

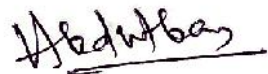
സാമൂഹ്യക്ഷേമ ഡയറക്ടറേറ്റ്
വികാസ്‌വേൻ,
തിരുവനന്തപുരം,

ഓഫീസ് ഉത്തരവ് നം. 1/12(5) തീയതി : 6-7-2012

വിഷയം: സാമൂഹ്യക്ഷേമ ഡയറക്ടറേറ്റ്- ജീവനക്കാരുടെ- ചുമതലകൾ ക്രമീകരിച്ച് ഉത്തരവാകുന്നു.

സ്വചനം: 6.7.2012ലെ സാമൂഹ്യക്ഷേമ ഡയറക്ടറുടെ ഇതേ നമ്പർ ഉത്തരവ്.

സാമൂഹ്യക്ഷേമ ഡയറക്ടറേറ്റിലെ ജീവനക്കാർക്ക് ചുമതലകൾ സ്വചന ഉത്തരവ് പ്രകാരം നൽകിയിട്ടുണ്ട്. ആയതിനാൽ ഉടൻ പ്രാബല്യത്തിൽ ചാർജ്ജുകൾ കൈമാറേണ്ടതാണ്.



സാമൂഹ്യക്ഷേമ ഡയറക്ടർക്കു വേണ്ടി

ബന്ധപ്പെടുവാൻ

പകർപ്പ്:-

1. ഡയറക്ടറുടെ സി.എ
2. അഡീഷണൽ ഡയറക്ടറുടെ സി.എ
3. ഡയറക്ടറേറ്റിലെ എല്ലാ യൂണിറ്റ് ഓഫീസർമാർക്കും, സെക്ഷൻ മേധാവികൾക്കും.
4. സ്റ്റോക്ക് ഫയൽ.

OFFICE ORDER No. 1/12(5) Dated: 6-7-2012

A SECTION (Accounts) Funds Distribution Budget

UNIT OFFICER:- F.O (Smt. Sreelatha Sukumaran)

Sr.Superintendent : Sri. S. Sulfikar

A1.	Plan Allotment, Reappropriation, Subject Committee: Note, Additional Authorization, SDG, Surrender	Sri. R.S.Harikumar (HA)
A2.	Files Regarding A.G Audit, Meeting regarding AG Audit & its Note. Dept Audit, General Tapal regarding Audit	Sri.Kamarudheen (HA)
A3.	Non-Plan allotment, PAC report, Additional Authorization & Reappropriation (Non Plan)	Sri.P.J.Varghese (CWI)
A4.	Reconciliation of Plan Expenditure- ICDS only DORE consolidation	Sri.Pradeep.S (LDC)
A5.	Reconciliation of NonPlan& Plan Expenditure Excluding ICDS	
	DORE Consolidation, appropriation of E/c(NP)	

File Routing Section : JS → FO → DSW

B SECTION (Bill)

UNIT OFFICER:- A.O (D.Harikumar)

Sr.Superintendent : M.M.Mohandas

B1.	Cash & Cash Book, HBA recoveries, Contingent Bills etc. Salary recoveries	Sri. Paul Raj (HA)
B2.	Establishment Bills, NLC, MCA, Marriage TA Bills etc.	Sri.Vijil Kumar.V (UDC)
B3.	Medical Reimbursement, GPF, SLI, FBS, GIS etc.	Sri.B.L.Ajithkumar (HA)

File Routing Section → SS → AO → DSW

C SECTION : Stationary/ House keeping, Training & Vehicle

Unit Officer: Asst. Director: AD.7 Sri. K.Surendra Kumar

Jr.Superintendent : Sri. Rajeev Kumar

(Tapal Section included under the supervision of C-Section Unit Officer and Junior Superintendent)

C1.	D3 & D4 Seats were clubbed and redesignated as C1. Stationary, House Keeping (Directorate & Annexe), Forms & Registers , All purchase, Staff Meeting, Executive committee meeting. Meeting conducted by other departments. Administration Reports, Dept.Identity, monitoring the application subject to the Rights to Information Act, Miscellaneous Files, Monthly business statement etc.	Sri.SunilKumar.K (HA)
C2.	Educational Assistance to Children of Women Prisoners and mothers prisoner, Victim rehabilitation, Financial Assistance, Financial Assistance to Probationer- Ex-convict, Ex-pupils, Ex-inmates, Induction training to newly appointed Probation Officers Gr.II, State Training Policy (STP), Skill Development Training of officers of the Department	Sri.Muraleedharan (HA)
C3.	Vehicles- Repairs & Maintenance of the Hiring of vehicles, Purchase of Vehicle etc.	Smt.Sreeja Chandran (UDC)
File Routing Section → JS → AD → FO → DSW		

