

**U.T. ADMINISTRATION OF DAMAN & DIU
INTEGRATED CHILD DEVELOPMENT SERVICES (ICDS)
DAMAN & DIU**

Dated: 10 / 04 / 2014

SUO-MOTO PUBLICATION OF 17 MANUALS

MANUAL – 1

The particulars of its organization, functions and duties:

Integrated Child Development Services (ICDS) Scheme : Keeping in view the vision that future of India' is the future of the children, the Department is laying greater emphasis well deserved concrete efforts in the implementation of all existing Government policies and Programmes for the welfare & development of children which is an investment in itself, for their overall socio economic growth.

The Integrated Child Development Services Scheme was started in UT Administration of Daman & Diu on 2nd October 1975 with a pilot project at U.T. of Goa, Daman & Diu with 76 Anganwadi Centres. The welfare of pregnant women, nursing mothers, adolescent girls and children below 6 (six) years has acquired a prime place in the programme.

Objectives: The Integrated Child Development Services Scheme was launched in 1975 with the following objectives:

- i. to improve the nutritional and health status of children in the age-group 0-6 years;
- ii. to lay the foundation for proper psychological, physical and social development of the child;
- iii. to reduce the incidence of mortality, morbidity, malnutrition and school dropout;
- iv. to achieve effective co-ordination of policy and implementation amongst the various departments to promote child development; and
- v. to enhance the capacity of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education.

The Integrated Child Development Services Scheme is a centrally sponsored flagship programme, which provides a package of six services viz., supplementary nutrition, immunization, health check-up, referral services, nutrition and health education for mothers and non-formal pre-school education for children between 3-6 years. Eligible beneficiaries covered under this programme are children below six years of age, pregnant women, nursing mothers and adolescent girls. The package of services is provided to the beneficiaries of Anganwadi Centres managed by an Anganwadi Worker & Helper at the village level and also in urban slums.

The concept of providing a package of services is based primarily on the consideration that the overall impact will be much larger if the different services develop in an integrated manner as the efficacy of a particular service depends upon the support it receives from related services.

Services	Target Group	Service Provided by
Supplementary Nutrition	Children below 6 years: Pregnant & Lactating Mother (P&LM)	Anganwadi Worker and Anganwadi Helper
Immunization*	Children below 6 years: Pregnant & Lactating Mother (P&LM)	ANM/MO
Health Check-up*	Children below 6 years: Pregnant & Lactating Mother (P&LM)	ANM/MO/AWW
Referral Services	Children below 6 years: Pregnant & Lactating Mother (P&LM)	AWW/ANM/MO
Pre-school Education (PSE)	Children 3-6 years	AWW
Nutrition & Health	Women (15-45 years)	AWW/ANM/MO

*Anganwadi Worker (AWW) assists ANM in identifying the target group.

Three of the six services namely Immunization, Health Check-up and Referral Services delivered through Public Health Infrastructure under the Ministry of Health & Family Welfare.

Nutrition including Supplementary Nutrition:

This includes supplementary feeding and growth monitoring; and prophylaxis against vitamin A deficiency and control of nutritional anaemia. All families in the community are surveyed, to identify children below the age of six and pregnant & nursing mothers. They avail of supplementary feeding support for 300 days in a year. By providing supplementary feeding, the Anganwadi attempts to bridge the caloric gap between the national recommended and average intake of children and women in low income and disadvantaged communities.

Growth Monitoring and nutrition surveillance are two important activities that are undertaken. Children below the age of three years of age are weighed once a month and children 3-6 years of age are weighed quarterly. Weight-for-age growth cards are maintained for all children below six years. This helps to detect growth faltering and helps in assessing nutritional status. Besides, severely malnourished children are given special supplementary feeding and referred to medical services.

Immunization:

Immunization of pregnant women and infants protects children from six vaccine preventable diseases-polio, diphtheria, pertussis, tetanus, tuberculosis and measles. These are major preventable causes of child mortality, disability, morbidity and related malnutrition. Immunization of pregnant women against tetanus also reduces maternal and neonatal mortality.

Health Check-up:

This includes health care of children less than six years of age, antenatal care of expectant mothers and postnatal care of nursing mothers. The various health services provided for children by anganwadi workers and Primary Health Centre (PHC) staff, include regular health check-ups, recording of weight, immunization, management of malnutrition, treatment of diarrhoea, de-worming and distribution of simple medicines etc.

Referral Services:

During health check-ups and growth monitoring, sick or malnourished children, in need of prompt medical attention, are referred to the Primary Health Centre or its sub-centre. The anganwadi worker has also been oriented to detect disabilities in young children. She enlists all such cases in a special register and refers them to the medical officer of the Primary Health Centre/ Sub-centre.

Non-formal Pre-school Education (PSE):

The Non-formal Pre-school Education (PSE) component of the ICDS considered the backbone of the ICDS programme, since all its services essentially converge at the anganwadi – a village courtyard. Anganwadi Centre (AWC) – a village courtyard – is the main platform for delivering of these services. AWCs have been set up in every village in the UT Administration of Daman & Diu. The programme for the three-to six years old children in the anganwadi is directed towards providing and ensuring a natural, joyful and stimulating environment, with emphasis on necessary inputs for optimal growth and development. The early learning component of the ICDS is a significant input for providing a sound foundation for cumulative lifelong learning and development. It also contributes to the Universalization of primary education, by providing to the child the necessary preparation for primary schooling and offering substitute care to younger siblings, thus freeing the older ones – especially girls – to attend school.

Nutrition and Health Education:

Nutrition, Health and Education (NHED) are a key element of the work of the anganwadi worker. This forms part of BCC (Behaviour Change Communication) strategy. This has the long term goal of capacity-building of women – especially in the age group of 15-45 years – so that they can look after their own health, nutrition and development needs as well as that of their children and families.

Supplementary Nutrition Norms:

Financial norms:-

The Government of India has recently, revised the cost of supplementary nutrition for different category of beneficiaries vide this Ministry's letter No. F. No. 4-2/2008-CD.II dated 07.11.2008, the details of which are as under:-

Sr. No.	Category	Revised rates (per beneficiary per day)	[Revised] (per beneficiary per day)	
			Calories (K Cal)	Protein (g)
1.	Children (6-72 months)	₹4.00		
2.	Severely malnourished children (6-72 months)	₹6.00	500	12-15
3.	Pregnant women and Nursing mothers	₹5.00	800	20-25

Type of Supplementary Nutrition:-

Children in the age group 0 – 6 months:

For Children in this age group, UTs may ensure continuation of current guidelines of early initiation (within one hour of birth) and exclusive breast-feeding for children for the first 6 months of life.

Children in the age group 6 months to 3 years:

For children in this age group, the existing pattern of Take Home Ration (THR) under the ICDS Scheme will continue. However, in addition to the current mixed practice of giving either dry or raw ration (wheat and rice) which is often consumed by the entire family and not the child alone, THR should be given in the form that is palatable to the child instead of the entire family.

