

**Template for the Information Handbook under
Right to Information Act**

Chapter 1
Introduction

- 1.1. Please throw light on the background of this hand-book (Right to Information Act – 2005)

This hand-book is for providing access to information relating to the rights to the citizens to provide information about schemes under the control of the Project Coordinator, WBICDS-III Project for promoting transparency and accountability in the working of the Project

- 1.2. Objective / purpose of this hand-book

To provide information to citizens who desire to have such information about this project.

- 1.3. Who are the intended users of this hand-book?

Citizens and Government officials

- 1.4. Organisation of the information in this hand-book

This hand book consists of major information relating to

- ❖ Powers and duties of Officials of the World Bank assisted ICDS III Project
- ❖ Rules, regulations, instructions, for discharging the functions
- ❖ Boards, Councils, Committees and other bodies constituted under this project
- ❖ Names, designations and other particulars of PIOs
- ❖ Various procedures followed by the officials in decision making
- ❖ Director / Officials and other remunerations
- ❖ Budget allocation and particulars of facilities available to citizens for obtaining information

- 1.5. Definitions (Please provide definitions of various terms used in the hand-book)

- i) Children: Means children upto 5 years
- ii) Adolescent girl: Means Girls between 11 years - 19 years
- iii) Ante natal mother means - Pregnant mother upto delivery
- iv) Post natal mother means – Mother with her child upto 6 months
- v) Supplementary food means “Sathu Mavu” given to children upto 6-36 months, Ante natal and post natal mothers
- vi) Malnourished: It is due to imbalance of both macro and micro nutrients that may be due to inappropriate intake and inefficient biological utilisation due to the internal and external environment

- 1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Appellate Authority : Thiru. Ruolkhumlien Buhiril, IAS
Project Coordinator

Public Information Officer : Dr. S. Muthiah
Joint Coordinator (Communication)

Assistant Public Information Officer : Tmt. S. Valarmathi
Administrative Officer

- 1.7. Procedure and fee structure for getting information not available in the hand-book.

Applicable as per the provision of this act

Chapter – 2 (Manual – 1)

Particulars of Organization, Functions and Duties

2.1. Objective / purpose of the public authority.

To improve the Nutrition, Health and Psycho-Social status of children 0-5 years of age with particular emphasis on preventing malnutrition under 3 years and improve child care practices at the household level

To improve the Nutrition and Health status of pregnant and nursing mothers and adolescent girls.

Empower Women and Adolescent girls through increased awareness to take better care of their personal and household Health and Nutrition issues.

To give special focus on Nutrition to pregnant and Nursing mothers, infant, adolescent girls and the aged. Thereby, to make Tamil Nadu Malnutrition free and to provide a 'whole life cycle nutrition security programme'

2.2. Mission / Vision Statement of the public authority.

To make Tamilnadu a malnutrition free state by reducing human malnutrition of all types including sub-clinical deficiencies, to the levels of the best

Performing countries in the world by adopting Life Cycle approach,

2.3. Brief history of the public authority and context of its formation.

Tamil Nadu Integrated Nutrition Project I (TINP-I) was launched in October 1980 on a pilot basis in Kottampatti block of Madurai District and it was extended to other Districts of Tamilnadu covering 173 blocks of rural areas with aid of World Bank.

Based on the success impact of the 1st Project TamilNadu Integrated Nutrition Project – II was implemented in 1990 covering 318 blocks in 24 districts.

The WBICDS-III Project in Tamilnadu was being implemented for a period of five years from 1998-99 to 2003-04 and extended upto 31.3.2006.

2.4. Duties of the public authority.

- a) Incharge of running the Project, formulating policies, planning, organizing, co-ordinating the activities and implementing the Project.
- b) To co-ordinate with other departments like Health, Education, Rural Development and international organizations like UNICEF, World Bank etc. to achieve its goals.
- c) To implement the project in consultation with the Government of India, World Bank and Government of Tamil Nadu and controlling the 29 project districts

2.5. Main activities / functions of the public authority.

The following activities are being carried out at Anganwadi Centre level

- i) Weighing the children between 0-5 years and pregnant mothers at Anganwadi Centre
- ii) Providing "Sathu Mavu" (Supplementary Nutrition) to pregnant and lactating mothers and children between 6-36 months
- iii) Educating the children of 2-5 years at Anganwadi Centre
- iv) Providing learning opportunity through joyful play way method
- v) Enrolling the pregnant mothers immunisation, providing IFA tablets and periodical health check up and treatment of minor illness
- vi) Referral service during risk period
- vii) Providing nutritious meal for the pre-school children at Anganwadi Centre
- viii) Providing protein rich food such as 20 gm boiled potato on Monday one boiled egg on Wednesday and 20 gm boiled green or black gram on Friday in addition to this 2 gms. of Curry leaf / Drumstick Powder is also being added as an experimental basis in 12 Blocks in 6 districts.

2.6. List of services being provided by the public authority with a brief write-up on them

I. The following services are provided at Anganwadi centres:

A. Survey of the beneficiaries by the Anganwadi Worker

In order to identify the beneficiaries such as 0-3 and 3-5 years children, Pregnant and lactating mothers Adolescent Girls in the community. The Anganwadi Worker make survey and register them in the Survey Register.

B. Registration of the beneficiaries

The Anganwadi Worker registered the pregnant mother and children for eligible to get benefit of the ICDS scheme and make continuous follow up to provide services.

C. Growth Monitoring

Children in the age group of 6 months to 36 months are weighed monthly. Children in the age group of 3-5 years are weighed quarterly. The Statistical Inspector of District Programme office check the reliability of weight in two Anganwadi Centres every month. .

The identified pregnant mothers are continuously weighed during every month until they deliver the baby and also monitored through continuous visits for 6 months. The low birth weight children and high

risk mother are referred to Hospitals for medical check up. Nutrition intervention is also being done proportionate to their weight loss.

D. Health Services

The Anganwadi Worker in collaboration with Primary Health care personnel conduct immunization programme on Wednesday every month at the centre level.

Immunization of children and expectant mothers Providing IFA tablets, deworming tablets to the beneficiaries. Referral services of high risk mothers and children with health problems are being done by the Anganwadi worker. Vitamin A solution is also given to children to prevent nutritional blindness. Anganwadi Worker also provide medicines to the children and mothers for minor ailment such as cold., cough. diarrhoea. . Besides these, medicines are also given for deworming and Eye and Ear discharges. . Each Anganwadi centre is provided with medicines kit consisting of the following items. .

- Paracetamol (Syrup and tablet)
- Albendazole
- ORS – Powder Packet
- Gentamycin Eye & Ear (Eye and Ear drops)
- Povidone Iodine Ointment
- Cotton, Bandage Cloth
- Cotrimoxazole B.T. (antibiotic)

E. Early Childhood care and development (0-3 years)

The Early child hood care and pre-school education (ECCD) component of the ICDS is the backbone of the ICDS Programme, since all its services are essentially covered at the AWCs. This is also the most joyful play way activity based methodology. It brings and keeps young children at the AWC-an activity that motivates and attracts the attention of parents and communities. ECCD as envisaged in the ICDS, focuses on total development of the child, in the age range upto 6 years from the under privileged groups. It includes promotion of early stimulation of the under three years children through interventions with mothers/caregivers.

Pre-School Education:(2-5 years)

1. Pre-school education is organized for 2-5 years children. The objectives of the pre-school education, is to promote holistic development of the Child (physical, Social, emotional, Cognitive and Language development)
2. This will catch to the fulfillment of the basic needs of the children
3. To promote good habits
4. To prepare the child for the next stage
5. To inculcate good human and moral values

This early learning component 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. This also improves local level co-ordination between Anganwadi centres and primary school and strengthens supportive linkages between them.

F. Nutrition Services

(i) Supplementary Nutrition

As soon as the Anganwadi Centre is opened at 7.30 a.m. the Children at the age group of 6-36 months, pregnant and lactating mothers are provided with Supplementary Nutrition, in the form of “**Sathu Mavu**” which contain wheat, Ragi, Maize, Jaggery, Vitamin premix with calcium carbonate and ferrous sulphate.

(ii) Noon Meal

The pre-school children in the age group of 2- 5 years are provided with noon meal during afternoon at 12.30 p.m. at Anganwadi centre. Each child is provided with mixed meal consisting of 80 gms of Rice, 10 gms of Dhall, 2 gms of oil and vegetables in their food. In addition to this 20 gms of boiled Potato on Monday, one boiled Egg (46 gms) on Wednesday and 20 grams of boiled Green gram or Black Bengal gram on Friday is provided. In order to combat Vitamin A deficiency among children in the age group of 2- 5 years, 2 gms of Curry leaf / Drumstick leaf powder is also being added in the Nutritious meal for 5 days in a week (Monday to Friday) in the selected 12 blocks in six districts (Theni, Kancheepuram, Tiruvannamalai, Vellore, Perambalur and Cuddalore)

G. Services to Adolescent girls

In the Anganwadi centre all Adolescent girls who are found anemic are given IFA tablets and deworming tablets. In 37 projects of 11 districts viz., Tiruvallur, Kancheepuram, Pudukottai, Dharmapuri, Dindigul, Cuddalore, Villupuram, Nagapattinam, Tiruvarur, Salem & Nilgiris. Adolescent girl campaigns and Vocational training are given to these girls for their Economic Development under the scheme called Kishori Sakthi Yojana. It is implemented at the cost of Rs.1.10 lakhs per project.

This scheme is going to be extended in all the 434 Projects of this State:

Nutrition Programme for Adolescent Girls - NPAG

Under the NPAG scheme 6 kgs of Rice through ration shops totally free of cost is provided to undernourished Adolescent Girls who weigh less than 35 kgs. This scheme is being implemented in Tamilnadu in Two Districts namely Tiruvannamalai and Ramanathapuram

H. Communication

World Bank Assisted ICDS III Project has developed a strong communication component to support project activities. A number of innovative communication activities have been organised to work with key target groups. Massive information, Education and communication activities are organised to sensitize target group and empower the community to prevent and manage malnutrition and to make Tamilnadu malnutrition free state. Nutrition education and literacy to one lakh women is in progress.

To address area specific issues such as prevention of female infanticide and early marriage, a number of awareness and sensitization programmes have been launched in many districts. Gender sensitization for elected women panchayat members advocacy and mobilisation camps for Chennai corporation Councilors are in progress. Folk artists and panchayat leaders have been sensitized and involved in IEC activities. Communication activities have been revised to equip adolescent girls with knowledge and skills for the social and economic empowerment. The strategies include sensitization and awareness creation workshop and orientation session on family life education, teenage care and group dynamics. Community working groups have been strengthened to assist service delivery and communication activities. Community participation has been improved.

