

No: ADMN-36/3/2015-ADMIN
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi-1,
Dated: 29 July, 2016

Subject: Induction material concerning MWCD – regarding.

Based on the information received from various Sections / Units and finalised in the Ministry, a copy of the updated Induction material concerning the Ministry of Women and Child Development is attached herewith for information and necessary action.

Encl: As above


(Satish Kumar)
Under Secretary(Admn.)

1. All Sections / Desks / Units in MWCD
2. All Officers in MWCD
3. E-office notice board

INDUCTION MATERIAL
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

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INTRODUCTION

The Department of Women and Child Development, Government of India, came into existence as a separate Ministry with effect from 30th January, 2006, earlier since 1985 it was a Department under the Ministry of Human Resources Development.

The Ministry was constituted with the prime intention of addressing gaps in State action for women and children for promoting inter-Ministerial and inter- sectoral convergence to create gender equitable and child-centred legislation, policies and programmes.

VISION

"Empowered women living with dignity and contributing as equal partners in development in an environment free from violence and discrimination and, well- nurtured children with full opportunities for growth and development in a safe and protective environment".

MISSION- Women

Promoting social & economic empowerment of women through cross- cutting policies and programmes, mainstreaming gender concerns, creating awareness about their rights and facilitating institutional and legislative support for enabling them to realize their human rights and develop to their full potential.

MISSION – Children

Ensuring development, care and protection of children through cross-cutting policies and programmes, spreading awareness about their rights and facilitating access to learning, nutrition, institutional and legislative support for enabling them to grow and develop to their full potential.

MANDATE

The broad mandate of the Ministry is to have holistic development of Women and Children. As a nodal Ministry for the advancement of women and children, the Ministry formulates plans, policies and programmes; enacts/amends legislation, guides and coordinates the efforts of both governmental and non- governmental organizations working in the field of Women and Child Development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. These programmes cover welfare and support service, training for employment and income generation, awareness generation and gender sensitization. These programmes play a

supplementary and complementary role to the other general developmental programmes in the sectors of health, education, rural development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men.

LEGAL FRAMEWORK

As a nodal Ministry for the advancement of women and children, the Ministry enacts/amends legislation, formulates plans, policies and programmes, guides and coordinates the efforts of both Governmental and Non-Governmental organisations working in the field of Women and Child Development.

The various Acts administered by the Ministry are as under :

Women related Acts

- (i) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- (ii) Protection of Women from Domestic Violence Act, 2005
- (iii) National Commission for Women Act, 1990
- (iv) The Commission of Sati (Prevention) Act, 1987
- (v) The Indecent Representation of Women (Prohibition) Act, 1986
- (vi) The Dowry Prohibition Act, 1961/1986
- (vii) The Immoral Traffic (Prevention) Act, 1956/1986
- (viii) Criminal Law Amendment Act 2013 (Enacted by MHA. New provisions penalizing acid attack, sexual harassment, voyeurism and stalking ; increased penalty for gang-rape and causing serious injury to victim; Provision for rape expanded and pre-medical treatment to victims)

Child related Acts

- (i) Child Marriage Prohibition Act, 2006
- (ii) The Protection of Children from Sexual Offences Act, 2012
- (iii) The Commissions for Protection of Child Rights Act, 2005
- (iv) The Juvenile Justice (Care and Protection of Children) Act, 2000 as amended 2006, 2011 & 2015
- (v) The Infant Milk Substitute, Feeding Bottles and Infant Food Act, 1992/2003

POLICY AND PROGRAMMES FRAMEWORK

The policy and programmes framework of the Ministry are given below:

- (i) National Policy for women empowerment 2001
- (ii) National Child Policy 2013
- (iii) National Early Childhood Care and Education Policy 2013

