

Government of Odisha

Department of Women & Child Development

NOTIFICATION

No.WCD-FE-MISC-0043-2018 5834 /WCD, Dated 11.03.2024

In pursuance of this Deptt. Notification No.11513 dtd. 03.06.2023 on creation of posts in the rank of DSWO/SWO (L-12) at State Head Quarters with pre-revised pay band of 9300-34800+5400 (G.P) and posts of Programme Officer equivalent to the rank of CDPO for posting at District and Sub-division level with pre-revised pay band of 9300-34800+4600 (G.P), the Job chart regarding role and responsibility of Programme Officer, Protection Officer and Social Welfare Officer (SWO) as indicated in detail shall be followed:

A. Programme Officer (District Level)

Programme Officer shall deal with the following subjects and submit file directly to DSWO:

- a) Training, Programming, Planning, Monitoring and Implementation of all ICDS Schemes and schemes related to Nutrition.
- b) Construction, Electrification, Drinking Water facility and Renovation of AWC building, ICDS Office Building, Staffs Quarter and other construction work.
- c) Monitoring and improvement of SNP Program especially Chhatua Units.
- d) Monitoring and implementation of other schemes such as SNP, MSPY, ECCE, POSHAN.
- e) Monitoring of budget allocations and utilization of funds related to the all Schemes except Women Development.
- f) Verification of all cash books before submission to the DSWO.
- g) She will act as a PIO of RTI Act.

B. Protection-cum-Programme Officer

Protection Officer-cum-Programme Officer shall deal with the following subjects and submit file to the DSWO through the Social Welfare Officer (SWO) wherever SWO is posted. Where there is no SWO, she would submit files directly to DSWO:



- a) Focus on Women, Adolescent Girls and Children for prevention of Child Marriages.
- b) D.V Act, Jagruti Homes and Child Care Institution.
- c) One Stop Centre/ State Support Centre Scheme.
- d) Matters related to Trafficking, Sexual harassment, domestic violence and working women's hostel.
- e) Co-ordination with District Child Protection Unit.
- f) Monitoring of all Schemes related to Women Development including Advika.
- h) Co-ordination with Law Deptt., Home Deptt., DCPU, Mission Shakti and other Departments.
- g) Local Complaint Committee.

C. Sub divisional Programme Officer

Programme Officer shall deal with the following assignments:

- a) Attend weekly grievance at Sub divisional level.
- b) Attend Sub-Collectors office as and when required. Act as a bridge between the CDPOs of the sub-division and the Sub-Collector.
- c) At least 10 day's tour to be made in a month in the assigned subdivision.
- d) Supervise implementation of all the ICDS Schemes implemented at Sub- divisional level.
- e) Report to SWO in the matter of Legal & Establishment related works.
- f) Report to DSWO on progress of the work on infrastructure and all Schemes implemented time to time.

D. Social Welfare Officer (SWO)

Social Welfare Officer (SWO) shall report to the DSWO and look after the following works:

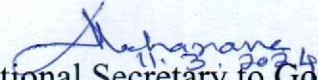
- a) Reviewing of the works related to Protection Officer-cum-Programme Officer and report to DSWO.
- b) Monitoring of budget allocation and utilization of the funds related to the women development schemes.
- c) Court case matters, Assembly Question, Grievance petition, Disciplinary proceedings,

Service Book updation and pension related matters.

d) Assembly questions and Grievance Petition.

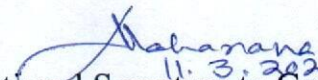
e) Any other work assigned by the Collector or DSWO.

By order of Governor


Additional Secretary to Govt.

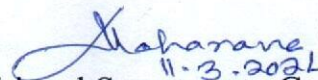
Memo No. 5835 /WCD, Dt. 11.03.2024

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar for information & necessary action.


Additional Secretary to Govt.

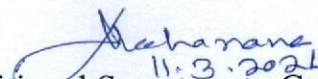
Memo No. 5836 /WCD, Dt. 11.03.2024

Copy forwarded to the P.S to Hon'ble Chief Minister / P.S to Hon'ble Minister, W&CD / P.S to Principal Secretary to Govt., Department of W&CD / Steno to Director, ICDS and Social Welfare, Department of W&CD for kind information of the Hon'ble Chief Minister / Hon'ble Minister, W&CD / Principal Secretary to Govt., Department of W&CD / Director, ICDS and Social Welfare, Department of W&CD.


Additional Secretary to Govt.

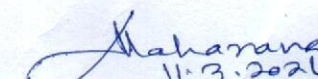
Memo No. 5837 /WCD, Dt. 11.03.2024

Copy forwarded to all Collectors/Sub-Collectors for information and necessary action.


Additional Secretary to Govt.

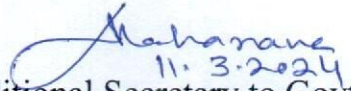
Memo No. 5838 /WCD, Dt. 11.03.2024

Copy forwarded to the concerned Treasury Officers, District Treasury / Special Treasury / Sub-Treasury for information and necessary action.