E SECTION (Establishment)

UNIT OFFICER:- Administrative Officer –D.Harikumar

Estt. Superintendent : E.Jaison

Jr. Superintendent : 1) U.Abdul Bari 2) Muhammed Nazar

E1.	Establishment matters regarding Programme Officers/ Child Development Project Officers	Sri.Mohandas.J (HA)
E2.	Files relating to the Pension benefits & retirement benefits 14 Districts.	Sri.R.Asokan (HA)
E3.	Establishment matters regarding Supervisors. Trivandrum to Ernakulam (7 Districts), All suits and WPC's proposals & all miscellaneous regarding establishment matters.	Smt.Meena.J (UDC)
E4.	Files relating to the Transfer and posting and Leave of clerks & Clerk Typists in the Dept. including Right to Information Act.	Sri.Yoosafkunju (UDC)
E5.	Disciplinary action & Office administration of Directorate, SPMU, Work Distribution of the SW Directorate & Annexe	Smt. Raji.S.S (LDC)
E6.	Establishment matter regarding Class IV employees (Peons, Watchman, Watchwomen)	Smt.Girijakumari.R (UDC)
E7.	Establishment matter relating to Junior Superintendent, Superintendent Gr.II, VTC Supervisor, Social Scientist, Nutritionist, Superintendent Gr.III, HA, HC, CWI etc.	Sri.Gopakumar.T (HA)
E8.	Establishment matters relating to Caretaker(Male & Female), Typists, Driver, Matron and staff in the J.J. Institution in the Dept.	Smt.Raji Krishnan (UDC)
E9.	Gradation Cell & DPC matters	Sri.Satheesan.B (HA)
E10.	Establishment matter regarding L.D.Clerk, L.D.Typist (Service Regularization, Probation Declaration, Grade). Class IV employees (P.T Sweeper, Cook, Ayah, Attender, Clerical Attender, Male &Female Attendent, Scavanger, Binder)	Smt.Ganga Devi (UDC)
E11.	Establishment matter regarding RDPOs/ Women Protection Officers/ Superintendent Grade I/ Deputy Superintendent Grade I/ District Social Welfare officer/ Regional Assistant Director/ Joint Director, Additional Director.	Sri.Steephan.P (HA)

DB/2012/E5/DSW

E12.	Establishment matters regarding Supervisors. Thrissur to Kasaragode (7 Districts).	Sri.R.Robinson (HA)
	File Routing Section → JS.1 E1, E2, E3, E4, E6, E7. JS.2 E5., E8, E9, E10, E11, E12- suits and WPC's File Routing JS.1 & JS2 → SS → AO → DSW	

F SECTION (Planning)

Joint Director: Sri. C.K.Raghavan Unni

Sr. Superintendent & Planning Officer: Mohan Kumar.G

Junior Superintendent. : Harikumaran Nair

Unit Officer: Sri. Mukundan.K (AD.5)

F1.	Plan Scheme, Budget, Plan Progress Report, Budget Speech, Monthly Review meeting etc.	Sri.M.B.Madhusoodanan Nair (HA)
Unit Officer: Sri.Mukundan.K- AD-5 (Addl. Charge)		
F2.	Protection of Women from Domestic Violence, Womens Welfare Institution, Intercaste Marriage, Construction of womens welfare Institutions etc.	Sri.Ligin George (LDC)
F3.	Integrated Women Development Programmes, Files relating to Aids Control Society, Scheme for women Headed families, widow re-marriage etc.	Sri.R.Sivakumar (UDC)
F4.	TRP, MGP, Cancer Suraksha, Hunger Free city, KSSM, TRP reconciliation, TRP Audit etc.	Smt.R.M.Remya (UDC) (Addl. Charge)
F5.	Dowry Prohibition Act, Flagship Programme on Finishing School, Women Development Programmes, Tour Programmes of DSWO's, PO's, Watching of MPs conference & Dist.Collector's Conference, Files on legislature committees on welfare of women, Children to the handicapped etc.	Sri. Lakshmy Narayanan.M.N (HA)
IT(1)	Online Support for SPARK (DMU) Online Support for Computer Maintenance , System Administration , Website Updating, Spark ,Employees data verification in spark, IGNOPAS Pensioners data updating to Centre Govt., Modernization of Department, Department Computerization	Sri. Raj Kiran K R (UDC)

IT(2)	E-Governance Project Preparation Anganwadi Welfare fund and Pension Computerization, Anganwadi Resource Centre PeMT, Scheme Monitoring, Innovative project Preparation SWD WEBSITE, Kerala women website	Smt.Remya (UDC)
	File Routing (1)Section → JS → SS → AD(7) → JD → FO/AO → DSW (2) Section → JS → SS → AD(1) → JD → DSW (3) Section → IT → JS → AD(Sri.Venu) → JD → FO → DSW	