ALLOCATION OF BUSINESS of MWCD

1. Welfare of the family.
2. Women and Child welfare and co-ordination of activities of other Ministries and Organisations in connection with this subject.
3. References from the United Nations Organisations relating to traffic in women and children.
4. Care of pre-school children including pre-primary education.
5. National Nutrition Policy, National Plan of Action for Nutrition and National Nutrition Mission.
6. Charitable and religious endowments pertaining to subjects allocated to this Department.
7. Promotion and development of voluntary effort on subjects allocated to this Department.
8. Implementation of-
 - (a) The Immoral Traffic (Prevention) Act, 1956 (104 of 1956) (as amended upto 1986);
 - (b) The Indecent Representation of Women (Prevention) Act, 1986 (60 of 1986);
 - (c) The Dowry Prohibition Act, 1961 (28 of 1961) (as amended upto 1986);
 - (d) The Commission of Sati (Prevention) Act, 1987 (3 of 1988), excluding the administration of criminal justice in regard to offences under these Acts.
9. Implementation of the Infant Milk Substitutes, Feeding Bottles and Infant Food (Regulation of Production, Supply and Distribution) Act, 1992 (41 of 1992).
10. Coordination of activities and programmes of Cooperative for Assistance and Relief Everywhere (CARE).
11. Planning, Research, Evaluation, Monitoring, Project Formulations, Statistics and Training relating to the welfare and development of women and children, including development of gender sensitive data base.
12. United Nations Children's Fund (UNICEF).
13. Central Social Welfare Board (CSWB).
14. National Institute of Public Cooperation and Child Development (NIPCCD).
15. Food and Nutrition Board.
16. (i) Development and popularisation of subsidiary and protective foods.
- (ii) Nutrition extension.
17. Women's Empowerment and Gender Equity.
18. National Commission for Women.
19. Rashtriya Mahila Kosh.
20. Juvenile delinquency and vagrancy.
21. Probation of Juvenile offenders.
22. Issues relating to adoption, Central Adoption Resource Agency and Child Help Line (Childline).
23. The Children Act, 1960 (60 of 1960).
24. The Juvenile Justice (Care and Protection of Children) Act, 2000 (56 of 2000).
25. The Child Marriage – Restraint Act, 1929 (19 of 1929)
26. Institutional and non-institutional services for the care and development of children in need

including orphans and orphanages.

ORGANISATIONS UNDER THE MINISTRY :

This Ministry has two statutory bodies and four autonomous organizations working under its agencies and they are fully funded by it. The Ministry also has one attached office Food and Nutrition Board. These are elaborated as below:

National Commission for Women

The National Commission for Women was set up as statutory body in January 1992 under the National Commission for Women Act, 1990 (Act No. 20 of 1990 of Govt. of India) to review the Constitutional and Legal safeguards for women ; recommend remedial legislative measures ; facilitate redressal of grievances and advise the Government on all policy matters affecting women.

National Commission for Protection of Child Rights

The National Commission for Protection of Child Rights (NCPCR) was set up in March 2007 under the Commission for Protection of Child Rights Act, 2005, an Act of Parliament (December 2005). The Commission's Mandate is to ensure that all Laws, Policies, Programmes, and Administrative Mechanisms are in consonance with the Child Rights perspective as enshrined in the Constitution of India and also the UN Convention on the Rights of the Child. The Child is defined as a person in the 0 to 18 years age group.

National Institute of Public Cooperation and Child Development (NIPCCD)

National Institute of Public Cooperation and Child Development, popularly known as NIPCCD, is a premier organisation devoted to promotion of voluntary action research, training and documentation in the overall domain of women and child development. Established in New Delhi in the year 1966 under Societies Registration Act of 1860, it functions under the agencies of the Ministry of Women and Child Development. In order to cater to the region-specific requirements of the country, the Institute, over a period of time, has established four Regional Centres at Guwahati (1978), Bangalore (1980), Lucknow (1982) and Indore (2001).

The Institute functions as an apex institution for training functionaries of the Integrated Child Development Services (ICDS) programme. As a nodal resource agency, it has also been entrusted with the responsibility of training and capacity building of functionaries at the national and regional level, under the new scheme of Integrated Child Protection Scheme (ICPS). It has also been designated, by the Ministry of Women and Child Development, the nodal institution for imparting training on two important issues of Child Rights and Prevention of trafficking of women & children for SAARC countries.

