

**Department of Women & Child Development
Govt. of NCT of Delhi**

Kashmere Gate, ISBT Building, Delhi – 110006

F.No. 56(99)/WCD/RTE/2022-23 / 17619-23

Dated:

13 DEC 2022

ORDER

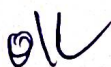
In supersession of all previous orders, the overall functions/responsibilities of the District Officer (WCD) shall be as follows in their respective districts with immediate effect:

1. **PROGRAMME:** - The District Officers (WCD) shall primarily be responsible for the proper and effective implementation of the programs of the Women and Child Development, GNCT of Delhi in their respective districts.

The District Officer (WCD) shall ensure that each and every functionary working in their respective districts understands and observe the norms and procedures as per the Manual of the Department and the instructions issued by the Department from time to time and discharge his/her role and duties accordingly.

2. **FINANCIAL ASSISTANCE SCHEMES:** - The District Officer (WCD) shall implement all the Financial Assistance Schemes of the Department and sanction financial assistance as per prescribed norms, eligibility and rules under the following Schemes: -

- (i) Delhi Pension Scheme to Women in Distress
- (ii) Financial Assistance for marriage of daughter of Widow
- (iii) Ladli Scheme (for the empowerment of Girl Child)



3. MISSION VATSALYA: -

1. The District Officer (WCD) being the Member Secretary of the **District Child Welfare and Protection Committee** which is to be constituted under chairmanship of DM in each revenue district under Revised Mission Vatsalya shall coordinate with concerned DM for conduct of quarterly review meeting.
2. Being the Nodal Officer/ Member Convener of the **District Task Force** constituted vide order No.61(1470)/CWC Matter/ SCPS/ AD (ICPS)/DWCD/2021/181 dated 04/05/2021 the District Officer (WCD) in close coordination with other members of the DTF shall ensure that responsibilities assigned to DTF are performed in efficient manner.
3. District Officer are the Sanctioning Authority for the matters related to Sponsorship cases of Children in Need of Care & Protection as defined under J. J. Act (Ref.order No. F.61/(1290)/Sponsorship Prog/ DD(ICPS)/DWCD/2018-19/666-670 dated 09/07/2020).
4. Being the member convener of the **District Child Protection Convergence Committee** constituted under chairman ship of District Magistrate concerned, District officer will ensure effective coordination among stakeholders for facilitation and necessary services for children's rehabilitation and reintegration.

4. HOMES/INSTITUTIONS

1. The DISTRICT OFFICER (WCD) shall be direct supervisory officers in respect of all the homes/institutions run by the W.C.D Deptt. and shall be responsible for their overall program implementation and management. Under program , the DISTRICT OFFICER (WCD) shall ensure that programming components like physical and medical



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care of the inmates, their boarding and lodging, health, education, recreation, cultural activities, vocational training, rehabilitation, are implemented properly and timely. Under management, the DISTRICT OFFICER (WCD) shall ensure the efficient and effective management of personnel, estate, sanitation, security, stores, accounts and finances.

2. The District officer (WCD) are required to monitor the activities of the residents of Night Shelter for Women & Children under DUSIB during winter seasons (F.60 (807)/DWCD/WEC/DUSIB (N.S)/ 2019/ 15233-42 dated 29th December 2020)

5. VOLUNTARY ORGANISATION - The District Officer (WCD) shall:

1. Identify and report periodically on the activities and projects of the voluntary organizations working in the field of WCD sector to the concerned branch/VAC, HQ.
2. Monitor periodically the projects of the voluntary organizations receiving grants-in-aid either from Delhi Govt. or Govt. of India and inspect them personally at least once in a year and submit the report for perusal of Director (WCD)
3. Receive applications of the new and on-going grants-in-aid of the voluntary organizations for the projects falling in their respective districts and submit their cases with an inspection report and their comments to VAC at HQ for consideration by GIA Committee. Each such application shall be submitted after all due actions within one month from its receipt.



6. RECONCILIATION AND GUIDANCE:- The DISTRICT OFFICER (WCD) shall be the Reconciliation and Guidance Officers and Dowry Prohibition Officers of their districts. They shall attend to reconciliation and guidance and cases of their districts and take all necessary measures for the dowry prohibition in their districts.

7. PUBLIC GRIEVANCES:- The DISTRICT OFFICER (WCD) shall be the public grievance officers of their districts and shall attend all public grievances relating to their districts every day invariably from 10 AM to 11 AM and maintain register/ record in this regard.

8. ICDS/POSHAN/PMMVY:- The DISTRICT OFFICER (WCD) shall be responsible for the proper and effective implementation of the ICDS projects in their districts. They shall ensure:

1. That all the services under ICDS projects are carried out effectively.
2. That CDPOs send the Monthly Progress Reports on the prescribed format to HQ regarding basic services before 7th of every month.
3. That the CDPOs, Supervisors and AW Workers and AW Helper discharge their duties properly as per the Manual of the Deptt. and supervise AWCs regularly.
4. That Food items under SNP are received, stocked and distributed as per the schedule and instructions of the Deptt.
5. That the quantity, quality, packaging, and distribution of food items are maintained as per prescribed norms and terms and conditions.