Children in the age group 3 to 6 years:

For the children in this age group, State/ UTs have been requested to make arrangements to serve Hot Cooked Meal in AWCs and mini-AWCs under the ICDS Scheme. Since the child of this age group is not capable of consuming a meal of 500 calories in one sitting, the States/ UTs are advised to consider serving more than one meal to the children who come to AWCs. Since the process of cooking and serving hot cooked meal takes time, and in most of the cases, the food is served around noon, States/ UTs may provide 500 calories over more than one meal. States/ UTs may arrange to provide a morning snack in the form of milk/ banana/ egg/ seasonal fruits/ micronutrient fortified food etc.

Celebration of Day/Weeks

- (1) Breast feeding week
- (2) National Nutrition week
- (3) Bal Din – Cultural Unity Day
- (4) International Women Day
- (5) National Filaria Day
- (6) Village Health Day
- (7) National Girl Child Day

Type of SNP food provided under ICDS Scheme at AWCs:

DAY	DAY PARTICULARS	06 months to 03 years		03 to 06 years		Pregnant and lactating mothers	SABLA ADOLESCENT GIRLS
		10:30am Morning Snacks	11:30am Food Items	10:30am Morning Snacks	11:30am Food Items		
MONDAY	Every Monday	Rab-Kanji	Lapsee	Rab-Kanji	Lapsee	Lapsee	Lapsee
TUESDAY	First, Third, Fifth	Moong Soup	Sprouted Moong	Moong Soup	Sprouted Moong	Sprouted Moong	Sprouted Moong
	Second, Fourth	Rice Soup	Moong and Rice	Rice Soup	Moong and Rice	Moong and Rice	Moong and Rice
WEDNESDAY	First, Third, Fifth	Biscuit	Parched rice with Grounut	Biscuit	Parched rice with Grounut	Parched rice with Grounut	Parched rice with Grounut
	Second, Fourth	Pauva Kheer	Chevdo (Fried Groundnut with Pauva)	Pauva Kheer	Chevdo (Fried Groundnut with Pauva)	Chevdo (Fried Groundnut with Pauva)	Chevdo (Fried Groundnut with Pauva)
THURSDAY	First,	Biscuit	Ground-nut Sweet ball	Biscuit	Ground-nut Sweet ball	Ground-nut Sweet ball	Ground-nut Sweet ball
	Second, Fourth, Fifth	Biscuit	Green peas	Biscuit	Green peas	Green peas	Green peas
	Third	Rice Soup	Green peas & Rice	Rice Soup	Green peas & Rice	Green peas & Rice	Green peas & Rice
FRIDAY	Every Friday	Chana Soup	Chana	Chana Soup	Chana	Chana	Chana
SATURDAY	First	Biscuit	Mix Beans Pulav	Biscuit	Mix Beans Pulav	Mix Beans Pulav	Mix Beans Pulav
	Third	Rice Soup	Rice-Dal	Rice Soup	Rice-Dal	Rice-Dal	Rice-Dal
	Fourth	Rice Soup	Vegetable (Onion with Potato) & Rice	Rice Soup	Vegetable (Onion with Potato) & Rice	Vegetable (Onion with Potato) & Rice	Vegetable (Onion with Potato) & Rice
	Fifth	Biscuit	Soft Khichri	Biscuit	Soft Khichri	Soft Khichri	Soft Khichri

Time Table of Anganwadi Centre:-

Anganwadi Timing : 08.30 hrs. to 12.30 hrs.

The time spent on the following different activities:

Sr. No.	Time	Activities
1)	08.30 to 09.00 hrs.	Prayer to God (Prathna)
2)	09.00 to 10.00 hrs.	Oral and Writing of Alphabets and numbering
3)	10.00 to 10.15 hrs.	Recess
4)	10.15 to 10.30 hrs.	Indoor Games like musical chair, play with toys, water in bottle etc.
5)	10.30 to 11.00 hrs.	Supply/Serving of Nutrition food to AWC Children.
6)	11.00 to 11.15 hrs.	General knowledge of fruits, animals, flowers and birds. Discussion with children about shape, painting and Colour etc.
7)	11.15 to 11.45 hrs.	Action song and Bal Geet.
8)	11.45 to 12.00 hrs.	Stories
9)	12.00 to 12.15 hrs.	Exercise: Routine exercise of hand and feet.
10)	12.15 to 12.30 hrs.	Songs, National Anthem

- Courses (Training in service and pre-service. Capacity building of functionaries).

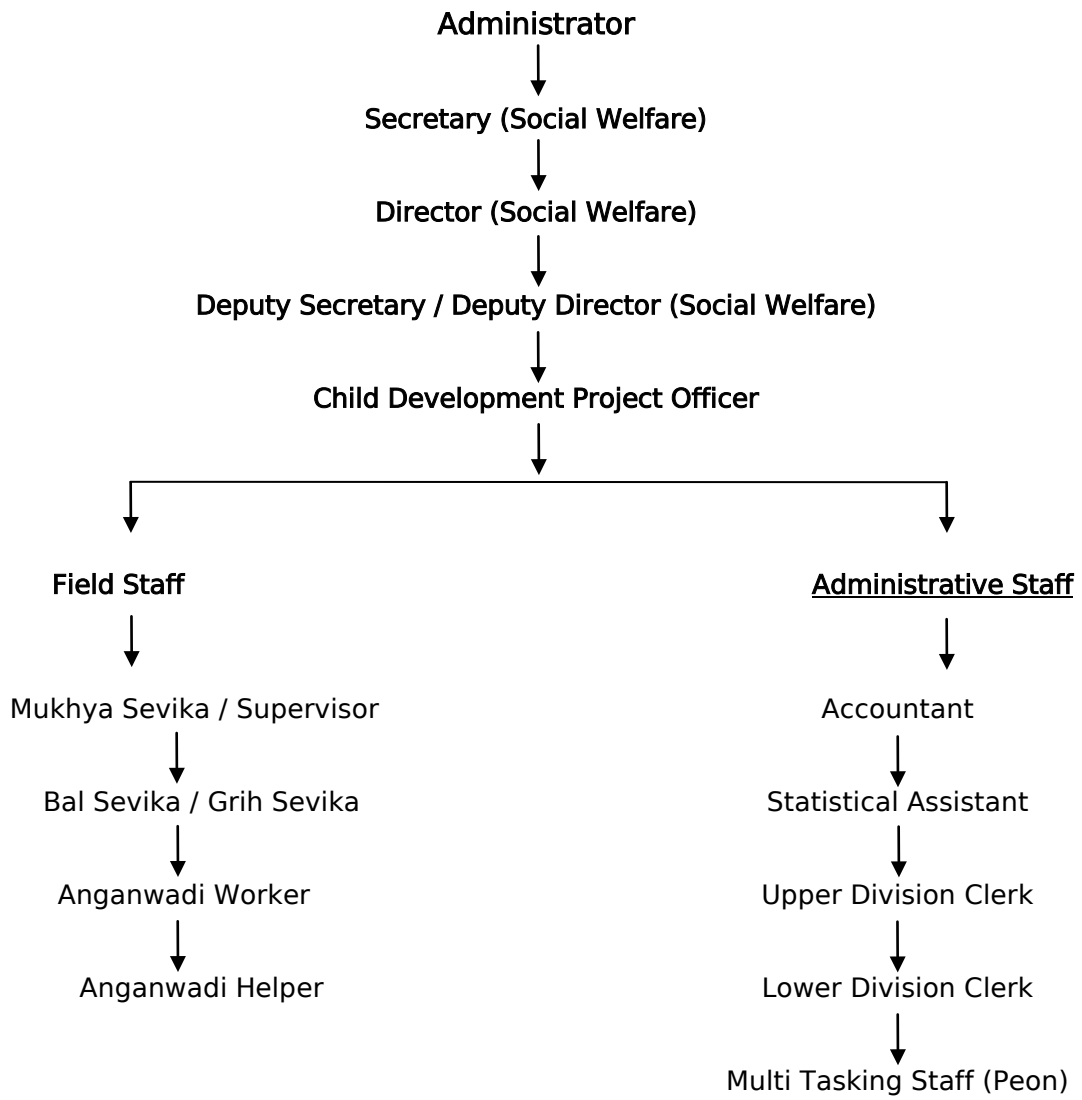
Child Development Project Officer has taken one month training for development activities for children and Management for running of the Anganwadies.