Communication activities have succeeded to a greater extent in imparting knowledge, changing attitude and creating desirable changes in several health and nutrition behavioral issues. By communication strategies adopted in the project, people have been motivated for community participation for effective implementation and monitoring of project services.

I. Training

Training of functionaries is one of the most vital component of ICDS programme. The programme orient all its functionaries through job training course and refresher training course with specific duration with the training. It is expected that all functionaries should be developed in to agents of social change and aims to bring about the best from every ICDS functionaries.

The following activities are carried out at Block level:

The Child Development Project Officer at block level is incharge of controlling supervising and monitoring the function of Anganwadi Centre. The CDPO is assisted by sector level Supervisors.

At District level, the District Project Officer is looking after the programme being implemented by the Child Development Project Officers

At State level, the Project Coordinator monitors the ICDS Scheme with the following components.

- i) Nutrition
- ii) Health and Management
- iii) Information, Education and Communication

- iv) Monitoring and Evaluation
- v) Training
- vi) Administration
- vii) Accounts & Audits

2.7. Organization Structure Diagram at various levels namely State, Directorate, region district, block etc. (whichever is applicable).
Enclosed

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency. Continuous participation of the Community and N.G.Os in the various activities of the Project namely

- Participation in Planning
- Participation in Service Delivery
- Participation in benefits
- Participation in monitoring/supervision

2.9. Arrangements and methods made for seeking public participation / contribution.

Seminars, Workshops, Mothers meet, Participatory Planning Session, Monthly Educational sessions for women working group etc.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution

Grievances received from the public are settled then and there by the following officers:

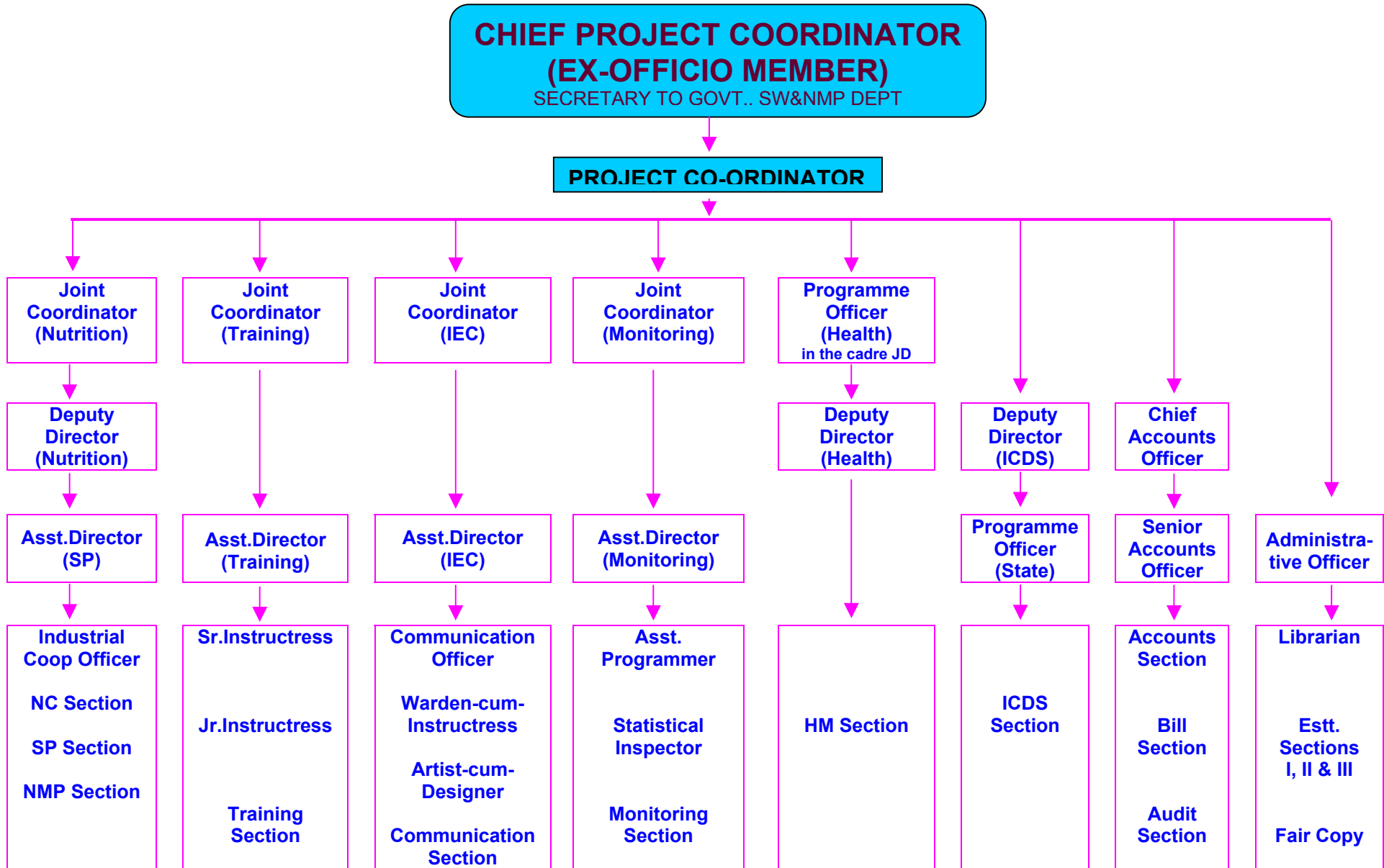
- Review Meeting at state level by Project Coordinator
- Review Meeting at District Level by District Programme Officer & District Collector
- Review Meeting at Block Level by Child Development Project Officer

2.11. Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Enclosed

2.12. Morning hours of the Office: 10.00 a.m.
Closing hours of the office: 05.45 p.m.

WBICDS – TAMILNADU
ORGANISATIONAL CHART - STATE LEVEL



WBICDS – TAMILNADU
ORGANISATIONAL CHART – DISTRICT & BLOCK LEVEL

DISTRICT LEVEL →

PROGRAMME OFFICER

**DISTRICT
COMMUNICA-
TION OFFICER**

**SPECIAL TEAM
INSTRUCTRESS**

**SUPERINTEN-
DENT**

**STATISTICAL
INSPECTOR**

BLOCK LEVEL →

CHILD DEVELOPMENT PROJECT OFFICER

**SUPERINTENDENT
SECTION**

**GRADE-I
SUPERVISOR
GRADE II
SUPERVISOR**

**ANGANWADI
WORKER
HELPER**

<p>Tmt. S. Smitha District Project Officer Perur Main Road Opp. To Tamil College 10, Javanes Bhavan Building COIMBATORE - 641 010 Ph.No.95-422-2213233</p>	<p>Thiru. P. Paramasivan District Project Officer 11-B, Anna Nagar Old Employment Office Building RAMANATHAPURAM – 621 535 Ph.No.95-4567-221135</p>
<p>Tmt. K. Anbalaghi District Project Officer 19-A, Ramdoss Naidu Street Pudupalayam, CUDDALORE– 607 001 Ph.No.95-4142-293954</p>	<p>Tmt. V. Saraswathy District Project Officer 2, Thiruvalluvar Street Subramania Nagar, SALEM–636 005 Ph.No.95-427-2449110</p>
<p>Thiru. S. Bakkiarajan District Project Officer i/c 2F, Ninth Street Appavu Nagar DHARMAPURI – 636 701 Ph.No.95-4342-261074</p>	<p>Tmt. P. Chandravalli District Project Officer 4(1). Periyar Nagar 4th Street Thirupattur Road Opp. To Dist. Collector Office SIVAGANGAI – 623 560 Ph.No.95-4575-240375</p>
<p>Tmt. S. Rajarajeswari District Project Officer 98-99 Spencer Compound Near Busstand DINDIGUL – 624 003 Ph.No.95-451-2422351</p>	<p>Tmt. B. Sundari District Project Officer 1, 1st floor, 1st Street Arulanthammal Nagar THANJAVUR – 613 007 Ph.No.95-4362-258108</p>
<p>Thiru. Panneervelu District Project Officer 18-21/C NGGO Colony Sooranpatti (Post) ERODE – 682 009 Ph.No.95-424-2273607</p>	<p>Tmt. Devi Kumari District Project Officer 25, Murugankurichy Thiruchendur Road, Palayamkottai THIRUNELVELI – 627 002 Ph.No.95-462-2573142</p>
<p>Tmt. Devikumari District Project Officer i/c Women Christian College Road Near Vijayaka Kaliyana Mandapam NAGERCOIL – 620 001 Kanniyakumari District Ph.No.95-4652-278781</p>	<p>Thiru. S. Bakkiarajan District Project Officer District Collector Office Building THIRUVANNAMALAI – 606 604 Ph.No.95-4175-232925</p>
<p>Tmt. S. Revathi District Project Officer 1/143 Melamadai Veethi East Street MADURAI – 625 020 Ph.No.95-452-2533217</p>	<p>Tmt. Yuvarani District Project Officer 4, Chidambaranar Nagar 6th Cross Street, Gandhi Nagar TOOTHUKUDI – 628 008 Ph.No.95-461-2390036</p>
<p>Thiru. Marimuthu District Project Officer 317, District Collector Office Building 3rd Floor, Palapannaichery NAGAPATTINAM – 610 001 Ph.No.95-4365-253062</p>	<p>Tmt. C. Revathi District Project Officer 9/6, 3rd Floor, Renga Towers, Rayal Road, TRICHY – 620 001 Ph.No.95-431-2410730</p>

