officer.

**9. TARGETS FOR SCHEMES PROGRAMMES WORKS ETC..**

No targets have been prescribed.

**10. PERIODICALS AND REPORTS:**

They have to maintain the same periodicals and submit the same reports to the Government, as are common to all the Government Departments.

**11.&12. FORMS AND REGISTERS:**

They have to maintain the same Forms and Registers which are required to be maintained in common in all the Government Departments (List at Annexure IV to VI).

**ASSISTANT DIRECTORS (5):**

Two posts were sanctioned in G.O. Ms.No. 229 LEN &TE (WWI) Dept. dated 30-3-82 and G.O.Ms. No. 118 WDCW&L(ICDS) Dept. dated. 7-12-90. One Statistical Officer post has been upgraded as Assistant Director in G.O. Ms. No. 320 LEN&TE Dept. dated. 11-9-85. Two Assistant Director post are sanctioned in G.O.Ms. No. 4 WDCWDW Dept. dated 28-1-99. One Post of Assistant Director was made permanent w.e.f. 23-12-1997 vide G.O.Ms. no. 110 WD&CW Dept. dated 3-12-97. The remaining posts are continued temporarily year after year. They are last continued upto 29-2-2000 vide G.O.Ms. Rt. No. 302 WDCW Department dated 16-7-1999.

**3. LISTING OF FUNCTIONS:**

The Assistant Directors have to discharge the following functions:-

1. He/she is incharge of all correspondence relating to supplementary Nutrition Programme including budget and expenditure, scrutiny of bills of A.P. Foods and APSTC: Audit paras pertaining to Nutrition: General miscellaneous subjects: Management of campus: Press clippings and replies to the miscellaneous correspondence: Janmabhoomi Programme: Clean and green programme and Adoptions.



2. Monthly review meetings: review of MPRs of Non-World Bank Projects consisting of 6 components: Cabinet sub-committee: Women sub-plan: District Maps and computers.

3. He/She is incharge of budget estimates and revised estimates and plan schemes, DCC and PPAC proposals of plan schemes: Furnishing of Expenditure particulars to Finance and Planning Department and allied departments pertaining to plan schemes: All IOA and Civil Defence Training Schedule to the Staff of Commissionerate and Muffisil other than ICDS. He/She is incharge of all training programmes of all ICDS functionaries both World Bank Non-World Bank Budget Estimates, and Revised Estimates: Releases and Expenditure to the training programmes and its correspondence.

4. He /She is incharge of Grant -in-aid schemes giving grant by State Government as well as Govt. of India under the purview of this Department : Short Stay Homes : Old Age Homes: Day Care Centers: Mobile Medicare Unit : Service for children in need of Care and protection: Rehabilitation of women in distress : National Children's Fund.

#### **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Commissionerate/Directorate.

#### **5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

#### **6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as these functionaries are concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, they have to approach the concerned Deputy Director.

#### **8. ACCOUNTABILITY:**

They are accountable to the concerned Deputy Director.

**9. TARGETS OF SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as these functionaries are concerned.

**10. PERIODICALS AND REPORTS:**

These functionaries have to ensure that such periodicals and reports which are required to be submitted to the Government in time, such as Number statements, Progress of Expenditure on plan schemes, Budget Estimates and Revised Estimates. They have also to ensure that similar reports are obtained from the Regional and District Offices in time.

**11. & 12. FORMS AND REGISTERS:**

NIL so far these functionaries are concerned. However, they have to ensure that Registers indicating the progress of expenditure on plan schemes and Non-plan schemes etc., are maintained properly. They are common to all Government Departments.

**13. INTERFACE WITH THE PUBLIC:**

They do not have any scope for interface.

**ADMINISTRATIVE OFFICER:****1. ORIGIN OF THE POST:**

One temporary post of Administrative Officer was created by the Government vide G.O. Ms. No. 4 WDCW&DW w.e.f. 28.1.1999 and is being continued, since then. It has been last continued upto 29.2.2000 vide G.O.Rt. No. 302, WD&CW Dept., dt. 16.7.99.

**2. POSITION WITH THE DEPARTMENT:**

He has to assist the Deputy Director -II and has no scope to take any independent decisions.

**3. LISTING OF FUNCTIONS:**

He/She is incharge of ICDS Schemes, Budget Estimates, Revised Esti-

mates, Releasing sanctions pertaining to ICDS schemes, CARE claims: assisting Deputy Director -II: Monitoring of various services such as immunization etc., He is incharge of 209 non World Bank Projects, additional Anganwadi Centers etc., He shall also tour for atleast 10 days in a moth, in the State.

#### **4. ORGANISATIONAL JURISDICTION:**

His jurisdiction extends to the entire Commissionerate/Directorate and entire State, whenever he undertakes tour to visit the ICDS Projects.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, he has to approach the concerned Deputy Director.

#### **8. ACCOUNTABILITY:**

He is accountable to the concerned Deputy Director.

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as this functionary is concerned.

#### **10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned. However, he has to ensure that such periodicals and reports like Progress of Expenditure on plan schemes pertaining to ICDS are submitted to the Government in time. He has also to ensure that such Periodicals and Reports are obtained from the Regional/Project Directors/CDPOs Offices etc., These are common to all Government Departments.

#### **11. & 12. FORMS AND REGISTERS:**

NIL so far as this functionary is concerned. However, he has to ensure

that Registers showing the immunization, Health, Civil Works etc., are submitted by the Regional/Project Directors/CDPOs Offices etc.,

### **13. INTERFACE WITH THE PUBLIC:**

He has frequent interface with general public, when they approach with request for sanction of Anganwadi Centers, non-functioning of Anganwadi Centers etc., He has also frequent interface with the COPOs/ACDPOs and officers & staff of the Commissionerate/Directorate.

## **SUPERINTENDENT**

### **1. ORIGIN OF THE POSTS:**

The posts of Superintendents in the Directorate/Commissionerate were created by the Government Originally in G.O.Ms. No. 3646 Edn (NN) Dated 18.11.59. To manage the Sections in the Head Office.

### **2. POSITION WITH THE DEPARTMENT:**

These posts are Ministerial Category of Posts. Meant to assist the Head of the Department in running the Administration on proper and sound lines.

### **3. LISTING OUT FUNCTIONS:**

The Superintendent is the head of a Section to render ministerial assistance to the officers and Head of the Department in maintaining records, files, personnel registers etc., with the assistance of Senior Assistants/ Junior Assistants. Heads of Section are responsible for the styled and accuracy of the notes and drafts and proceedings from their Section and that they cannot through the responsibility on their clerks. When a clerk's is wrong are in perfect, a fresh note should be prepared and other removed. The Head of the Section should not submit the wrong note after merely adding his own note correcting the original note.

The following duties and responsibilities are vested in the Heads of Sections:-

1. He/She must periodically inspect the personal registers, and see that the personal registers are maintained by the Assistants punctually, neatly and properly.

2. He/She must maintain stock file of all Govt. ordered received in the section and other important instructions. He/She must be well acquainted with the subjects in the sections and ensure that the delays in the replies are minimised.

3. He/She shall be responsible for watching the periodicals received in the Section and for computerising the data relating to the subjects dealt in the section and to ensure submission of periodical reports to the GOI promptly and punctually.

4. He/She shall be responsible for watching the releases of budget and expenditure relating to the schemes dealt in the section and to ensure that the expenditure does not exceed the budget limits.

#### **IV. ORGANISATIONAL JURISDICTION:**

His/Her jurisdiction extends to the entire Commissionerate/Directorate.

The following are the functions of the Sr. Assistants/Jr. Assistants:-

1. They have to maintain personal registers with upto date entries and submit them for check by the Superintendent once in a month and by the concerned officer once in a month He/She has to resubmit the personal registers after rectification within 3 days after check.

2. They have to put up note files all currents in the precise manner and has to attend to 12 currents per day. They have to prepare drafts in a concise manner within 2 days after orders are passed.

3. They should maintain reminder dairies and also ensure that reminders are issued in all files, as per the dairy. They should also maintain periodical register and watch the incoming and outgoing periodicals and put up for further action.

4. They Should ensure that the fair copies are dispatched to the concerned within the stipulated time and incase of delay, the matter may be reported to the section head or the concerned officer. They should further ensure that the fair copies or the true copies of the originals approved by the Officer before submitting them for signature and the section Heads or the concerned Officer.

#### **IV. ORGANISATIONAL JURISDICTION:**

The Organisational Jurisdiction extends to the section or in some cases to the entire Commissionerate/Directorate, if He/She is posted in the Establishment Section of the Commissionerate/Directorate.

#### **V. ENACTMENT OF RULES:**

NIL so far as these functionary is concerned.

#### **VI. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as these functionary is concerned.

#### **VII. IF HELP IS REQUIRED:**

If help is required, he/she has to approach the section head or in certain cases the concerned Officer.

#### **VIII. ACCOUNTABILITY:**

He/She is accountable to the concerned head of the section.

#### **IX. TARGETS FOR SCHEMES PROGRAMMES WORKS ETC..**

NIL so far as these functionary is concerned.

#### **V. ENACTMENT OF RULES:**

NIL so far as these functionary is concerned.

#### **VI. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this functionary is concerned.

**VII. IF HELP IS REQUIRED:**

If help is required, he/she has to approach the concerned Asst/Deputy/Joint Director under whom He/She is working.

**VIII. ACCOUNTABILITY:**

He/She is accountable to the Asst/Deputy/Joint Director under whose jurisdiction he/she is working.

**IX. TARGETS FOR SCHEMES PROGRAMMES WORKS ETC..**

NIL so far as this functionary is concerned.

**X. PERIODICALS AND REPORTS:**

He/She will have to ensure such periodicals and reports which are required to obtain from the subordinate officer are obtained from promptly and such are the periodical reports, which are required to be submitted promptly. These are common to all the Government Departments.

**XI.&XII. FORMS AND REGISTERS:**

He/She will have to ensure that such forms and registers which are required to maintain in the section are maintained concerned clerks promptly and inspect them periodically. These are also common to all the Government Departments.

**XIII. INTERFACE WITH THE PUBLIC:**

He/She have no scope for interface with the public. However, he/she will have frequent interface with the officers of the Commissionerate/Directorate besides their colleagues working in other sections disposal of Govt. business.

**SR. ASST./JR. ASST.**

1. Origin of the post
2. The post of Sr. Asst./Jr. Asst.were created by the Govt. of the Commissionerate/Directorate in G.O.Ms. No. 3646 Edn (NN) dt 18.11.59.

## **II. POSITION WITH THE DEPARTMENT:**

These are Ministerial service post meant to assist the section heads in the discharge of their duties promptly.

## **XI. PERIODICALS AND REPORTS:**

They have to obtain such periodicals and reports which are required to obtain from the subordinate Officers are obtained promptly and submit such periodical reports promptly to the Govt. and other Authorities. These are common for all the Government Departments.

## **XI. & XII. FORMS AND REGISTERS:**

They have to maintain personal registers, reminder dairies periodical registers call book registers and register showing progressive expenditure on plan schemes. These are also common to all Government Departments.

## **XIII. INTERFACE WITH THE PUBLIC:**

He/She have no scope for interface with the public or other Govt. Department, unless there are specifically deputed to other departments, by the Officers specific purposes.

# **REGIONAL DEPUTY DIRECTORS**

## **1. ORIGIN:**

In G.O.Ms.No.3320 Edu.Dt.12.12.1964, 3 posts of Assistant Directors were created at Hyderabad, Vijayawada and Kurnool. In G.O.Ms.No.1317 LEN&TE Dept., dt. 24.11.1987, 1 post of Regional Assistant Director was created at Ongole. In G.O.Ms.No.1034, Edu.Dept, dt.19.5.1970 1 post of Regional Assistant Director at Warangal was sanctioned and in G.O.Ms.No.265.LEN&TE Dept, dt 15.7.85 1 more post of Regional Assistant Director at Visakapatnam was sanctioned. In G.O.Ms.No.81 LEN&TE Dept, dt. 4.3.1966, 3 posts of Regional Assistant Directors at Kakinada, Kurnool, and Warangal were upgraded to that of Regional Deputy Directors. In G.O.Ms.No.387, dt. 22.10.1996, 3 more posts of Regional Assistant Directors at Visakapatnam, Ongole and Hyderabad were upgraded to that of Regional



Deputy Directors. Thus, 6 posts of Regional Deputy Directors have come into existence, co-terminus with the 6 Zones, under the SIX Point Formula. All these are now made permanent, except the post of Regional Deputy Director, Warangal, which is being continued on temporary basis.

## **2. POSITION WITH THE DEPARTMENT:**

These posts are supervisory, as well as Administrative in nature. They have financial and administrative powers. They can take independent decisions in certain matters.

## **3. LISTING OUT FUNCTIONS:**

1. The Regional Deputy Director shall guide, instruct supervise and inspect the work of all her subordinate officers in the Region, both in respect of regular departmental institutions and programmes, and Women and Child Welfare Programmes in Panchayat Samithies.

2. She shall tour for a minimum of 15 days in the month or 90 days in a half year and cover all the Districts in her jurisdiction atleast once in 3 months and all Applied Nutrition Programme Blocks once in 6 months.

3. She shall attend a minimum of 2 meetings of the 4th Stating Committees of each of the Zilla parishads in her jurisdiction in a year.

4. She shall establish and maintain good working relationship with District Collectors, Chairmen. Zilla Parishads and Presidents Panchayat Samithis, so that departmental programmes can be implemented with care and efficiency with local co-operation.

5. She shall visit a fair number of Voluntary Social Welfare Organisations every month and ensure proper implementation of Welfare Programmes and Projects in the Voluntary Sector by giving timely guidance and helping them solve any problems.

6. She shall

(a) approve tour programmes and review tour dairies of District Women and Child Welfare Officer, every month and submit the reviews to the Director

of Women and Child Welfare.

(b) Sanction of causal leave to PD District Women Devi and Child Welfare Agency and

(c) Initiate confidential reports of District Officers and submit them to the Director through the respective District Collectors.

7. She shall sanction all kinds of leaves to Extension Officers and be the custodian of their Confidential Reports.

8. She shall exercise powers of unit Officers in respect of Ministerial staff up to the level of U.D.C. within the unit area.

9. She shall exercise such administrative and financial powers as are delegated and may be delegated from time to time in future.

10. She shall be the countersigning authority for T.A. and T.T.A bills of Women and Child Welfare Officers and D.C. bills of Children Homes and Service Homes and other institutions in her jurisdiction.

11. She shall conduct detailed annual inspection of all District Offices, Service Homes and quarterly summary inspection of Service Homes and submit the same to the Director of Women and Child Welfare on the dates prescribed and in the forms of questionnaire prescribed for the purpose.

12. She shall order admission into Service Homes and Regional Tailoring Center in the region.

13. She shall release grant-in-aid to departmental Institutions working in Panchayat Samithis.

14. She shall work in close association with the Home Science Wing where field level workers are trained and participate in Planning syllabus and training programmes.

15. She shall submit her tour programmes and tour dairies for review to the Director each month on the dates fixed for the purpose.

16. She shall effect transfers of Extension Officers (W & CW) from one District to another within her jurisdiction.

17. She shall accord technical sanction for Tailoring and Dress making Centers.

18. She shall convene conference of PDs District Women Dev. Child Agency in every quarter to review the progress of work in the region and also attend atleast one staff meeting at the District level in each month, to acquaint herself with the problems of Extension Officers (W&CW) in the Districts. (Vide G.O.Ms.No. 1197, E & SW (H1) Dept., dt. 27.12.1975.)

#### **4. ORGANISATIONAL JURISDICTION:**

Her Organisational jurisdiction extends to the entire Zone.

#### **5. ENACTMENT OF RULES:**

NIL So far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENTS:**

NIL So far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, she has to approach the Commissioner/Director, Women and Child Welfare Department.

#### **8. ACCOUNTABILITY:**

She is accountable to the Commissioner/Director, Women Development and Child Welfare Department.

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

There are no targets fixed for this functionary. However, the following targets In respect of her tours have been prescribed by the Government:-

1. She shall tour for a minimum of 15 days In the month or 90 days In a half year and cover all the Districts In her jurisdiction atleast once in 3 months and all Applied Nutrition Programme Block once in 6 months.

2. She shall attend a minimum of 2 meetings of the 4th Stating Committees of each of the Zilla parishads in her jurisdiction in a year.

3. She shall establish and maintain good working relationship with District Collectors, Chairmen, Zilla Parishads and Presidents Panchayat Samithis, so that departmental programmes can be implemented with care and efficiency with local co-operation.

4. She shall conduct detailed annual Inspection of all District Officers, Service Homes and quarterly summary inspection of Service Homes and submit the same to the Director of Women and Child Welfare, on the dates prescribed and in the forms of questionnaire prescribed for the purpose.

6. She shall convene conference of PDs District Women Child Dev. Agency. every quarter to review the progress of work in the region and also attend atleast one staff meeting at the District level in each month, to acquaint herself with the problems of Extension Officers (W&CW) in the Districts. (vide G.O.Ms.No.1197 SW Dept. 27.12.1975.

#### **10. PERIODICALS AND REPORTS:**

She has to submit her tour programmes and tour diaries every month to the Commissioner/Director, on the dates fixed for the purpose. These tour programmes and diaries are common in all the Government departments.

#### **11. & 12. FORMS AND REGISTERS:**

No special Forms and Registers have been prescribed to this functionary. She has to conduct Annual Inspection of all District Offices, Service Homes, and quarterly summery inspection of Service Homes and submit them to the Commissioner/Director, on the prescribed dates and in the forms of questionnaire prescribed for this purpose. These inspection reports and questionnaire are common to all Government Departments.