EARLY CHILDHOOD CARE EDUCATION & DEVELOP (ECCED)

Sr. No.	Components	Services	Core Interventions	Target Group	Service Provider
1.	Early Childhood Care Education & Development (ECCED)	Early Childhood Care Education (ECCE) & Development (ECCED)	<ul style="list-style-type: none"> ❖ Home based guidance for parents; ❖ Early stimulation; ❖ Early screening and referral ❖ Optimal IYCF Practices ❖ Monthly Monitoring & Promotion of Child Growth & Developmental Milestones; ❖ Fixed Monthly Village ECCE Days 	0-3 years Parents / Caregivers	AWW / Second AWW cum Child Care & Nutrition Counsellor
			<ul style="list-style-type: none"> ❖ Non formal preschool education: i) Activity based ii) Semi-structured play & learning method. iii) Quarterly Monitoring & Promotion of Child Growth & Developmental Milestones. iv) Fixed Monthly Village ECCE Days 	0-3 years Parents / Caregivers	AWW
		Supplementary Nutrition	<ul style="list-style-type: none"> ❖ Morning snack, Hot Cooked Meal 	6 m – 3 yrs 3-6 years P&L Mothers	AWW / Second AWW / AWH / Supervisors / ANM
2.	Care & Nutrition Counselling	Infant & Young Child Feeding (IYCF) Promotion & Counselling	<ul style="list-style-type: none"> ❖ One to one counseling for optimal breast feeding practices linked to growth monitoring ❖ One to one counseling on complementary feeding ❖ Counseling to ensure food intake ❖ Home visit and follow up 	P&L Mothers. Mothers of children under 3 yrs.	AWW / Second AWW cum Nutrition Counsellor / Supervisors / ANM
		Maternal Care and Counseling	<ul style="list-style-type: none"> ❖ Early registration of pregnancy, 3 or more ANC, Institutional delivery & PNC ❖ Counseling on diet, rest and IFA compliance during home visit. ❖ Monitoring weight gain ❖ -Examination for pallor & oedema & any danger signs ❖ Home based counseling for essential newborn care ❖ Counseling & lactation support ❖ Counseling on spacing. 	P&L Women	Supervisor / ANM / MO / Second AWW cum Nutrition Counsellor.
		Care, Nutrition, Health & Hygiene Education	<ul style="list-style-type: none"> ❖ Monthly health & Nutrition education sessions. ❖ Education on improved caring practices –feeding, health & hygiene & psychosocial. ❖ Knowledge sharing for care during pregnancy, lactation & adolescence. ❖ Promotion of local foods & family feeding. ❖ Appropriate food demonstration ❖ Celebration of Nutrition Week, Breast-feeding Week, ICDS Day etc. 	P&L Mother and other caregivers, community & families	AWW / Second AWW cum Nutrition Counsellor / Supervisor

		Community based care & Management of underweight children	<ul style="list-style-type: none"> ❖ 100% weighing of all eligible children & Identification of underweight children. ❖ Referral to NRCs / MTCs for children requiring medical attention. ❖ 12 day Nutritional Counseling & care sessions for moderately & severely underweight children. ❖ 18 day home care & follow up during home visit. ❖ Monitoring of weight gain after 12 days & 18 days. 	Moderately & Severely underweight children & their mothers / caregiver.	AWWs / AWH / Supervisors / MO ANM as facilitator.
3.	Health Services	Immunization and micronutrient supplementation	<ul style="list-style-type: none"> ❖ Regular fixed monthly VHNDs. ❖ Primary Immunization. ❖ Boosters ❖ TT for Pregnant Women. ❖ Vitamin A supplementation (9 months – 5 years) ❖ IFA supplementation (infants after (6 month of age) ❖ Deworming as per guidelines ❖ Counseling 	0-3 years 3-6 years P&L Mothers	Supervisor / AWWs / MO
		Health Checkup	<ul style="list-style-type: none"> ❖ ANC / PNC / JSY ❖ Support for IMNCI / JSSK ❖ Identification of severely under weight children requiring medical attention. ❖ Support to Community based care of underweight children 	0-3 years 3-6 years P&L Mothers	Supervisor / AWWs / ANM / MO
		Referral Services	<ul style="list-style-type: none"> ❖ Referral of severely underweight to health facility / NRCs ❖ Referral for complications during pregnancy. ❖ Referral of sick newborns. ❖ Referral of sick children. 	0-3 years 3-6 years P&L Mothers	Supervisor / AWWs / ANM / MO
4.	Community Mobilization, Awareness, Advocacy & IEC	IEC, Campaigns & Drives etc.	<ul style="list-style-type: none"> ❖ Information dissemination & awareness generation on entitlements, Programmes behaviors & practices. ❖ Sharing of nutritional status of children at gram Sabha meetings. ❖ Linkage of VHSNC. 	Family & Community	AWW / Second AWW / Supervisors / ICDS Management.

ORGANIZATION CHART:



POSTAL ADDRESS:

The Child Development Project Officer
Integrated Child Development Services (ICDS)
District Panchayat Campus, Dholar,
Moti Daman : 396 220.

☎: 0260 2230859

WORKING HOURS:

MONDAY TO FRIDAY

- 1) 09.30 hours to 13.30 hours
- 2) 13.30 hours to 14.00 hours – LUNCH BREAK
- 3) 14.00 hours to 18.00 hours

MANUAL – II

The powers and duties of its Officers and Employees:

The Head of Office (HoO) / DDO in respect of Office of the Child Development Project Officer, Daman who has been delegated Financial Powers under the provision of Delegation of Financial Powers Rules and having all the power of Administrative, Establishment, Beneficiaries enrolments, corresponding with the Administration as well as Ministry of Women & Child Development, sanctioning of leave, GPF Advance, Increment and other Rules pertaining to the supporting staff as per the CCS Rules.