Tmt. A. Krishnaveni District Project Officer 11, Pooniamman Koil Street Sainathapuram VELLORE – 632 001 Ph.No.95-416-261662	Tmt. Ramajothi District Project Officer No.2A, Iniyagaravar Salai, Slum Clearance Board, 2 nd Floor Teynampet, Chennai - 600 018 Ph.No.24346390
Tmt. S. Prabavathi District Project Officer Room No 1, Ground Floor, District Collector Office Building Trichy Trunk Road VILLUPURAM – 605 602 Ph.No.95-4146-224719	Tmt. S. Revathi District Project Officer 11, 1st Street, Lakshmiapuram Pudukottai Ph.No.95-4322-221501
Tmt. V. Vasanthi District Project Officer 8/1, Koondapannai Street Main Bazaar VIRUDHUNAGAR – 626 001 Ph.No.95-4562-242204	Tmt. Ramuthai District Project Officer 31/79, Renga Vilas Alms House Road, Ooty - 643 001 Ph.No.95-421-2441258
Tmt. S. Prabavathi District Project Officer i/c 175-Z-8A, New Colony Duraimangalam PERAMBALUR – 621 212 Ph.No.95-4328-225803	Tmt. Padmini District Project Officer 35, Nethaji Salai Thiruvallur - 602 001 Ph.No.95-4116-260421
Tmt. C. Karpagam District Project Officer Room No. 213 District Collector Office Building Karur Ph.No.95-4324-255433	Tmt. V.R. Jayalakshmi District Project Officer 22/105, First Bajanai Street Munusamy Avenue, Near Rengasamykulam Kancheepuram – 631 051 Ph.No.27227618
Thiru. R. Selvaraj District Project Officer Room No.100, 3 rd Floor, District Collector Office Building, THIRUVARUR – Ph.No.95-4366-225251	
Thiru. Gnanasekaran District Project Officer Room No 19, District Collector Office Building, 2nd floor, NAMAKKAL – 637001 Ph.No.95-4286-281341	
Tmt. P. Nagaprabha District Project Officer Multi Department Office Complex, Block-2, 1 st Floor, THENI – 1 Ph.No.95-4546-261955	

Chapter – 3 (Manual – 2)

Powers and Duties of Officers and Employees

3.1. Please provide details of the powers and duties of officers and employees of the organization.

Designation	PROJECT CO-ORDINATOR	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanctioning of periodical increments, leave, temporary advance and part final withdrawal from GPF 2. Imposing punishments under Tamil Nadu Civil Services (Discipline and Appeal) Rules on the staff recruited by the Project Coordinator 3. Reporting Officer for the officers working under the Project
	Financial	To approve and sanction expenditure upto a limit of Rs.15,000/- at a time on urgent innovative activities (should not exceed Rs.4 lakhs in a financial year)
	Others	-- NIL --
Duties		<ol style="list-style-type: none"> 1. Incharge of running the Project, formulating policies, planning, organizing, co-ordinating the activities and implementing the Project. 2. To co-ordinate with other departments like Health, Education, Rural Development and International Organizations like UNICEF, World Bank etc. to achieve the goals of the Project. 3. To implement the Project in consultation with the Government of India, World Bank and Government of Tamil Nadu and controlling the 29 District Project Officers

Designation	JOINT CO-ORDINATOR (INFORMATION, EDUCATION AND COMMUNICATION)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Plan, administer, manage and review the activities of the Communication programmes of the Project 2. Plan, produce and distribute all IEC materials , organize communication research studies, programmes for encouraging community participation an Community mobilization 3. Coordinate with all NGOs involved in health and nutrition education 4. Organize state level communication advisory committee meetings twice a year 5. Monitor village level programmes

Designation	JOINT CO-ORDINATOR (NUTRITION)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Planning, Implementing and evaluating the nutrition Component of the Project and prepare the annual plans for nutrition services delivery. 2. Access the requirement of nutrition supplement, consolidate the indent, finalise the mode of procurement, ensure quality and timely supply the distribution of the supplementary food. 3. Ensure close co-ordination with other co-ordinators for integrating service delivery at field level. 4. Procure and distribute all materials, equipment and furniture for the nutrition component and monitor their use. 5. Access the impact of nutrition services delivery and propose modifications wherever necessary

Designation	JOINT DIRECTOR (HEALTH)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. to assist the Project Coordinator in the overall management of the Project 2. plan, implement and monitor the health component of the project 3. coordinate with the various health directorate to ensure implementation of Maternal Child Health (MCH strategies and timely implementation of Health activities under the project 4. produce and distribute all drugs 5. keep abreast of the latest developments in MCH strategies , make suitable improvements to health inputs under the project 6. review the work of para medical workers and Medical Officers 7. coordinate the training requirements of health staff 8. ensure the coordinated delivery of services between health and nutrition workers takes place at the field level

Designation	JOINT CO-ORDINATOR (TRAINING)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Assess the Training requirements of all categories of Project staff 2. Plan and implement necessary training programmes for the project functionaries 3. identify the Resources to meet training requirements and provide additional support wherever necessary 4. to ensure timely release of funds for conducting training at Communication Training Centre and Districts 5. coordinate with training faculty in house or outside to ensure smooth and effective conduct of the proposed training programme 6. facilitating the faculty in the preparation of curriculum for the training 7. evaluate the effectiveness of training programme during training sessions

Designation	JOINT CO-ORDINATOR (MONITORING)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To ensure the timely collection of all Project data from the field 2. interpret the data received and analyse time trends, regional differences, highlight exceptions and suggest areas for corrective action 3. monitor Project impact and ensure that Project objectives are being met 4. supervise the work of Statistical Inspectors and ensure the quality of data being collected 5. give timely feedback to other Joint Coordinators about the progress of the project activities and impact for corrective action and for improved service delivery, monitor project processes to assist project management in effective project implementation 6. with expert help implement the operation research activities, including selection of topics, drawing up of design ensuring proper conduct of the surveys/ studies

Designation	Deputy Director (Nutrition)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Plan, administer and review the activities of the Nutrition Component 2. Control the functioning of Nutrition wing at Head Quarters and District Level 3. Feed back the activities of Nutrition Component to the Joint Coordinator (Nutrition) and Project Coordinator 4. Supervise and review the function of Nutrition Component at District level 5. Attend the periodical meetings organised at State and District level 6. Assess the requirement of food supplement, consolidate the indent, procurement and supply and distribution in time 7. Procure and distribute the materials, furniture and equipment required for Nutrition Component

Designation	DEPUTY DIRECTOR (HEALTH)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<p>The Deputy Director will assist the Joint Coordinator (Nutrition and Health) on the following:</p> <ol style="list-style-type: none"> 1. in overall management of the Project 2. to plan, implement and monitor the Health activities of the project 3. to ensure nutrition and health service delivery at field level by Nutrition and Health functionaries 4. to ensure coordination at District level nutrition and health officials and at block level, Medical Officers of Primary Health Centres 5. to procure, distribute MCH drugs and health equipments to Anganwadi centres 6. to keep abreast of the latest developments of MCH strategies and make suitable improvements to health inputs under the project 7. to coordinate the training requirement of the Health staff

Designation	DEPUTY DIRECTOR (ICDS)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. In charge for implementing the General ICDS Schemes such as Kishori Sakthi Yojana, Pre-school Education Kits, IEC activities etc. at state level 2. Supervision of Anganwadi centres relating to functioning of Anganwadi Centres 3. Reporting to State Government and Government of India about the progress in the prescribed format 4. As Enquiry Officer to enquire the disciplinary action against District Programme Officers and Child development Project Officers 5. Attend meetings convened by other departments such as Health, Education, Social Welfare etc.

Designation	CHIEF ACCOUNTS OFFICER	
Powers	Administrative	– NIL --
	Financial	<ol style="list-style-type: none"> 1. Sanction of GPF advances, Part Final withdrawal, marriage advance, Motor cycle/Car advance, cycle advance, House Building Advance, Countersignature of TA bills and Medical bills 2. Sanction of Contingency and other bills above Rs.1,000/-
	Others	-- NIL --
Duties		<ol style="list-style-type: none"> 1. Control of Budget, distribution of RE, FMA, reconciliation of departmental and Accountant General's figures, etc. 2. Files involving financial transaction of All sections 3. All Component Tender Committee work, Evaluation reports and award of contract 4. Special inspection and audit of subordinate offices, Finalisation of Audit Reports 5. Issuing orders for excess petrol/diesel release quota 6. Preparation of Public Accounts Committee reports 7. Attending financial review meeting

Designation	SENIOR ACCOUNTS OFFICER	
Powers	Administrative	– NIL --
	Financial	Sanction of Contingency and other bills below Rs.999/-
	Others	-- NIL --
Duties		<ol style="list-style-type: none"> 1. Looking after the files relating the sanction of GPF advances, Loans and Advance, Part Final withdrawal, marriage advance, Motor cycle/Car advance, cycle advance, House Building Advance, Festival Advance, Countersignature of TA bills and Medical bills 2. Drawal and disbursement of all contingent and pay bills for SPMU 3. Maintaining UDPR, PA subsidiary cash, Cash book, etc. 4. Files involving financial transaction of all sections 5. Special inspection and audit of subordinate offices, Finalisation of Audit Reports

Designation	ADMINISTRATIVE OFFICER	
Powers	Administrative	1. sanctioning of increments, all kinds of leave upto the level of Superintendent
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. In charge of all Establishment matters such as transfer and postings of the staff 2. Matters relating to stationery articles to the Head quarters office and subordinate office 3. Review of late attendance register of the staff of Project Coordination Office 4. Matters relating to disciplinary cases 5. overall supervision of tapals, records, roneo and copier machine etc

Designation	ASSISTANT DIRECTOR (MONITORING)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To finalise methodologies for conduct of Surveillance studies and special studies 2. To finalise the draft proformae for the conduct of surveillance study 3. To guide the Statistical Inspector in the preparation of questionnaire 4. To arrange for the compilation of indicators based on the conduct of Surveillance study 5. To assist the Joint Coordinator (Monitoring) in the preparation of feed back to Project Coordinator 6. To prepare the notes required for the coordination meeting and Technical Advisory meeting 7. To arrange for the computerisation of data collected under Surveillance study in the districts

Designation	PROGRAMME OFFICER (State Cell)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Looking after all the activities connected with ICDS Scheme 2. Inspection of Anganwadi Centre 3. Accommodating officials during their visit 4. Preparation of replies for all Legislative Assembly Questions in connection with Anganwadi Centres 5. Attending to all ICDS Scheme activities like Kishori Sakthi Yojana, Procurement of pre-school kits, IEC activities, opening of new centres, merging of centres

Designation	Assistant Director (Training)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To assist the Joint Coordinator (Training) in assessing training requirements 2. To assist the Joint Coordinator (Training) in Planning and carrying out training programmes of the training centre 3. To assist in coordinating the training plan for the Project in liaising with the outside institutions for conducting job training programmes 4. To Coordinate with the Departments for timely release of Project staff for training 5. Guide instructors in co-ordinating training programmes 6. Assist in evaluating effectiveness of training programmes during training as well as on the job performance of trainees 7. To Attend periodical review meeting at Districts to ensure a proper feed back on training requirements of project staff 8. To Coordinate with Communication sections for timely production of training materials

Designation	ASSISTANT DIRECTOR (Special Programme)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Preparation of indent to weaning food societies 2. Attending files relating to purchase of raw materials to societies from Tamil Nadu Civil Supplies corporation 3. Attending files relating to allotment of wheat to weaning food societies 4. Attending files relating to other activities for societies 5. Inspection of Weaning food societies

Designation	INDUSTRIAL CO-OPERATIVE OFFICER	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Preparation of indent to weaning food societies 2. Attending files relating to purchase of raw materials to societies from Tamil Nadu Civil Supplies corporation 3. Attending files relating to allotment of wheat to weaning food societies 4. Attending files relating to other activities for societies

Designation	ASSISTANT DIRECTOR (IEC)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Co-ordinating all the IEC Programme, Training and Production of the communication component and to give feedback report the Joint Director from time to time. 2. Assisting the Joint Director in the preparation E.C proposals. 3. Preparing overall planning and scheduling of the programme within the component and with the other component managers. 4. Collecting and analysing the feed back report from the district and take appropriate action to improve the programme. 5. Developing communication training curriculam for staff at different level. 6. Identifying and developing communication content for induction / short term training after getting regular feedback from the field. 7. Identifying experts/ consultants in communication and involve them in the communication training programmes. 8. Organising time to time focus group discussion with field level staff and village level groups and plan for the community participation programmes. 9. Co-ordinating with other departments/agencies/NGOs.