Rashtriya Mahila Kosh:

Rashtriya Mahila Kosh (RMK), established in 1993 is a national level organisation under the agencies of the Ministry of Women and Child Development, for socio-economic empowerment of women. RMK provides loans to NGO-MFIs termed as Intermediary Organisations (IMO) which on-lend to Self Help Groups (SHGs) of women. In addition, RMK also has appointed nodal agencies and franchisees for furthering of its objectives of reaching out to the women beneficiaries with easy access of micro credit for income generating activities.

CARA

Central Adoption Resource Authority (CARA) is an autonomous body under the Ministry of Women & Child Development Government of India. It functions as the nodal body for adoption of Indian children and is mandated to monitor and regulate in-country and inter-country adoptions. CARA is designated as the Central Authority to deal with inter-country adoptions in accordance with the provision of the Hague Convention on Inter-country Adoption, 1993, ratified by Government of India in 2003. CARA primarily deals with adoption of orphan, abandoned and surrendered children through its associated / recognised adoption agencies.

Central Social Welfare Board

The Central Social Welfare Board was set up by a Resolution of Government of India on 12th August 1953 with the objective of promoting social welfare activities and implementing welfare programmes for women and children through voluntary organisations. The State Social Welfare Boards were set up in 1954 in all 33 States and UTs. The Board has been making concerted efforts for empowerment of women through Family Counselling Centre Programme, Short Stay Home, Awareness Generation Programme, Condensed Courses of Education for Adult Women and other Support Services.

Food and Nutrition Board

The Food & Nutrition Board (FNB) is a technical support wing under Child Development Bureau of the Ministry. It has a countrywide setup comprising of a Technical Wing at the Centre, four Regional Offices and Quality Control Laboratories at Delhi, Mumbai, Kolkata and Chennai and 43 Community Food & Nutrition Extension Units (CFNEUs) under the Regional offices, located in 29 States/UTs. FNB oversees implementation of various nutrition oriented sectoral interventions and issue policy guidelines on critical nutrition issues as well as coordinates activities with regard to bringing nutritional issues centre stage through advocacy and sensitization of policy planners and implementers.

Others

National Mission for Empowerment of Women & High Level Committee on Status of Women

BRIEF DETAILS OF MAJOR SCHEMES BEING RUN BY THE MINISTRY OF WOMEN AND CHILD DEVELOPMENT**(i) Beti Bachao Beti Padhao (BBBP)**

Beti Bachao Beti Padhao Scheme was launched on 22nd January, 2015 by the Prime Minister at Panipat, Haryana. It aims to improve the declining trend of Child Sex Ratio (CSR) and ensure survival, protection and empowerment of the girl child. The objectives of this Scheme are prevention of gender biased sex selection and ensuring education and participation of girl child.

(ii) Indira Gandhi Matritva Sahyog Yojana (IGMSY)

IGMSY is a conditional cash transfer scheme for pregnant and lactating women introduced in October 2010 as a 100% Centrally Sponsored Scheme for contributing to a better enabling environment by providing cash incentives to pregnant and nursing mothers. The Scheme is being implemented using the platform of ICDS on pilot basis in selected districts across the country.

(iii) National Mission for Empowerment of Women

National Mission for Empowerment of Women (NMEW) was launched on 8th March, 2010 with a view to empowering women holistically. The Mission aims to achieve empowerment of women by securing inter- sectoral convergence of schemes / programmes of different Ministries / Departments of Government of India as well as State Governments.

(iv) Support to Training and Employment Programme for Women (STEP)

Support to Training and Employment Programme for Women (STEP) was launched in 1986-87. The scheme guidelines have been revised. The revised Scheme aims to provide skills that give employability to women and to provide competencies and skills that enable women to become self- employed / entrepreneurs. The Scheme is intended to benefit women who are in a age group of 16 years and above. The Scheme covers any sector for imparting skills related to employability and entrepreneurship, including but not limited to Agriculture, Horticulture, Food Processing, Handlooms, Tailoring, Stitching Embroidery, Zari etc., Handicrafts, Computer & IT enabled services along with soft skills and skills for the work place such as spoken English, Gems & Jewellery, Travel & Tourism and Hospitality. The implementing agencies are Institutions / Organisations / Voluntary Organisations / NGOs registered under the Societies Registration Act, 1860, Indian Trust Act, 1882 or Cooperative Societies.