#### **13. INTERFACE WITH THE PUBLIC:**

She will have Interface with the following persons and Institutions:-

I. Chairman and Members of the Zilla Parishads, when she attends the

Standing Committee Meetings of the concerned Zilla Parishads.

2. District Collectors, Chairman Zilla Parishads, and Presidents Panchayat Samithis, in connection with the implementation of Women Development Programmes.

3. The Voluntary Social-Welfare Organisations, such as Women Organisations working/maintained for the benefit of Women and Children in the Zone and Old age Homes/Day Care Centers/Mobile Medicare Units with regard to proper utilisation of the grants released to them and their proper maintenance to cater to the needs of the beneficiaries according to the norms laid down in this regard, if any.

4. Field level workers of the Home Science Wing, where they are trained and participate in planning syllabus and training programmes.

## **PROJECT DIRECTOR, (DISTRICT WOMEN AND CHILD DEVELOPMENT AGENCY)**

### **ORIGIN:**

In G.O.Ms.No.66 WD&CW Dept., dt. 28. 7.1997 orders were issued re-organising the District Offices and formation of District Women and Child Development Agency in each District by merging the District Women and Child Welfare Office with that of the Programme Officers Office. The post of Programme Officer ICDS Cell was redesignated as Project Director, District Women and Child Development Agency. The post of Women and Child Welfare Officer was also redesignated as Assistant Project Officer and she will work under the control of Project Director, District Women and Child Development Agency.

### **2. POSITION WITH THE DEPARTMENT:**

This is a supervisory as well as administrative post in the District, being the Head of the District. The Project Director will be incharge of all programmes relating to women, Including women institution, Telugu Bala Mahila Pragathi Pranganams, Voluntary Organisations, Children programmes, 33 1/3% reser-

vation to women and implementation of Women Sub-Plan etc.,

### **3. LISTING OF FUNCTIONS:**

1. The Project Director shall guide, instruct and inspect the work of all her sub-ordinate officers in the district, both in respect of regular departmental institutions and programmes and women and Child Welfare Programmes in Mandals.

2. She shall tour for a minimum of 15 days in the month of 90 days in a half year and cover entire district once in 2 months.

3. She shall attend all the meetings of the Zilla Parishad pertaining to departmental activities.

4. She shall establish and maintain good working relationship with the District Collector, Chairman, ZPP, all Officers of other Departments at District Level and Presidents of Mandal Praja Parishads, so that departmental programmes can be implemented with care and efficiency with local co-operation.

5. She shall visit a fair number of Voluntary Organisations every month and ensure proper implementation of welfare programmes and Projects in the Voluntary sector by giving timely guidance and helping them to solve any problems.

6. She shall approve tour programmes and review tour diaries of Assistant Project Officer, Child Development Project Officers and Additional Child Development Project Officers, Extension Officers (Hqurs) every month.

7. She shall exercise such administrative and financial powers as are delegated and may be delegated from time to time.

8. She shall be the countersigning authority for TA & TTA bills of all the Gazetted and Non-Gazetted staff in the District.

9. She shall conduct detailed Annual Inspections of all the Offices and institutions in the District.

10. She shall order admissions to all the departmental institutions in the District.

11. She shall release grant-in-aid to the departmental institutions working in the Mandal Praja Parishads.

12. The service Homes and State Homes which were under the control of Regional Deputy Directors hitherto will hereafter functions under the control of Project Director.

13. She shall work in close association with the Home science Officials where field level workers are trained and participate in planning syllabus and training programmes.

14. She shall submit her Advance Tour Programmes for approval and tour diaries for review to the Director of Women Development and Child Welfare A.P. Hyderabad every month on the dates fixed for the purpose.

15. She shall convene monthly meetings of all the Child Development Project Officers and Women and Child Welfare Officers in the District to review the progress of work in the District and mark copies to Commissionerate/Directorate.

16. The Telugu Bala Mahila Pragathi Pranganams are also brought under the control of the Project Director who should review the work and take steps for improvement and running of it in a proper manner to achieve its aims and others.

17. The Project director shall be responsible for implementation of 33 1/3% reservation for women in the district and inspect the offices and check the rosters of various departments in the District and guide them in implementation and bring the lapses, if any, to the notice of the concerned departments.

18. She shall be responsible for implementation of all ICDS works in the District besides the Departmental works.

19. She will have to supervise the work of family counselling centres with regard to filling of cases with due consent of Dowry Prohibition Officer or with due consent of Advisory Committee under the provisions of Dowry Prohibition Act of 1961 (Central Act 28 of 1961) and the rules issued in G.O.Ms. No.

72 WD&CW, dt. 17.11.1998.

**4. ORGANISATIONS JURISDICTION:**

His/Her jurisdiction extends to the entire District.

**5. ENACTMENT OF RULES:**

"NIL" so far as this functionary is concerned.

**6. CRITICAL PROVISIONS OF ENACTMENT:**

"NIL" so far as this functionary is concerned.

**7.HELP IS REQUIRED:**

If any help is required, He/She has to approach the Regional Deputy Director.

**8. ACCOUNTABILITY:**

He/She is accountable to the Regional Deputy Director.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

No targets have been prescribed. However, the functionary will have to ensure completion of plan schemes and other developmental works relating to the Women and Children within the time limits prescribed, if any; in a particular scheme or programme.

**13. INTERFACE:**

He/She will have interface with District Collector, Chairman Zilla Parishad, all Officers of other Departments at District level and Presidents of Mandal Praja Parishads, so that Departmental Programmes can be implemented with care and efficiency with local co-operation. He/She will also have Interface with the Voluntary Organisations, functioning in the District to ensure proper implementation of welfare programmes and projects in the Voluntary sector, by giving timely guidance and helping them to solve their problems. He/She will have interface with the Home Science officials, where field level workers are trained and participate in planning syllabus and training programmes.



He/She will have Interface with sub-ordinates as well as superiors in the proper implementation of various programmes, besides the authorities or Telugu Bala Mahila Pragathi Pranganams, which are under the control of the A.P. Women Co-Operative Finance Corporation.

## **CHILD DEVELOPMENT PROJECT OFFICER/ ADDITIONAL CDPO / ASSISTANT PROJECT OFFICER:**

### **1. ORIGIN:**

In G.O.Ms.No.66 WD&CW Dept., dt.28.7.1997, orders were issued re-organising the District Offices and formation of "District Women and Child Development Agency". Accordingly, it was ordered to set up District Women and Child Development Agency, (DW&CDA) in each District by merging the District Women and Child Welfare office with that of Programme Officers Office along with staff of the District Women and Child Welfare Office, except the Driver and Watchman. The District Collector concerned is the Ex-Officio Chairperson of the District Women and Child Development Agency. The post of Programme Officer, ICDS Cell was redesignated as PROJECT DIRECTOR, DISTRICT WOMEN AND CHILD DEVELOPMENT AGENCY. The post of Women and Child Welfare Officer was redesignated as Assistant Project Officer and she will work under the control of Project Director, District Women and Child Development Agency. There are at present 23 posts in the said category. (Under the ICDS (World Bank Project) there, are 42 posts of CDPOs at the Block level and 4 posts of CDPOs in the Project Management Unit in the Headquarters, besides 46 posts of Additional Child Development Project Officers at the Block levels. These are all common categories known by different designations).

### **2. POSITION WITH THE ORGANISATION:**

The functionary is to assist the Project Director and has no powers to take any independent decisions.

### **3. LISTING OF FUNCTIONS:**

The following duties and responsibilities have been allotted to the CDPOs

1. The Child Development Project Officer will act as the coordinator of the ICDS teams at the Block level. He/She will be incharge of the schemes of ICDS Functional Literacy for Adult Women and will have the responsibility for implementing the programme and supervising day to day administration of the project.

2. The CDPO will finalise monthly and yearly budget for each Anganwadi and will incur necessary expenditure for running Anganwadi activities and functional literacy alone.

3. The CDPO will supervise and guide the work of the entire Project team including supervisors and Anganwadi Workers. For this purpose, he/she will undertake field visits and call for staff meetings periodically at the Block office.

4. The CDPO, in the initial stages, will guide the Anganwadi Workers in carrying out a quick simple census of the Project Villages so as to enumerate and identify children, pregnant women and nursing mothers. On the basis of these census reports, supplementing it by his/her own collection of information, the CDPO will prepare a Project Report containing all necessary and relevant base-line information.

5. The CDPO will ensure the maintenance of proper registers and Records, both at the Block and the Anganwadi levels. He/She inspect these Records periodically.

6. The CDPO will make necessary arrangements for obtaining transporting, storing and distributing various supplies as indicated in the Intergrated Child Development Services and Functional Literacy Schemes. For this purpose, he/she will maintain necessary links District and State Officials.

7. The CDPO will ensure that all the equipment and material supplied for the ICDS programme are accounted for and are used and maintained properly.

8. The CDPO will act as the Convenor or Secretary of the Block-level coordination committee. He/She will arrange the meetings of the Committee,

prepare agenda notes and record the minutes. He/She will take all necessary steps to ensure coordinated implementation of Project programme and services.

9. The CDPO will act as an integral part of the Block team. He/She will maintain functional liason with the Block Headquarters, Primary Health Centers, Panchayati Raj Institutions, educational set-up and Voluntary Organisations functioning in the area. He/She will ensure cooperative functional relationships between the PHC/Sub-Centers staff and Supervisors/Anganwadi Workers.

10. As the CDPO will be required to incur contingency expenditure for the purpose of articles etc., required by the Anganwadi Workers and other Project functionaries he/she would act as the Drawing and Disbursing Officer for the ICDS schemes and Functional Literacy Schemes excluding the health inputs, if so authorised by the State Government.

11. The CDPO will make efforts for obtaining local community involvement and participation in implementing ICDS and Functional Literacy Schemes. He/She will encourage the local community to contribute to the programme in terms of food supplies building materials, voluntary services etc.,

12. The CDPO will guide the Supervisors and Anganwadi Workers in forming and operating village level committees. He/She will also guide them in establishing functional and cooperative links with village level Mahila Mandals, Youth Clubs and Primary Schools.

13. The CDPO will arrange education programmes like nutrition and hygiene demonstrations with the help and assistance of other Block personnel.

14. The CDPO will be responsible for preparing and dispatching periodical progress reports to the concerned higher officials. He/She will also furnish all information, as and when required by State and Central ICDS units.

15. The CDPO as in-charge or the ICDS team at the Block Level, will take all necessary measures for ensuring staff recruitment and training. He/She will depute Supervisors and Anganwadi Workers for training, as and when required.

16. The CDPO will undertake field visits periodically and will submit his/her monthly tour programme to higher officials. The tour programme should be chalked out in consultation with the BDO and PHC Doctors. He/She will tour atleast 18 days a month with 10 night halts outside of his/her headquarters.

The Assistant Project Officer shall work under the control of the Project Director, DW&CDA.

(Vide Cir.Memo.No.15342/C2/95, dt. 7.8.97 of the Director, WD&CW Dept.)

The CDPOs in the Head Office of Project Management Unit in the Commissionerate/Directorate, will attend to work relating to Early Child Education and Clean and Green: Communications and monitoring.

While the CDPOs are the Drawing and Disbursing Officers, the ACDPOs and APOs are not Drawing and Disbursing Officers.

#### **4. ORGANISATIONAL JURISDICTION:**

The Organisational Jurisdiction of the CDPOs and ACDPOs is ,within the concerned Block. The Organisational Jurisdiction of Assistant Project Officer is the concerned Districts.

#### **5. ENACTMENT OF RULES:**

"NIL" so far as these functionary are concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

"NIL" so far as these functiuoary are concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, these functionaries will have to approach the concerned Project Director. The CDPOs in PMU Unit will approach the Deputy Director, PMU.

#### **8. ACCOUNTABILITY:**

They are accountable to the concerned Project Director. The CDP0s in

Project Management Unit are accountable to the Deputy Director, PWU.

### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC..**

No specific targets have been prescribed. However, they have to undertake field visits periodically and tour at least 18 days a month, with 10 night halts outside his/her headquarters.

If any specific targets are prescribed under any of the schemes being implemented under their jurisdiction, they have to ensure that those specific targets are attained.

### **10. PERIODICALS AND REPORTS:**

They will have to submit such periodicals and Reports, which are common to all Government Departments, such as tour diaries and tour programmes and progress of expenditure on Plan Schemes. If any specific periodicals and Reports are required or whenever called for by the State and Central ICDS Units they have to Submit them to the concerned authority.

The functionary will have to ensure proper maintenance of such Forms and Registers, which are required to be maintained in all Government Offices in common, such as tour programmes, tour diaries and progress or expenditure on Plan Schemes etc.,

### **13. INTERFACE:**

He/She will have interface with all Superior Officers and subordinates very frequently. He/She will have interface with BDOs, Medical Officers, Voluntary Organisations, Anganwadi Workers: the concerned Project Director and some times, with the concerned District Collector with regard to implementation of various welfare schemes undertaken for the benefit of the Women and Children. They will also have interface with the local population in their involvement and participation in ICDS and Functional Literacy Schemes and their contribution in terms of food supplies, building materials and Voluntary services, Mahila Mandals, Youth Clubs or Primary Schools, etc.,

## **WOMEN AND CHILD WELFARE OFFICER**

### **1. ORIGIN:**

In G.O.Ms.No.1058 SW&L Department, dt.18.10.1957, three posts of Women and Child Welfare Officers State Home in the cadre of Women and Child Welfare Officer at Hyderabad, Secunderabad and Rajahmundry were sanctioned. One post was sanctioned at Mahabubnagar in G.O. Ms.No.1994 Edu.(SW Dept.) dt27.7.65.

In G.O.Ms.No.3152 Edu. Dept., dt.29.9.1961 three posts of Women and Child Welfare Officer were created at Hyderabad, Kannapuram and Ananthapur. in G.O.Ms.No.3069 Edu., Dept., dt. 31.1.67 was sanctioned at Warangal One post of Women and child Welfare Officer at Ananthapur was sanctioned in G.O.Ms.No. 713 LEN&TE Dept, dt.24.10.1979 one post of women and Child Welfare Officer was sanctioned for Service Home at Nellore. All these posts are now made permanent.

### **2. POSITION WITH THE DEPARTMENT:**

They are Supervisory posts and carry administrative and supervisory functions . There is no change in their position, eversince, they have been sanctioned. These are common posts and carry the same nature of duties whether they are posted in the State Home or in the Service Home.

### **3. LISTING OF FUNCTIONS:**

1. She is the head of the Home.
2. Will have to look after the well being and the happy stay of the inmates in these homes.
- 3.They have to look after providing food, shelter and clothing properly.
4. They have to arrange for the training or the inmates in trades, keeping in view of their ability and aptitude of the inmates.

### **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Home to which they are posted.

**5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

**6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as these functionaries are concerned.

**7. HELP IS REQUIRED:**

If any help is required, they have to approach the concerned Project Director of the District, in which the Home is located.

**8. ACCOUNTABILITY:**

They are accountable to the concerned Project Director of the District, in which the Home is located.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as these functionaries are concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as these functionaries are concerned.

**11. & 12. FORMS AND REGISTERS:**

NIL so far as these functionaries are concerned. However, they have to ensure that Registers such as Attendance Register, Register of purchases, Register of issues etc., which are common to all Government Institutions, are maintained by the concerned sub-ordinate staff.

**13. INTERFACE WITH THE PUBLIC:**

They do not have much scope for Interface with the public. However, when destitute women/deserted women and other needy women are brought to the Homes, for admission, they will have Interface with such of those candidates and their relatives and dependents.

## **PRINCIPAL OF WOMEN TECHNICAL TRAINING INSTITUTE:**

### **1. ORIGIN:**

The post of Principal was made permanent w.e.f. 8.4.1980 vide G.O.Ms.No.216

LEN&TE, dt.8.4.1980.

### **2. POSITION WITH THE ORGANISATION:**

This post is intended to manage and run the Women Technical Training Institute on sound lines. This is the top most post in the Institute. He can take independent decisions, subject however to the general superintendence of the Commissioner. There is no change in the status of the functionary. He/She has supervisory as well as administrative functions.

### **3. LISTING OUT FUNCTIONS:**

1. He/She is in-charge of General Administration, academic matters and discipline of the Institution and is responsible to the higher authorities for smooth and overall functioning of the institution.

2. Will run the administration with the assistance of Head of Section. Administrative Officer, H.S. Hostel Manager and Deputy Warden of the Hostel.

3. Is the appointing authority for the posts of Junior Assistants, Class-IV employees, and contingent staff, observing communal roster and recruitment through Employment Exchange.

4. Is empowered to award punishments such as censure, withholding of increments, postponement of probation, upto the cadre of Asst, Lecturers; removal from service duly following the procedure laid down under CCA rules in cases of disciplinary action for the categories noted against item (3) above.

5. Will watch whether the staff members are attending to their teaching duties as per the time table and inspect the class rooms often and Initiate suitable action against staff members, who let off classes without any valid reasons.



6. Will conduct periodical meetings with the Heads of Sections to review the progress of the academic work/administration of various departments and issue suitable institutions that are necessary from time to time. He will also hold meetings with the ministerial staff, once in a month, to review the.

1. Progress of the expenditure.
2. Maintenance of the expenditure.
3. Reconciliation of personal Registers.
4. Pending audit objections,
5. Pending LAQs
6. Physical verification of stores and submission of proposals for condeming auctioning.
7. A.P, Educational Loan recovery.

Other issue of important nature.

5. Will inspect all the laboratories and Workshops along with the concerned Head of Section periodically to know whether any of the equipment and machines are out of order, and he will address the concerned suppliers to replace the parts wherever necessary or depute their service Engineer to set right the defects and commission the machines.