Designation	COMMUNICATION OFFICER	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Assisting Asst. Director in all the IEC Programme, Training and Production of the communication component and feed the Joint Director from time to time. 2. Assessing the field requirements accordingly planning, producing and distributing all the communication materials to the field. 3. Preparing scripts and write ups on project message for the Bi-monthly news letter and looking after till its final output . 4. Providing creative ideas for visualizing the message for producing mass, group and inter personal communication materials. 5. Collecting periodical feedback on communication materials from the field and use it for improving / producing communication material 6. To have close co-ordination with other component to assess the needs, requirements, identify gaps and prepare the media requirements. 7. Co-ordination with AIR and Doordharshan and NGOs . 8. Preparation of Achievement reports, Citizen charter and other reports etc

Designation	ASSISTANT PROGRAMMER	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Responsible for all programming activities relating to various application pertaining to different component of the Project Coordination Office 2. To finalise the file structure, System Analysis and Design 3. To attend to the programming in d Base and other languages as required 4. To furnish programming in considerations, while finalising the write ups of programmes 5. To attend to other items of work as and when given by the superior officers

Designation	LIBRARIAN	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Responsible for receiving all free and priced publications 2. to classify and categorise the documents 3. Arranging the receipt of periodicals, magazines and dailies 4. Maintenance of Accession Register, Issue register etc. 5. Maintenance of files relating to library

Designation	WARDEN CUM INSTRUCTRESS	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Assisting the Joint Co-ordinator (Communication) in all IEC technical matters like 2. Planning of Communication Programmes and IEC Training programmes. 3. Preparation of IEC manuals and materials. 4. Preparation of IEC E.C Proposals. 5. Preparation of reports like IEC Status report, Action Plan, PERT chart to be sent to Government of India and Government of Tamil Nadu and preparation of IEC presentation in PowerPoint for workshop, meetings etc. 6. Organizing and conducting IEC training programmes and taking IEC sessions during Job, Refresher and other training programmes. 7. Preparation of IEC training Module 8. Taking care of the trainees during their stay, looking after their boarding and lodging facilities etc. 9. Maintenance of Hostel and Attending repair works in the hostel. 10. Arrangement of Refreshment for meetings being held at CTC.

Designation	ARTIST CUM DESIGNER	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Visualises, prepares rough layouts for all types of visual aids like flashcards, pamphlets, filmstrips, advertisements, booklets, posters for the Project and also for mass media etc., 2. Assists in pre-testing and evaluation of all the printed and audio-visual aids from the art point of view. 3. Prepares designs, plans and produces charts, posters for conferences and workshops and Wrapper Designs, illustration, inner layouts for News letter of the Project(using computer). 4. Prepares captions and exhibition miniatures for use in exhibition, meeting display etc., and arranges all the exhibition pavilion and other Programmes like seminars, workshops, meeting etc., 5. Take Digital photographs for Project News letter 6. Designing the rough visuals and printing, makes liaison with the other agencies with whom the work has been entrusted. 7. Preparing Training Materials like charts, posters, preschool simple drawing etc., during Training Programmes. 8. Collecting and Scanning District Programme photographs, maintain them in proper form. 9. Assisting and giving ideas for production of mass media materials such as video films, slides, tele films, Radio Programmes etc., besides preparation of story board for films.

Designation	SENIOR INSTRUCTRESS AN D JUNIOR INSTRUCTRESS	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
	DUTIES	<p>1.To design the training programme 2.To collect and identify training needs 3.To prepare general objectives for the training programmes for the training programme for the proposal 4.To plan and prepare the programme schedule</p> <ol style="list-style-type: none"> 1. To prepare need based modules utilising the potentialities of the field functionaries. 2. To collect and collate informations and materials on latest development in the related area. 3. To prepare and send the guidelines to the Districts (on the training process). 4. To plan and prepare evaluation format for the training programme and the trainees 5. To organise training programmes 6. To identify and arrange training programmes with reputed institutions 7. To identify and arrange guest faculty/resource persons 8. To arrange for observational field visit 9. to prepare learning objectives for discussion with the experts 10. To arrange for kit/course materials 11. To arrange for conveyance-field visits, guest faculty.

	<p>B.DURING TRAINING:</p> <ol style="list-style-type: none">1.To facilitate training<ul style="list-style-type: none">• By enhancing participation• Eliciting opinions-needs-expectations• Focusing trainees attention on their potentialities• Summarizing /synthesizing information's• Organizing groups such that issues and needs are addressedIntervening in the process2.To counsel the trainees<ul style="list-style-type: none">• developing a rapport with trainees• directing toward growth• communicating on one to one basis• enhancing self confidence and self esteem.3.To evaluate the training process and encourage self evaluation.<ul style="list-style-type: none">• planning evaluation mechanisms• utilising the evaluation design to assess individual changes in knowledge• sharing reflections and analysis with co trainer4. To guide the trainees during training programme5.To record the day-to-day activities6.To manage learning situations
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	<p>B. AFTER TRAINING:</p> <ol style="list-style-type: none">1. To evaluate the training programme, suggestions and recommendations and consolidate.2. To document the training programme.3. To modify the training programme (forth coming) according to ythe suggestions and recommendations4. To invite feed back from the training organizations and the trainers at the Block on completion of training programmes <p>To evaluate training effectiveness and do the follow up.</p>
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Designation	STATISTICAL INSPECTOR	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Incharge of the work relating to the conduct of Surveillance study 2. Assisting the Assistant Director (Monitoring) in the selection of Community Nutrition Centres, drafting of formats, receipts of filled in schedules, scrutiny and tabulation of data and preparation of out put tables 3. Preparing write up on the findings of Surveillance study 4. Receiving the replies on the follow up action taken by field officers on the findings of Surveillance study

Designation	SUPERINTENDENT	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. In charge of the section 2. To coordinate the work assigned to the Assistants in the section 3. To assist the Component Managers to carry out the urgent work relating to the component 4. To regulate the section work with the Assistants

Designation	ASSISTANT	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To receive the tapals in respect of the subject allotted to them 2. To attend to other items of work entrusted to them by superior officers 3. To submit the records for check to officers in the prescribed time

Designation	JUNIOR ASSISTANT	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To receive the tapals in respect of the subject allotted to them 2. To attend to other items of work entrusted to them by superior officers 3. To submit the records for check to officers in the prescribed time 4. sending periodical reports to Government

Designation	RECORD CLERK	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Despatching the tapals 2. Distribution of tapals to the concerned sections 3. Maintenance of stamp account 4. Taking Photo copy and Roneo copies 5. Maintenance of record room

Designation	STENO-TYPIST	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Taking notes during meetings 2. Fair copying the drafts 3. Maintenance of computer/ typewriters 4. Submitting the fair copy registers for check up on the due dates

Designation	DRIVER	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. In charge of the office vehicle allotted to him 2. Maintenance of the vehicle 3. Reporting the repairs of the vehicle to the concerned 4. Liasioning the Motor Vehicle Maintenance authorities for early repairs of the vehicle

Designation	TYPIST	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Fair copying the drafts 2. Maintenance of computer/ typewriters 3. Submitting the fair copy registers for check up on the due dates

Designation	OFFICE ASSISTANT	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Responsible for file movement, tapals and incidental work relating to the component to which they are attached 2. Taking tapals to various sections/offices 3. Assisting the record clerk in despatching work

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

- 4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents.

Name / title of the document.

Type of the document

Code books supplied by the Government of Tamilnadu then and there

**Choose one of the types given below.
(Rules, Regulations, Instructions,
Manual, Records, Others)**

Brief Write-up on the Document.

From where one can get a copy of rules, regulations, instructions, manual and records

Address: Department of Stationery and Printing

Telephone No.

Fax:

Email:

Others:

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any).

S. No	Name/ Title of the document	Type of document	Description of Book
1	Tamilnadu Financial Code Vol. I	Book	Explaining the rules and regulations relating to sanction of loans and advances to Government servants
2	Tamilnadu Financial Code Vol. II	Book	Explaining the financial powers vested with various heads of Departments
3	Fundamental Rules	Book	Explaining the rules and regulations relating to service matters of Government Servants
4	Tamilnadu Treasury Code	Book	Explaining the rules and regulations relating to the procedures to be followed in Treasuries
5	Tamilnadu Pension Code	Book	Explaining the rules and regulations relating to sanction of pension to Government servants
6	Tamilnadu Account Code	Book	Explaining the rules and regulations relating to the accounting procedures to be followed in Government departments
7	Budget Manual	Book	Explaining the rules and regulations relating to preparation of budgets in Government departments
8	District Office Manual English & Tamil	Book	Explaining the rules and regulations relating to office management and general procedures to be followed in Government departments
9	Travelling Allowance Rules	Book	Explaining the rules and regulations relating to sanction of Travelling Allowance to Government servants
10	Pension- An easy approach	Book	Explaining the methods for calculation of pension
11	Tamilnadu Service Manual	Book	Explaining the rules and regulations to be followed to initiate disciplinary action against Government servants

12	The General Provident Fund Rules	Book	Explaining the rules and regulations to be followed for sanction of provident fund amount to Government servants
13	History of Services of Gazetted Officers in the Civil Departments serving in Tamil Nadu State Vol. III	Book	History of Services of Gazetted Officers in the Civil Departments serving in Tamil Nadu State in the departments of Adi Dravidar Welfare, High Court Judges, Jail, Labour
14	History of Services of Gazetted Officers in the Civil Departments serving in Tamil Nadu State Vol. V	Book	History of Services of Gazetted Officers in the Civil Departments serving in Tamil Nadu State in the departments of Police, Commercial Tax, Education, Forensic Science
15	Pay fixation rules made an easy	Book	Explaining the methods for fixation of pay to Government Servants