(v) Working Women Hostel

The Scheme introduced in 1972-73 envisages provision of safe and affordable Hostel

accommodation to Working, Single Working Women, Women Working at places away from their hometown and for women being trained for employment. Under the Scheme, Government provides financial assistance to the implementing agencies (including NGOs) for construction of Hostel / Building on Public Land, for rent of hostels run in rented premises. Provision of day care centre for children of the inmates of the Hostel is an important aspect of the scheme.

(vi) SWADHAR

Swadhar Scheme was launched in year 2001-02 for the benefit of women in difficult circumstances with the objectives (i) to provide primary need of shelter, food, clothing and care to the marginalized women/girls living in difficult circumstances; (ii) to provide emotional support and counseling to such women (iii) to arrange for specific clinical, legal and other support for women/girls in need; and (iv) to provide for help line or other facilities to such women in distress.

Swadhar scheme is being implemented through Social Welfare/Women and Child Welfare Departments of State Governments, Women's Development Corporations, Urban Local Bodies, reputed Public/Private Trusts or Voluntary Organizations.

(vii) Comprehensive Scheme for Combating Trafficking – (x) UJJAWALA

"Ujjawala" launched on 4th December, 2007 to combat trafficking. The scheme has five components viz., Prevention, Rescue, Rehabilitation and Re-Integration of Victims of Trafficking and Commercial Sexual Exploitation". The fund under the scheme is released to the implementing agencies which mainly includes NGOs.

(viii) One Stop Centre

The Scheme for One Stop Centre for Women has been recently approved i.e. on 4th March, 2015 with total project cost of Rs. 18.58 crore for implementation through States /UTs from 1st April, 2015 to facilitating / providing medical aid, police assistance, legal counseling / court case management, psycho-social counseling and temporary shelter to women affected by violence. The Scheme envisages establishment of 1 One Stop Centre in each State / UT in the first phase. Under the scheme of One Stop Centre, it has been envisaged to integrate these Centres with Women Helpline (181) and other existing helplines.

(ix) Women Helpline

The Scheme for Universalisation of Women Helpline has been recently approved i.e. on 19th February, 2015 for implementation through States / UTs from 1st April, 2015. The scheme envisages to provide 24 hour emergency and non-emergency response to all women affected by violence both in public and private sphere, including in the family, community, workplace etc.

CHILD SCHEMES

(i) Integrated Child Development Services (ICDS) Scheme

The Integrated Child Development Services (ICDS) Scheme launched in 1975 aims to improve the nutritional and health status of children in the age-group 0-6 years, as well as taking care of pregnant women and nursing mothers. The following **six services** is provided under the ICDS scheme i.e. (i) supplementary nutrition, (ii) pre-school non-formal education, (iii) nutrition & health education, (iv) immunization, (v) health check-up and (vi) referral services. The strengthened and restructured ICDS has been rolled out which inter-alia includes addressing the gaps and challenges with special focus on children under 3 years and Pregnant and Lactating mothers, strengthening and repackaging of services.

(ii) Malnutrition

Malnutrition means imbalanced nutrition and includes both under-nutrition and over-nutrition. The problem include food insecurity, illiteracy and lack of awareness especially in women, access to health services, availability of safe drinking water, sanitation etc. Food and Nutrition Board under the Ministry of Women and Child Development with a country wide set up is responsible for policy guidelines for critical nutrition issues and nutrition coordination and improving the content of nutrition programmes.

(iii) The National Early Childhood Care and Education (ECCE)

Early Childhood Care and Education (ECCE) refers to programmes and provisions for children from pre-natal to 6 years of age which caters to overall well-being of the child including social, emotional, cognitive development and physical growth. A child's development from 0 to six years is dependent on inseparable elements of care, health, nutrition, stimulation, play and early learning within a protective environment. ECCE encompasses all these elements.