6. Is empowered to sanction Earned Leave/LTC etc., upto the level or Administrative Officer, Hostel Superintendent.

7. Will release and sign increments/certificate in respect of all staff where the post of A.O. does not exist/vacant.

8. Is empowered to sanction G.P.F. advances, G.P.F. part final with drawl upto the level of Associate Lecturers.

9. Will visit the Hostel periodically along with Deputy Warden and arrange meetings with the Hostel Committee to know the problems faced by the inmates of the Hostel and redress them early, with the assistance of the Deputy

Warden/Hostel Manager/Hostel Superintendent. The frequent visits of the Principal to the classes/labs workshops etc., will solve many problems and also improve the discipline of the students.

10. Will periodically check the cash book of the office and also the Hostel cash book, once in a month.

11. Will operate the P.D. Account including scholarship account and cheques will be issued with his signature.

12. Will be the Drawing and Disbursing officer In the absence of A.O., on leave other than causal leave.

13. He will issue all sanction orders for all purchases, advances, pay fixations, leave sanctions etc.,

14. Will countersign all T.A. & LTC bills or members of staff.

15. Will take classes for four hours in a week, for the students as per the norms prescribed by the Director.

16. Will communicate the seniority list of all cadres for which he is the appointing authority.

17. Will regularise the services of personnel, for which posts, he is the appointing authority and also declare the satisfactory completion of probation immediately, after the prescribed period is over, unless there is anything adverse against the services on record is round and for that reason, the period or probation is ordered to the extended (for any specific period).

18. Is in-charge of planning the development of the institution in line with State and local policies.

19. Should procure, allocate and supervise the utilisation of Institutional resources.

20. Should design and pursue with various agencies, the proposals for assistance of institutional growth.

21. Should manage student services and ensure students discipline.

22. Should establish relationships and managing interactions with industry, employees, parents etc.,

23. Should maintain a close liason with State Directors, Board Officials, Regional Officers, Regional apprenticeship, Board officials and T.T.I etc.,

24. Should undertake any other activity that will lead to the overall growth of the institution vis a vis the technical educational system.

#### **4. ORGANISATIONAL JURISDICTION:**

The Organisational jurisdiction of this functionary extends to the Technical Training Institute and the attached Hostel.

#### **5. ENACTMENT OF RULES:**

"NIL" so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

"NIL" so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, he/she has to approach the Commissioner/Director, Women Development and Child Welfare Department.

#### **8. ACCOUNTABILITY:**

He/She is accountable to the Commissioner/Director.

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

"NIL" so far as this functionary is concerned.

#### **10. PERIODICALS AND REPORTS:**

"NIL" so far as this functionary is concerned.

#### **11. & 12. FORMS AND REGISTERS:**

"NIL" so far as this functionary is concerned. However, he has to ensure maintenance of Registers and Records indicated in the Annexure Nos. VII.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have interface with the Superiors and subordinates, including the teaching staff and Hostel staff very frequently. Will have interface with the State Board of Technical Education, with the Industry and parents etc., in the proper management and running of the training institute.

**CDPOs/RESEARCH OFFICERS: (4)****1. ORIGIN:**

The post of CDPOs and Research Officers is in the cadre of CDPOs were sanctioned by the Government on temporary basis for the ICDS World Bank assisted Projects, in G.O.RtNo.118, WD&CW, Dept, dt.17.3. 1999. They are last continued till 29.2.2000.

**2. POSITION WITH THE ORGANISATION:**

They assist the Deputy Directors in proper implementation of the World Bank assisted ICDS Projects in the State.

**3. LISTING OF FUNCTIONS:**

These are common categories, which are also available in the WD&CW Department and their functions have been indicated exclusively against the post of CDPOs. However, in the Project Management Unit, the CDPOs and the Research Officers are allotted the work relating to Early Childhood Education: Clean and Green: Communications and monitoring etc.,

**4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Project Management Unit.

**5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

**6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as these functionaries are concerned.

**7. HELP IS REQUIRED:**

If any help is required they have to approach the concerned Deputy Director.

**8. ACCOUNTABILITY:**

They are accountable to the concerned Deputy Director.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC..**

NIL so far these functionaries are concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as these functionaries are concerned.

**11. & 12. FORMS AND REGISTERS:**

NIL so far as these functionaries are concerned.

**13. INTERFACE WITH THE PUBLIC:**

They have practically no scope for any Interface with the public. However, they have frequent Interface with Officers of the Project Management Unit, and the officer of the Women Development and the Child Welfare Department.

**PROJECT CO-ORDINATOR:****1. ORIGIN:**

Originally one post of Project Co-Ordinator was created by the Government on temporary basis in G.O.Rt.No.4419 GA (SPI) Dept. dt.7.12. 1989. Subsequently this post has been redesignated as Project Co-Ordinator in G.O.Ms.No.66, GAD, dt. 20.2.1999. This is last continued upto 29.2.2000 on temporary basis.

**2. POSITION WITH THE DEPARTMENT:**

The Project Co-Ordinator is head of the Project Management Unit ICDS

(World Bank). He has to coordinate and monitor the World Bank assisted ICDS Projects in the State. He has been declared as Head of the Department for all practical purposes in order to handle the matters of ICDS Projects functioning with the World Bank assistance and exercise the powers under codal rules of A.P. Financial code and to operate the relevant head of account under the Annual Budget concerned to his Projects. Vide (G.O.Ms.No. 77, WD,CW&DW Dept., dt.27.12.99).

### **3. LISITNG OF FUNCTIONS:**

He is the head of the PMU ICDS (World Bank) Projects. He has to co-ordinate and monitor all the World Bank assisted ICDS Projects. He has to guide and issue suitable Instructions to all the Deputy Directors, Assistant Directors, Child Development Project Officers, and Assistant Child Development Project Officers, working under him with regard to proper implementation of the said project. He has to guide the dignitaries visiting the State from the World Bank, to have a first hand information about the stages of implementation of the World Bank assisted Project in the State. He has to ensure compliance of the various instructions issued by the Government of India with regard to the implementation and monitoring.

### **4. ORGANISATIONAL JURISDICTION:**

His/her jurisdiction extends to the entire State, wherever the World Bank assisted ICDS Projects are being implemented.

### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

### **6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as this functionary is concerned

### **7. HELP IS REQUIRED:**

If any help is required. He/she has to approach the Commissioner/Director Women Development and Child Welfare Department.

**8. ACCOUNTABILITY:**

He/she is accountable to the Commissioner/Director, Women Development and Child Welfare Department.

**9. TARGETS FOR SCHEMES PROGRAMMES, WORKS ETC.**

NIL so far as this functionary is concerned

**10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned.

**11. & 12. FORMS AND REGISTERS:**

NIL so far as this functionary is concerned. However, he/she has to ensure that such other registers which are required to be maintained according to guidelines of the Government of India, if any, are maintained properly by the subordinates.

**13. INTERFACE WITH THE PUBLIC:**

He/she will have interface with the public when he/she visits the concerned Projects to ensure their proper implementation. according to the guidelines of the Government of India. He/she will have frequent interface with the Officers of the women Development and Child Welfare Department and the Regional and District level Officers of the said Department

**PROGRAMME MANAGERS (2) SYSTEM ANALYST (1)  
SENIOR PROGRAMME (1)  
DATA PROCESSING OFFICER (1)  
DATA ENTRY OPERATOR (2)**

**1. ORIGIN**

One post or Senior Analyst and one post or Senior Programmer were created temporarily by the Government by the Project Management Unit In G.O.Ms.No.43, WD&CW, Dept., dt.19.3.91. One post or Data Processing Officer, two posts or Programme Managers and two posts of Data Entry Op-

erator were also sanctioned for the Project Management Unit on temporary basis in G.O.Rt. No. 118, WD&CW Dept., dt. 17.3.99. These posts were last continued till 29.2.2000.

## **2. POSITION WITH THE DEPARTMENT:**

They have to assist Project Co-ordinator and Deputy Directors with regard to feeding of Computers with the basis and essential data and also prepare manipulations and modules required.

## **3. LISTING OF FUNCTIONS:**

They have to feed and preserve the basis data in respect of the World Bank assisted ICDS Projects in the State.

2. They have to prepare manipulations and modules required by the Project Management Unit.

3. Any other work entrusted to them by the Project Co-ordinator or Deputy Directors.

## **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Project Management Unit.

## **5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

## **6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as these functionaries are concerned.

## **7. HELP IS REQUIRED:**

If any help is required they have to approach the concerned Deputy Director.

## **8. ACCOUNTABILITY:**

They are accountable to the concerned Deputy Directors.

## **9. INTERFACE WITH THE PUBLIC:**

They do not have any interface with the Public. However, they will have



frequent interface with the officers and the staff of the Project Management Unit.

## **SUPERINTENDENTS: (3)/DRIVERS (2)/ ATTENDER (1) /WATCHMAN (1)**

### **1. ORIGIN:**

Three posts or Superintends were created by the Government by temporary basis for the Project Management Unit in G.O. Rt. No. 118, dt. 17.2.99. One post of tender, one post or Watchman and two posts or Drivers were sanctioned by the Project Management Unit by the Government on temporary in G.O.Ms.No. 43 WD&CW Dept, dt. 19.3.91. All these posts are continued upto 29.2.2000.

### **2. POSITION WITH THE ORGANISATIONS AND LISTING OF FUNCTIONS ETC:**

These are all common posts available in the Department. Whether they are in the Department or in the project management Unit, they perform the same nature of duties. Their duties etc., were already indicated against the corresponding posts in the Department. Hence, they are not Indicated here again.

## **MEDICAL OFFICERS**

### **1. ORIGIN:**

The post of Medical Officers were originally sanctioned for the ICDS Projects when, ICDS Projects were started in the State i.e., during the year 1979-79 vide Govt. G.O. No. LENT dept. dt. 28-6-78. These posts have been last continued till 29.2.2000 vide G.O.Ms.No.302, WD&CW&DW, Dept, dt.16.7.1991. There are at present 21 posts of Medical Officers in the ICDS Projects (both World Bank assisted and Non- World Bank assisted projects).

### **2. POSITION WITH THE ORGANISATION:**

These are technical posts to render medical assistance to the popula-

tion or the ICDS Projects being Implemented In the State.

### **3. LISTING OF FUNCTIONS:**

1. The Medical Officer incharge and other Medical Officers at the PHC/UHU will be responsible for the delivery of health services and attainment of health objectives as envisaged in the ICDS schemes.

2. The Medical Officer incharge will prepare and implement a detailed plan of operations for the delivery of health services in the Project area. All the Medical Officers posted at the PHC/UHU are expected to participate in all the health activities including those related to the ICDS scheme. To achieve this, the Medical Officer incharge will divide the entire project area among the existing strength of Medical Officers, including the Medical Officer sanctioned from the ICDS budget, for supervision of LHVs/PHNs, ANMs and Anganwadi Workers. This division may be so made that the Medical Officer located at the dispensary can profitably look after the area around the dispensary. Similarly, the Project area will be divided among the existing strength of LHVs and ANMs so as to allot smaller area to each one of them. The headquarters of LHVs and Supervisors, as far as possible, will be the same and their operational area coterminous.

3. The detailed plan of operation will consist of schedule for immunization, health check-up and medical care, prophylaxis against nutritional anaemia, prophylaxis against blindness due to Vitamin 'A' deficiency and protein deficiency. A greater emphasis will be laid on coverage of children below 3 years of age who constitute a more vulnerable group.

4. The Medical Officer incharge will ensure that the additional health staff provided under the ICDS scheme does not function as a separate entity but is well intergrated into the existing PHC/UHU staff structure.

5. While delivery of health services related to ICDS will be the joint responsibility of all the Medical Officers posted at PHC/UHU, the Medical Officer appointed from the ICDS budget will be responsible for compiling relevant information and data on health and nutritional aspects of the ICDS programme.

6. The Medical Officer Incharge and other Medical Officers will help In locating the additional sub-centres/ANM centres so as to have .one sub-centre for ll population of 5,000. Wherever possible, 8sub-centres and Anganwadies may be located together.

7. The Medical Officer Incharge and other Medical Officers will help in enumeration of preganent and nursing mothers and children under 6 years of age and assess their health and nutrition status. They will also render help and guidance in proper selection of beneficiaries of supplementary nutrition In ICDS so that all malnourished children, especially those under 3 years and those belonging to the families of landless farmers, marginal farmers, Scheduled Castes and Scheduled Tribes and other poor sections of the community, are adequately covered under the supplimentary feeding programme. Medical Officer, Incharge will also Issue guidelines for Identification of 'at risk' children and mothers.

8. They will utilise the Anganwadls as focal points for the delivery of health services, supply first aid material, Iron and folic acid tablets and Vitamin 'A' , solution to the Anganwadi Workers and utilise the services of Anganwadi Workers as community level Health Workers tor the benefit of children and mothers. The Medical Officers will ensure that the Anganwadi Workers are properly trained at the project level for performing health tasks assigned to them. They would also ensure that the medical kits of the Anganwadl Workers are replenished at regular intervals.

9. The Medical Officer incharge will indent vaccines, Vitamin. A ' solution, iron and folic acid tablets and other vitamins and medicines required additionally, over and above the fixed quota allotted to the PHC/UHU, from the District Health Officer. He will also obtain UNICEF supplies of equipment, mid-wifery kits, etc., for the PHC/UHU and all its sub-centres Including additional ones sanctioned under ICDS scheme. The Medical Officer Incharge will ensure regular and timely supply of sufficient quantities of medicines, therapautic food, vaccines, and will make arrangements for their proper storage and utllisation.

10. Since work Infestation Is likely to be a common problem in rural, tribal and urban slum areas covered under ICDS Projects, Medical Officers will ensure that alongwith periodical deworming of children, disinfection of source of local water suply Is also undertaken. Funds under contingencies may be utilised for the purchase of suitable quantities of bleaching powder.

11. The Medical Officer incharge and other Medical Officers will make efforts to enhance and strengthen the services of PHC/UHU and other sub-centres by providing:

Facilities for rehydration of children.

Emergency treatment of children and mothers in dispensaries where doctors are posted.

Meticulous scheduling of domiciliary visit programme of para-medical staff.

Training of indigenous dais (birth attendants)

Continuous on-job education of Anganwadi Workers at the sub-centres. Facilities for admission of severely malnourished children and provision of therapautic food under supervision.

12. The Medical Officer will Identify dlstrict taluka hospital which will function as the first level referral hospital for the Project area. He will develop referral services with the paediatric and obstetric units of referral hospital with the help of ICDS consultant. The Medical Officer in charge and other Medical Officers will refer deserving cases to these units and will keep a close watch on them for any necessary follow up action.

The Medical Officer will visit each sub-centre in his supervision area at least once a week. The visit would be utilised for:

Examining the referred cases.

Checking and arranging replenishment of supplies of equipment and drugs. Checking sub-centres records and registers.

Visiting the Anganwadi located at sub-centre village/area. Solving local

operational and administrative problems.

Making home visits of certain families suggested by the ANM or the Anganwadi Worker.

13. The Medical Officer Will in consultation with the CDPO, prepare a monthly plan of supervisory visits by ANMs centres to Anganwadi Centres and by CDPO, Medical Officers, and LHVs to sub-centres and Anganwadi on fixed days.

14. The Medical Officer in charge and other Medical Officers will ensure a coordinated delivery of health and nutrition services In the project area. Combined meetings of BDO, CDPO, and PHC staff will be held once a month to review the progress of ICDS work, discuss operational plan and sort out filed problems faced In the dellveryof various services.

15. The Medical Officer Incharge and other Medical Otlicers with the help of CDPO/BDO will try to find accommodation for ANMs in their headquarter villages so that they are posted In the filed and are assigned on operational area having about 5,000 population. Similarly, efforts will be made to find accommodation for LHVs so that they can stay In vlllages which are central to their operational areas and mlnimise their time on travelling.

16. They will procure and provide relevant material for educational and motivational programmes of health and nutrition education, prevention of diseases, personal and environmental hygiene, etc., out of contingency fund provided under the ICDS scheme. They will also arrange film shows and health exhibitions with the help of district field publicity units.

17. The Medical Officer Incharge will ensure that the entire health team in the Project area is properly oriented to the needs and demands of the ICDS programme. He will depute Medical Officers and LHVs/PHNs to the orientation courses that may be organised at regional level by ICDS consultants/coordinator. He, together with ICDS consultant and CDPO, will organise training programme for ANMs/Anganwadi Workers at the block/project level on the basis of general guidelines supplied by the ANMS.

18. The Medical Officer incharge and other Medical Officers will organise collection of baseline data on morbidity-mortality pattern in the project area. The birth rate, crude death rate, infant mortality rate, mortality rate of children 1-6 years and maternal mortality rate will be worked out for each year so as to assess health status and impact of health services. The procedure followed in the sampling registration scheme of the Register General Office may be followed. Similarly, prevalence and incidence of diseases like measles, chicken-pox, diphtheria, whooping cough, tetanus, diarrhoea and dysentery and parasitic infection among children should be estimated and properly recorded. The records of Grade-III and IV malnourished children would also be carefully maintained.

#### **4. ORGANISATIONAL JURISDICTION:**

The Jurisdiction of these functionaries extends to the entire ICDS Project to which they are attached.

#### **5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as these functionaries are concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, they have to approach the Project Director, DW&CDA, of the concerned District.

#### **8. ACCOUNTABILITY:**

They are accountable to the concerned Project Director, DW&CDA.

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

The Medical Officer incharge will be responsible for the delivery of health services and attainment of health objectives, as envisaged in the ICDS schemes.

**10. PERIODICALS AND REPORTS:**

NIL so far as these functionaries are concerned.

**11. & 12. FORMS AND REGISTERS:**

These functionaries will have to maintain four diaries and submit four notes to the concerned Project Director, DW&CDA. These are common to all Government Department.