Duties of Officers / Employees:

(a) Child Development Project Officer:

- Over all Office & Controlling of the Office of the Child Development Project Officer, ICDS, Daman including Anganwadi Centres of Daman District.
- Department Administrative Works correspondence with Ministry of Women & Child Development, New Delhi & Administration of Daman & Diu from time to time.
- Planning & Implementation of Scheme.
- Controlling of Budget Accounts, Establishment and Anganwadi Centres.
- Maintenance of Anganwadi Centres building alongwith its Accessories (like furniture & Utensils) and other related works.
- Monitoring the Anganwadi Centres Village Panchayat wise smooth functioning performance.
- CDPO is an overall in-charge of an ICDS Project and is responsible for planning and implementation of the Project.

(b) Mukhya Sevika / Supervisor

- Mukhya Sevika / Supervisor have the responsibility of supervising 20, 25 & 17 Anganwadi Workers in rural, urban and tribal projects respectively.
- Mukhya Sevika / Supervisor guides an Anganwadi Worker (AWW) in planning & organizing delivery of ICDS Services at Anganwadi Centre (AWC) and also gives on the spot guidance & training as & when required.
- Mukhya Sevika / Supervisor will prepare Anganwadi-wise action plans in advance on the monitoring and supervision visits by the Officials at various levels for every six months. For joint visits along with the Health Officials, an advance plan would be prepared in consultation with the Health Department by aligning with their monitoring visits.
- Mukhya Sevika / Supervisors will reflect the findings of their field visits in their respective monthly / quarterly progress reports. Findings from the field visits would be discussed at the Block / Project / District / UT level review meetings.
- Mukhya Sevika / Supervisors (ICDS) A minimum of 50% of AWCs under the Supervisor's Jurisdiction every two months.
- Mukhya Sevika / Supervisor attend to all the correspondence of the CDPO (ICDS) from the Administration as well as from Ministry of Women & Child Development, New Delhi and to submit all the records and reports from time to time.
- Other works as per assignment

(c) Accountant

- Compilation of Accounts matter
- Maintain the progress registers of Budget expenditure and plan expenditure.
- Preparation of Monthly, Quarterly, Half Yearly & Annually Reports of UT Budget as well as Central Budget.
- Preparation of Budget and Plan
- Scrutiny of service matters concerned with accounts (Pay & Allowances, fixation & Pension cases) and related works.
- Re-appropriation of budget under Plan & Non Plan

(d) Statistical Assistant

- Preparation of Five Year Plans and Annual Plans, Action Plan etc...
- Statistical Assistant Preparation of Scheme-wise monthly progressive reports under Plan and Non Plan and analysis
- Maintenance of monthly plan & non plan budget registers
- Preparation of Schemes wise Physical & Financial including Centrally Sponsored Schemes (CSS) progress reports submit to the Department of Planning & Statistics in r/o. the Child Development Project Officer, ICDS, Daman on regular basis.
- Scheme wise proposed and approved plan document and Sectoral outlays details allocation and expenditure of Office of the Child Development Project Officer, ICDS, Daman as well as Ministry of Women & Child Development, New Delhi.
- To attend to all the correspondence of the CDPO (ICDS) from Ministry of Women & Child Development, New Delhi and to submit all the records and reports from time to time.
- Department wise and cost wise important projects Correspondence related with Office of the Child Development Project Officer, ICDS, Daman as well as Ministry of Women & Child Development, New Delhi.
- Other works as per assignment

(e) Upper Division Clerk

- To attend to all the correspondence of the CDPO (ICDS) of the Administrative as well as Establishment to submit all the records and reports from time to time.
- The UDC has also to maintain all the accounts Registers such as Pay Registers, Cash Book, Allowances Registers and other Register pertaining to Accounts such as Challan Register etc.
- The UDC has also to submit the necessary information of the CDPO (ICDS) to the Administration and to the Ministry of Women & Child Development, New Delhi such as Inspection Reports, Celebration/Programme Reports etc.
- The UDC is also required to prepare Pay bill of the staffs and of the Head of Office and maintain the records.

- The UDC has also to keep the files records pertaining to Administration and Establishment of Office of the Child Development Project Officer, ICDS, Daman as well as Ministry of Women & Child Development, New Delhi.
- The UDC has also to assists the Child Development Project Officer (ICDS) in its day to day working and smooth functioning of the Office.
- The other duties of the UDC are to keep the records such as stationery receipts and issues and also in purchase of items maintenance of records of items such as Dead-stock of Items.
- The UDC has also to carry out correspondences pertaining to the office matters, acquainted with Drafting, Typing or work done on Computer and to be printed out.

(f) Lower Division Clerk

- The duties of Lower Division Clerk are mainly to assists in the smooth functioning of the office.
- All the dispatch and receipts of the Tapal has to be recorded in the outward and inward books. The dispatch of Tapal should be entered in the Section Dairy of the section and dispatched outside the office to be entered in the Peon books, this main duties is to keep proper records of all Inwards and outward Tapal.
- The other duties of the LDC are to keep the records such as stationery receipts and issues and also in purchase of items maintenance of records of items such as Dead-stock of Items.
- The LDC has also to carry out correspondences pertaining to the office matters, acquainted with Drafting, Typing or work done on Computer and to be printed out.
- The LDC is also required to keep all the files records and do the filing work of the office correspondence.
- The LDC are also required to do Accounts works of the CDPO ICDS), such as preparation of Salary bills, credits of Challan, and maintenance of all the Accounts Register such as Pay Register, Cash Books and other Register.
-

(g) Bal Sevika / Grih Sevika & Anganwadi Worker (AWW)

Bal Sevika / Grih Sevika & AWW is mainly responsible for effective delivery of ICDS Services to children and women in the community.

- **Planning for Implementation of ICDS Programme**

1. Village Mapping
2. Rapport Building with Community
3. Conducting Community Survey and Enlisting Beneficiaries
 - Children 0-6 years
 - Children 'At Risk'
 - Expectant and Nursing Mothers
 - Adolescent Girls
4. Birth and Death Registration

- **Service Delivery**

1. Preparation and Distribution of Supplementary Nutrition
 - Children 6 months to 6 yrs.
 - Expectant and Nursing Mothers
 - Children and Mothers 'At Risk'
2. Growth Monitoring Promote Breast feeding and counsel mothers on IYCF

3. Assisting Health Staff in Immunization and Health Check-up of Children and Mothers
4. Referral Services
5. Detection of Disability among Children
6. Providing Treatment for Minor Ailments and first aid.
7. Management of Neonatal and Childhood Illnesses
8. Health and Nutrition Education to Adolescent Girls, Women and Community
9. Organizing Non-formal Preschool Education Activities
10. Depot holder of medicine kit contraceptives of ASHA and under ICDS
11. Counseling Woman on Birth Preparedness
12. Assist CDPOs/Supervisors in implementation of KSY and NPAG

- **Information, Education and Communication**

1. Communicating with counseling Parents, Families and Communities etc.
2. Organizing Awareness Campaigns, Street Plays, etc.
3. Prepare Communication and Educational Material

- **Management and Organization**

1. Management of Anganwadi Centre
2. Maintenance of Records, Registers and Visitor's Books
3. Preparation of monthly progress Reports

(h) Anganwadi Helper (AWH)

In an Anganwadi Centre, a Anganwadi Helper (AWH) assists an Anganwadi Worker (AWW).