India has 16.45 crores children in the 0-6 years age group (Primary Census Abstract 2011) and the challenges of ensuring universal coverage of ECCE services for holistic development of children in the country are well acknowledged. Currently ICDS is the largest provider of ECCE in public sector followed by private sector provisions. In recognition of the overwhelming need for affordable and quality early childhood care and education with equity and inclusion, the Ministry has formulated the **National Early Childhood Care and Education (ECCE) Policy** and the same has been approved and notified by the Government of India in the gazette on 12.10.2013.

(iv) Integrated Child Protection Scheme (ICPS)

The Integrated Child Protection Scheme (ICPS) was introduced in 2009-10 with the aim to contribute to the improvement in well being of children of difficult circumstances, reduction of vulnerabilities leading to abuse, neglect, exploitation, abandonment and separation of children from their families as well as for rehabilitation and reintegration of children in need of care and protection as well as children in conflict with law. The scheme has been revised w.e.f. 1st April, 2014 with improved financial norms for child maintenance in homes, SAAs, Open Shelters, sponsorship, foster care and after care fund. The Scheme has extensive service delivery network, across the country.

Child Helpline : Child Helpline Service (1098) is functioning in the Country.

Trackchild : National Portal for missing and found children named Trackchild is also operational under the Child Tracking System.

Khoya- Paya : In addition a citizen centric web portal "Khoya- Paya" has been launched by the Ministry on 02.06.2015 for reporting of missing and sighted children.

(v) Scheme for Welfare of Working Children in Need of Care and Protection

This Scheme provides opportunities for non-formal education and formal training to working children to facilitate their entry / re-entry into main stream. The scheme provides support for holistic development of child workers and potential child workers, especially those with non or ineffective family support such as children of slum, pavement dwellers etc. The Scheme is operated through voluntary sector and NGOs are eligible for financial assistance from Government of India.

(vi) Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RESEAG) – SABLA

SABLA, a Centrally Sponsored Scheme was introduced in 2010-11 for holistic development of adolescent girls (11-18 years) making them self-reliant by improving their health and nutrition status and facilitating access to learning and public services through various interventions such as Health, Education, Vocational Training and counselling & guidance at AWC. The scheme has two major components i.e. Nutrition and Non Nutrition. The scheme is being implemented in selected districts across the country on pilot basis.

(vii) Rajiv Gandhi National Crèche Scheme for Working Mothers

RGN Crèche Scheme was launched as a Central Sector Scheme w.e.f. 1st January, 2006 to provide day care facilities to children (age group of 0-6 years) of working and other deserving women belonging to families whose monthly income is not more than Rs. 12,000/-. The Scheme provides supplementary nutrition, health care inputs like immunization, polio drops, basic health monitoring, pre-school education (03-06 years), emergency medicine and

contingencies. The scheme is presently implemented through Central Social Welfare Board (CSWB) and Indian Council for Child Welfare (ICCW).

LIST OF SUBJECTS DEALT IN VARIOUS SECTIONS/UNITS/DESKS

ADMINISTRATION SECTION

1. All establishment matters such as appointment, promotion, deputation and retirement, etc. gazetted and non-gazetted officials of the Ministry of CSS/CSSS/CSCS/CSOLS/General Central Service.
2. Assessment of vacancies and filling up of posts in the Ministry
3. Sanction for creation and continuance of temporary posts in the Ministry.
4. Matters relating to Recruitment Rules.
5. Processing of disciplinary cases in the Ministry.
6. All matters relating to increment and pay fixation of officials.
7. Allocation of Work to all officers and staff of the Ministry.
8. Mandatory cadre trainings in respect of all officials.
9. Foreign training under Domestic Funding of Foreign Training (DFFT) Scheme of DoPT.
10. Short term trainings conducted by Government Institutes i.e. ISTM, NIFM etc.
11. Matters relating to representation of SCs/STs/OBCs and persons with disabilities.
12. Appointment of officers/staff in Minister Office.
13. Matters relating to Central Pay Commission.
14. Engagement of Steno, Accountant, DEO and Peon on contract basis
15. Engagement of Consultants to be paid from Non-Plan funds
16. Matters relating to E-Office i.e. Implementation of E-office in the Ministry and Associate offices, Training of officials, Digitization of records, Monitoring of progress of e-office, Data management, Procurement of Digital Signatures and E-Office Support Staff.
17. Management of Web based cadre management system of CSS/CSSS/CSCS
18. Management of Aadhaar enabled biometric attendance system (AEBAS)
19. Management of ACC vacancy monitoring system (AVMS).
20. Reimbursement of medical expenses.
21. Matters relating to CS(MA) rules and CGHS rules
22. Sanction of all advances like purchase of motorcar, motorcycle, scooter, computer, festival, etc.
23. Matters relating to House Building Advance.
24. Matters relating to LTC and leave encashment.
25. Matters relating to advances and withdrawal of GPF.
26. Matters relating to payment of Children Education Allowance.
27. Grant of honorarium to officials of the Ministry.
28. References from DoPT, DARPG, DoP&PW and M/o Finance on Administrative matters.
29. Custody of Passports.
30. All NOCs, eg. Visa, passport, higher education, etc.
31. All appointments of Vigilance & Sexual harassment committee of WCD.
32. Any other Admin issue.