**13. INTERFACE WITH THE PUBLIC:**

The Medical Officers will have frequent interface with the public especially women and Children when emergency treatment is given to Children and mothers and they collect baseline data on morbidity-mortality pattern in the Project area and also when they visit the Anganwadi Centres. They will also have frequent interface with the concerned officials of the Block: the concerned Project Director and the CDPOs and ACDPOs.

**SOCIAL WORK INSTRUCTOR UNDER ICDS**

These posts were sanctioned by the Government on temporary basis during the year 1993 when the ICDS Projects were started in this State. These are continued on temporary basis from time to time and last continued till 29.2.2000 vide G.O.Ms.No. 52 WD&CW Dept., dt.31.3.93. There are 15 posts of Social Worker instructors in the State.

**2. POSITION WITH THE ORGANISATION:**

They have to assist in the strengthening of community participation and education in the ICDS programme. They have no independent powers. They have to approach the concerned Project Director for guidance and orders.

**3. LISTING OF FUNCTIONS:**

1. Organise continuing education for the AWWs, Supervisors and CDPO/ACDPO to elicit community participation and Organising community education.

2. Form and strengthen the village level organisations like the Mahila Mandals, youth clubs etc.,
3. Constitute, strengthen and improve the functioning of village level coordination committee.
4. Improve liaison with the block/district level functionaries like the BDO, Public Health Engineer, Sanitary Inspector, Headmaster, Surpanch for effective implementation of the ICDS Programme.
5. Organise campaigns/community education programmes to increase the awareness of community about ICDS and elicit their cooperation in delivery of ICDS services.
6. Visit the AWCs along with the CDPO/ACDPO and the Supervisors and cover atleast 20-25 AWCs from different projects in a month.
7. During the visit, it is suggested that the efforts should be made to find out the extent and nature of community's participation in ICDS so that this component of ICDS can be strengthened.
8. Visit the AWTCs and ML TCs (if any) in the District and give suggestions to the instructors to make the training more realistic so as to bridge the gap between training and field requirements.
9. Maintain information about the various community development programmes being implemented in the Districts by the Government or the Voluntary Agencies.

#### **4. ORGANISATIONAL JURISDICTION:**

Their organisational jurisdiction extends to the entire district.

#### **5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

#### **6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as these functionaries are concerned



**7. HELP IS REQUIRED:**

If any help is required, they have to approach the concerned Project Director of the District.

**8. ACCOUNTABILITY:**

They are accountable to the concerned Project Director, DW&CDA

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as these functionaries are concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as these functionaries are concerned.

**11. & 12. FORMS AND REGISTERS:**

They have to maintain registers showing the various community development programmes being implemented in the District by the Government or Voluntary agencies. Maintain tour diaries and submit tour notes to the concerned Project Director, DW&CDA. These are common to all the Government Departments.

**13. INTERFACE:**

They have frequent interface with functionaries like BDO/Health Engineer, Sanitary Inspector, Headmaster, Sarpanch for effective implementation of the ICDS programmes. They will also have frequent interface with AWWs, CDPO/ACDPO and the Supervisors and the concerned Project Director.

## **MANAGER/CDPO OF THE REGIONAL WARE HOUSES UNDER ICDS PROJECTS**

**1. ORIGIN:**

Three posts of Managers/CDPOs were created by the Government on temporary basis during the year 1985, when the ICDS scheme was introduced in the State. These posts have been continued on temporary basis since then.

They have been last continued till 29.2.2000 vide G.O.Rt.No.302, WD&CW Dept., dt.16.7.99. There are three posts of Managers/CDPOs in the State at (1) Hyderabad (2) Kakinada and (3) Cuddapah.

### **3. POSITION WITH THE ORGANISATION:**

They have to maintain and manage the Regional Ware Houses established under the ICDS Projects.

### **4. LISTING OF FUNCTIONS:**

These are also common categories and they perform similar duties as that of CDPOs in the regular line. In addition the Managers/CDPOs will manage the Regional Ware Houses under ICDS Schemes.

### **5. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the Regional Ware Houses which are located in the Districts.

### **6. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

### **7. CRITICAL PROVISIONS OF ENACTMENTS:**

NIL so far as these functionaries are concerned.

### **8. HELP IS REQUIRED:**

If any help is required, they have to approach the concerned Project Director, DW&CDA.

### **8. ACCOUNTABILITY:**

They are accountable to the concerned Project Director, DW&CDA.

### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as these functionaries are concerned.

### **10. PERIODICALS AND REPORTS:**

NIL so far as these functionaries are concerned.

**11. & 12. FORMS AND REGISTERS:**

NIL so far as these functionaries are concerned.

**13. INTERFACE WITH THE PUBLIC:**

They do not have any scope for interface with the public.

**SENIOR ASST./WATCHMAN/DRIVERS:****1. ORIGIN:**

These posts were sanctioned by the Government on temporary basis during the year 1975 when the ICDS Projects were started in the State. These are continued on temporary basis year after year and last continued till 29.2.2000 vide G.O.Rt.No.302, WD&CW dt. 16.7.99. Under each Regional Ware House there are one Sr. Asst., two Watchman, and one Driver.

**2. POSITION WITH THE DEPARTMENT:**

They have to assist the Manager/CDPO in the discharge of his/her duties.

**3. LISTING OF FUNCTIONS:**

These are common posts available in the Department. Whether they are posted in the Department or in the Regional Ware House, they perform similar nature of duties. Hence, full description of these posts is not given under Regional Ware Houses functioning under ICDS Projects.

**LECTURERS/ASSOCIATE LECTURERS (5)+ (13)  
(Civil Engineering 6, Artitechture Engineering 3,  
Computer Engineering 6, General Section 3)**

These posts were created in G.O.MS.No.687 LEN&TE DEPT.,Dt.4.10. 1979.

**1. ORIGIN:**

In Go.Ms.No.687 LEN&TE Dept., dt.4.10.1979 1 post of Lecturer was sanctioned on temporary basis. In G.O.Ms.No.58 LEN&TE Dept, dt. 10.2.1986,

3 post of Associate Lecturers were sanctioned on temporary basis. And in G.O.Ms.No.358 WD&CW Dept., dt.26.10.1965, 6 Posts of Lecturers/Associate Lecturers were sanctioned on temporary basis. In G.O.Ms.No. 358 WD&CW Dept., 26.10.95.

## **2. POSITION WITH THE DEPARTMENT:**

They have to teach the students in their respective disciplines and assist the Principal, wherever necessary.

## **3. LISTING OF FUNCTIONS:**

They have to attend to the following functions in their respective disciplines:-

1. Will take classes for 20 hours a week.
2. Will maintain log book for the academic work in which they will write the coverage of syllabus of the each days work.
3. Will assist the Head of section in carrying out successful completion of academic schedule and other developmental work in the section.
4. Will assist the Head of section in the scrutiny of applications of the eligible candidates appearing for the Board Examinations.
5. Will maintain consolidated register of attendance for the students.
6. Will review the progress of each student periodically and will intimate the parents of the students who are backward in studies and irregular in attendance. The Communication shall bear the signature of Head of section on behalf of Principal.
7. Will prepare monthly progress records of the students to be sent to their parents wards.
8. Will establish and supervise general operation and maintenance of laboratories and propose additions and modifications to resources to heads of sections and will attend to any other work assigned to them from time to time.

**4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the whole of Women's Technical Training Institute.

**5. ENACTMENT OF RULES:**

NIL so far as this function is concerned.

**6. CRITICAL PROVISIONS OF ENACTMENT:**

NIL so far as this function is concerned.

**7. HELP IS REQUIRED:**

If any help is required, He/she will have to approach the Head of the section.

**8. ACCOUNTABILITY:**

He/She is accountable to the Head of the Section.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

He/She will have to take classes for 20 hours a week. This is the only target prescribed for these functionaries.

**10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned.

**11. & 12. FORMS AND REGISTERS:**

He/She will have to maintain log book for the academic work, in which they will write the coverage of syllabus of the each days work. Maintain progress reports of the students. Will also maintain consolidated Register of attendance for the students. These are all common Register to be maintained in all Government Training Institutes, which are listed out in Annexure VIII.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have interface with the parents or the students periodically and when the students are backward in studies and irregular in attendance.

Except this there is no scope for any other interface.

## **HEAD OF THE SECTION (3)**

### **1. ORIGIN:**

These posts were created by the Government in G.O.Ms.No. 687 LEN & TE Dept., dt.4.10.1979 and

### **2. POSITION WITH THE DEPARTMENT:**

Their main job is to assist the Principal in all spheres for smooth functioning of the Institution. They are Heads or concerned sections. There are 3 such posts in Women's Technical Training Institute, Hyderabad.

### **3. LISTING OF FUNCTIONS:**

Their functions are:-

1. Will assist the Principal in all spheres for smooth functioning of the Institution.
2. Responsible for maintenance of discipline among students and staff In general and of their section in particular.
3. Will bestow attention to the socio economic problems of the students to help achieve the academic branches.
4. Will distribute the academic work fairly among the teaching staff of their branches.
5. Will see that no class is let off for want of a teacher.
6. Will arrange meetings with his staff more often to know the progress of the academic work and to ensure prompt completion of syllabus as per the time schedule.
7. Will go through the daily log book of academic work of each teaching staff member working in his section.
8. Will fix the number of theory classes for each category of staff per

week as per the norms communicated by the Director from time to time.

9. Will process the application of the eligible students appearing for the Board Examinations (Regular/Private).

10. Will display the names of ineligible candidates to appear for the Board in advance on the notice board.

11. Is responsible for the maintenance of attendance of students.

12. Will take classes for 12 hours in a week.

13. Will coordinate and manage academic, administrative and developmental activities of the section.

14. Promote and encourage appropriate innovative activities, initiate either individually or collectively by the staff or their sections.

15. Should work for the general development of the section with optimum utilization of resources.

16. Will conduct assessment of student performance.

17. Will provide staff performance appraisal information to Principal.

18. Will promote interaction amongst the staff of his section, technicians users, allied agencies and community for improving the marketability of the students passing out through the department.

19. Will attend to any other works assigned/required from time to time for the healthy growth of the Institution.

#### **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Women's Technical Training Institute.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

**6. CRITICAL PROVISION OF ENACTMENT:**

NIL so far as this functionary is concerned.

**7.HELP IS REQUIRED:**

If any help is required, He/She will have to approach the Principal of the Institute.

**8. ACCOUNTABILITY:**

He/She is accountable to the Principal of the Institute.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

He/She will have to take classes for 12 hours in a week. Except this, no other targets are fixed for these functionary.

**10. PERIODICALS AND REPORTS:**

NIL so far as these functionary is concerned.

**11. & 12. FORMS AND REGISTERS:**

Will have to ensure maintenance of log book of Academic work of each teaching staff member. Will also have to ensure that the attendance register of students is maintained properly. These two registers. are common to all the Government Training Institutes.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have frequent interface with the staff and also with the students on his/her control. Except this there is no scope for any other interface with any other functionary.

**PHYSICAL DIRECTOR:****1. ORIGIN:**

This post was originally created on temporary basis in G.O.Ms. No. 58 LEN & LE Dept., dt. 10.2.1986 and is being continued from time to time. This



post is last continued upto 29.2.2000.

## **2. POSITION WITH THE ORGANISATION:**

This functionary has to assist the Principal.

## **3. LISTING OF FUNCTIONS:**

This functionary has got the following functions:-

1. Is responsible for giving proper training to the students in Games and Sports.

2. Will conduct physical training classes regularly every day in the early hours of morning in the premises of the Institution.

3. Will arrange for the formation of games committee soon after the admissions are over. The Games Committee generally consists of the following members:

**1. Principal : Chairman.**

**2. One Head of Section : Member.**

**3. Games Secretary (Student) : Member.**

**4. Games captain (Student) : Member.**

**5. Physical Director : Secretary & Convenor.**

4. Will take all possible steps to ensure that proper play fields/Courts track etc., developed by mobilising support and cooperation from concerned agencies/Government Departments and with the active involvement of the staff and students.

5. Will maintain minutes book in which the resolution passed by the games Committee such as budget, conduct of annual games and sports, participation in interpolytechnic games, approval allocation of funds to various activities etc., are recorded.

6. Procurement of Games articles to the extent of the amount approved

by Games Committee, on competitive rates.

7. Maintenance of Courts.

8. Will maintain stock register separately one for the articles purchased from the games fund and another from Government and maintain register of unserviceable articles.

9. Will dispose of the unserviceable articles in public auction with the approval of games committee in respect of the articles purchased from games account and with the sanction of Government in respect of articles purchased from Government funds.

10. Will maintain perfect cleanliness in the Institution and premises with the assistance of students and contingent staff allotted to him/her by the Principal.

11. His working hours are generally from 7 A.M. to 10 A.M. and 3 to 6 P.M. on all working days.

#### **4. ORGANISATIONAL JURISDICTION:**

His/Her jurisdiction extends to the entire Women's Technical Training Institute.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF THE ENACTMENTS:**

NIL so far as this functionary is concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, He/She has to approach the Principal.

#### **8. ACCOUNTABILITY:**

He/She is accountable to the Principal of the institute.

**9. T ARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC..**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned.

**11. & 12. FORMS AND REGISTERS:**

He/She will have to maintain a Minutes Book in which the resolutions passed by the Games Committee, such as budget, conduct of Annual Games, Sports, allocation of funds to various activities etc., are recorded. Will have to maintain stock register separately one for the articles purchased from the Games fund and another from Government funds and Register of unserviceable articles. These registers are common to all Government Departments.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have interface frequently with the students, staff members and the Principal with regard to planning and conducting sports, games and participation in Interpolytechnic games etc.,

## **LAB ATTENDERS (3)**

**1. ORIGIN:**

These posts were sanctioned on temporary basis by the Government in G.O.Rt. No. 358 WD&CW Dept., dt. 26-10-1995.

These posts are last continued upto 29-2-2000.

**2. POSITION WITH THE ORGANISATION:**

They have to assist the Section in-charge and will work according to the instruction's given by him.

**3. LISTING OF FUNCTION:**

He/She will have the following functions:

1. Will assist the section in-charge during the conduct of practical classes to the students.

2. Will clean every day the machinery equipment etc., available in the laboratory and Workshop etc., to which he is posted.
3. Will maintain perfect cleanliness in the laboratories and Workshops.
4. Will be available in the section during working hours and safe guard the Government property.
5. will attend to the work entrusted to him/her for proper maintenance of laboratory by the section incharge.
6. Will open and close the section punctually in the presence of laboratory/ Workshop in-charge.
7. Will attend to any other works entrusted to him from time to time.

#### **4. ORGANISATIONAL JURISDICTION:**

His/Her jurisdiction extends to entire Women's Technical Training Institute.

#### **5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

#### **6. CRITICAL PROVISIONS:**

NIL so far as these functionaries are concerned.

#### **7. HELP IS REQUIRED:**

If any help is required, he/she has to approach the Section in-charge.

#### **8. ACCOUNTABILITY:**

NIL so far as these functionaries are concerned.

#### **9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as these functionaries are concerned.

#### **10. PERIODICALS AND REGISTERS:**

NIL so far as these functionaries are concerned.

#### **11. & 12. FORMS AND REGISTERS:**

NIL so far as these functionaries are concerned.

**13. INTERFACE WITH THE PUBLIC:**

He/She has no scope for any interface.

**ATTENDERS (2)****1. ORIGIN:**

One post of Attender was sanctioned on temporary basis in G.O. Ms. 75 LEN & TE Dept., dt. 2.2.1978 and another post of Attender was sanctioned by the Government in G.O. Rt. 358 Len & TE Dept., dt. 26-10-1995 on temporary basis. These two posts are been continued temporarily since then. They are last continued upto 29.2.2000.

**2. POSITION WITH THE ORGANISATION:**

They belong to the Class IV category of employees. They will have to assist the section heads, office and the Principal.

**3. LISTING OF FUNCTIONS:**

1. All attenders will wear turbans or caps during working hours of the Institutions. The attender available at Principal room, office and rooms of Heads of Section shall wear davel also.
2. All attenders will attend the institution an hour before the scheduled time and dust the furniture available in the office and maintain perfect cleanliness and leave the office after the close of the office with the permission of Administrative Officer/Office Superintendent.
3. Will place drinking water in the offices.
4. Generally the attenders will attend the treasury duty for presenting the bills and encashment of bills endorsed in favour upto Rs. 250/- Local delivery release of parcels circulation's, assist the inward and outward section in preparing covers, affixing service postage on covers, bringing tappals from post office, taking covers for postal registration, carrying files from one section to another bringing the tappals from post office on institution holidays to the residence of Principal etc.,

5. Will attend to any other duties entrusted to them from time to time.
6. Those who have been appointed to perform 'Night Watchman' duties shall attend the office hour before the closure of the office and take charge from the 'day Watchman'. The staff appointed or those who have been entrusted with the duties of 'Night Watchman' are not eligible to avail themselves of any public holidays. However, they are eligible to avail casual leave or other regular leaves, that they may be entitled to during the absence of the 'Night Watchman'. The Head of the institution shall make substitute arrangements by drafting other attenders to perform the duties of Night Watchman.

#### **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the whole of the Women's Technical Training Institute.

#### **5. HELP IS REQUIRED:**

If any help is required, they have to approach the Administrative Officer or the office Superintendent.

#### **6. ACCOUNTABILITY:**

They are accountable to the Administrative Officer/Office Superintendent.

#### **7. INTERFACE WITH THE PUBLIC:**

They have no practically no scope for any interface.

## **COMPUTER OPERATOR (1)**

### **1. ORIGIN:**

One post of Computer Operator was sanctioned by the Government in G.O.Rt. No. 358, WD&CW Dept., Dt. 26.10.1995 with the introduction of Diploma Course in Computers. This post is continued upto 29.2.2000.