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6. That the ICDS staff nominated for training attend their courses timely and properly.

7. That the payment requests of SNP supplies are processed by the CDPOs within 7 days from the receipt of bills.

8.. That all prescribed norms and procedures are observed by the ICDS staff while dealing with financial matters.

9. That all financial records are properly maintained and the same are made available for audit as and when required.

10. DOs are authorized for transfer of AWWs (Both Inter and Intra District) and to constitute a Grievance Redressal Committee at District level to handle day-to-day problems of the field functionaries in respective Districts. They are also authorized to **sanction the Casual Leaves and to recommend the Earned Leaves of the Concerned CDPOs** under their respective jurisdiction.

11. The District Officers have been delegated powers related to appointment and termination of AWWs as detailed below:

a. Anganwadi Workers: The selection of AWWs is being done by the Selection Committee constituted under the chairmanship of respective District Officers in compliance of the directions of the Ministry of Women & Child Development, Govt. of India issued vide no. 1-14/2006-C.D.I dated 28.05.2007.

The composition of the committee prescribed by the Government of India for the selection of Anganwadi



Workers, is as under: -

1. Concerned District WCD Officer - Chairperson
2. BDO / SDM (as per availability) - Member
3. CDPO concerned - Member
4. Medical Officer – Member
5. President of Taluka Panchayat - Member
6. Block advisory committee (as per their availability)

b. **Anganwadi Helpers:** The Assessment Committee comprising of District Officer, CDPO and Concerned Area Supervisor will be the competent authority for engagement of Anganwadi Helpers in respective IDS Projects under the ICDS Scheme. The District WCD Officers are authorized for termination of AWWs and AWHs in accordance with the termination clauses contained in ICDS manual.

9. ADMINISTRATION & FINANCE: - In their respective districts, the District Officers (WCD) shall have the power of:

1. Temporary diversion of group D and C employees within their districts not exceeding 30 days in case of emergencies. The District Officers (WCD) shall, however, be required to send a reference regarding such diversions to the Administration Branch at the HQ within 7 days.
2. Sanction of casual leave of the gazetted staff members falling within their districts.
3. Recommendation of Earned leave of all the gazetted staff members and forwarding of applications of earned leave in respect of group C and



D staff members after they are recommended by their respective supervisory Officers.

4. Financial Powers : All District Officers (WCD) shall be the Head of Office/DDO in respect of their own offices under Rule 14 of Delegation of Financial Power Rules, 1978 and Rule 2(VIII) of GFR (Revised and Enlarged) and Delhi Admn's letter no. F. 13/7/76-AC dated 29/6/77.

10. ESTATE:- The District Officers (WCD) shall be the Estate Officers of their respective District. As Estate Officers, the District Officers (WCD) shall be primarily responsible to protect the Departmental estate falling in their respective districts and keep it free from any kind of illegal encroachment. In this regard, they shall themselves directly contact all the concerned law enforcing agencies to prevent any encroachment on the public land. As Estate Officers, the District Officers (WCD) shall also:

1. Submit a report to the Estate Cell at HQ regarding the encroachment status of the existing state and the measures being taken to prevent/remove the illegal encroachment.
2. Act as members of the Allotment Committee constituted for the allotment of Departmental accommodation.
3. Implement the decision of the Allotment Committee in respect of allotment, possession, cancellation and eviction
4. Maintain the existing land and buildings of Homes/Institutions, ICDS Projects and any other departmental property.
5. Liaise with PWD for new constructions as approved by the Deptt. and for the proper maintenance of existing estate.



6. Get the estimates prepared by the respective PWD Divisions for new constructions and maintenance of existing estate and submit them to the Estate Cell at HQ after due examination with recommendations for their sanction by the competent authority.
7. Look after the development and maintenance of horticulture in the Homes/Institutions/Offices.
8. Take possession of the land acquired by the Deptt. for its programmes under various capital plan schemes.
9. Liaise and follow up with DDA/Development Deptt. for the allotment of land to the Deptt.
10. Prepare and submit the basic facts of each case under litigation in any court of law to the Estate Cell at HQ; follow up with the Govt. counsel after he/she has been appointed; pursue the case properly and timely; attend the court and submit a report on each date of the case to the Estate Cell at HQ for necessary and appropriate action.

11.:- INSPECTIONS: - The District Officers (WCD) shall be the supervisory officers of their respective districts and regular inspections of all the units within their districts shall be their primary responsibility. They shall be required to conduct inspections themselves and send their reports to HQ as follows:

1. Inspection of Homes/Institutions, once in a month and report to Director (WCD) on prescribed formats.
2. Surprise Inspection at night of Homes/Institutions and report to Director (Programme) on prescribed formats.