33. Maintenance of service books, APAR personal file, JCM office council, Administrative & Tribunal & court cases.

A.G. CELL

Kishori Shakti Yojana

1. Obtaining Approval for continuation of the Scheme.
2. Handling Policy issues concerning the Scheme.
3. Release of funds under the KSY.
4. Implementation/Review of Scheme KSY.
5. Monitoring the implementation of the Scheme KSY through Monitoring reports, Field visits, meeting etc.
6. Handling RTI matters.
7. Handling Parliament questions.

Sabla

1. Obtaining Approval for continuation/expansion of the Scheme.
2. Handling Policy issues concerning the Scheme.
3. Release of funds under the Sabla.
4. Implementation/Review of Scheme Sabla.
5. Monitoring the implementation of the Scheme Sabla through Monitoring reports, Field visits, review meetings etc.
6. National Monitoring and Steering Committee – organizing its meeting.
7. Periodic Evaluation of the Scheme Sabla.
8. Developing Training modules for use under the Scheme.
9. Holding training programme at National, State & regional level under the Scheme Sabla.
10. Handling RTI matters.
11. Allocation of foodgrains under the Scheme Sabla.
12. Handling Parliament questions.
13. Submission of material for Annual Plan/Annual Action Plan/Annual Report/ Out Come Budget etc.
14. Liaison with line Ministries such as M/o Health, Human Resource Development, Panchayti Raj, Labour & Employment, Youth Affairs and Sports, Skill Development & Entrepreneurship and D/o Food & Public Distribution for effective convergence under the Scheme Sabla.
15. Holding meetings/Workshops/events under the Scheme.
16. Matter relating to awareness generation/publicity about the Scheme.

BETI BACHAO BETI PADHAO SECTION

1. Implementation & Monitoring of Beti Bachao Beti Padhao Scheme.
2. Media Campaign for generating awareness for addressing the issue of declining Child Sex Ratio (CSR).
3. Issues related to Female Foeticide, Female Infanticide.

BUDGET SECTION

1. Appropriation and re-appropriation of funds;
2. Preparation and printing of the demands for grants of the Department;
3. Compilation and preparation of the Department's Budget (Plan and Non- Plan), and notes on demands for grants;
4. Preparation and printing of Annual Performance Budget;
5. Coordination & Monitoring of furnishing of ATN on audit inspection reports of Audit Office and Internal Audit and on CAG report;
6. Coordination of work of audit/inspection;
7. Certificate of funds;
8. Monitoring of Expenditure in the entire Department;
9. Implementation of Ministry of Finance's instructions on economy;
10. Supply of information on Budget matters to Ministry of Finance;
11. Furnishing of information in respect of Parliament Question related to the matters dealt with by Budget Section;
12. Coordination of matters connected with Public Accounts Committee/Estimates Committee; and
13. Any other work assigned by Director (Finance)/FA.