**2. POSITION IN THE ORGANISATION:**

He/She has to assist the Head of the section in all Computer related issues.

**3. LISTING OF FUNCTIONS:**

He/She has to develop various modules required for teaching purposes.

2.Chalkout Programmes in respect of teaching in Computer Operations.

3.Assist the Head of the Section as when required.

**4. ORGANISATIONAL JURISDICTION:**

His/Her jurisdiction extends to the entire training Institute.

**5. HELP IS REQUIRED:**

If any help is required he/she has to approach the Head of the Section.

**6. ACCOUNTABILITY:**

He/She accountable to the Head of the Section.

**7. INTERFACE WITH THE PUBLIC:**

He/She has practically no scope for the interface with the public.

## **LIBRARIAN (1)**

**1. ORIGIN:**

One post of Librarian was sanctioned on temporary basis to the Women's Technical Training Institute, Hyderabad in G.O.Ms. No. 58 LEN&TE Dept., Dt. 10.2.1986 on temporary basis. This post was last continued till 29.2.2000.

**2. POSITION WITH THE ORGANISATION:**

He/She is the Head of the Library and has to assist the Principal in matters relating to Library.

**3. LISTING OF FUNCTIONS:**

He/She will have to assist the category of books and the quantity of books to be purchased for the Library.

2. Maintain proper accounts of the periodicals and News papers purchased for the Library.

3. Maintain proper account of the books purchased and issued to the students.

4. He/She shall maintain a Register indicating the missing books and the No. of spoiled books, which require replacement.

**4. ORGANISATIONAL JURISDICTION:**

Organisational Jurisdiction extends to the entire Library.

**5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

**6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as this functionary is concerned.

**7. HELP IS REQUIRED:**

If any help is required, he/she has to approach the Principal of the Women's Technical Training Institute.

**8. ACCOUNTABILITY:**

He/She is accountable to the Principal of the Women's Technical Training Institute.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.,**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned.



**11. & 12. FORMS AND REGISTERS:**

He/She has to maintain the following Registers.

1. Register of books purchased.
2. Register of Periodicals and News Papers.
3. Issued Register.
4. Library identity cards issued, if any.
5. Register showing the books lost or spoiled or destroyed.

**13. INTERFACE WITH THE PUBLIC:**

He/She will have interface with the students of the College very often, when they visit the Library for taking or returning the books.

2. He/She will have frequent interface with the Principal and the staff members.

## TEACHERS

(GRADUATES INCLUDING SCHOOL ASSISTANTS: SECONDARY GRADE TEACHERS: HIGHER GRADE TEACHERS: PART TIME TEACHERS: BASIC TRAINED TEACHERS: BALA SEVIKA TRAINED TEACHERS: PRE-BASIC TRAINED TEACHERS: INSTRUCTRESS: PART TIME TEACHERS, ASSISTANT INSTRUCTRESS, CRAFT INSTRUCTRESS, EMBROIDERY ASSISTANT, CRAFT INSTRUCTOR IN RESCUE HOMES.

**1. ORIGIN OF THE POST:**

These post were originally sanctioned on temporary basis and later on made permanent w.e.f. 28-9-1957. These are now permanent posts. There are 454 posts in these categories.

The post of Craft Instructor in Rescue Home, at Hyderabad was originally sanctioned by the Government in G.O.Ms. No. 1058, SW&L Department, dt. 18.10.1957. This post was made permanent in G.O.Ms. No. 216, WD&CW Dept., dt. 8.4.1980.

**2. POSITION WITH THE DEPARTMENT:**

These common teaching posts and wherever they are posted, they continue to do the same nature of duties on the teaching side.

**3. LISTING OF FUNCTIONS:**

Their main function is to teach the students admitted in the concerned Institutions in their respective subjects. Will have to supervise the behavior and conduct of the students constantly throughout their stay in the schools.

**4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the concerned institution/schools etc.,

**5. HELP IS REQUIRED:**

If any help is required by them, they have to approach the head of the Institution concerned.

**6. ACCOUNTABILITY:**

They are accountable to the Project Director, District Women and Child Development Agency, and Women and Child Welfare Officer of the concerned institutions etc.,

**7. INTERFACE WITH THE PUBLIC:**

They do not have much interface with the public. When the students are admitted in the concerned institutions and attend the classes, they will have scope for interface with those students.

## **EXTENSION OFFICERS (WOMEN AND CHILD WELFARE)**

**1. ORIGIN OF THE POST:**

These post were originally sanctioned on temporary basis and later on made permanent in G.O.Ms. No. 638 E&SW dt. 26.7.75 G.O.Ms. No. 216 LEN&TE dt. 8.4.80 and G.O.Ms. No. 110 WD&CW dt. 3.12.94. They are now continued as permanent posts.

**2. POSITION WITH THE DEPARTMENT:**

They are Supervisory posts in the Department.

**3. LISTING OF FUNCTIONS:**

They are responsible for implementation of various schemes under ICDS Programme in all the Anganwadi Centers. Responsible for effective supervision of all Anganwadi Centers atleast once in a month. Ensure proper maintainance of Registers of Attendance of Children: Stock of food/provisions/ conditions/stock of durable articles/plates, glassess etc.,

Responsible for allocations/distribution of food materials required by the beneficiaries. Shall ensure formation of Mother's Committees/Education.

Committees in their respective areas.

Responsible for maintenance of books of Accounts for the money received by the Mother's Committees etc., Shall conduct Sector meetings every month and review the progress of implementation of various schemes in the Anganwadi Centers and report deficiencies to the Child Development Project Officer for the remedial action. They are the level field level functionaries.

**4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire District, in which they are posted.

**5. HELP IS REQUIRED:**

If any help is required by them, they have to approach the Child Development Project Officer/Project Director, Women Development and Child Development Agency of the concerned District.

**6. ACCOUNTABILITY:**

They are accountable to the Child Development Project Officer/Project Director, Women Development and Child Development Agency of the concerned District.

**7. INTERFACE WITH THE PUBLIC:**

They will have interface with the public, when they inspect the Anganwadi

Centers and other Women Welfare Schemes with regard to their proper implementation/maintenance of stocks etc.,

## **RECORD ASSISTANT:**

### **1. ORIGIN OF THE POST:**

These post were originally created on temporary basis. They were later made permanent vide G.O.Ms. No. 3546 Edu. dt. 18.11.59, G.O.Ms. No. 2011 Edu.dt. 28.9.67 and G.O.Ms. No. 110 dt. 3.12.97.

### **2. POSITION WITH THE DEPARTMENT:**

They have to assist the Superintendent/Senior/Junior Assistants in the Department.

### **3. LISTING OF FUNCTIONS:**

Their main duty is to stitch the files, when they are ordered to be closed. Send all the closed disposals to the Records Branch.

Obtain old records when ever required by the Superintendent/Senior/Junior Assistants return them to the Records Branch. Any other work entrusted.

### **4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Office in which they are posted.

### **5. HELP IS REQUIRED:**

If any help is required by them, they have to approach concerned Establishment Superintendent.

### **6. ACCOUNTABILITY:**

They are accountable to the Superintendent of the concerned Establishment Section.

### **7. FORMS AND REGISTERS:**

They have to maintain a Register showing the number of disposals stitched daily. Maintain a Register showing Records sent to the Records Branch.

Maintain a Register showing records obtained from the Records Branch and return to the Records branch subsequently.

These above registers are common to all Government departments.

### **7. INTERFACE WITH THE PUBLIC:**

- They do not have any interface with the public.

CASE WORKER, GLASS BLOWER, MECHANIC, MASTER CUTTER AND SKILLED ASSISTANT ETC.,

## **ATTENDERS: (INCLUDING ATTENDER-CUM GARDENER)**

### **1. ORIGIN OF THE POST:**

There are in all 170 posts in the entire department including Regional and District level offices. Some posts were made permanent, though sanctioned on temporary basis in the beginning, vide G.O.Ms. No. 3646 Edu. dt. 18.11.51: G.O.Ms. No. 1600 Edu. dt. 30.5.66: G.O.Ms. No. 110, WD&CW dept., dt. 3.12.97. Some more posts have been sanctioned on temporary basis and supernumerary posts were created vide G.O.Rt. No. 547 WD&CW Dept., dt. 3.12.97 and G.O.Rt. No. 547 WD&CW Dept., dt. 3.12.97. these posts are continued upto 29.2.2000, pending consideration by the Implementation Committee vide G.O.Rt. No.

### **2. POSITION WITH THE DEPARTMENT:**

These are Class -IV posts and will have to obey the instructions of the concerned officers and other superiors.

### **3. LISTING OF FUNCTIONS:**

Their main duty is to carry files from one section to another or from sections officers and vice-versa.

They have to attend on the concerned officers under whom they are posted. Any other work entrusted.

**4. ORGANISATIONAL JURISDICTION:**

Their jurisdiction extends to the entire Office in which they are posted.

**5. HELP IS REQUIRED:**

If any help is required by them, they have to approach concerned Superintendent of the Establishment section.

**6. ACCOUNTABILITY:**

They are accountable to the concerned Superintendent of the Establishment Section/Officers to whom they are attached.

**7. INTERFACE WITH THE PUBLIC:**

They do not have any scope for interface with the public.

**MATRON/WARDEN (2)/ MATRONS IN STATE HOME/  
SERVICE HOME AND RESCUE HOME, HYDERABAD****1. ORIGIN:**

In G.O.Ms. No. 406 LEN&TE Dept., dt. 16.5.1978, one post of Warden was sanctioned on temporary basis to the Women's Technical Training Institute, Hyderabad, on Temporary basis. One more post of Matron was also sanctioned on temporary basis vide G.O.Ms. No. 53 dt. 10.2.86. These two post are last continued till 29.2.2000.

Nine posts of Matrons have been sanctioned for the State Homes at Hyderabad, Secunderabad, Rajamundry, Mahabubnagar, Kannapuram, Ananthapur, Nellore and Warangal from 1957 onwards till 1994.

**2. POSITION WITH THE ORGANISATION:**

She is the Head of the Hostel attached to the Women's Technical Training Institute, Hyderabad and Hostels attached to the State Homes/Service Homes. She has to both administrative and supervisory functions.

**3. LISTING OF FUNCTIONS:**

1. She has to maintain the cleanliness of the Hostel and its surroundings.

2. She is responsible for the safety of the inmates of the Hostel and the Government properties.

3. She has to look after the well being of the inmates of the Hostel.

4. She has to get the inmates of the Hostel checked-up medically, periodically by the Medical Officer attached to the Hostel.

5. She is responsible for the observance of discipline and prompt functioning of the Hostel for the convenience of the inmates.

6. She has to act as a custodian and guarian of the inmates.

7. The Warden shall be the ultimate controlling authority on the affairs of the Hostel.

8. He shall provide over the meeting of the Hostel Council.

9. He/She shall preside over the meeting over the meeting of the Hostel Manager in execution of the polices laid down by the Hostel Council.

10. He/She exercise the powers of the Hostel Council in case of any emergency and shall get the action ratified by the Hostel Council at its next meeting.

11. He/She shall verify the cash and cash books of the Hostel once in a month or as frequently as may be necessary and shall affix his signature in the cash book and other related records.

12. He/She nominate members on the students Hostel Committee in the absence of elected committee /Members.

#### **4. ORGANISATIONAL JURISDICTION:**

Her jurisdiction extends to the entire Hostel attached to the Women's Technical Training Institute and the concerned State Home/Service Home.

#### **5. ENACTMENT OF RULES:**

NIL so far as this functionary is concerned.

#### **6. CRITICAL PROVISIONS OF THE ENACTMENT:**

NIL so far as this functionary is concerned.

**7. HELP IS REQUIRED:**

If any help is required, she has to approach the Principal of the Technical Training Institute. The Matrons attached to the State Home/Service Home have to approach the Women and Child Welfare Officer concerned.

**8. ACCOUNTABILITY:**

She is accountable to the Principal of the Technical Training Institute. The Matrons attached to the Service Homes/State Homes have to approach the concerned Women and Child Welfare Officer of the Home.

**9. TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC..**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

NIL so far as this functionary is concerned.

**10. PERIODICALS AND REPORTS:**

She has to ensure that the following ledgers and Registers are maintained in the Hostel.

1. Cahs Book.
2. Cash Book ledger.
3. Individual Student ledger.
4. Stock and issue registers of
  - (i) Provisions (ii) Milk, vegetables, fuel and other items.
5. Stock Register for furniture, fixtures and equipment.
6. Stock register for vessels and utensils.
7. Issue Register of Furniture, fixtures to students and equipment vessels and utensils to mess and other staff.
8. Stationary and printing - Stock and issue register.
9. Post and Telegraphs
  - (i) Stock and issue Register.



(ii) Despatch Register.

10.(i) Mess bill register (ii) Students attendance register.

11.(i) Staff acquittance Register (ii) Staff attendance Register.

12.Minutes book of (a) Hostel Council Meetings (b) Hostel Committee Meetings.

### **13. INTERFACE WITH THE PUBLIC:**

She will have interface with the parents of the students who are admitted in the Hostel.

2. She will have frequent interface with the following:-

1. Purchase Committee.

2. Mess Committee.

3. Students Welfare Committee.

4. She will have frequent interface with the students and the staff of the Hostel.

## **CASE WORKERS**

### **1. ORIGIN:**

With the establishment of State Homes/Service Homes in the State, from the years 1957 to 1994, these posts have come into existence.

### **2. POSITION WITH THE DEPARTMENT:**

They have to assist the women and Child Welfare Officer in-charge of the Home.

### **3. LISTING OF FUNCTIONS:**

She has to maintain very correctly the case history of the inmates of the concerned Institutions. Will have to attend to any other work entrusted by the head of the Home.

### **4. ORGANISATIONAL JURISDICTION:**

Their organisational jurisdiction extends to the entire Home.

**5. ENACTMENT OF RULES:**

NIL so far as these functionaries are concerned.

**6. CRITICAL PROVISIONS OF THE ENACTMENT:****7. HELP IS REQUIRED:**

If any help is required, they have to approach the concerned Women and Child Welfare Officer of the Home.

**8. ACCOUNTABILITY:**

They are accountable to the concerned Women and Child Welfare Officer of the Home.

**9. INTERFACE WITH THE PUBLIC:**

They have no interface with the general public. However, at times they may have interface with the Police Department and also Courts, now and then or when required to be present in the Court.

**SUPERINTENDENTS SENIOR ASSISTANTS: JUNIOR ASSISTANTS: TYPISTS : PART-TIME MALI HELPERS: COOKS: WATCHMAN:SWEEPERS: KITCHEN ASSISTANTS: HELPER AND SCAVENGER.**

These are all common posts available in the Government Departments. Their duties are similar to those corresponding posts in the Department. Whenever they are posted either in the Department or in the Women's Technical Training Institute they perform the same nature of duties. Hence, not indicated separately under the Women's Technical Training Institutes.

**ANNEXURE NO. I****DISTRICT -WISE LIST OF OLD AGE HOMES/DAY CARE CENTRES/MOBILE MEDICARE UNITS****1. VISAKAPATNAM:**

1. Priyadarshini Service Organisation,

Saligramapuram, 45-56-9,  
Visakapatnam.

2. Sri Venkateshwara Yuvajana Sangam,  
Kovvuru,  
Rajugunta Mandal,  
Narsipatnam Division,  
Visakapatnam.
3. Kasturiba Gandhi Mahila Mandali,  
44-28-5/1, Railway New Colony,  
Visakapatnam - 530 016.

## 2. VIZIANAGARAM:

1. Prema Samajam,  
Pool Bangh,  
Vizianagaram - 531 202 (AP)

## 3. EAST GODAVARI:

1. Pushkaramatha Convent Committee,  
35-2-9, Main Road,  
Rajamundry,  
East Godavari Dist.
2. Help the Women,  
49-1-11, Chruch Street,  
Kakinada,  
East Godavari Dist.
3. Sanjay Gandhi Memorial Orphanage &  
Boarding Home,  
Dowleshwaram,  
East Godavari Dist.

## 4. WEST GODAVARI:

1. St. Marry's Rehabilitation Centre for Orphans,  
Windows, Lepers,

P.B. No. 21, M.G. Road,  
Palakot - 534 260 .  
West Godavari Dist.

5. MAHABOONAGAR:

1. Social Action for Social Developemt,  
243, Srinivasanagar Colony,  
Hyderabad (Old Age Homes, Mahaboobnagar Dist.)
2. Betal Educational Society,  
Gandinagar,  
Jedcherla - 509 301.  
Mahaboobnagar Dist.

6. NALGONDA:

1. Mahalakshmi Mahila Mandali,  
15-138, Nehru Gunj,  
Devarakonda,  
Nalgonda Dist.

7. KARIMNAGAR:

1. Master's Educational Cultural &  
Women Welfare Society,  
L.M.D. Colony,  
Algnoor.

8. WARANGAL:

1. Kasturiba Mahila Mandali,  
Jangaon,  
Warangal Dist.

9. KURNOOL:

1. Sri Shakthi Mahila Mandali,  
45/292, Satyana Nagar,  
Kurool. (AP).

**10. ANANTHAPUR:**

1. Cultural action in Rural Development,  
Pamidi - 515 775,  
Ananthapur Dist.
2. People's Rural Education Development Society,  
H.M.T. Colony,  
Penugonda - 515 110,  
Ananthapur.
3. Sri Venkateshwara Convent Educational Society,  
Door No. 12-5-41, Ubbayappa Street,  
Fort, Hindupur - 515 201 (AP).
4. Mother India,  
Marredupalli Village,  
Puluru (Post),  
Gorantala - 515 231,  
Ananthapur.