- **General Duties**

1. **Assisting Anganwadi Worker in conducting all the activities of the Anganwadi Centre, such as:**

- (a) Counselling mothers and other caregivers of beneficiary children.
- (b) Pre-school education activities.
- (c) Health check-up, weighing of children, immunization of children / mothers.
- (d) Mothers / community meeting.
- (e) Maintenance of discipline among children.

- **Specific Duties**

- (a) Cleaning premises of Anganwadi Centre and surrounding area.
- (b) (ii) Fetching drinking water for daily use.
- (c) Cooking and serving supplementary nutrition for beneficiaries.
- (d) Inspection of cleanliness of children and assisting them in grooming themselves.
- (e) Preparation of preschool teaching aids under the guidance of an Anganwadi Worker.
- (f) Collection and storage of items received for supplementary nutrition.
- (g) Collecting and dropping small children.
- (h) Contacting beneficiaries, parents and others in the community to attend meetings or for conveying messages.
- (i) Opening and closing of an Anganwadi Centre under supervision of an Anganwadi Worker.
- (j) Performing all the duties of an Anganwadi Worker when she is sick, absent or away from duty or on leave.

MANUAL – III

The procedure followed in the decision making process, including channels of supervision and accountability:

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive application / letter and put diary number	L.D.C.	Same day
2.	To mark application / letter to concerned dealing assistant	CDPO	Same day
3.	To examine the correspondence and to put up report	U.D.C.	6-7 days depending on urgency of the letter
4.	To supervise & examine correctness of notes/letters from Office Staff	CDPO	2 to 3 days
5.	To approve action/file propose of department	Secretary (Social Welfare)	4 to 5 days
6.	To approve seniority, promotion, appointment & other specific cases.	Head of Department for Group "B" & "C" and Administrator for Group "A"	10 to 15 days
7.	To approve specific matters and VVIP references	Secretary (Social Welfare)	4 to 5 days

MANUAL – IV

The Norms set by it for the discharge of its function:

- 1) The Administrator, Daman & Diu is Appointing Authority for Group "A" & "B" Gazetted Officers. He is also Disciplinary Authority for Group "A" & "B" Gazetted Officers.
- 2) The Development Commissioner is Head of Department and Appointing Authority & Disciplinary Authority in respect of Group "B" (NG) and Group "C" Officials.
- 3) The norms as prescribed by the Ministry of Women & Child Development, New Delhi for ICDS supporting Staff. The target & achievements are being fixed for ICDS and some are modified periodically for effective implementation.

MANUAL – V

The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

- 1) The service rules prescribed by the Central Government Rules in respect of Group "A", "B", "C" and "D". Every proposal containing recruitment / promotion is being placed before the Department Selection Committee / Departmental Promotion Committee prescribed for Group "A", "B", & "C" as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing / amendment of Recruitment Rules approval of the Administrator is necessary.
- 2) Rules and Regulation as fixed by Ministry of Women & Child Development, New Delhi as well as U.T. Administration of Daman & Diu, from time to time.

MANUAL – VI

A Statement of the Categories of documents that are held by it or under its control:

- 1) Matter pertaining to MACP / ACP / Probation Clearance of Staff;
- 2) Recruitment Rules for all departmental posts;
- 3) Matter pertaining to Group "A", "B" & "C" posts;
- 4) Personnel files in respect of all Staff;
- 5) ACR's / APAR's for Group "A", "B" & "C" departmental posts;
- 6) Cash Book;
- 7) Pay Bill Register / Bill Register;
- 8) BCR Register;
- 9) GPF Register for Group "D";
- 10) Dead Stock Register;

- 11) Cheque Register;
- 12) Monthly / Quarterly / Half Yearly / Annually Report file;
- 13) Pay Bill File;
- 14) Contingency Bill File;
- 15) Budget File;

MANUAL – VII

The particulars of any arrangement that exists for consultation with or representation by the members of the Public in relation to the formulation of its policy or implementation thereof:

The Child Development Project Officer, Daman for consultation with the representation by the member of the Public. They can direct contact with Child Development Project Officer or they can make representation to the Secretary / Director (Social Welfare), Daman through which implementation.

MANUAL – VIII

A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the Public or the Minutes of such meeting are accessible for Public:

MANUAL – IX

A Directory of its Officers and Employees

The Directory of Officers and Employees of the department is given below:

(A) ICDS FIELD STAFF:

Sr. No.	Name of the Incumbent	Designation	Date of Joining	Contact No.
01.	Smt. Kamlaben Jivabhai Baria	Child Development Project Officer	14/06/2004	09824922499
2.	Smt. Sumiben M. Halapti	Mukhya Sevika	23/09/1986	09724306657
3.	Smt. Gayatridevi Jat	Mukhya Sevika	09/09/1996	09924896433
4.	Smt. Bharatiben S. Joshi	Bal Sevika (on working arrangement with O/o the BDO, Daman)	01/10/1987	09377026084
5.	Smt. Jamnaben Halpati	Bal Sevika	01/10/1987	07874114367
6.	Smt. Kokilaben R. Mahyavanshi	Bal Sevika	15/02/1993	09824603789
7.	Smt. Pravinaben L. Tandel	Bal Sevika	17/03/1993	09904556171
8.	Smt. Indrakant Mehta	Grih Sevika	01/06/1999	09913040904

(B) HONORARIUM ICDS ANGANWADI CENTRES STAFF: (i) Anganwadi Workers:

1.	Diwaliben B. Patel	Anganwadi Worker	16/08/1996	09712529232
2.	Geeta D. Patel	Anganwadi Worker	09/10/1987	09638796439
3.	Vanita Gajubhai	Anganwadi Worker	02/09/2002	09909112965
4.	Parvatiben B. Patel	Anganwadi Worker	01/04/2000	09723442238
5.	Daxaben R. Patel	Anganwadi Worker	15/03/1994	09979305918
6.	Alkaben R. Halpati	Anganwadi Worker	04/06/2001	09877935759
7.	Lattaben K. Dhodi	Anganwadi Worker	16/08/1996	09727057363
8.	Chanchal S. Halapti	Anganwadi Worker	28/01/1985	09586611248
9.	Kalavatiben R. Patel	Anganwadi Worker	18/01/2006	09925926612
10.	Pushpaben D. Mahyavanshi	Anganwadi Worker	08/07/1983	09327758530
11.	Nasimbegum U. Nargolia	Anganwadi Worker	01/06/1991	09714873115
12.	Geetaben P. Baria	Anganwadi Worker	25/08/2006	09323733781
13.	Laxmiben G. Patel	Anganwadi Worker	06/06/1994	09687279213
14.	Niruben B. Patel	Anganwadi Worker	01/06/1991	09537636771
15.	Somiben V. Patel	Anganwadi Worker	16/08/1996	=====
16.	Urmila C. Rathod	Anganwadi Worker	18/01/1993	09727559529
17.	Diwaliben A. Patel	Anganwadi Worker	04/08/1993	09726008919
18.	Hansaben T. Damania	Anganwadi Worker	09/02/1988	09825568567
19.	Sudhaben A. Rathod	Anganwadi Worker	16/09/1988	09377307903
20.	Ranjeeta J. Fernandes	Anganwadi Worker	09/02/1988	09586614143
21.	Lalitaben M. Kamli	Anganwadi Worker	16/09/1988	09099493006
22.	Hina J. Patel	Anganwadi Worker	03/01/2005	09510951339
23.	Laxmiben D. Kamli	Anganwadi Worker	09/08/1989	08141733301
24.	Kariben G. Patel	Anganwadi Worker	04/04/1988	09737973546
25.	Urmilaben B. Patel	Anganwadi Worker	13/12/1990	09737973546
26.	Manjuben K. Kamli	Anganwadi Worker	06/06/1994	08141286567
27.	Champa N. Patel	Anganwadi Worker	10/02/1987	09686278730
28.	Prabhavati R. Bhandari	Anganwadi Worker	06/06/1994	09925616930
29.	Rashila K. Bhandari	Anganwadi Worker	21/05/1997	09979552749
30.	Jashuben M. Bhandari	Anganwadi Worker	31/08/1983	09727230126
31.	Kunkuben K. Patel	Anganwadi Worker	02/09/2002	09712529090
32.	Bhanuben R. Patel	Anganwadi Worker	18/01/1993	09904923187
33.	Parvatiben C. Patel	Anganwadi Worker	10/02/1987	09714449735
34.	Lattaben S. Patel	Anganwadi Worker	16/09/1988	09924436955
35.	Dhruvlatta H. Damania	Anganwadi Worker	18/01/1993	09723642742
36.	Shashikala T. Tandel	Anganwadi Worker	16/08/1996	09924753629
37.	Savitaben D. Patel	Anganwadi Worker	09/02/1988	09638791117
38.	Nandiben D. Kamli	Anganwadi Worker	08/07/1983	09374273009
39.	Laxmi B. Halpati	Anganwadi Worker	15/03/1994	09723916474
40.	Jashodaben M. Patel	Anganwadi Worker	07/09/1983	09662030226
41.	Taraben R. Patel	Anganwadi Worker	10/02/1987	09574565835
42.	Jinkiben B. Patel	Anganwadi Worker	10/02/1987	07359118016
43.	Rekhaben Patel	Anganwadi Worker	25/10/1994	09714298515
44.	Daxaben R. Patel	Anganwadi Worker	16/09/1988	09909782654
45.	Surekhaben Patel	Anganwadi Worker	09/08/1989	08140929722
46.	Manishaben H. Tandel	Anganwadi Worker	10/08/2006	09638796695
47.	Ushaben D. Patel	Anganwadi Worker	10/08/2006	09727498489
48.	Pratima H. Patel	Anganwadi Worker	10/08/2006	09374624580
49.	Amita A. Agaria	Anganwadi Worker	10/08/2006	09978064899
50.	Kaushikaben J. Mitna	Anganwadi Worker	25/08/2006	09904000371
51.	Pritiben Govindbhai Patel	Anganwadi Worker	27/10/2009	08238723330
52.	Dhruvi Dhansukh Patel	Anganwadi Worker	30/12/2009	09638348825
53.	Manisha Umesh Patel	Anganwadi Worker	05/07/2010	09173470727
54.	Laxmi R. Tandel	Anganwadi Worker	19/08/2013	09598272456
55.	Nirmala G. Kolat	Anganwadi Worker	19/08/2013	09687410320
56.	Teena D. Patel	Anganwadi Worker	09/04/2013	09825936567
57.	Mittalben A. Bhandari	Anganwadi Worker	09/04/2013	09687370290
58.	Savitriben H. Tandel	Anganwadi Worker	09/04/2013	09725029107

(ii) Anganwadi Helper:				
01.	Parvati Tacur	Anganwadi Helper	01/10/1994	=====
02.	Kusumben K. Patel	Anganwadi Helper	01/04/1994	=====
03.	Heemaben S. Patel	Anganwadi Helper	28/04/2006	=====
04.	Surekha S. Halpati	Anganwadi Helper	01/10/2001	=====
05.	Vanita K. Patel	Anganwadi Helper	01/07/1999	=====
06.	Sunita N. Patel	Anganwadi Helper	11/06/1997	=====
07.	Damyanti B. Halpati	Anganwadi Helper	01/07/2002	=====
08.	Jashoda P. Dhodi	Anganwadi Helper	01/05/2005	=====
09.	Bharti R. Halpati	Anganwadi Helper	01/07/2000	=====
10.	Rekha M. Patel	Anganwadi Helper	07/03/1978	=====
11.	Manju S. Varli	Anganwadi Helper	15/10/2010	=====
12.	Bhartiben S. Varli	Anganwadi Helper	01/05/2005	=====
13.	Kalavati V. Patel	Anganwadi Helper	01/06/1995	=====
14.	Madhuben B. Bari	Anganwadi Helper	01/07/2003	=====
15.	Reena R. Patel	Anganwadi Helper	01/11/2005	=====
16.	Niru B. Halpati	Anganwadi Helper	01/02/2006	=====
17.	Ruxamani R. Halpati	Anganwadi Helper	01/06/2002	=====
18.	Munniben N. Halpati	Anganwadi Helper	24/03/1996	=====
19.	Savita J. Patel	Anganwadi Helper	20/02/1984	=====
20.	Kusumben V. Kamli	Anganwadi Helper	01/01/1996	=====
21.	M. M. Patel	Anganwadi Helper	01/06/2004	=====
22.	Amisha D. Mitna	Anganwadi Helper	01/03/1992	=====
23.	Daxa P. Fernandes	Anganwadi Helper	01/06/2011	=====
24.	Tejal N. Patel	Anganwadi Helper	01/06/2003	=====
25.	Tinaben M. Patel	Anganwadi Helper	01/05/2005	=====
26.	Mina Ishwar Patel	Anganwadi Helper	28/02/1986	=====
27.	Shanti J. Halpati	Anganwadi Helper	01/04/1997	=====
28.	Laxmi B. Halpati	Anganwadi Helper	01/07/1992	=====
29.	Kusum B. Patel	Anganwadi Helper	01/08/2005	=====
30.	Hansa Pankaj Halpati	Anganwadi Helper	01/03/2014	=====
31.	Hansaben P. Bhandari	Anganwadi Helper	01/06/1992	=====
32.	Manishaben D. Bhandari	Anganwadi Helper	01/01/2009	=====
33.	Kalavati J. Bhandari	Anganwadi Helper	01/06/1994	=====
34.	Jyotiben M. Patel	Anganwadi Helper	01/06/1994	=====
35.	Chanchal Jagdish Patel	Anganwadi Helper	01/05/2012	=====
36.	Tina A. Halpati	Anganwadi Helper	01/06/2003	=====
37.	Rajanben V. Mangela	Anganwadi Helper	01/10/2004	=====
38.	Lattaben A. Mahyavanshi	Anganwadi Helper	20/02/2000	=====
39.	Naynaben D. Halpati	Anganwadi Helper	01/06/2010	=====
40.	Sangita A. Tandel	Anganwadi Helper	01/08/2013	=====
41.	Daxaben L. Halpati	Anganwadi Helper	01/08/2003	=====
42.	Saraswati Sukar Halpati	Anganwadi Helper	01/09/2011	=====
43.	Narmada T. Patel	Anganwadi Helper	01/11/2003	=====
44.	Madhuben M. Patel	Anganwadi Helper	01/09/2002	=====
45.	Surekha M. Halpati	Anganwadi Helper	01/11/1998	=====
46.	Raxaben A. Kamli	Anganwadi Helper	01/04/2000	=====
47.	Shanti R. Patel	Anganwadi Helper	01/03/1990	=====
48.	Maniben M. Halpati	Anganwadi Helper	01/05/1993	=====
49.	Surekhaben M. Patel	Anganwadi Helper	01/05/2011	=====
50.	Jyotiben C. Kamli	Anganwadi Helper	13/08/2009	=====
51.	Ramilaben G. Tripathi	Anganwadi Helper	01/01/1997	=====
52.	Ashaben Ashokbhai Patel	Anganwadi Helper	01/07/2012	=====
53.	Chandanben B. Patel	Anganwadi Helper	01/02/2001	=====
54.	Vandana R. Tandel	Anganwadi Helper	11/08/2006	=====
55.	Meenaben S. Patel	Anganwadi Helper	11/08/2006	=====
56.	Leela T. Halpati	Anganwadi Helper	11/08/2006	=====
57.	Kalu M. Tandel	Anganwadi Helper	11/08/2006	=====
58.	Hansaben J. Mitna	Anganwadi Helper	28/08/2006	=====
59.	Ganga Gulab Halpati	Anganwadi Helper		=====
60.	Manjuben M. Tandel	Anganwadi Helper		=====
61.	Cassi Moah	Anganwadi Helper	19/08/2013	=====
62.	Varsha Shivilal Halpati	Anganwadi Helper	19/08/2013	=====