CASH SECTION

1. All work relating to handling of cash and maintenance of prescribed registers and records etc. Travelling Allowance, Grant-in-aid, Contingent & Conveyance Bills etc;
2. Preparation of Pay Bills of all officers and staff of the Department;
3. Processing of bills in respect of all advances of TA/ITO/Motor Car/Scooter/House Building etc;
4. Income Tax calculation for concerned officers and issue of statements of Annual Income to them;
5. Preparation of bills for payment of honorarium, reimbursement of children's education allowance, tuition fees, medical charges, etc;
6. Processing of bills for advances/withdrawals from GPF, maintenance of GPF Account of Class IV staff;
7. Issue of exchange vouchers for air journey, reimbursement of tuition fees and medical expenses, credit facilities by Indian Airlines, Air India and payment of bills;
8. Preparation of bills in respect of service postage stamps for R&I Unit;
9. Preparation of estimates of salary and allowances etc. for annual budget including capital and foreign exchange components etc;
10. Payment of conveyance charges and the petty contingent bills;
11. Reconciliation of expenditure with the Pay & Accounts Office;
12. Entertainment bills and payment of subsidy to the Department's Canteen;
13. The Central Government Employees Insurance Schemes and Contributions thereto;
14. Issue of Demand Drafts in respect of grants-in-aid and Contingent bill of cheque issued by

PAO; and

15. Preparation of Expenditure statement on Pay & various allowances of Central Government Employees for sending to M/o Finance, D/o Expenditure.

CD- I SECTION

1. Policy matters relating to ICDS Scheme, including expansion of the scheme and preparation of EFC, CCEA, Cabinet Note
2. Expansion of ICDS Scheme including sanction of State & District Cells/ICDS Projects/AWCs to all States/UTs and matters relating to staff
3. Review of instructions, guidelines etc. relating to the Scheme
4. Convergence with other Ministries/Departments and convergence of ICDS with other Schemes
5. Role of Panchayati Raj Institutions
6. Demands/Service matters relating to AWWs & Helpers
7. Construction of AWCs
8. Anganwadi Karyakarti BimaYojana
9. Parliament questions/VIP References relating to above mentioned matters
10. Grievances relating to Demands/service of AWWs & Helpers
11. RTI applications/RTI Appeals

CD- II SECTION

1. Matters relating to Plan and Budget of the ICDS Scheme-Annual Plan, Five Year Plan, Budget, Performance Budget, Parliamentary Standing Committee matters etc;
2. Release of Grants to the States and UTs and matters related thereto;
3. Monitoring of Expenditure;
4. Audit Paras and CAG's Report relating to ICDS Scheme;
5. All matters relating to involvement of NGOs in ICDS-all States/UTs;
6. All Court Cases and ancillary matters having legal implications concerning CD Division;
7. Issues relating to Medicine Kits, PSE Kits;
8. Contingency Plans of the Department at times of Natural Calamities; and
9. VIP references, Parliament Questions etc. relating to above matters.
10. RTI matters
11. Public Grievance/Complaints relating to SNP

CD- III SECTION

1. Matters relating to UNICEF regarding ICDS supplies and external assistance under ICDS;
2. All matters relating to vehicles, equipment, other supplies to all States & UTs;
3. All matters requiring collection/coordination of information with CD Division;
4. All matters relating to CARE and WFP;
5. All matters relating to Wheat Based Nutrition Programme (WBNP);

6. Food Security Act, 2013 and rules there under;
7. Compilation of Annual Reports;
8. VIP references, Parliament Questions etc. relating to above matters;
9. RTI matters relating to the above mentioned subject; and
10. Matters relating to Early Child Care Education (ECCE)