**11. KRISHNA:**

1. Mother Terisa Mahila Mandali,  
Indirapriya Darshini Colony,  
Bhavanipuram,  
Vijayawada - 520 012.
2. A.P. Girijana Sevak Sangha,  
Chandammapeta,  
Nadigama - 521 185.  
Krishna Dist.
3. Country Women's Association of India,  
G.K. House, Labbipet,  
Vijayawada - 10.
4. Vasavya Mahila Mandali,  
Nasthika Kendram,  
Benz Circle,  
Vijayawada - 520 010.

5. Sri Triveni Educational & Rural Development Society,  
Nandigama - 521 185,  
Krishna Dist.
6. Senior Citizen's Forum,  
Door No. 61-2-402,  
Ramalingeshwaranagar,  
Vijayawada - 520 013.
7. Mamata Old Home Mahila Sangam,  
Rajendranagar,  
Gudivada - 521 301.  
Krishna Dist.

## 12. GUNTUR:

1. Indira Memorial Weaker Section Development Society,  
18th Ward, Netajinagar,  
Hindubrolu - 522 144,  
Guntur Dist.
2. Udayasri Mahila Samajam,  
Door No. 4-11-6, 2nd Lane,  
Naidupet, Guntur Dist -522 007.
3. Narasaraopet Taluka Scheduled Tribes Youth Club,  
Scheduled Tribes Colony,  
Vinukonda Road, Narasaraopet - 522 602.
4. Sri Sarada Mahila Vignana Samithi,  
Bapatla - 522 101.  
Guntur Dist.
5. Prakasham Nagar Mahila Mandali,  
Guntur - 522 001.
6. Kottapeta Mahila Mandali,  
12-9-12/A, Pathura Chowk,  
Kothapeta, Guntur - 522 001.

7. Sonia Gandhi Harijana Girijan Vargamula  
Mahila Manadali,  
Thummala Cheruvu - 522 437,  
Pidugurala Mandal,  
Guntur Dist.
8. Naveen Adarsha Mahila Mandali,  
Krishnayapalem (Post), Mangalagiri Mandal,  
Guntur Dist.
9. SERD, SC, ST, Cristian Welfare Society,  
Chintayapalem (Village) - 522 111,  
Kerlapalam Mandal,  
(RMS) Tenali, Guntur Dist.
10. Social Action Rural Rehabilitation Creative  
Ameleoration & Relief,  
5/1, Brodipet,  
Guntur Dist.
11. Vellamma Weaker Section Mahila Mandali,  
Village - Mantenavaripalem,  
Mandal - Pittalavanipalem,  
Guntur Dist.
12. Sri Subrahmanyeswari Mahila Mandali,  
7th Lane, Srinagar,  
Guntut Dist.
13. Sonia Gandhi Harijana Girijana Balaheena Vargamula  
Mahila Mandali,  
Tummalacheruvu,  
Piduguralla,  
Guntur Dist.

### 13. PRAKASHAM:

1. Sri Katajeevula Jaathiya Seva Sangam,  
Singarayakonda,

- Opp: Post Office,  
Addanki - 523 201.
2. Sabari Girija Mahila Mandali,  
Lambadi Colony, Adusumilli (Post)  
Parchur mandal,  
Prakasham Dist.
  3. Adarsha Mahila Mandali,  
Kamapalli Post,  
Jarugumalli Mandal,  
Mahaboobnagar Dist.
  4. Rural Andhra Downtrodden Integrated  
Upliftment Society,  
Alicenagar, Tarlupadu - 517 125,  
Prakasham Dist.
  5. Lakshmi Mahila Mandali,  
Kothapeta Village,  
Vetepalem Mandal,  
Chirala Taluk,  
Prakasham Dist.
  6. Valmiki Seva Sangam,  
Chinaganjam,  
Chirala Taluk,  
Prakasham Dist.
  7. Mahila Mandali Station Road,  
Chirala - 523 185,  
Prakasham Dist.
  8. Sri Andhrakesari Memorial Hospital Committee,  
Cherukuru,  
Parchuru Mandal,  
Prakasham Dist.
  9. Vutukuru Venkata Subbamma Welfare Society,  
Kotla Bazar,



- Chirala - 523 155,  
Prakasham Dist.
10. Prakasham Zilla Balaheena Vargala Colony,  
Varla Seva Sangam,  
Door No. 9-2-15(A), Balajiraopet,  
Ongole -2.
  11. Arunodaya Mahila Mandali,  
Harijana Colony, Uppagundur,  
Nagulappalpadu Mandal,  
Prakasham Dist.
  12. Indira Priyadarshini Mahila Mandali,  
Vitalnagar,  
Perala, Chirala Mandal,  
Prakasham Dist.
  13. Indira Priyadarshini Mahila Mandal,  
Nayunipalli, Vetapalam,  
Prakasham Dist.
  14. Mary Matha Harijana Chiristian Mahila Mandali,  
Nagannapalem,  
Maddipadu Mandal,  
Prakasham Dist.
  15. Sree Venkateshwara Mahila Mandali,  
Chirala, Prakasham Dist.
  16. Priyadarshini Mahila Mandali,  
R.P. Road, 2nd Lane, Ongole.

14. NELLORE:

1. Help the Need,  
26/1-953,  
N.G.O.Colony,  
Bakthavatslanagar,  
Nellore- 524 004.

2. Sri.Vigneshwara Mahila Mandali,  
2/123,Padmavathi Street,  
Podalkur - 524 345,  
Nellore Dist.
3. Nehru Bharthi Educational Institution,  
27-125, Jyothinagar,  
Nellore - 254 004.
4. Polimers Educational Society,  
Narayanareddypet,  
(Via) Indukurupet,  
Nellore Dist.
5. Arya Dayananda Mahila Mandali,  
Kaluvey Village,  
Nellore Dist.
6. Sharada mahila Mandali,  
Pottepalem (Post),  
Nellore - Rural Mandal.
7. Asthana-A-Chistia Mahila Mandali,  
Khaja Peer Makan,  
Chinna Bazar,  
Nellore.
8. Indiramma mahila Mandali,  
Dr.Zakir Hussain Nagar,  
Nellore.

#### 15. CHITTOOR :

1. Vijayapuram Praja Seva Samithi,  
Pannur (Po) (Village),  
Vijayapuram(M),  
Chittoor Dist.
2. Mother India Community Development Association,  
24-111, Water Tank Street,

- Puttur - 517 583.
3. Praja Abhudaya Seva Samithi,  
Greampet,  
Chittoor Dist -2.
  4. Sarvodaya Women Welfare Society,  
16-13,Munireddynagar,  
Chittoor - 517 502.
  5. People's Action for Society Service,  
10-12, Maruthinagar,  
Thirupathi - West - 515 125.
  6. Peda Praja Seva Samithi,  
Gangadhara Nellore - 517 125,  
Chittoor.
  7. Rayala Seema Seva Samithi (RASS),  
Old Huzur Office Building,  
Tirupathi.
  8. Seva Bharathi,  
Behind Z.P.H.S. High School,  
Tiruchanoor - 517 503.
  9. Telugu Bharathi Mahila Mandali,  
Kummara Street, Punganoor,  
Chittoor Dist.
  10. Sri Venkateshwara Mahila Mandali,  
10-3-199, Kotakommal Street,  
Tirupathi.
  11. Souty India Rural Development Seva Samithi,  
29-188, 3rd Cross Ramanagar Colony,  
Chittoor Dist.
  12. Bharathi Seva Samithi,  
R.V.S. Nagar,

Tirupathi Road, Murukambattu (Post),  
Chittoor Dist.

**16. CUDDAPAH:**

1. Vijaya Socio - Economic Development Society,  
Janiba Shapuram, R.S.Road,  
Rajampet - 516 115.
2. Sri Venkateshwara Socio - Economic Development Society,  
Door No. 10/556, Bellam Mandal,  
Cuddapha.
3. Srinivasa Educational & Rural Development Society,  
20/901, Co-op. Colony, (Vani School of Nursing Compound),  
Cuddapha - 516 001.
4. Rural Education & Awareness Development Society,  
2/340, Nehru Nagar, Sankarapuram,  
Cuddapha-516 002.
5. Dr.Ambedkar Dalithavarga Abhivrudhi Sangam,  
16/38, Gajula Street, Masapet,  
Cuddapha.
6. Depressed People Development Society,  
20/898, Co-operative Colony,  
(Nirmala M.P.H.W.(F) Training Institute),  
Cuddapah - 516 001.
7. Jagijeevan Balaheena Varga Abhivruddi Sangam,  
6-45, Kateeb Street,  
Vempalli, Cuddapah - 516 001.

**17. HYDERABAD: (U) AND RANGA REDDY:**

1. Jyothi Welfare Association,  
H.No. 8-4-550/93, Netajinagar,  
Near A.G. Colony, Erragadda,  
Hyderabad.

2. Pragathi,  
H.No. 13-182, Madhusudhan Nagar Colony,  
Malkajigiri (PO),  
Hyderabad.
3. Hyderabad Zilla Mahila Mandula Samakya,  
8-3-898/1, Nagarjunanagar,  
Hyderabad - 500 873.
4. Sai Seva Sangh,  
231/C, Sanjeevareddynagar,  
Hyderabad - 500 038.
5. Dr. P.N. Hanumantha Rao Charitable Trust,  
1-3-30/9, Mahankali Street,  
Secunderabad.
6. Mahila Dakshatha Samithi,  
Plot No. 21, N.S.C. Employees Society,  
Yellareddyguda,  
Hyderabad.
7. Anuraag Human Services,  
9-4-35, Kutubshahi Tums Road,  
Tolochocki, Hyderabad - 500 006.
8. Annapurna Manava Seva Samithi,  
Jayaprada, Plot No. 1 & 2,  
Kavuri Hills,  
Jubilee Hills,  
Hyderabad - 500 038.
9. Old Age Welfare Centre,  
Plot No. 28, Huda Colony,  
Miyapur, Via - Chandanagar,  
Hyderabad.
10. Anuraag,  
Plot No. 505,  
Neredmet X Road,

Sainikpuri,  
Secunderabad - 500 094.

11. Venkateshwara Social Service Associatin,  
15-44/1, Mirjalaguda,  
Malkajigiri,  
Secunderabad, R.R. Dist.

**ABSTRACT: ON OLD AGE HOMES, DAY CARE CENTRES, MOBILE  
MEDICARE CENTRES**

1. Visakhapatnam	..	3
2. Vizianagaram	..	1
3. East Godavari	..	3
4. West Godavari	..	1
5. Krishna	..	7
6. Guntur	..	13
7. Prakasham	..	16
8. Nellore	..	8
9. Chittoor	..	12
10. Cuddapah	..	7
11. Annanthapur	..	4
12. Kurnool	..	1
13. Hyderabad & R.R. Dist	..	11
14. Mahaboobnagar	..	2
15. Nalgonda	..	1
16. Karimnagar	..	1
17. Warangal	..	1

Total : 92

**ANNEXURE - II****CHILDREN IN NEED OF CARE & PROTECTION: GENERAL**

S.No.	Name of the Voluntary Organisation.	Beneficiaries	Total
(1)	(2)	(3)	(4)
1.	Rural Development Organisation, Kakullavaripally, Nellore.		50
2.	Manduru Seetharamiah Orphanage, Kondamachupalli, Cuddapah.		100
3.	Destitute Children Care Home, Nellore.		100
4.	Ekalavya Memorial League, Chirala, Prakasham Dist.		100
5.	Saraswathi Mahila Mandali, Ponnaluru, Ongole.		100
6.	SKCV Children Trust, Opp: Press Club, Vijayawada.		75
7.	EIM Mercy Destitute Children Care Home, Tadwai, West Godavari Dist.		25
8.	Navajeevan Educational Society, Brahmanagudem, West Godavari Dist.		25
9.	Sri Saibaba Anada Saranalayam, Cuddapah.		50
10.	Muslim Orphanage, Madras Road, Cuddapah.		35
11.	Sri Venkateshwara Orphanage, Yerredu, Chittoor Dist.		100

12.	B.R. Satyanarayana Orphanage, Thapovanam, Chittoor Dist.	100
13.	Maharshi Malayala Swamy Orphanage, Srikalahasthi, Chittoor.	100
14.	Guild of Service Seva Samajam, Vijayanagar Colony, Hyderabad.	25
15.	Indian Red Cross Society, Somajiguda, Hyderabad.	25
16.	Snehalayam Child Centre, Walker Town, Secunderabad.	25
17.	I.R.C.S., Eluru, West Godawari Dist.	25
18.	Prema Samajam, Visakhapatnam.	50
19.	Vimukti Leprosy Relief Association, Kakinada, East Godavari Dist.	25
20.	Priyadarshini Balika Seva Sadan,	25

Total : 1160



**TRIBAL AREA SUB - PLAN:**

- |    |   |    |
|----|---|----|
| 1. | Premasamajam,<br>Chodavaram, Visakhapatnam  | 48 |
| 2. | Vimukti Leprosy Relief Association,<br>Kakinada, East Godavari Dist.  | 50 |
| 3. | Alluru Krishnarao Memorial<br>Orphanage Boarding Home,<br>Gunnampalli, Dwaraka Tirumala Mandal<br>West Godavari Dist. | 25 |

-----  
Total : 123  
-----

**ANNEXURE -III****REHABILITATION OF WOMEN -IN-DISTRESS**

S.No.	Name of the Voluntary Organisation.	BenefiCiaries	Total
1.	Rastriya Seva Samithi, Tirupathi, Chittoor.	40	
2.	Udayasri Mahila Samajam, Guntur.	50	
3.	Indira Kiran Mahila Mandali, Guntur,	50	
4.	Help the Women, Pitapuram, E.G. Dist.	80	
5.	Sri Venkateshwara Mahila Mandali, Denduluru, W.G. Dist.	40	
6.	Pragathi Youth Sangam, Guntur.	40	
Total :		300	

**ANNEXURE -IV****PROFORMA - II****QUARTERLY REPORT ON MISAPPROPRIATION CASES FOR THE****QUARTER ENDING :****ABSTRACT**

DEPARTMENT:

HEAD OF DEPARTMENT:

-----

1. Number of Misappropriation cases  
pending for the quarter ending -----
2. Total number of cases received during  
the Quarter
3. Amount involved in the above  
missappropriation cases : As on \_\_\_\_\_ :

received during  
the quarter  
ending : ----- : -----

Total : -----

4. No. of pending cases where the amount involved is :

- |                           |     |
|---------------------------|-----|
| a) Less than Rs. 10,000/- | : : |
| b) More than Rs. 10,000/- | : : |
| c) Over Rs. 1,00,000/-    | : : |

5. Duration of pendency :

- a) No. of cases pending over 3 years
- b) No. of cases pending over 2 years  
but less than 3 years

- c) No. of cases pending over one year but less than 2 years
6. No. of cases where disciplinary action has been initiated :
7. No. of cases where action has been initiated against the Supervisory Officers :
8. Amount recovered :
9. No. of cases where criminal action has been initiated :
10. No. of cases pending in Courts :
11. No. of cases disposed during the quarter :
12. Misappropriation cases was held :
13. Remarks

**ANNEXURE -V**

S.No.	NAME OF THE POST	SANCTIONED	FILLED	VACANT
1.	PROJECT DIRECTOR			
2.	A.P.O.			
3.	CDPO			
4.	ACDPO			
5.	SUPERVISOR GR - I			
6.	SUPERVISOR GR -II			
7.	SUPERINTEDENTS (OFFICER)			
8.	SENIOR ASSISTANTS			
9.	JUNIOR ASSISTANTS			
10.	JUNIOR ASSISTANTS CUM TYPIST			
11.	DRIVERS			
12.	ATTENDERS			
13.	WATCHMEN			
14.	ANGANWADI WORKERS			
15.	ANGANWADI HELPERS			
16.	SUPDT, CHILDREN HOME			
17.	CRECHE TEACHERS			
18.	BALWADI TEACHERS			
19.	BALVIHAR TEACHERS			
20.	GRADUATE TEACHERS			
21.	SECONDARY GRADE TEACHERS			
22.	W&CW TEACHERS			
23.	MOBILE CRECHE TEACHER			
24.	MATRONS			
25.	WOMEN WELFARE ORGANISOR			
26.	CRAFT INSTRUCTORS			
27.	SEVIKAS			
28.	COOKS			
29.	AYAHS			
30.	ETC.,			
31.				
32.				
33.				
34.				
35.				

**ANNEXURE -VI****ANDHRA PRADESH PUBLIC SERVICE COMMISSION HYDERABAD**

Requestion form for the post of-----

(Separate form should be used for each category of post)

Designation of Unit Officer:  
-----

1. (a) Designation of the post :  
 (b) The service to which the post belongs :  
 (c) Rules governing the post :  
 (G.O. No. may also be quoted)

	ZONFS							TOTAL
	I	II	III	IV	V	VI	VII	
2. (a) Number of Vacancies								
(b) Whether local Reservation is applicable								
(c) Percentage of local Reservation specified for this post (as specified in the presidential Order)								
(d) No. of local vacancies, if any, brought forward from the previous rectt. (zone wise to be furnished)								
(e) Whether the No. of Vacancies at (a) are inclusive of (d)								
3. Whether Physically Handicapped persons are eligible for this post, If not the Rule or G.O. may be quoted.								
(i) If yes, the category of the handicap may be indicated, i.e. (f) Blind,								

(ii) Deaf/Dumb

(iii) Orthopaedically

Handicapped:-

(as per G.O. Ms. No. 115, WD&CW&O

(WH Desk) Dept. dt. 30.7.91),

4. a) Does the Rule of Special representation (GR.22) apply If so, break up is to be specified.  
(If the post is solitary, special representation will not apply as per GR.22(j))

No. of Fresh vacancies

No. of Backlog  
Vacancies

i) S.Cs

ii) S.Ts

iii) BC-A

iv) BC-B

v) BC-C

vi) BC-D

vii) O.C.

viii) P.H.

ix) Ex.  
ser.