(C) ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Date of joining	Contact No.
01.	Shri Sanket L. Smart	Accountant	01/05/2010	09426821006
02.	Shri Manohar G. Mitna	Upper Division Clerk	22/05/2008	09574473439
03.	Shri Anjali Gajre	Lower Division Clerk	17/05/2012	09974126898
04.	Shri Sanjay G. Bhandari	Driver (on working arrangement with O/o the Administrator, Secretariat, Daman)		
05.	Shri Gulab Halpati	Multi Tasking Staff (PEON)	17/05/2012	09737936320
06.	Shri Jagubhai Patel	Multi Tasking Staff (PEON)	17/05/2012	09979570554

MANUAL – X

The Monthly Emoluments received by each Officer and Employees including the System of Compensation as provided in its Regulations:

Monthly Emoluments received by Officer and Employees is given below:

(A) ICDS FIELD STAFF:

Sr. No.	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01.	Smt. Kamlaben Jivabhai Baria	Child Development Project Officer	PB-2 (₹9300-34800) Grade Pay ₹4200/-	₹45,600/-
2.	Smt. Sumiben M. Halapti	Mukhya Sevika	PB-2 (₹9300-34800) Grade Pay ₹4200/-	₹44,780/-
3.	Smt. Gayatridevi Jat	Mukhya Sevika	PB-2 (₹9300-34800) Grade Pay ₹4200/-	₹37,560/-
4.	Smt. Bharatiben S. Joshi	Bal Sevika (on working arrangement with O/o the BDO, Daman)	PB-2 (₹9300-34800) Grade Pay ₹4200/-	₹37,560/-
5.	Smt. Jamnaben Halpati	Bal Sevika	PB-2 (₹9300-34800) Grade Pay ₹4200/-	₹37,560/-
6.	Smt. Kokilaben R. Mahyavanshi	Bal Sevika	PB-1 (₹5200-20200) Grade Pay ₹2400/-	₹30,520/-
7.	Smt. Pravinaben L. Tandel	Bal Sevika	PB-1 (₹5200-20200) Grade Pay ₹2400/-	₹30,520/-
8.	Smt. Indrakant Mehta	Grih Sevika	PB-1 (₹5200-20200) Grade Pay ₹2400/-	₹26,120/-

(B) HONORARIUM ICDS ANGANWADI CENTRES STAFF:

(i) Anganwadi Workers:

1.	Diwaliben B. Patel	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
2.	Geeta D. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
3.	Vanita Gajubhai	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
4.	Parvatiben B. Patel	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
5.	Daxaben R. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
6.	Alkaben R. Halpati	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
7.	Lattaben K. Dhodi	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
8.	Chanchal S. Halapti	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
9.	Kalavatiben D. Patel	Anganwadi Worker	Honorarium ₹2,938/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
10.	Pushpaben D. Mahyavanshi	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
11.	Nasimabegum U. Nargolia	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
12.	Geetaben P. Baria	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
13.	Laxmiben G. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
14.	Niruben D. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
15.	Somiben V. Patel	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
16.	Urmila C. Rathod	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
17.	Diwaliben A. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
18.	Hansaben T. Damania	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
19.	Sudhaben A. Rathod	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
20.	Ranjeeta J. Fernandes	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
21.	Lalitaben M. Kamli	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
22.	Hina J. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
23.	Laxmiben D. Kamli	Anganwadi Worker	Honorarium ₹3,000/- (Central Share)

			Addl. Honorarium ₹1,000/- (UT Share)
24.	Kariben G. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
25.	Urmilaben B. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
26.	Manjuben K. Kamli	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
27.	Champa N. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
28.	Prabhavati R. Bhandari	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
29.	Rashila K. Bhandari	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
30.	Jashuben M. Bhandari	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
31.	Kunkuben K. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
32.	Bhanuben R. Patel	Anganwadi Worker	Honorarium ₹3,00/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
33.	Parvatiben C. Patel	Anganwadi Worker	Honorarium ₹3,00/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
34.	Lattaben S. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
35.	Dhruvlatta H. Damania	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
36.	Shashikala T. Tandel	Anganwadi Worker	Honorarium ₹3,031/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
37.	Savitaben D. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
38.	Nandiben D. Kamli	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
39.	Laxmi R. Halpati	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
40.	Jashodaben M. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
41.	Taraben R. Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
42.	Jinkiben B. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
43.	Rekhaben Patel	Anganwadi Worker	Honorarium ₹3,063/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
44.	Daxaben R. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
45.	Surekhaben Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
46.	Manishaben H. Tandel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
47.	Ushaben D. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
48.	Pratima H. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
49.	Amita A. Agaria	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
50.	Kaushikaben J. Mitna	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
51.	Pritiben Govindbhai Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
52.	Dhruvi Dhansukh Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
53.	Manisha Umesh Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
54.	Laxmi R. Tandel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
55.	Nirmala G. Kolat	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
56.	Teena D. Patel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
57.	Mittalben A. Bhandari	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)
58.	Savitriben H. Tandel	Anganwadi Worker	Honorarium ₹3,000/- (Central Share) Addl. Honorarium ₹1,000/- (UT Share)