G SECTION (Grant-in-Aid)

UNIT OFFICER:- (1) Assistant Director : Elsy Abraham AD.3

Superintendent : S.Saji (Junior Superintendent)

G1.	Central Govt. Grant in aid: Deen Dayan Disabled Rehabilitation Scheme, Working Women's Hostel, SWADHAR, Ujwala Etc.	Sri.S.G.Sugathakumar (LDC)
G3.	Integrated Programme for Older Persons Prevention of Alcoholism and Drug abuse	Smt.Shinola Clement (UDC)
G4.	Old Age Policy, file relating to Govt. Old Age Home, Implementations of Kerala Maintenance & Welfare of Parents & Senior Citizens Act 2007 & Rule 2009.	Sri. Manoj.C (LDC)
	File Routing: Section → JS → AD → DSW	

H SECTION (Physically Handicapped)

UNIT OFFICER:- Assistant Director (Elsy P.Sebastian) (AD.2)

Superintendent : Sri.V.N.Suresh Kumar.

H1.	Physically Handicapped Scholarship, Financial assistance to Blind advocates, PWD registration, PWD Act, National Trust Act, Aswasakiranam, Karunya Deposit Scheme etc.	Sri. Sudevan.K.P (HA)
H2.	VTC, Marriage assistance to PH Girls and daughters of PH, Disability certificates (ID) Card, Handicapped Distress Relief Fund etc.	Smt.Sabeena Begam (UDC)
H3.	Welfare Institutions for Handicapped, National Awards Handicapped etc. other National Awards	Smt. Bindu U.S (UDC)
	File Routing Section → JS → AD → DSW	

PDMC SECTION

Joint Director :- Sri.C.K.Raghavan Unni, JD

Unit Officer :- Sri.V.S.Venu, AD-1

Superintendent : DPO Gr.I Sri.R.Sudhakumar.

PDMC.1	Child Labour, Child Marriage, Child Abuse, Child Rights, Child Beggary, Human Rights Day, Pre children's, Child Line, Open Shelter Homes etc. JJ Rules, Child trafficking, Missing children Bureau, Special Juvenile Police Unit.	Smt. Bindu R.N (UDC)
PDMC.2	Fund allotment from Central for ICPS. All proposals under ICPS to Central Govt.,	Sri.Maniyan (HA)
PDMC.3	Fund allotment to Children's Homes, Observation Homes/ Special Homes. Other subjects like Deinstitutionalization, Continuing education of children belonging to these institutions, countersigning of Honorarium bills related CJMS etc. Permission to visit J.J Homes etc. Survey & research. Utilization of UNICEF Fund to Central Govt. Utilization of UNICEF fund, training from NIPCCD, NISD&UNOC. Recognition of its institutions progress in residential education. Children's Day celebration	Smt.Rajani (UDC)
PDMC.4	Funds to specialized adoption agencies. License to all SAA, continuing education, Adoption sponsorship, Foster Care special orders for higher education, all files and matters dealing with adoption. Consolidation of statistical reports of SAA; documentation, Training on adoption, Selection Committees, Juvenile Justice Fund. Juvenile Fest, Leadership camps, literacy camp, Advisory committee, Management committee, CWC, JJB, inspection committee, Hole in the wall education to all CH, workshops given to inmates of CH, OB etc. Organising training, statistical returns of Probation Officers and J.J.Institutions and its documentation. Child Welfare Council	Smt.T.G.Binu (HA)
PDMC.5	Preparation of TA Bills, Sitting fees bills of CWC / JJB members, Chairperson, Consolidation of Funds as per ICPS From PDMC.1 to PDMC.5 seats. Files relating to the constitution of CWC/ J.J.B. All matters related to Selection Committee and Selection procedure of JJB & CWC.	Sri.M.D.Dileep Kumar (HA)
File routing → Section → DPO → AD → JD (General) → DSW		

FAIR COPY SECTION

UNIT OFFICER:- Administrative Officer

Superintendent : Smt. Santhakumari.C, Fair Copy Superintendent

	Typing Section:-	
Note:	Interial arrangement in the section can be made by the unit officer with the concurrence of Director of Social Welfare	
1.	Santhakumari.C	Fair copy Superintendent
2.	C.Vimala Bai	Selection Gr. Typist
3.	Vacant	
4.	R.Muralee	Selection Gr. Typist
5.	D.Baiju	U.D.Typist
6.	P.Santha	U.D.Typist
7.	J.Ambika Devi Amma	U.D.Typist
8.	B.S.Jyothi	L.D.Typist
9.	A.Indira Devi	Clerical Attender
10.	R.Suresh Kumar	Peon, Despatch
11.	R.Ramachandran Nair	Clerical Attender
12.	A.Anil Kumar	Peon, Tapal