} if applicable

b) Specify the point & cycle at which the earlier roster ended :

c) Indicate the point & cycle from which current roster should commence :

5. Qualifications Required :

a) Academic :

b) Technical :

c) Preferencial :

- d) Experience :
6. Age Limits:
- a) Lower age :
- b) Upper age :
- c) Concessions available for any category of persons :
7. Any other specification provided in the Rules :
8. Scale of Pay attached to the post :
9. Any other conditions :  
(Such as Security Deposit etc. or qualifications not covered by the above) (Rules should be cited).
- 

**FULL SIGNATURE AND DATE:**

**DESIGNATION :**

**N.B : This form must be signed by the Unit Officer or the Appointing Authority concerned. Incomplete form will not be entertained.**

**PROFORMA. I**

Quarter Return to be submitted to the Local Employment Exchange for the quarter ended:

The following information is required under Employment Exchange (Compulsory Notification of Vacancies Rules 1960 to assist in evaluation trends in employment and for action correct imbalances between labour supply and demand.

Name and address of the employer : Commissioner, Women's  
Development & Child Welfare,  
AP, Hyderabad.

Whether Head office / Branch office : Head Office

Name of Business : Activities for Welfare of Women &  
Children.

Principal activity

1. a) Employment

-----  
Total number of persons including working proprietors / partners / contingent paid and contractual workers on the pay rolls of the establishment excluding part-time workers and apprentice ( the figures should include every persons, whose wage of salary is paid by the establishment ).

-----  
On the last working  
day of the previous  
quarter

On the last working day  
of the quarter under  
report.

-----  
MEN

WOMEN

-----  
b) Please indicate the main reasons for any increase or decrease in employment, if the increases is more than 5% during the quarter.

NOTE:- Establishment are reminded for their coligation under the Employment Exchange compulsory Notification of vacancies Act, 1959 for notifying the Employment Change details of vacancies specified under the Act, before they are filled.



2. VACANCIES: Vacancies carrying total employments of Rs. 60/- or over as per month and of over 3 months duration.

a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.

Number of vacancies, which come within purview of the Act.

Quarter occurred.	Notified Local Employment Exchange	Total Payment charge.	Filled	Sources (Describe the source from which filled).
1	2	3	4	5

b) Reasons for not notifying the vacancies occupied during Quarter order report vide 2(a) above.

MAN POWER:

Vacancy posts unfilled because of the shorts of suitable applicants.

name of the occupation of designed under the posts	Number of unfilled vacancies /posts		
	Essential qualifications prescribed.	Essential Experience	Experience not necessary
1	2	3	4

Jr. Stenos

Jr. Assts

Typists

Sd/-

COMMISSIONER / Director

To

The Regl. Employment Officer,  
Regional Employment Exange,  
1-11-79, Bhagyanagar Complex,  
RTC X Road, Hyderabad.

Note :-

This lern shall relates to quarter ending 31st March, 30th June, 30th Sept. and 31 Dec. and shall rendered to Local Employment Exchange within 30 days after the end of the quarter concerned.

### **ANNEXURE - VII**

Registrs maintained by the Principal's officer SDDG, WITI Hyderabad.

1. Cash Book
2. U.D. Pay Register
3. Acquittance Register
4. Pay bill Register
5. Contingent Register (Budget privision)
6. Loans and Advances
7. PAO Register
8. APGLI Register
9. Number Statement Register
10. Service Register
11. Increment watch Register
12. Casual Leave Register
13. Scholarship cash book
14. Scholarship acuitance Register
15. Scholarship bill Register
16. Admission Register
17. T.C. Issue Register
18. Daily fee Collection Register
19. Cash Book

20. SBTET (examinations) Cash book
21. Stock Register
22. Central Stock Register

### **ANNEXURE -VIII**

The following Records are maintained by the Architecture Section:

1. Sessional Marks
2. Unit Test Marks
3. Attendance Particulars
4. Office Circulars
5. Admissions
6. Correspondance
7. Nominal Rolls
8. Time -Table
9. Issue of provisional and original certificates
10. Coverage of Syllabus
11. Attendance Registers from previous to till date
12. End exam results/percentage
13. Log Books

**FORMAT FOR REHABILITATION  
OF WOMEN -IN-DISTRESS**

- Name of NGO
- Sanctioned strength
- Present strength
- Grant-in-aid received for the year
- If received full /partial
- Details of GIA received
- No. of Women rehabilitated
- Nature of Women rehabilitation

**SERVICES FOR CHILDREN  
IN NEED OF CARE AND  
PROTECTION**

- Educating and rehabilitating destitute, semi-orphan children.
- Annual budget Rs. 24.50 lakhs (General) & Rs 2.00 lakhs (Tribal)
- Beneficiaries covered 1283 per annum
- Implemented through NGOs
- 23 NGOs functioning in State

**Proforma for Children in Need  
of Care and Protection**

- Name of NGO
- Sanctioned/ Present strength
- GIA received = Rs.  
(Full)/(Partial)
- Children appeared 7th Class
- Children appeared 10th Class
- Result/Passed 7th Class
- Result/Passed 10th Class

(to be submitted in triplicate)

From:

To:  
The Commissioner/Director  
Women Dev. & Child Welfare,  
A.P. Hyderabad.

Madam,

Sub:- Adoption of a child from Sisuvihar of  
Women, Development and Child Welfare  
Department - Reg.

\*\*\*\*\*

We have no Children. We wish to adopt a child from Sisuvihar of Women'  
Development and Child Welfare Department.

1. a. Name of the Husband :  
b. Age :  
c. Occupation :
2. a. Name of the Wife :  
b. Age :  
c. Occupation :  
d. Address :
3. Monthly Income of (\*) :  
a. Husband :  
b. Wife :

4. Properties (of both wife & Husband) :
  - a. Movable :
  - b. Immovable (copy of the deed to be enclosed)
5. Liabilities of
  - a. Husband :
  - b. Wife :
6. Other member of the family :
7. Savings :
8. Description of the child for adoption
  - a. Age :
  - b. Sex :
9. Reasons for taking the child for adoption. :  
(Medical certificate to be enclosed)
10. Any other information :

SIGNATURE

Station :

Date:

Note : (\*) Certificate to be enclosed in support of the income both wife and husband have to be signed.

\*\*\*\*\*

### ***Proforma for CTC***

- Name of Scheme
- No. of Institution in the District
- Sanctioned strength
- Present strength
- Name of the Training
- Duration



***Proforma for Creches, Balwadies,  
Balvihars, WW Centres, Sisuvihars,***

- Name of Scheme
- No. of Institution in the District
- Sanctioned strength
- Present strength

***Proforma for Children Homes***

- Name of Institution
- No. of Institution in the District
- Sanctioned strength
- Present strength
- Results in 7th class & 10th class during the year 1999-2000.

**REPORT ON ATROCIGIES ON WOMEN**

- Name of District
- No. of Dowry deaths
- No. of dowry harrasment
- Dowry prohibition Act Violation
- Rape cases
- Molestation
- Dowry murders
- Abbetment to suicide
- Bigamy
- Bride burning
- Treatment of Dowry
- Qutrage of modesty
- Kidnapping & Abduetion
- Murders

**PROFORMA FOR STATE/SERVICE/COLLEGIATE HOMES**

- Name of Institution
- No. of Institution in the District
- Sanctioned strength
- Present strength
- Results during the previous year in 7th & 10th
- Number rehabilitated
- Nature of rehabilitation
- Number trained in technical skills

**PROFORMA FOR WORKING WOMEN'S HOSTELS / HOME FOR AGED  
AND RESCUE - HOME**

- Name of Institution
- No. of Institutions
- Sanctioned strength
- Present strength

## Intetrated Child Development Service(ICDS)

To

Research Office  
 Department of Women & Child Development  
 Ministry of Human Resource Development  
 Shastri Bhawan, New Delhi -100 001

SUBJECT : CDP's Monthly Progress Report fo the month of .....

Name of State Andhra Pradesh Code

Name of District Code

Name of Project Code

Name/s of PHC

CHC

Referral Hospitals

No. of Sub-centres in the block area :

No.of Dispensaries in the block area :

Category of Project -Central Sector /State Sector :

Nature of Project - Rural /Tribal/Urban :

Year of Sanction

Name of CDPO.....

Postal Address :

No.Aws sanctione

No. of AWs functioning

No. of AWs Reporting

No. of AWs opend for

0 day	1-14 days	15-20 days	21days & above
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

The duly completed MPR for the project is finished herewith.

Date

(Signature of CDPO)

1. Complete the proforma in Triplicate and send One copy to Research Officer, Department of Women and Child Development, Ministry of Human Resource Development, Shastri Bhawan, New Delhi -1 by the 7th of the following month.
2. 2 nd copy to be sent to the State Government.
3. Retain the third copy for record.
4. Part-A of this report is a consolidation of MPRs received from Anganwadi Workers through Supervisors. part -B pertains to information of Administration & Coordination and is to be provided by CDPO.
5. Write one and only one digit in each box. Only numbers are to be written in boxes.
6. If the number of digit is less tha the number of boxes, the excess number of boxes on the left should be filled by Zeros, if the number of boxes is less tha the number of digits, it indicates and error in your reporting or totalling.
7. If some information is not available cross out the boxes.

1. ICDS Project Population details in reporting AWs (asper Aw Survey Registers)

i) Total Population of AW's (all age groups) Male   
 Female

ii) Children  
 below 6 months   
 6months - 1year   
 1-3years   
 3-6 years

iii) Women Pregnant   
 Nursing   
 (first 6 months of location)

2. Reported birth and deaths Boys Girls Boys Girls

i) Births Live Births   
 Still Births

ii) Deaths Below 1year 1-3 years 3-6 years  
 Boys Girls Boys Girls Boys Girls  
 SC & STs

iii) Deaths of Women during Pregnancy and Delivery   
 Supplementary Nutrition

3. No. of AW's provided 0 days 1-14 days 15-20 days 21 days & above  
 SNP in the month

4. Number of beneficiaries for

a) Supplementary Nutrition In all reporting AWs	Total No.	Total No.. eligible	No. Received enrolled days or more	S.Cs SNP for 15	STs
i) Pregant Women	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ii) Nursing Mothers (first 6months location)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iii) Children 6 monts-1 year					
Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iv) Children 1-3 years					
Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iv) Children 3-6years					
Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

a) Total Number of children served : Signal Ration Double Ration

i) Children 6 months-3 years	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iv) Children 3-6 years	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5) Classification of Nutritional Status :

a) By Weight for Ag		Below 1 Year	1-3 years	3-5 years
i) No. of Children weighted	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ii) No. of Children -with NORMAL weighted	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-in GRADE - I	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-in GRADE - II	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-in GRADE - III	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-in GRADE - IV	Boys	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Girls	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

OR

6. No. of AWs conducted 0 days 1-14days 15-20 days 21days & aboe  
 Preschool education      
 in the month

7. Total Children(3-6) years enrolled Boys  Girls   
 in the Preschool Registers in all  
 reporting AWs during the month

8. Total No. of Children actually  
 attended for 15 days or more Boys  Girls

9. a) AWs where PSE activities  
 conducted per day for 30 minutes 1hour 1Hour 30minutes  
 No. of AW's

b) Pre school material /toys regularly Some of the days Rarely  
 used by majority of children     
 in No. of AWs

10. Nutrition and Health education (NHED)

a) No. of Aws where NHED act ivities were organised

b) Total women participated in all AWs

c) No. of Aws where A.V. Aids were used  
 for conducting NHED sessions.

d) Total No. of NHED sessions organised  
 in which Health staff also participated

11. Total Number of Families contacted through Home visits by

AWW's	Supervisors	CDPO & ACDPO
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

12. Number of AWs visited by

	Visited not even once	Once	Twice	More than Two times
CDPO	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
ACDPO	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Supervisors	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
ANM's	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
LHVs	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
MOs	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

13. No. of Joint Visits to AWs by

CDPO/ACDPO with MO	<input type="text"/> <input type="text"/>
Supervisors with ANMs/LHVs	<input type="text"/> <input type="text"/>

14. No. of AWS where Mahila Mandals exist

<input type="text"/> <input type="text"/> <input type="text"/>
--

No. of AWS with no Mahila Mandal

<input type="text"/> <input type="text"/> <input type="text"/>
--

No. of AWS where Mahila Mandal Meeting were held

<input type="text"/> <input type="text"/> <input type="text"/>
--

15. Health check-ups by ANM/LHV/MO(number of persons)

Children 0-3 Year	Children 3-6 Year	Pregnant women	Nursing mothers
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

16. Mothers referred to Sub-centre

<input type="text"/> <input type="text"/> <input type="text"/>	PHC	<input type="text"/> <input type="text"/> <input type="text"/>	CHC	<input type="text"/> <input type="text"/> <input type="text"/>
--	-----	--	-----	--

Children referred to sub-centre

<input type="text"/> <input type="text"/> <input type="text"/>	PHC	<input type="text"/> <input type="text"/> <input type="text"/>	CHC	<input type="text"/> <input type="text"/> <input type="text"/>
--	-----	--	-----	--

17. Immunisation status

Number immunised this month

	Ist dose	II dose	Booster
a) Pregnant women given TT	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

	Ist dose	IIdose	IIIdose
b) children 0-1 year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
BCG	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
MEASLES	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

b) Children 0-1 year

	Ist dose	II dose	III dose
DPT	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
POLIO	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

c) children 1-3 years DPT Booster	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	POLIO Booster	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-----------------------------------	---	---------------	---

d) Children DT Booster	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2nd dose	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
------------------------	---	----------	---

\* Given to those children who could not be immunised 8 years of age



**ADMINISTRATION & COORDINATION**

appointment

	Sanctioned	In position	Vacant
i) CDPO			
ii) ACDPO	---	---	---
iii) Supervisors			
iv) AWWs			
v) Helpers			
vi) Ministerial Posts			
vii) Driver			
viii) Peon			
18. No. of Joint meeting of Health and Non-health staff organised by CDPO			
19. Funds received by CDPO for			
-POL		Yes/No	
- Other Expenditure		Yes/No	
20. Problems faced in Project implementation (Tick applicable items)			
a) Non-availability of Funds		.....	
b) Irregular Food Supply		.....	
c) Non-availability of Medicine		.....	
d) Non-availability of Medicine Kit		.....	
e) Non-availability of PSE material		.....	
f) Irregular Health Check-up		.....	
g) Irregular Immunisation		.....	
h) Apparatus not is working condition		.....	
i) Any other		.....	
21. Project - level supplies:			
	Received during	Received earlier	
	the month	in working	needs
		condition	replacement
a) Jeep	.....	.....	.....
b) Trailer	.....	.....	.....

- c) Mopods ..... ..
- d) Cycles ..... ..
- e) Typewriter ..... ..
- f) Duplicator ..... ..
- g) Slide ---objector ..... ..
- h) Film ---ipe ..... ..
- i) Weight Scales ..... ..
- j) Weight Trousers ..... ..
- k) Growth Charts ..... ..
- l) Wested Beaker ..... ..

Date :

(Signature of CDPO)

Name of the CDPO.....

**PROFORMA - I**

**DETAILS OF PENDING MISAPPROPRIATION CASES**

Department :

Head of Department :

S.No.	Brief description of the case, including persons responsible	Date of detection of misappropriation	Amount involved	Amount recovered	Disciplinary action initiated against the persons responsible, date of initiating action	details of criminal action	current status of the case any other remarks
1		3	4	5	6	7	8

**FILE DISPOSAL DRIVE INPUT FORMAT FOR HEADS OF DEPARTMENT**

WEEKLY DISPOSAL STATISTICS  
 SECRETARIAT DEPARTMENT CODE :  
 HEAD OF THE DEPARTMENT CODE :  
 NAME OF THE H.O.D. :  
 TOTAL NO. OF SECTIONS IN THE H.O.D. :  
 REPORT FOR THE WEEK ENDED :

Public importance	Pending Files at the Beginning of the week				Files Received during the week				Files Disposed During The week	Pendency of Files at the End of the week
	Court Cases	Service Matters	Others	Total	Pub. Imp.	Court Cases	Service Matters	Others		
A	B	C	A	B	C	A	A	A	A	A
B	C	A	B	C	A	B	C	A	A	A
C	A	B	C	A	B	C	A	B	C	A

- A : Files pending for LESS than THREE months.
  - B : Files pending for MORE than THREE months but LESS than ONE YEAR.
  - C : Files pending for MORE than ONE YEAR.
- NOTE :** 1. Week end implies Saturday of the Week. In case of a Holiday the Day before Holiday has to be taken as week end.  
 2. Files have to be classified as cases of Public Importance, Court Cases, Service Matters, and Others.

Certificate

The information now furnished covers 14 sections out of 14 sections in the head of the Department.

Signature :  
 Designation:

**BALIKA SAMRUDHI YOJANA  
PROFORMA**

Name of District	Year of Sanction	Amount Released	Physical Target	Amount disbursed	Physical Achievements No. of beneficiaries				Remarks
					SC	ST	BC	Others	
	1	2	3	4	5	6	7	8	9

**GIRL CHILD PROTECTION SCHEME**

Name of the Project :

S.No.	Year	Target		Castewise					Castwise achievement			Achievement		Balance		Age wise Coverage			No.of			Remarks						
		Financial	Physical	OC	SC	ST	BC	MIN.	PH	OC	SC	ST	BC	min.	pH	Financial	Physical	Financial	Physical	0-1	1-2		3	Total	Mandals covered	Pass books issued	Applications rejected with reasons	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	

**FC R CONSOLIDATION REPORT**

Name of Project :  
No. of Aws sanctioned :

Month :

Functioning :

Name of AWC	Total Population	Beneficiaries	Enrolled	Require	Opening	Total	Closing
	Sanctioned	6M to 3Y	3-6y	ment	Balance	availability	Balance
		Preg	act.	CSB	SSO	CSB	SSO
		A.G.	A.G.	SSO	SSO	SSO	SSO
		AWW/	AWW/	CSB	SSO	CSB	SSO
		AWH.	AWH.	SSO	SSO	SSO	SSO

Total Meals

6-3Y 3-6Y Preg.  
lact.  
A.G.  
AWW/AWH.