(ii) Anganwadi Helper:			
01.	Parvati Tacur	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
02.	Kusumben K. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
03.	Heemaben S. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
04.	Surekha S. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
05.	Vanita K. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
06.	Sunita N. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
07.	Damyanti B. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
08.	Jashoda P. Dhodi	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
09.	Bharti R. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
10.	Rekha M. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
11.	Manju S. Varli	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
12.	Bhartiben S. Varli	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
13.	Kalavati V. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
14.	Madhuben B. Bari	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
15.	Reena R. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
16.	Niru B. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
17.	Ruxamani R. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
18.	Munniben N. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
19.	Savita J. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
20.	Kusumben V. Kamli	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
21.	M. M. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
22.	Amisha D. Mitna	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
23.	Daxa P. Fernandes	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
24.	Tejal N. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
25.	Tinaben M. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
26.	Mina Ishwar Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
27.	Shanti J. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
28.	Laxmi B. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
29.	Kusum B. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
30.	Lalitaben T. Bhandari	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
31.	Hansaben P. Bhandari	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
32.	Manishaben D. Bhandari	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
33.	Kalavati J. Bhandari	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
34.	Jyotiben N. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
35.	Chanchal Jagdish Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
36.	Tina A. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
37.	Rajanben V. Mangela	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
38.	Lattaben A. Mahyavanshi	Anganwadi Helper	Honorarium ₹1,500/- (Central Share)

			Addl. Honorarium ₹600/- (UT Share)
39.	Naynaben D. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
40.	Sangita A. Tandel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
41.	Daxaben L. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
42.	Saraswati Sukar Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
43.	Narmada T. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
44.	Madhuben M. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
45.	Surekha M. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
46.	Raxaben A. Kamli	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
47.	Shanti R. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
48.	Maniben M. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
49.	Surekhaben M. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
50.	Jyotiben C. Kamli	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
51.	Ramilaben G. Tripathi	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
52.	Ashaben Ashokbhai Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
53.	Chandanben B. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
54.	Vandana R. Tandel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
55.	Minaben S. Patel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
56.	Leela T. Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
57.	Kalu M. tandel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
58.	Hansaben J. Mitna	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
59.	Ganga Gulab Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
60.	Manjuben M. Tandel	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
61.	Cassi Moah	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)
62.	Varsha Shivilal Halpati	Anganwadi Helper	Honorarium ₹1,500/- (Central Share) Addl. Honorarium ₹600/- (UT Share)

(C) ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01.	Shri Sanket L. Smart	Accountant	PB-1 (₹5200-20200) Grade Pay ₹2800/-	₹27,360/-
02.	Shri Manohar G. Mitna	Upper Division Clerk	PB-1 (₹5200-20200) Grade Pay ₹2400/-	₹28,400/-
03.	Shri Anjali Gajre	Lower Division Clerk	PB-1 (₹5200-20200) Grade Pay ₹1900/-	₹27,360/-
04.	Shri Sanjay G. Bhandari	Driver (on working arrangement with O/o the Administrator, Secretariat, Daman)	PB-1 (₹5200-20200) Grade Pay ₹1900/-	₹21,760/-
05.	Shri Gulab Halpati	Multi Tasking Staff (PEON)	PB-1 (₹5200-20200) Grade Pay ₹2000/-	₹24,855/-
06.	Shri Jagubhai Patel	Multi Tasking Staff (PEON)	PB-1 (₹5200-20200) Grade Pay ₹2000/-	₹24,365/-

MANUAL – XI

The Budget allocated to each of its Agency including the particulars of all Plans, proposed Expenditure and Reports on Disbursements made;

Budget Allocation for the Financial Year 2013-14 as given below:-

(₹ in thousand)

Sr.No.	Budget Head	Allocation for 2013-14
[A] UT Budget:		
(A)	2235-Non Plan 2235-Social Security & Welfare (Non-Plan) 02-Social Welfare 102-Child Welfare 32-Establishment	
	32.00.01-Salaries	₹3693
	32.00.06-Medical Treatment	NIL
	32.00.11-Domestic Travel Expenses	₹5
	32.00.13-Office Expenses	₹545
	TOTAL (A)	₹4243
(B)	2236-Plan 2236-Nutrition (Plan) 02-Distribution of Nutrition foods and Beverage 101-Special Nutrition Programme 09-Applied Nutrition Programme 09.00.50-Other Charges	
		₹6500
	TOTAL (B)	₹6500
[B] CENTRAL Budget:		
(A)	2235-Plan 2235-Social Security & Welfare (Plan) 02-Social Welfare 102-Child Welfare 18-ICDS 18.01-General Component 18.01.31-Grant-in-Aid in Demand No.105 Ac No.223502102180131 C Code No.22350292 SCCDP No.191	
		1 st Inst. ₹1200 2 nd Inst. ₹940 3 rd Inst. ₹1900
	TOTAL (A)	₹4040
(B)	2235-Plan 2235-Social Security & Welfare (Plan) 02-Social Welfare 102-Child Welfare 18-ICDS <u>18.07-Supplementary Nutrition under ICDS Scheme</u> 18.07.31-Grant-in-Aid in Demand No.105 PAO Code No.011450 Ac No.223502102180731 C Code No.22351073 SCCDP No.191	
		1 st Inst. ₹2700 2 nd Inst. ₹3400
	TOTAL (B)	₹6100
(C)	2235-Plan 2235-Social Security & Welfare (Plan) 02-Social Welfare 102-Child Welfare <u>37-Rajiv Gandhi Scheme for Empowerment of Adolescent Girls(RGSEG)</u> 37.00.31-Grant-in-Aid (PLAN) Demand No.10 PAO Code No.011450 Ac No.223502102370031 C Code No.22351145 SCCDP No.190	
(1)	Nutrition Component – 50% sharing pattern	NIL
(2)	Non Nutrition Provision – 100% sharing pattern	NIL
	TOTAL (C)	NIL

MANUAL – XII

The manner of executive of subsidy Programmes including the amount allocates and the details of beneficiaries of such programme:

This Office has not executed any subsidy Programmes.

MANUAL – XIII

Particulars of recipients of Concessions, Permits or Authorizations Granted by it:

There is no recipient of concession, permit or authorization provided by this Office.

MANUAL – XIV

Details in respect of the information, available to or held by it, reduced in an electric form:

There are no facilities available with this Office.

MANUAL – XV

The particulars of facilities available to Citizens for obtaining information, including the working hours of a Library or Reading Room, if maintained for Public use:

There are no facilities available with this Office.

MANUAL – XVI

The Names, Designation and Other particulars of the Public Information Officers:

The Head of Office i.e. Smt.Kamlaben J. Baria, Child Development Project Officer is the Public Information Officer in respect of Office of the Child Development Project Officer, ICDS, District Panchayat Campus, Dholar, Moti Daman, Daman : 396 220.

MANUAL – XVII

Such other information as may be prescribed:

All Information's are uploaded in the Official Website, such as Orders, Notification, tender etc.