World Bank Assisted Integrated Child Development Services (WBICDS) Project-III

A. Procurement Guidelines

As per scheme of the Project, States are required to undertake procurement of works, good and equipments and consultant's services to implement the project as per schedule. Procurement being a critical element in project implementation, it is necessary that the same is carried out promptly and efficiently to realise the full benefits of the project. For the purposes of procurement for World Bank assisted Projects, World Bank has issued "Guidelines for procurement under IBRD Loans and IDA credits and "Guidelines for Selection and Employment of consultants by World Bank Borrowers" salient highlights of the Guidelines keeping in view the provisions of DCA are as follows:

- i) Whereas goods, equipment and works shall be procured in accordance with the provisions of the Guidelines for procurement under IBRD loans and IDA credits" procurement of consultants services will be done as per Guidelines on selection and Employment of consultants of World Bank Borrowers"
- ii) Credit under the Project is from Interim Trust Fund (ITF) therefore bidding documents with suffix ITF would only be used.
- iii) Model documents for the following are available. These have to be invariably used irrespective of the agency procuring the works/Goods/Equipment etc.
 - Civil Works 9NCB)
 - Supply of Goods and Equipment (ICB)
 - Supply of Goods and Equipment (NCB)
 - Supply of Pharmaceuticals and Vaccines (ICB)
 - Supply of Pharmaceuticals and Vaccines (NCB)
 - Supply of Kits (containing drugs and non-drug items (ICB)
 - Supply of vehicles (ICB)
 - Supply of Computers (ICB) and
 - Supply of Computers (NCB)

For Procurement of Specialised equipment, appropriate modifications have to be made in the document

- iv) Any issuance of invitations to pre-qualify for bidding or to bid for the contracts would be issued as per procurement plan, specifications and bidding documents duly approved by World Bank unless the same has been procured earlier during the Project period.
- v) Procurement of Goods, works and consultant services have to be done by the method of procurement as approved in the procurement plan. Generally the methods of procurement acceptable to the World bank depending on the estimated value of the purchases in each case the international competitive Bidding (ICB) National Competitive Bidding

(NCB) National Shopping Direct contracting. Force Account and Community participation.

- vi) This project does not envisage any international Competitive Bidding contracts for civil works.
- vii) Technical specifications for the items to be procured have to be finalised by State Governments in consultation with experts in the field.
- viii) Bank conducts prior/post review in certain cases. Following are the cases of procurement of works, goods and equipment and vehicles in which World Bank would be conducting a prior review.

a) Works	Prior Review
1. US\$ 3,00,000 or more	Every contract
2. US\$ 50,000 or more but less than US\$ 3,00,000 per contract	First contract from each Project State
b) Goods & Equipments	
Estimated Cost	
1. US# 2,00,000 or more	Every Contract
2. US\$ 30,000 or more but less than US\$ 2,00,000 per Contract	First contract from each Project State for furniture equipment etc.
C. Medicine and Medical Supplies	
Estimated Cost	
1. US\$ 2,00,000 or more	<u>Every Contract</u>
2. US\$ 30,000 or more but less than US\$ 2,00,000 per contract	First Contract from each Project State
d) Vehicles	
Estimated Cost	
1) US\$ 1,00,000 or more	Every Contract

For Post review cases in above categories and for prior review cases pertaining to selection and employment of consultants, provisions of Appendix-c may please be referred to.

- ix) Negotiations are barred so far as the procurement of works, goods and equipment is concerned.
- x) As far as possible, evaluation of bids and award of contract have to be completed within the initial period of bid validity so that extensions are not necessary. An extension of bid validity if justified by exceptional circumstances shall be requested in writing from all bidders before the expiration date. The extension shall be for the minimum period required to complete the evaluation. obtain the necessary approvals and award the contract. In the case of fixed price contracts, requests for second and subsequent extensions will be permissible only if the request for extension provides for an appropriate adjustment mechanism of the quoted price to reflect changes in the cost of inputs for the contract over the period of extension. Whenever an extension of bid validity period is requested, bidders shall not be requested or be permitted to change the quoted (base) price or other conditions of their bid. Bidders willing to extend the

validity of their bid shall be required to provide a suitable extension of bid security. The Bank's prior concurrence shall be obtained before rejecting all bids and soliciting new bids.

- xi) All cases of procurement requiring prior review only need to be sent to Government of India for clearance. All other cases have to be decided at the State Government level..

B.Accounting Guidelines

1. Each of the Project States shall maintain or cause to be maintained records and accounts adequate to reflect in accordance with sound accounting practices, its operation and to register separately the operations, resources and expenditure related to the Project.
2. The maintenance of accounts, in respect of all the activities separately is very essential and none of the activities under the World Bank assisted ICDS-III Project should be clubbed with the accounts of other schemes or general ICDS Programme in this regard, it must be noted that the accounts for the ICDS-III Project (i.e. WCD Project) and the Udisha Project also shall be maintained separately. Expenditure has to be detailed component wise as well as the category wise as has been detailed in the administrative orders
3. Each of the Project States is required to furnish to GOI as soon as available but in any case not later than the six months after the end of fiscal year a Audit certificates by the Accountant General of the State.
4. Each project State shall submit the reimbursement claims. in SOE form with all the necessary certificate as given below at the earliest so that the GOI can submit the claims to the Department of Economic Affairs.
 - i) Certified that the relevant supporting documents/vouchers are retained in PMU/Project level
 - ii) Certified that the claim raised in this application does no include any claim already raised in the previous applications.
 - iii) Certified that the expenditure has been made in accordance with the Administrative approval issued by Government of India and the procurement procedures of the World Bank have been followed.
 - iv) Certified that each contract value of the category concerned which is claimed in the present application doesnot exceed the SOE limit.
 - v) Reimbursement claims application shall be submitted showing the amounts in Rupees in Million only as the Department of Economic Affairs very much insists for presenting the figures accordingly.
 - vi) Reimbursement claims should clearly mention the claim periods with starting date and the ending date clearly. The Project authority shall also attach a detailed statement of expenditure districtwise.

- vii) The Project authority shall also attach a detailed statement of expenditure districtwise
- viii) The Reimbursement claims should be submitted at least on a quarterly basis in order to claim the timely assistance from the World Bank and delays in submitting the claims should be avoided to the maximum possible extent and in case delays have been place these should be explained with reasons along with the application.
- ix) Disbursement of Funds:- In the beginning of each fiscal Year Government of India shall release 30% of the Budgeted amount for the respective States on adhoc basis on receiving the expenditure certificate in respect of the grant released for the previous fiscal year and adjusting the savings, if any in respect of the grants in aid released during the previous fiscal year additional 50%of the Budgeted amount for the current fiscal year shall be released. Lastly on receiving the expenditure Certificate for the amounts released during the previous fiscal year and adjusting the savings. if any in respect of the two instalments of the grants in aid released during the current fiscal year, the last 20% of the Budgeted amount for the current fiscal year shall be released.
- x) Each of the participating Project State shall report the expenditure incurred by them categorywise as well as component wise. Quarterly basis Description of categories and components are given below:

The first quarter would be starting from 1st April to 30th June the second quarter from 1st July to 30th September the third quarter from 1st October to 31st December and the fourth and the last quarter from 1st January to 31st March of the concerned Fiscal Year.

a) DESCRIPTION OF ITEMS IN EACH CATEGORY:

1. All civil works relating to construction of AWC's CDPO Offices cum Godowns and installation of had pumps.
2. Furniture, Equipment and Utensils, Display Boards Weighing Scales Outdoor/Indoor playing Materials, Medicine Box preSchool/ECE Kits, Furniture and Equipment at District Centres, SPMU and CDPO Offices Vehicles for SPMU District and CDPO Offices Stationery.
3. Medicine Kits, Deworming Tablets, IFA Tablets for Adolescent girls.
4. Consultancy, Expenditure for Media Campaign, Management and Monitoring Soft ware OR Studies Institutional Services, Monitoring and Evaluation studies DATA entry, and General Monitoring report Quality Improvement of staff
5. Training, workshops seminars, study tours, FREQI Awards and Incentives Symposiums, AG activity etc.

6. Vehicles (two wheelers Mopeds etc.)
 7. Salaries to all staff of the Project at CDPO Office, District Office and SPMU Rent at AWC CDPO POL Maintenance Contingency conveyance or AWW/AWH Honorarium to AWW/AWH other operating costs Office running expenses DTT Hiring charges.
- b) Description of the components are already given in the Administrative approval issued by this department on 19.4.1999 to all the Project states.

OTHER GUIDELINES.

11. Each participating project State shall ensure that the annual expenditure for the food costs of the ICDS program in such Project State will meet the applicable norms established by the Government of India. Within ninety (90) days of the end of the fiscal year. beginning with fiscal year 1999-2000 each Project State shall provide a written report to the Administrator (through the Government of India) stating that during the preceding fiscal year, the annual expenditure for the food costs of the ICDS Program in each such Project State has met the applicable norms as established by the Government of India

About the compendium - Book on General ICDS Scheme

The guideline book describe about the Government of India norms to be adopted in implementing the ICDS Schemes such as Early childhood care Education, Adolescent girls training programme, Nutrition programme, Information Education and Communication, Medicine kits for the AWCs, Contingencies, Awards to AWWs, etc., These guidelines are only for the officials who are implementing the scheme at state, District and Block level.

Chapter – 5 (Manual – 4)

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

Formulation of Policy

- 5.1.** Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is please provide details of such policy in following format.

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
	Nutrition	Public participation as such is not mandatory. But NGOs and other Experts are being consulted for formulation of policy.	Seminars , Workshops Studies, Advocacy and Mobilisation Camps etc.are conducted

This will help a citizen to understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy

5.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is please provide details of such policy in following format.