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3. Inspection of ICDS projects once in a month and report to Joint Director (ICDS) on a prescribed format.

4. Inspection of Voluntary Organizations receiving grants-in-aid at least once every year in report to VAC at HQ.

5. Inspection of One Stop Center once in a month and report to Director, WCD.

12. PERIODIC REPORTS: - The District Officers (WCD) shall require to submit the following periodic reports:

1. Monthly Progress Report on the programme implementation and management of the Homes/Institutions, ICDS Projects.

2. Monthly Progress Report on the basic services in ICDS Projects.

3. Report on the activities and programmes of the voluntary organizations.

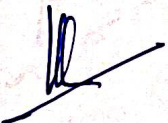
4. Report on the voluntary organizations receiving grants-in-aid.

5. Progress Report on reconciliation and guidance cases, public grievance cases and dowry prohibition cases.

6. Weekly and Monthly Progress Report on the Financial Assistance cases (Category wise) received, processed, sanctioned, rejected and pending under all Financial Assistance Schemes.

7. Staff-deployment Statement with requirement in each Home/Institution, , ICDS Projects and the District Office.


8. Statement of Casual Leaves sanctioned and Earned Leaves recommended.



9. Statement of expenditure incurred, stores and purchases made in last one month by each Home/Institution, ICDS Projects and the District Office.
10. Requirements of items to be procured by the Procurement Branch.
11. Progress Report on the estate giving details of maintenance carried out in the last month, status of water, sewage and electricity, outstanding PWD works, vacant residential accommodation, encroachment and its removal etc.
12. Report on the SNP supplies with shortages and irregularities if reported any.
13. Quarterly Report on the training imparted and training required in each Home/Institution, and ICDS Project.
14. Evaluation Reports in respect of all Homes/Institutions/ICDS Projects every year.

13. COMMITTEE- District Officer is the member of the following committees-

Sr. No.	Name of Committee	Designation
1.	Committee for Screening and Monitoring of PWD work	Chairperson
2.	District Facilitation cum Grievance Redressal Committee	Convenor



3.	District Convergence cum Nutrition Committee under Poshan 2.0	Member Secretary
4.	District Development Committee	Member
5.	District Level Aadhar Monitoring Committee	Member
6.	District Special Cell	Member
7.	District Child Welfare and Protection Committee	Member Secretary
8.	District Child Protection Convergence Committee	Member Secretary

14. OTHER MISLANEOUS MATTERS: - The District Officers (WCD) shall ensure

1. That all the administrative orders of the Deptt. are carried out properly and timely in their respective districts.
2. The District officers shall Liaise with the District Magistrates and District Officers as Members are required to attend the meetings of DISHA & DDC in which Hon'ble M.P and MLA is the Chairperson accordingly and District Magistrate is the member convener.
3. That service conduct rules are followed by all the staff members working in their respective districts.




4. That proper punctuality and attendance are observed by the staff of their respective districts.
5. That prompt and proper action is taken in case of occurrence of a crime in the homes/institutions.
6. The proper upkeep and maintenance of the vehicles, telecommunication equipment, office and institutional equipment, fixtures and furniture of the institutions, homes and offices of their districts and liaise and coordinate with Care Taking Branch at HQ as and when required.
7. That the computers, printers and telephones are in working condition and are used for official use only.
8. That the prescribed office procedures are followed by all the units. The office files are given numbers and maintained as prescribed by the HQ. A list of all current files and those consigned to record rooms and weeded out is maintained in the respective units and a copy is kept in district office. The old files are weeded out as per prescribed norms.
9. That all the purchases made in the institutions/homes/ICDS projects are strictly in accordance with the financial rules and in case any violation by the Superintendent/CDPOs/DDO/HOOs working under them is observed/ come into notice the same will be promptly reported to the Hqtr.
10. That the requirements of procurement are timely reported to the Procurement Branch at HQ and are followed up regularly.
11. That stores and supplies are properly maintained and utilized properly for the welfare of inmates/beneficiaries.

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12. That an inventory is maintained of all the durable items in homes/institutions/offices and a report in this regard is sent to the Care Taking Branch at HQ twice every year.
13. That stores are condemned at least once in a year. They shall coordinate in this regard with the Care Taking Branch and accounts branch at HQ.
14. That all the prescribed financial rules are properly observed and accounts are properly maintained as prescribed.
15. District Officers are CPIO in RTI matters of the District.

This issues with prior approval of Secretary, WCD.


(KRISHAN KUMAR)
Director, W.C.D
KRISHAN KUMAR, IAS
Director (WCD)

To,

All District Officers, DWCD, GNCTD.

F.No. 56(99)/WCD/RTE/2022-23 / 17619-23

Dated:

Copy to:-

1. OSD to Secretary, DWCD, GNCTD.
2. PS to Director, DWCD, GNCTD.
3. All JDs, DWCD, GNCTD.
4. All Deputy Directors/ Branch in-charges (HQ), DWCD, GNCTD.

13 DEC 2022