ICDS A-SECTION

UNIT OFFICER:- K.J.Philomina J.P.C

Section Head:- Sri. N. Jesudasan, Accounts Officer

ICDS A1	SOE, Pre-School Kit, Medicine Kit, Uniform Saree, Flexi Fund, Name Tag, Weighing Scale etc.	Sri.Ajith Kumar (UDC)
ICDS A2	Office Rent, Construction of Anganwadi Building, Shifting of Office building Reg., Complaint of Anganwadi buildings, Baby Friendly Toilet, Scheme of Drinking Water for Anganwadi, Model Anganwadi etc.	Smt.Veena U.Nair (UDC)
ICDS A3	Complaint of Anganwadi Workers/ Helpers, Complaint of organizations, Honorarium of Anganwadis. Leave of AWorkers/Helpers.	Smt.Chithra (UDC)
File Routing:- Acc.Officer → JPC → ADSW → DSW		

Unit Officer : K.J.Philomina, J.P.C

Section Head:- Sri. B. Mohanachandran Nair, Programme Officer 1

Junior Superintendent : Sri. Chandramohanan Nair.

ICDS A4	ICDS Training Programme	Smt. Aswathy (HA)
ICDS A5	Sabala, CMB, Psychosocial Services to Adolescent Girls including School counseling centres, KSY	Sri.Vinod Kumar (UDC)
File Routing:- JS → PO1 → JPC → ADSW → DSW		

ICDS B-SECTION

UNIT OFFICER:- Smt.M.C.Jayasree, AD.6

Section Head :- Sri. V.Jayakumar, Programme Officer-2 (i/c)

Junior Superintendent : Sri. V.K.Radhakrishna Pillai

ICDS B1	Re-organization of ICDS, New Anganwadi and reallocation of Anganwadies, Committies and meetings of ICDS, IEC activities etc.	Smt.Beena George (HA)
ICDS B2	Anganwadies curriculum crèches immunization, BKY Award, Growth monitoring UNICEF, complaints of AWW/H	Smt. Ambika (UDC)
ICDS B3	Allocation of food grains under WBNP, Allocation of food grains under SNP, Health and Nutrition, THRS, all other nutrition programmes, NPAG, allocation of food grain under Sabala, Nutrition monitoring.	Smt. Deepa (UDC)
ICDS B4	Selection and posting of AWW/H, OP	Sri.Parameswaran (HA)
File Routing:- JS → PO2 → AD → ADSW → DSW		

ICDS C-SECTION

Unit Officer : Smt. M.C.Jayasree, AD.6

Junior Superintendent : Chandramohanan Nair (i/c)

ICDS C1	Monthly Progress Report, 20 point programme, 15 point programme, Review meeting of Programme Officers, APIP and General files related to periodicals.	Smt.Santhi Krishna (JSI)
ICDS C2	Stationary, Files related to House keeping, CDPO/ POs review / Adv. Tour programmes, Annual survey.	Sri.Sandeep Mohan (JSI)
File Routing:- JS → AD → ADSW → DSW		

AWWHWF WELFARE FUND SECTION

UNIT OFFICER:- Dr. P.Prathpan, JD/CEO

Junior Superintendent : Sri. Krishnankutty Nair

AWWHWF-1	Keeping accounts of welfare fund, Granting welfare fund benefits who resigned, died etc. Work of granting pension relating to Thiruvananthapuram , Kollam, Pathanamthitta, Alappuzha , Idukki , Kottayam, Ernakulam Districts. (7 Districts)	Sri. Sajith.P.Nair
AWWHWF-2	Keeping accounts of welfare fund, Granting welfare fund benefits who resigned, died etc. Work of granting pension relating to Thrissur, Malappuram, Palakkad, Kozhikode, Wananad, Kannur, Kasargode (7 Districts)	Smt. N. Geetha
File Routing:- JS → CEO Attendance :- JS→ CEO → DSW		

FAIR COPY ICDS SECTION

Typing Section:-		
1.	Smt. Komalavally	Selection Gr. Typist
2.	Smt. Ajitha	U.D.Typist - AWWHWF
3.	Sri. Gopakumar	U.D.Typist
4.	Smt. Reshmi	L.D.Typist

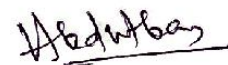
ICDS Section

1.	Sri. Sureshan Thampi	Peon
2.	Sri. Hari	Peon
3.	Sri. Rajashekharan Nair	Record Keeper

	Tapal Marking	Sri.Chandramohan Nair Junior Superintendent
	Custodian of attendance	Smt. K.J.Philomina Joint Director
	Super check of Attendance Register	Addl.DSW

Sd/-
Director of Social Welfare

Forwarded by Order



Superintendent