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
	Nutrition	No	Continuous Social Assessment , Operation Research Study , Seminars , Workshops, Studies, Advocacy and Mobilisation Camps etc.are conducted

Chapter - 6 (Manual - 5)

**A statement of the categories of documents that
are held by it or under its control**

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “**Others**”)

Sl. No	Category of the document	Name of the document and its introduction In one line	Procedure to obtain the document	Held by/ under control of
1.	G.O.No: (D) 30 Dt: 30.3.2001	Advocacy and Mobilisation Camp for PRI members Camp was completed	By giving application	At state level - Project Coordinator
2.	G.O.No: 16 Dt: 8.2.2002	Gender Sensitisation and Women Empowerment programme for PRI members Programme was completed		At District level – DPO
3.	G.O.No: 89 Dt:11.10.2000 G.O.No: 17 & 18 Dt: 9.2.2002	Orientation Session for Adolescent Girls Session was completed		
4.	G.O.No: (D) 4 Dt: 6.1.2004	Newly Married Couples workshop Workshop was completed		
5.	G.O.No: 128 Dt:6.8.2004	HSC level Counselling Session for parents and Care givers of Grade II, III and IV children Camp was completed		

Chapter - 7 (Manual – 6)

A statement of boards, council, Committees and other bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

SNo.	Subject	Reply
1	Name and address of the Affiliated Body	Empowered Committee WB ICDS III Project, Tharamani, Chennai -113.
2	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee
3	Brief introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	<p>Year: As per G.O.Ms.No. 193 / SW and NMP SW(7) Dept., dt. 27/10/99</p> <p>Objective : To implement all the Project activities under WB ICDS III Project.</p> <p>Main Activities: The Proposal (up to the financial limit mentioned in the GO said above as per WB guidelines and GOI.ICDS guidelines for implementation of the activity) will be placed before the Committee as well issue of sanction order.</p>
4	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Others
	<ul style="list-style-type: none"> Structure and Member Composition 	<p>Chief Secretary to Government (Chairman)</p> <p>Secretary to Government Social Welfare and NMP Department (Member Secretary)</p> <p>Project Coordinator WB assisted ICDS-III Project (Member)</p> <p>Commissioner Social Welfare Department (Member)</p> <p>Secretary to Government Health and Family Welfare Department or his nominee (Member)</p> <p>Secretary to Government Planning and Development Department or his nominee (Member)</p> <p>Secretary to Government</p>

		Personnel and Administrative Reforms Department or his nominee (Member) Secretary to Government Finance Department of his nominee (Member)
6	Head of the Body	Chief Secretary to Govt. Govt. of Tamil Nadu.
7	Address of main office and its Branches	Project Coordinator, WB ICDS III Project, Tharamani, Chennai. 113.
8	Frequency of Meetings	Every quarter (or) whenever proposals need approval at Government level.
9	Can public participate in the meetings?	only official committee
10	Are minutes of the meetings prepared?	Yes.
11	Are minutes of the meeting available to the public? if yes, please provide information about the procedure to obtain them.	No.

7.2 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

- **Name and address of the Affiliated Body**
Village Level Management Committee
- **Type of Affiliated Body (Board, Council, Committees, Other Bodies)**
Committee
- **Brief introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)**
To achieve Malnutrition Free Tamil Nadu and Life cycle approach formation of VLMC in each Anganwadi centre areas(enclosed G.O.)
- **Role of the Affiliated Body (Advisory/Managing/Executive/Others)**
Improving Anganwadi Centres
- **Structure and Member Composition**
(a) Village Level Management Committee
The composition are:

- 1) Village Panchayat President / Panchayat Ward Member.
- 2) President ./ Chairperson of welfare organization.
- 3) Village School Teacher
- 4) Community welfare worker.
- 5) Members of women working group
- 6) Members of Adolescent girls working group.
- 7) Members of women Self Help Group
- 8) Village Health Nurse
- 9) Prominent personality from the village.
- 10) Representative of Mahila Mandal
- 11) Representative of NGO.
- 12) Two Beneficiary Mothers.
- 13) Primary school Parent – Teacher Association Representative.

➤ **Head of the Body**

Local Panchayat President

➤ **Address of main office and its Branches**

Each Anganwadi centre has an VLMC

➤ **Frequency of Meetings**

Every Month

➤ **Can public participate in the meetings?**

No

➤ **Are minutes of the meeting prepared?**

Yes

➤ **Are minutes of the meeting available to the public? if yes, Please provide information about the procedure to obtain them.**

It is recorded in VLMC Register maintained at the Anganwadi centre.

Public can look into the Register if interested.

VILLAGE LEVEL MANAGEMENT COMMITTEE (G.O.)**State level G.O. MS. No.55 SW&NMP Dept. Dt. 8.4.2002**

Sl.No.	District	G.O. No.& Date
1	Cuddalore	G.O.(D) No.182 SW&NMP Dept Dt.4.12.2002
2	Dharmapuri	G.O.(D) No.187 SW&NMP Dept Dt.4.12.2002
3	Karur	G.O.(D) No.175 SW&NMP Dept Dt.4.12.2002
4	Perambalur	G.O.(D) No.175 SW&NMP Dept Dt.4.12.2002
5	Madurai	G.O.(D) No.177 SW&NMP Dept Dt.4.12.2002
6	Theni	G.O.(D) No.174 SW&NMP Dept Dt.4.12.2002
7	Nagapattinam	G.O.(D) No.184 SW&NMP Dept Dt.4.12.2002
8	Thiruvarur	G.O.(D) No.184 SW&NMP Dept Dt.4.12.2002
9	Salem	G.O.(D) No.176 SW&NMP Dept Dt.4.12.2002
10	Ramanathpuram	G.O.(D) No.190 SW&NMP Dept Dt.4.12.2002
11	Sivagangai	G.O.(D) No.186 SW&NMP Dept Dt.4.12.2002
12	Tirunelveli	G.O.(D) No.188 SW&NMP Dept Dt.4.12.2002
13	Tiruvannamalai	G.O.(D) No.185 SW&NMP Dept Dt.4.12.2002
14	Virudhunagar	G.O.(D) No.183 SW&NMP Dept Dt.4.12.2002
15A	Villupuram (HUD)	G.O.(D) No.189 SW&NMP Dept Dt.4.12.2002
15B	Villupuram (HUD)	G.O.(D) No.181 SW&NMP Dept Dt.4.12.2002

Chapter - 8 (Manual - 7)

**The names, designations and other
particulars of the
Public Information Officers**

8.1 Please provide contact information about the Public Information, Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority:

State Level

Department Appellate Authority

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E.Mail	Address
				Office	Home			
1	Ruolkhumlien Buhril	Project Co-ordinator	044	24928767	26560203	24480980	WBICDS @ tn.nic.in	World Bank Assisted ICDS III Project, Pammal Nallathambi street, Periyar Nagar, Chennai-113

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E.Mail	Address
				Office	Home			
1	S.Muthiah	Joint Co-ordinator (Communication)	044	24483771	24363676	24480980	WBICDS @ tn.nic.in	World Bank Assisted ICDS III Project, Pammal Nallathambi street, Periyar Nagar, Chennai-113

Assistant Public Information Officer.

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E.Mail	Address
				Office	Home			
1	S.Valarmathi	Administrative Officer	044	24483771	25505982	24480980	WBICDS@tn.nic.in	World Bank Assisted ICDS III Project, Pammal Nallathambi street, Periyar Nagar, Chennai-113

Chapter - 9 (Manual - 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)

Following the Government rules and regulations

- 9.2 What are the documented procedures/ laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

- Based on the needs in the field, proposals are initiated by District Programme Officers and in certain cases by officers in Project Coordinators office
- Final proposals are submitted to Designated Committee.
- After approval by Designated Committee they are sent to Empowered Committee.
- After approval by Empowered Committee Government is addressed for issue of Government Orders.

- 9.3 What are the arrangements to communicate the decision to the public?

Website, Internet, Notice Board, Bimonthly Newsletters, Pamphlets, Booklets, Exhibitions etc.

- 9.4 Who are the officers at various levels these opinions are sought for the process of decision making?

Child Development Project Officer at Block level
 District Programme Officer at District level
 Joint Coordinators, Deputy Directors, Accounts Officers, Administrative Officer and Designated Committee at State level.

- 9.5 Who is the final authority that Vests the decision?

Secretariat Level : Secretary to Government (Social Welfare Dept.)
 State Level : Project Coordinator
 District Level : District Programme Officer
 Block Level : Child Development Project Officer

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	

Subject on which the decision is to be taken	Communication received from the public

Guideline/Direction, if any	Government instructions

Process of Execution	Based on enquiries

Designation of the Officers involved in decision making	Project Coordinator

Contact information of above mentioned officers	World Bank assisted ICDS-III Project Pammal Nallathambi Street Taramani, Chennai-600113 Off : 24928767 Res: 26560203 Fax: 24480980 email : wbicds@tn.nic.in

If not satisfied by the decision, where and how to appeal	Secretary to Government, Department of Social Welfare and Nutritious Meal Programme, Secretariat, Chennai-600 009 Office - 25671545 Fax 25675183 e mail: swsec@tn.gov.in

CHAPTER – 10 (MANUAL - 9)
DIRECTORY OF OFFICERS AND EMPLOYEE

10.1 Please provide information district wise in following format

S. No	Name	Designation	STD Code	Phone No. Office	Fax	Email	Address
1	A. Ramajothy	DPO, Chennai	044	24346390	Not Available		DPO, Chennai
2	Sumitha	DPO, Coimbatore	0422	2213233	Not Available		DPO, Coimbatore
3	K. Anbalagi	DPO, Cuddalore	04142	293594	Not Available		DPO, Cuddalore
4	K. Bakkiyaraj	DPO, Dharmapuri	04342	261074	Not Available		DPO, Dharmapuri
5	Rajarajeswari	DPO, Dindigul	0451	2422351	Not Available		DPO, Dindigul
6	Pannervelu	DPO, Erode	0424	2273607	Not Available		DPO, Erode
7	V.R. Jayalakshmi	DPO, Kancheepuram	04112	27227618	Not Available		DPO, Kancheepuram
8	Devikumari	DPO, Kanyakumari	04652	278781	Not Available		DPO, Kanyakumari
9	Karpagam	DPO, Karur	04324	255433	Not Available		DPO, Karur
10	S. Revathi	DPO, Madurai	0452	2533217	Not Available		DPO, Madurai
11	N. Marimuthu	DPO, Nagapattinam	04365	253062	Not Available		DPO, Nagapattinam
12	G.Gnanasekaran	DPO, Namakkal	04286	281341	Not Available		DPO, Namakkal
13	Ramuthai	DPO, Nilgiris	0423	2441258	Not Available		DPO, Nilgiris
14	Mangayarkarasi	DPO, Perambalur	04328	225803	Not Available		DPO, Perambalur
15	S.Revathi	DPO, Pudukkottai	04322	221501	Not Available		DPO, Pudukkottai
16	Paramasivan	DPO, Ramanathapuram	04567	221135	Not Available		DPO, Ramanathapuram
17	Sara swathi	DPO, Salem	0427	2449110	Not Available		DPO, Salem
18	Chandravalli	DPO, Sivagangai	04575	240375	Not Available		DPO, Sivagangai
19	P. Sundari	DPO, Thanjavur	04362	258108	Not Available		DPO, Thanjavur
20	Nagaprabha	DPO, Theni	04546	261955	Not Available		DPO, Theni
21	K. Bakkiyaraajan	DPO, Thiruvannamalai	0462	2573142	Not Available		DPO, Thiruvannamalai
22	Padmini	DPO, Thiruvallur	04175	232925	Not Available		DPO, Thiruvallur
23	R. Selvaraj	DPO, Thiruvarur	04366	225251	Not Available		DPO, Thiruvarur
24	S. Revathi	DPO, Tiruchirapalli	04116	27660421	Not Available		DPO, Tiruchirapalli
25	Devikumari	DPO, Tirunelveli	0461	2390036	Not Available		DPO, Tirunelveli
26	S.A. Yuvarani	DPO, Tuticorin	0431	2410730	Not Available		DPO, Tuticorin
27	Krishnaveni	DPO, Vellore	0416	2261662	Not Available		DPO, Vellore
28	S. Prabhavathi	DPO Villupuram	04146	224719	Not Available		DPO, Villupuram
29	T. Vasanthi	DPO, Virudhunagar	04562	242204	Not Available		DPO, Virudhunagar