Feeding Days.

Total

Beneficiaries  
coverage.

6-3Y 3-6Y Preg.  
lact.  
A.G.  
AWW/AWH.

Total

- \* To eliminate prejudice against the birth of a Girl Child through direct investment from the Government in a long term deposit in the name of the beneficiary.
- \* To encourage enrolment of the Girl Child in school and to ensure her education up to the secondary level at the minimum and to reduce school dropout rate among the girls.
- \* To encourage Girls to get married after the age of 18 years (which is the prescribed) statutory limit.

**ANGANWADI FOR CONSOLIDATION REPORT OF RTE FOOD**

Population	Beneficiaries	No. of Bens Enrolled	Opening Balance	Receipt	Total Stock Availability
	Sanctioned	6 M to 3Y 3Y-6Y Preg			
		Lact.			
		A.G.			
		AWW/	SRM	SRM	SRM
		AWH.	SF	SF	SF
		Total.			

Total Meals 6m to 3Y to 6Y	No. of feeding days.	Monthly average
		6M to 3Y 3Y to 6Y Preg
		Lact.
		A.G.
		AWW/AWH.



Format - I

Sl. No.	Dist.	Name of the CD Block	Name of the CD Block (Rural/Tribal/Urban)	No. of AWCs Sanctioned	No. of AWCs Operated	No. of AWCs Reporting	No. of Supervisors	Sanc-tioned	In posi-tion	Sanc-tioned	In posi-tion	No. of AWHs
1	2	3	4	5	6	7	8	9	10	11	12	13

General (Financial)

Opening Balance 1st April	Total funds assessed by GOI Cumulative	expenditure the month	Cumulative Expr.

Format - 2

Sl. No.	Dist.	Name of the ICDS Project (Rural/ Tribal/ Urban)	No. of AWCs Reporting	No. of AWCs Providing SNP for 21+ days in	Total Population within Project		No. of SNP Beneficiaries			No. of PSE beneficiaries (3-6)		
					0-6Yrs.Preg. Lact. Women	0-3Yrs 3-6Yrs	Preg. Lact Women	No. of AWCs providing PCe for 21+ days. in a month	Boys	Girls		
1	2	3	4	5	6	7	8	9	10	11	12	13
Reported No. of live births (0-1) Yrs	14	15	No. of death (1-5) Years	Classification of Nutritional Status								
				Normal	Grade-I	Grade-II	Grade-III +IV	Grade-III +IV	Total No. of children Weighed.			
				17	18	19	20	21				

Sd/-  
for Commissioner / Director

**Annexure -V**  
**Reports to be submitted to Commissionerate /Directorate**  
**Proformas of various schemes / Trainings**

1. Raja Rajeswari Child welfare Policy

Sl. No.	Name of the District	Name of the Project	Enrolled Number of	amount Deposited Beneficiaries
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2. Bhagya Sree Child Welfare Policy :

Sl. No.	Name of the District	Name of the Project	Enrolled Number of	amount Deposited Beneficiaries
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3. Girl Child Protection scheme :

Sl. NO.	Name of the District	Amount year released	Expenditure	S.C	S.T.	B.C.	O.C	Min	PHC	Total
---------	----------------------	----------------------	-------------	-----	------	------	-----	-----	-----	-------

Target	Achievement
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4. Girl Child protection Scheme under 'MUNDADUGU'

(MUNDADUGU)

(Weekly progress report)

Name of the District -----

Name of the Department :

For the Week ending as on \_\_\_\_\_

Sl. No.	Target	Upto previous week		During the Week		Cumulative total		Balance to be Sanctioned	Amount to be Deposited in Bank
		No. Sanc- tioned in Bank	Amount Depositioned in Bank	No. Sanc- tioned	Amount Depositioned	No. Sanc- tioned	Amount Depositioned		

5. Training Particulars of CDPOs/ ACOPOs.

Name of the Department :

For the Week ending as on \_\_\_\_\_

Sl. No.	Name of the District	Name of the Project	C.D.P.O s						A.C.D.Os			J.C.		R.C	
			J.C.		R.C		J.C.		R.C		J.C.		R.C		
			S	F	V	T	UT	T	UT	S	F	V	T	UT	T

6. Training Particulars of Supervisors:

Name of the Department :

For the Week ending as on \_\_\_\_\_

Sl. No.	Name of the District	Name of the Project	Grade -I			Grade -II			
			S	F	V	J.C	R.C	J.C	R.C
			I	II	T	UT	T	UT	T

**ANNEXURE - I  
PARTICULARS OF LEGAL AID AND FAMILY COUNSELLING CENTRES**

8. Legal Aid Centres

For the Month of -----

Sl. No.	Place of Legal aid & Family counselling centre functioning	Date of starting	Name of the Lady Lawyer	Name of the Lady counsellor	Amount released Non Recurring	Amount incurred Non- Recurring	Balance available	Remarks

**ANNEXURE - II**

(9)

Sl. No.	Regd. No.	Date of Regd.	Name and Address	Age	Education	Occupation Applicant's spouse	Joint or Nuclear Family	Type of Nuclear family	Type of problem	No. of session meetings inclusive of home Visit	Assistance provided	Closed or pending	If Closed its outcome

**10. STATEMENT SHOWING VACANCY POSITION UNDER NON-PLAN  
FORM - A**

Sl. No	Designation of the posts	Permanent/ Temporary	G.O.& Head of A/C under which these posts are sanctioned	Scale of pay	Vacancy arised due to Retirement/ fresh sanction of post	Date from which vacant	Remarks
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**FORM - B**

**11. STATEMENT SHOWING VACANCY POSITION UNDER PLAN**

Sl. No	Designation of the posts	Permanent/ Temporary	G.O.& Head of A/C under which these posts are sanctioned	Scale of pay	No. of Posts Vacant	Vacancy arised due to Retirement/ fresh sanction of post	Date from which vacant	Remarks
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**FORM - C**

**12. VEHICLES**

Sl. No	Name of the Office	No. of Vehicle	Requirement of POL as per the limit of 160 Lt. Prescribed	Requirement of amount for Vehicle maintenance as per norms	No. of Vehicles hired and amount required
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**FORM - D**

**13. TELEPHONES**

Sl. No	Designation of Officer who is sanctioned Telephones	Office		Residence		No. of Cell phones	G.Os under which these Phones were sanctioned	Eligibility of calls & amount as per G.O.Ms 583, Ga (OP-III) 26.10.88	Amount required
		With STD	without STD	With STD	without STD				

**FORM - E**

**14. DAILY WAGES**

Sl. No	No. of daily wages workers	G.O.No.in which posts sanctioned	Justification for continuation of these posts	Amount required (mention the norms)	Remarks
--------	----------------------------	----------------------------------	---	-------------------------------------	---------

**FORM - F**

**15. CONTINGENT EMPLOYEES**

Sl. No	No. of daily wages workers	G.O.No.in which posts sanctioned	Justification for continuation of these	Amount required (mention the norms)	Remarks
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**BALIKA SAMRUDHI YOJANA**

Sl. No.	Name of the District	Year	Physical		Financial		Remark
			Target	Achivement	Target	Achievement	

**STAFF POSITION**

Name of the District :-----

Sl. No.	Name of the Post	Sanctioned	Filled	Vacant
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**STRENGTH PARTICULARS**

Name of the District :-----

Sl. No.	Name of the Departmental Institution	Strength Sanctioned	Strength on Roll	Remarks
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**ICDS APER PROJECTS**

Progress report on civil works (anganwadi buildings)

Sl. NO.	Name of the Project	San-ctioned	Sites Identified	Admn. sanction Issued.	No. of sites where constru-ction started	Basement level	Lintal level	Roof level	Name of the District	Completed and handedover

2. Drilling of Hand Pumps:

Sl. No.	Name of the Projects	Sanctioned	Number drilled	Name of the District	Completed & Handover.

3. CDPO Office Cum Godown

Sl. No.	Name of the Project	Sanctioned	Sites identified	Admn. sanction Issued.	No. of sites where constru-ction started	Fundation level	Lintal level	Roof level	Name of the District	Completed and handedover

4. Opening of Joint Accounts;

Sl. NO.	Name of the Project	Total No. of Joint A/cs to be opened	No of A/C already opened	Balance No. of accounts to be opened	No. of Accounts released with amount	No. of Accounts	Amount in Rs.	Name of the District



**GIRLS CHILD PROTECTION SCHEME**

Name of the Project :

No. of

Sl. No.	Year	Target	Castewise	Target	Castewise	Achievement	Achievement	Balance	Age-wise	Coverage	No. of	
		PH	OC	SC	ST	BC	MIN	PH	1-2	Mand-als Covered	Pass books issued	Rejected with reasons.
1	2							0-1	2-3			
2	3											
3	4											
4	5											
5	6											
6	7											
7	8											
8	9											
9	10											
10	11											
11	12											
12	13											
13	14											
14	15											
15	16											
16	17											
17	18											
18	19											
19	20											
20	21											
21	22											
22	23											
23	24											
24	25											
25	26											
26	27											
27	28											

**ICDS APER PROJECTS**

(5) Expenditure Particulars of Civil Works:

Name of the District :-----

Sl. No.	Name of the Project	Amounts Released to	Expenditure Incurred to	Amount to which UCs
	Mother Committees	CDPO Buildings E.E.(S.W)	Anganwadi Centre Buildings	Hand Pumps
				Hand pumps
				is submitted Rs.

(6) Masonary Training to Women :

Name of the District :-----

Sl. No.	Name of the Project	Total No. of Women in Masonary Groups	No. of Women Trained	Balance No. of Women to be trained

(7) Adolesent Girls Bridge course Training :

District Bridge Course VolunTERS Bio-Dat

Sl. No.	Name of the Selected Candidate	Date of Birth/ Age	Native place & District	Educational Qualification	Other Experience (previous experience Working with NGO or Adult literacy prog)	Other Qualities (Communication skills mobilizing the community any other)	Remarks

STATEMENT SHOWING EXPENDITURE PARTICULARS

Token & Date	(021) CW	(022) CE	(041) TA	(045) FTA	(051) SPTC	(052) TC	(053) WC	(054) EC	(056) CE	(057) MOV	(061) Rent	(062) Tax	(080) Adv & M&S	240 PP	333	201	202	23	
	Total																		
	HRA																		
	DA																		
	Pay																		

**IMPLEMENTATION OF GIRL CHILD PROTECTION SCHEME**

Particulars	Amount Released	Expenditure			Total
		Age	1 - 2	2 - 3	
		0 - 1			

ANNEXURE -VI

REPORTS TO BE SUBMITTED TO RDP BY P.DS  
WEEKLY PROGRESSIVE REPORT ON GIRL CHILD PROTECTION SCHEME UNDER MUNDADUGU

Target	Upto Previous week		During week cumulative total			Balance to be sanctioned	amount to be deposited in the Bank
	No. Sactioned	Amount de-posite Bank	No. Sactioned	Amount\ deposited in Bank	No Bank ---- deposited in Bank		

**TRAINING PARTICULARS OF CDPO'S / ACDPO 'S / APO OF ----  
DIST**

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Sl. No.	Name of the APO/CDPO/ ACDPO	Date of appointment promoted as APO/CDPO/ ACDPO	Date of Job course training completed	Date of Refresher completed	Remarks
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**REPORT ON CLEAN AND GREEN PROGRAMME**

SI. No	Name of the Project	No. of Trees planted
--------	---------------------	----------------------

**EXPENDITURE STATEMENT OF ICDS PROJECT**

Date	Particulars	Pay	DA	HRA	IR	010	022	045	051	052	053	054	056	061	333	TOTAL
------	-------------	-----	----	-----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------



**LEGAL AID AND COUNSELLING CENTRE RESUME OF CASES**

Date of Regs.	Name and Address	Age	Education	Occupation	Joint of Nuclear Family	Type of Problem	No. of session meetings inclusive of home Visits	Assistance provided	Closed or pending	If closed its outcome

**GIRL CHILD PROTECTION SCHEME - 1999 -2000 ( GENERAL / MUNDADUGU)**

PHYSICAL		FINANCIAL						
Achievment		Achievment			Caste			
TOTAL		TARGET		SC	ST	OC	BC	MUSLIM
0-1	1-2	2-3	0-1	1-2	2-3			

**LIST OF RAJARAJESHWARI MAHILA KALYAN YOJANA SCHEME**

Sl. No	Name of the Mandal	Name of the Village	No. of Benefic	Amount
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**BHAGYASREE CHILD WELFARE SCHEME**

Sl. No	Name of the Insitution	Encolled No. of Beneficiaries	Amount Deposited
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## GLOSSARY

CCA Rules	Classification Control and Appeal Rules
GPF	General Provident Fund
PRC	Pay Revision Commission
LAQ	Legislative Assembly Question
IOA	Institute of Administration
ICDS	Integrated Child Development Scheme
CARE	Co-Operative Assistance Relief for everywhere
UNICEF	United Nations International Children Emergency Fund
TA	Travelling Allowance
TTA	Tour Travelling Allowance
D.C Bills	Detailed contingent Bills
W&CW	Women & Child Welfare
CDPO	Child Development Project Officer
ACDPO	Additional Child Development Project Officer
BDO	Block Development Officer
PMU	Project Management Officer
LTC	Leave Travel Concession
TTI	Teachers Training Institute
WD&CW Dept.	Women Development & Child Welfare Department
PHC	Primary Health Centre
UHU	Urban Health Unit
LHV's	Lady Health Visitors
ANM's	Auxiliary Nurse cum Midwife
AIMs	All India Institute of Medical Sciences
AWTCs	Anganwadi Training Centres
MLTCs	Middle Level Training Centres
AWCs	Anganwadi Centres
DWCDA	District Women & Child Development Agency.

INDEX	DATE	DESCRIPTION
10000	1932	First day of classes at St. Paul's
10001	1932	Second day of classes at St. Paul's
10002	1932	Third day of classes at St. Paul's
10003	1932	Fourth day of classes at St. Paul's
10004	1932	Fifth day of classes at St. Paul's
10005	1932	Sixth day of classes at St. Paul's
10006	1932	Seventh day of classes at St. Paul's
10007	1932	Eighth day of classes at St. Paul's
10008	1932	Ninth day of classes at St. Paul's
10009	1932	Tenth day of classes at St. Paul's
10010	1932	Eleventh day of classes at St. Paul's
10011	1932	Twelfth day of classes at St. Paul's
10012	1932	Thirteenth day of classes at St. Paul's
10013	1932	Fourteenth day of classes at St. Paul's
10014	1932	Fifteenth day of classes at St. Paul's
10015	1932	Sixteenth day of classes at St. Paul's
10016	1932	Seventeenth day of classes at St. Paul's
10017	1932	Eighteenth day of classes at St. Paul's
10018	1932	Nineteenth day of classes at St. Paul's
10019	1932	Twentieth day of classes at St. Paul's
10020	1932	Twenty-first day of classes at St. Paul's
10021	1932	Twenty-second day of classes at St. Paul's
10022	1932	Twenty-third day of classes at St. Paul's
10023	1932	Twenty-fourth day of classes at St. Paul's
10024	1932	Twenty-fifth day of classes at St. Paul's
10025	1932	Twenty-sixth day of classes at St. Paul's
10026	1932	Twenty-seventh day of classes at St. Paul's
10027	1932	Twenty-eighth day of classes at St. Paul's
10028	1932	Twenty-ninth day of classes at St. Paul's
10029	1932	Thirtieth day of classes at St. Paul's
10030	1932	First day of summer vacation
10031	1932	Second day of summer vacation
10032	1932	Third day of summer vacation
10033	1932	Fourth day of summer vacation
10034	1932	Fifth day of summer vacation
10035	1932	Sixth day of summer vacation
10036	1932	Seventh day of summer vacation
10037	1932	Eighth day of summer vacation
10038	1932	Ninth day of summer vacation
10039	1932	Tenth day of summer vacation
10040	1932	Eleventh day of summer vacation
10041	1932	Twelfth day of summer vacation
10042	1932	Thirteenth day of summer vacation
10043	1932	Fourteenth day of summer vacation
10044	1932	Fifteenth day of summer vacation
10045	1932	Sixteenth day of summer vacation
10046	1932	Seventeenth day of summer vacation
10047	1932	Eighteenth day of summer vacation
10048	1932	Nineteenth day of summer vacation
10049	1932	Twentieth day of summer vacation
10050	1932	Twenty-first day of summer vacation
10051	1932	Twenty-second day of summer vacation
10052	1932	Twenty-third day of summer vacation
10053	1932	Twenty-fourth day of summer vacation
10054	1932	Twenty-fifth day of summer vacation
10055	1932	Twenty-sixth day of summer vacation
10056	1932	Twenty-seventh day of summer vacation
10057	1932	Twenty-eighth day of summer vacation
10058	1932	Twenty-ninth day of summer vacation
10059	1932	Thirtieth day of summer vacation
10060	1932	First day of September

यदैव विद्यया करोति श्रद्धयोपनिषदा  
तदैव वीर्यवत्तरं भवति

**Duty performed  
with Knowledge, Faith and Devotion,  
becomes really effective**

**Dr. MCR Human Resource Development Institute of Andhra Pradesh**

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