Additional Secretary to Govt.

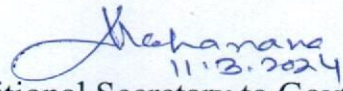
Memo No. 5-839 /WCD, Dt. 11.03.2024

Copy forwarded to all DSWOs / Chief Instructress, State Institute for Women & Children, Bhubaneswar / Barpali for information & necessary action.

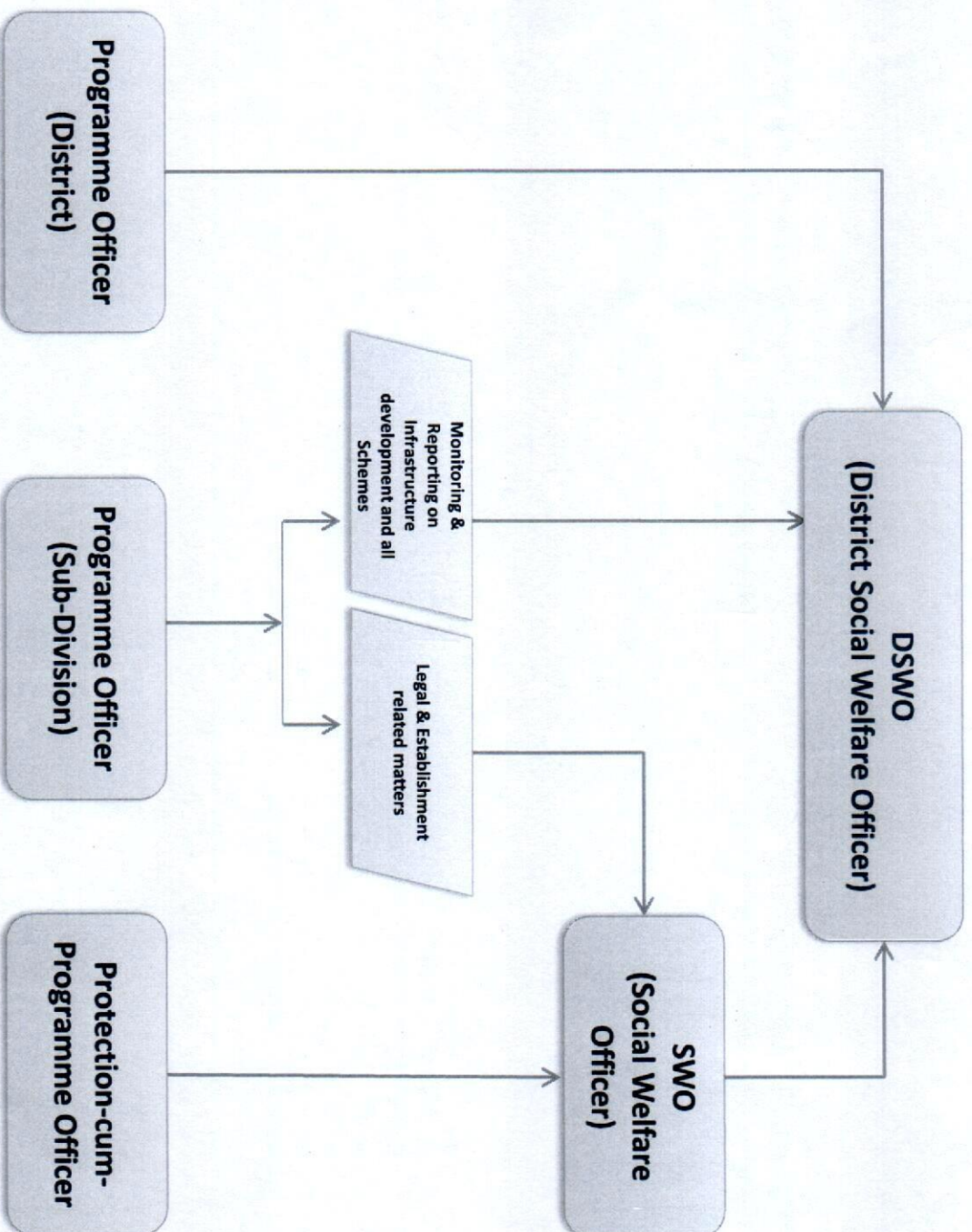

11.3.2024
Additional Secretary to Govt.

Memo No. 5-840 /WCD, Dt. 11.03.2024

Copy forwarded to the person concerned / Guard File (5 copies) / Office Establishment Section / ICDS (G) Section / ICDS (Nutrition) Section / ICDS (Mamata) Section / POSHAN Section / Child Welfare Section / Women Development Section / Monitoring Cell / Confidential Section / Training Section for information & necessary action.


11.3.2024
Additional Secretary to Govt.

Organisational Chart



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