CHAPTER – 11 (MANUALS- 10)

**THE MONTHLY REMUNERATION RECEIVED BY
EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN REGULATIONS.**

11.1. Please Provide information in following format

S.No	Name	Designation	Monthly remuneration & Scale of pay	Compensation/Compensatory allowance	The Procedure to determine the remuneration as given in the regulation
1	Thiru. Ruolkhumlien Buhiril, I.A.S.	Project Coordinator Apellate Authority	Rs.44,216/18400 – 500 - 22400	-	-
2.	Dr.S.Muthiah	Joint Coordinator (Commn) Public Information Officer	Rs.23,143/12000 – 375 - 16500	-	-
3.	Tmt.S.Valarmathi	Administrative Officer Assistant Public Information Officer	Rs.15,019/8000- 275 - 13500	-	-

Sl. No.	Name of Post	Scale of Pay [Ordinary Grade]@	No.of Sanctioned post
1	Project coordinator	18400-500-22400	1
2	Joint Coordinator (Nutrition)	14300-400-18300	1
3	Programme Officer (Health)	14300-400-18300	1
4	Joint Coordinator (T)	12000-375-16500	1
5	Medical Officer	12000-375-16600	47
6	Joint Coordinator (Monitoring)	Consolidated	1
7	Joint Coordinator (Commn.)	12000-375-16500	1
8	Deputy Director (H)	12000-375-16500	1
9	Chief Accounts Officer	10000-325-15200	1
10	Deputy Director	10000-325-15200	2
11	Administrative Officer	8000-275-13500	1
12	Assistant Director	8000-275-13500	4
13	District Programme officer	8000-275-13500	29
14	Accounts Officer	8000-300-13500	1
15	Assistant Programmer	6500-200-10500	1
16	Child Development Project Officer	5900-200-9900	434
17	District Communication Officer	5900-200-9900	27
18	Communication Officer	5900-200-9900	1
19	Senior Instructress	5900-200-9900	1
20	Nutritionist	5900-200-9900	27
21	Pre-School Instructor	5900-200-9900	27
22	Health Instructor	5900-200-9900	27
23	Librarian	5900-200-9900	1
24	Superintendent	5700-175-9200	477
25	Statistical Inspector	5500-175-9000	30
26	Junior Instructress	5300-150-8300	1

Sl. No.	Name of Post	Scale of Pay [Ordinary Grade]@	No. of Sanctioned post
27	Warden cum Instructress	5300-150-8300	1
28	Steno-Gr.I	5300-150-8300	1
29	Artist cum Designer	5000-150-8000	1
30	Steno-Gr.II	5000-150-8000	1
31	Urban Supervisors	5000-150-8000	161
32	Supervisors-Gr.I	5000-150-8000	398
33	Assistant	4000-100-6000	46
34	Accountant	4000-100-6000	27
35	Steno-Gr.III	4000-100-6000	14
36	Junior Assistant	3200-85-4900	148
37	Jr.Asst.cum Typist	3200-85-4900	320
38	Typist	3200-85-4900	132
39	Auxillary Nurse Midwives	3200-85-4900	182
40	Supervisors-Gr.II	3200-85-4900	950
41	Driver	3200-85-4900	510
42	Record Clerk	2660-60-3150-65-3540	2
43	Office Assistant	2550-55-2660-3200	468
44	Watchman	2550-55-2660-3200	108
45	Anganwadi Workers	600-10-700-20-1100	42677
46	Anganwadi Helpers	Consolidated Pay	42677
47	Anganwadi Workers (Surplus staff supernumerary post)	600-10-700-20-1100	1163

CHAPTER – 12 (MANUAL – 11)

**THE BUDGET ALLOCATED TO EACH AGENCY
(Particulars of all plans, proposed expenditures
and
reports on disbursement made)**

For Other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed (no.of Instalments)	
			--- NIL ---		

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format
Year : 2001-2002

Rupees Amount in lakhs

Sl.No.	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (no.of instalments)	Actual expenditure for the last year (2000-01)	Responsible Officer for the quality and the complete execution of the work
1	PTMGR NMP	Nutrition, Health coverage and Pre-School Education to the children in the age group of 2+to`4+	1.7.82	On going scheme	8676.28	6160.73	6160.73	7183.86	Project Coordinator, WBICDS III Project
2A	General ICDS	To provide package of services such as Health, Pre-school education, immunization , Supplementary Nutrition between 6 months and 6 years and Pregnant & lactating women in an integrated manner and	1975-1976	Ongoing Scheme	19039.16	16995.68	16995.68	20778.17	
2B	WB.ICDS	To make Tamilnadu as Malnutrition Free State		On going Scheme but world Bank assistance for this Project comes to an end on 31.3.06					

Year : 2002-2003

Rupees Amount in lakhs

Sl.No.	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (no.of instalments)	Actual expenditure for the last year (2001-02)	Responsible Officer for quality and the complete execution of the work
1	PTMGR NMP	Nutrition, Health coverage and Pre-School Education to the children in the age group of 2+to`4+	1.7.82	On going scheme	5494.41	4592.87	4592.87	6160.73	Project Coordinator, WBICDS III Project
2A	General ICDS	To provide package of services such as Health, Pre-school education, immunization , Supplementary Nutrition between 6 months and 6 years and Pregnant & lactating women in an integrated manner and	1975-1976	Ongoing Scheme	21480.70	18748.88	18748.88	16995.68	
2B	WB.ICDS	To make Tamil nadu as Malnutrition Free State		On going Scheme but world Bank assistance for this Project comes to an end on 31.3.06					

Year : 2003-2004

Rupees Amount in lakhs

Sl.No.	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (no.of instalments)	Actual expenditure for the last year (2002-03)	Responsible Officer for quality and the complete execution of the work
1	PTMGR NMP	Nutrition, Health coverage and Pre-School Education to the children in the age group of 2+to`4+	1.7.82	On going scheme	5907.27	5827.37	5827.37	4592.87	Project Coordinator, WBICDS III Project
2A	General ICDS	To provide package of services such as Health, Pre-school education, immunization , Supplementary Nutrition between 6 months and 6 years and Pregnant & lactating women in an integrated manner and	1975-1976	Ongoing Scheme	24494.07	25370.62	25370.62	18748.88	
2B	WB.ICDS	To make Tamilnadu as Malnutrition Free State		On going Scheme but world Bank assistance for this Project comes to an end on 31.3.06					

Year : 2004-2005

Sl.No	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (no.of instalments)	Actual expenditure for the last year (2003-04)	Responsible Officer for the quality and the complete execution of the work
1	PTMGR NMP	Nutrition, Health coverage and Pre-School Education to the children in the age group of 2+to`4+	1.7.82	On going scheme	6186.36	9580.00	9580.00	5827.37	Project Coordinator, WBICDS III Project
2 A	General ICDS	To provide package of services such as Health, Pre-school education, immunization , Supplementary Nutrition between 6 months and 6 years and Pregnant & lactating women in an integrated manner and	1975-1976	Ongoing Scheme On going Scheme but world Bank assistance for this Project comes to an end on 31.3.06	22194.92	21109.32	21109.32	25370.62	
2B	WB.ICDS	To make Tamilnadu as Malnutrition Free State	1.1.98						

Year : 2005-2006

Sl.No.	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Budget Outlay	Anticipated Expd.	Amount released / disbursed (no.of instalments)	Actual expenditure for the last year (2004-05)	Responsible Officer for the quality and the complete execution of the work
1	PTMGR NMP	Nutrition, Health coverage and Pre-School Education to the children in the age group of 2+to 4+	1.7.82	On going scheme	11426.95	10419.88		9580.00	Project Coordinator, WBICDS III Project
2 A	General ICDS	To provide package of services such as Health, Pre-school education, immunization , Supplementary Nutrition between 6 months and 6 years and Pregnant & lactating women in an integrated manner and	1975-1976	Ongoing Scheme					
2B	WB.ICDS	To make Tamilnadu as Malnutrition Free State	1.1.98	On going Scheme but world Bank assistance for this Project comes to an end on 31.3.06	24772.69	29593.45		21109.32	

CHAPTER – 13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

13.1 Please provide the information as per the following format:

Name of Programme/Scheme	INTEGRATED CHILD DEVELOPMENT SCHEME. Supplementary Feeding to the children below 3 years, pregnant lactating mothers.
Duration of Programme/Scheme	On-going programme
Objective of the Programme	To improve the nutritional status of children below 3 years, pregnant lactating mothers
Physical and financial targets of the programme (for the last year)	11,81,444 beneficiaries Fin: Rs.53 Crores.
Eligibility of Beneficiary	Growth faulted children and severely malnourished children (3 rd and 4 th grade children)
Pre-requisites for the benefit	By registration in the centres.
Procedure to avail the benefits of the programme	To contact the Child Development Project Officers in the Blocks or the nearby Anganwadi centres
Criteria for deciding eligibility	WB ICDS 1)Growth faulted children and severely malnourished children (3 rd and 4 th grade children) 2)Ante Natal/ Post Natal benefits will be given from six months onwards after the registration. ICDS(G) 6months to 3 years to all the children universal feeding
Detail of the benefits given in the programme (also mention the amount of subsidy or other help given) Procedure for the distribution of the subsidy	1) Selective supplementary feeding in WB ICDS.. For 300 days in a year 2) Universal feeding in ICDS(G) For whole year

Where to apply or whom to contact in the office for applying	To contact the Child Development Officers in the Blocks or the Anganwadi centres.
Application Fee (Where applicable)	It is a free scheme
Other fees (where applicable)	It is a free scheme
Application format (Where applicable. If application is made on plain paper please mention it along with what the applicant should mention in the application)	Not necessary
List of attachments (certificates/documents)	This column does not arise as it is a free scheme.
Format of Attachment	This column does not arise as it is a free scheme.
Where to contact in case of process related complaints	Project Co-ordinator – State level District Collector/ District Programme Officer – District level Child Development Project Officer – Block level
Details of the available fund (At various levels like District Level, Block level etc.	This is centrally sponsored scheme, funds are sharing between the centre and the State. It will be distributed to District and Block level after getting allocation of funds.
List of beneficiaries in the format given below:	This format is not related to our scheme however the list of beneficiaries in the categories in 06- and AN/PN mothers and OAP given in the annexure.

13.1 Please provide the information as per the following format:

Name of Programme/Scheme	PURATCHI THALAIVAR MGR NUTRITIOUS MEAL PROGRAMME.
Duration of Programme/Scheme	On-going programme
Objective of the Programme	To improve the nutritional status of children below poverty line in the age group of 2-15 years and to motivate, increase the school attendance and this will improve the literacy rate of the children. This Department provides nutritious meal to the preschool children in the age group of 2 to 5 years of age. For school children studying from I to X standards(6 years to 15 Years) the scheme is dealt by the Director of Rural Development and Commissioner of Municipal Administration.
Physical and financial targets of the programme (for the last year)	10,39,767 (2+ to 4+ children) Fin: Rs.101.45 crores
Eligibility of Beneficiary	Children below poverty line in the age group of 2-5 years. Old Age Pensioners who get 2 Kgs of rice are also eligible for feeding in the anganwadi centres.
Pre-requisites for the benefit	By registration in the centres
Procedure to avail the benefits of the programme	To contact the Child Development Project Officers in the Blocks or the nearby Anganwadi centres
Criteria for deciding eligibility	Below poverty line.
Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	Only feeding with the nutritious meal to the beneficiaries. No subsidies are given.
Procedure for the distribution of the subsidy	No subsidies are given.
Where to apply or whom to contact in the office for applying	To contact the Child Development Officers in the Blocks or the Anganwadi centres.

Application Fee (Where applicable)	It is a free scheme
Other fees (where applicable)	It is a free scheme
Application format (Where applicable. If application is made on plain paper please mention it along with what the applicant should mention in the application)	Not necessary
List of attachments (certificates/documents)	This does not arise as it is a free scheme
Format of Attachement	This does not arise as it is a free scheme

Where to contact in case of process related complaints	Project Co-ordinator – State Level District Programme officer/District Collector – District Level Child Development Project Officer – Block Level
Details of the available fund (At various levels like District Level, Block level etc.	Sufficient funds are provided to the District Collectors / Child Development Project Officers.
List of beneficiaries in the format given below:	The children in the anganwadi centres throughout the State are benefitted under this scheme.

S.No./ Code	Benefi ciary Name	Amount of Subsidy	Parent/ Guardi ans	Criteria of Selectio n	Address			
					District	City	Town/ Village	House No.
	No subsidy . Free supply							

CHAPTER – 14 (MANUAL – 13)

**PARTICULARS OF RECIPIENTS OF
CONCESSIONS, PERMITS OR AUTHORIZATION
GRANTED BY IT**

14.1 Please provide the information as per the following format:

Name of Programme	Not applicable
Type (concession/Permits/Authorisation)	
Objective	
Targets set (For the last year	
Eligibility	
Criteria for the eligibility	
Pre-requisites	
Procedure to avail the benefits	
Time limit for the concession /Permits/ Authorization	
Application fee (where applicable	
Application format (where applicable)	
List of attachements (Certificates/ Documents)	
Format of Attachements	

List of beneficiaries in the format given below:

Sl.No./ Code	Beneficiary Name	Validity Period	Parent/ Guardia ns	ADDRESS			
				District	City	Town/ Village	House No.
			--NIL--				

Also provide the following information for Concession

- Details of the Benefit given**
- Distribution of benefits**

CHAPTER – 15 (MANUAL – 14)

**NORMS SET BY IT FOR THE DISCHARGE OF
ITS FUNCTIONS**

15.1. Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

WB ICDS

1)Growth faulted children and severely malnourished children (3rd and 4th grade children)

2)Ante Natal/ Post Natal benefits will be given from six months onwards after the registration.

ICDS (General)

**6 months to 3 years to all the children
Universal feeding**

1) Selective supplementary feeding in WB ICDS..

2) Universal feeding in ICDS (General)

Chapter – 16 (Manual – 15)

**INFORMATION AVAILABLE IN AN
ELECTRONIC FORM**

16.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

WBA ICDS-III Project Tharamani, Chennai-113 has developed Website covering TINP-I TINP-II and WBICDS including various pages on

- 1) About us
- 2) History of TINP I and TINP-II
- 3) Nutrition
- 4) Health
- 5) Training
- 6) Communication
- 7) Monitoring
- 8) Accounts
- 9) Photo gallery and
- 10) Contact us etc.

Website address as follows:

“www.tnicds.org.”

e.mail address : wbicds@tn.nic.in.

Chapter – 17 (Manual – 16)

**PARTICULARS OF THE FACILITIES
AVAILABLE
TO CITIZENS FOR OBTAINING INFORMATION**

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

Office Library	Available
Drama and Shows	Conducted in the field to create awareness about the project activities
Through News Paper	Bi monthly newsletter "Chittukuruvi Sethi Theriyuma?" being published
Exhibition	Conducted at State, District and block level
Notice board	Available
inspection of records in the Office	Yes
System of issuing of copies of documents	No
Printed Manual available	Information charts available in District Block Offices and Anganwadi Centres
Website of the Public Authority	www.tnicds.org
Other means of advertising	Through AIR, Doordharshan. Wallposters, stickers, booklets etc.

Chapter – 18 (Manual – 17)

OTHER USEFUL INFORMATION

18.1 Frequently Asked Questions and their Answers by Public**18.2 Related to seeking Information**

Application form (a copy of filled application form for reference)	Not applicable
<u>Fee</u>	No
How to write a precise information request - Few Tips	Request in writing
Right of the Citizen in case of denial of information and procedure to appeal	Appeal to higher authority

18.3 With relation to training imparted to public by Public Authority

Name of training programme with brief description	<ol style="list-style-type: none"> 1. Advocacy and mobilization camp for Panchayat Raj Institution (PRI) members 2. Gender Sensitization and Women Empowerment Programme for Women Panchayat Raj Institution members 3. Orientation session for adolescent girls on health and nutrition issues, Family Life Education and Personality Development 4. Workshop for newly married couples 5. HSC Level counselling session for parents and care givers of Grade II,III and IV Children.
Time period for Training Programme/Scheme	One or two days
Objective of training	To create awareness about project activities
Physical and Financial Targets (Last Year)	<ol style="list-style-type: none"> 1) 30,000 Panchayat Raj Institution members 2000-01 2) 21,700 women Panchayat Raj Institution members 2002-03 3) 6,00,000 adolescent girls-2001 to 2004

	<p>4) 31800 newly married couples-2003-2004</p> <p>5) 1,25,000 children benefited-2004-05</p> <p>Financial: Rs.279.09 lakhs for all the above Programs</p>
Eligibility for training	Open
Prerequisite for training (If any)	Nil
Financial and other form of help (If any)	not applicable
Description of help (Mention the amount of Financial Help, If any)	Not applicable
Procedure of giving help	For all the children, Ante Natal and Post Natal mothers who enrolled in the AWC.
Contact Information for applying	Project Co-ordinator WBAICDS-III Project Tharamani, Chennai-600 113
Application Fee (Wherever applicable)	Not applicable
Other Fees (Wherever applicable)	Not applicable
Application Form (In case the application is made on plain paper, please mention the details which the applicant has to prove)	Nil
List of enclosures/documents	Nil
Procedure of application	No application

Selection Procedure	All 0-3 years old children, mothers all Ante Natal and Post Natal mothers and all Adolescent girls and PRI and VLMC members will be selected
Time table of training programme (in case available)	Need based training for the field functionaries
Process to inform the trainee about the training schedule	Through DPO, CDPO and AWWs
Arrangement made by the Public Authority for creating public awareness about the training programmes.	By invitation and direct contact by the field functionaries
List of Beneficiary of the training programme at various levels like district level, block level etc.	District level and Block level. All 0-5 years old children's mothers, all AN and PN mothers and all Adolescent girls and PRI members and members of Women working Group, Adolescent Girls, working Group and Village level Management committee

18.4 With relation to Certificate, No objection certificate etc. issued by the Public Authority not included in Manual – 14

Name and description of the certificates and NOCs	Not applicable
Eligibility for applying	Does not arise
Contact Information for applying	Does not arise
Application Fee (wherever applicable)	Does not arise
Other Fees (Wherever applicable)	Does not arise
Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	Does not arise
List of enclosures/documents	-- Nil --
Format of enclosures/documents	-- Nil --
Procedure of application	Not applicable
Process followed in the Public Authority after the receipt of application	Does not arise
Normal time taken for issuance of certificate	Does not arise
Validity period of certificate (if applicable)	Does not arise
Process of renewal	Does not arise

18.5 with relation to registration process

Objective	-- Nil --
Eligibility for registration	-- Nil --
Pre-requisites (If any)	-- Nil --

Contact Information for applying	<u>Not applicable</u>
Application Fee (Wherever applicable)	
Other fees (Wherever applicable)	
Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	
List of enclosures/documents	
Formation of enclosures/documents	
Procedure of application	
Process followed in the Public Authority after the receipt of application	
Validity period of registration (If applicable)	
Process of renewal (If any)	

18.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax Entertainment Tax etc)

Name and description of tax	Not applicable
Purpose of tax collection	
Procedure and criteria for determination of tax rates	
List of major defaulters	

18.7 With relation to issuing new connection electricity/water supply. temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/Municipalities/UPCL)

Eligibility for connection	Not applicable
Pre-requisites (If any)	
Contact Information for applying	
Application Fee (Wherever applicable)	
Other Fees/Charges (Wherever applicable)	

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	Not applicable
List of enclosures/documents	
Procedure of application	
Process followed in the Public Authority after the receipt of application	
Brief description of terms used in the bills	
Contact information in case of problems regarding Bills or service	
Tariff and Other Charges	

18.8 Details of any other public services provided by the Public Authority

Not applicable