COORDINATION SECTION

1. All references not concerned with any specific subject being dealt by any section and with which more than one **Bureau** of the Department are concerned;
2. Dissemination of information through circulars/orders of general nature originating from various Ministries/Departments;
3. Arrangement for procurement of invitation cards / tickets from the Ministry of Defence for Republic Day Parade, Beating Retreat and Independence Day;
4. Arrangement for translation of letters /communication in Indian regional language to English and Vice-Versa.
5. Monthly letter to Cabinet Secretary/Prime Minister Office;
6. Work relating to holding of weekly meeting taken by Secretary with the Senior Officers of the Department- Agenda Monitoring System.
7. Matters connected with Government of India (Allocation of Business(Rules,1961)
8. Delegation of financial and Administrative Powers— to be handled by JS&FA/JS (Admn.)
9. Reference from Department of Administrative Reforms regarding collection and submission of information pertaining to Govt. machinery and O&M work.
10. Evolving new forms and standardization thereof -to be handled by concerned Bureau Heads.
11. Work relating to Parliamentary Standing Committee on HRD.
12. Updation of Induction Material and Channel of Submission.
13. Issues related to E-Samiksha.

CP SECTION

1. All matters including parliamentary matters relating to commercial Sexual Exploitation of Women and Children [child prostitution]
2. Immoral Traffic (Prevention) Act and provisions relating to trafficking or prostitution in other laws.
3. Taking follow up action on plan of Action/Recommendations of committees formed on the subject.
4. Matters relating to national and international meetings/conferences/seminars on the subjects.
5. Schemes related to rescue and rehabilitation of victims of Trafficking.
6. Pilot Project to combat Trafficking and commercial sexual Exploitation of women and Children under Grant-in-Aid Schemes of the Department.
7. Operationalization of SAARC convention & UN convention on combating children trafficking.

8. RTI (Right to Information)
9. Release of funds.
10. Monitoring of the Scheme.
11. Miscellaneous matters relating to trafficking.
12. Citizen's charter.
13. Public Grievances.

CR SECTION

1. Prepare and send letters of the Department that are to be sent by post/speed post/registered post
2. To send local letters to other Ministries/Departments through special messenger.
3. Sort out ordinary letters/speed port letters received by post and to arrange the m section wise after making & scan them and send to concerned sections/officers through e-Office.
4. Mark Local mail received from other Ministries/ Departments arrange and scan them and sent to concerned through e-Office.
5. Advance Payment process for Post Office for Speed Post/Ordinary Post.
6. Arrange night duty staff to distribute mail at night.
7. Depute Staff for performing duties on Saturdays/ Sundays and holidays and to handle urgent mail.

CRECHE SECTION

1. Policy Matter relating to Rajiv Gandhi National Creche Scheme.
2. Release of funds to CSWB & ICCW.
3. Other Matters relating to the scheme.

CSWB SECTION

1. Policy matter relating to Schemes being run by CSWB, Preparation of EFC, Cabinet note etc.
2. Admn matter, such as promotion/DPC etc. minutes of meeting of Executive Committee and General Body of CSWB
3. Matter related to State Board i.e. Appointment of Chairperson, Court Cases, Funds management.
4. Release of Grant to CSWB and monitoring of audit objections.
5. Parliament Question pertaining to CSWB.
6. Appointment of Chairperson of CSWB, getting approval of ACC. Matter reg Appointment of ED, CSWB.
7. Handling Complaints Cases of CSWB.
8. Monitoring of VIP reference and PMO reference.
9. To take up the matter with Lok Sabha and Rajya Sabha for nomination of member for Executive Committee and General Body of CSWB.
10. All Court Cases pertaining to Staff and Schemes of CSWB.
11. RTI applications and RTI appeals.
12. Disciplinary cases of CSWB where Disciplinary Authority is in the Ministry.

13. Miscellaneous matters such as non-release of grants by CSWB to NGOs.
14. Grievances relating to non-release of grants by CSWB for the various schemes being run by CSWB.

CW- I SECTION

1. National Policy for Children
2. Universal Children's Day
3. National Commission for Protection of Child Rights
4. Administration of Protection of Children from Sexual Offences Act, 2012 and all issues.
5. National Awards for Child Welfare
6. SAARC related activities for children (SAIEVAC).
7. UN convention on the Rights of the Child implementation and reporting
8. National Plan of Action for Children
9. Rajiv Gandhi Manav Seva Award
10. National Child Award for Exceptional Achievement
11. National Bravery Award
12. SABLA.
13. Kishori Shakti Yojna.
14. Laying annual report of NCPCR.

CW- II SECTION

1. Juvenile Justice (Care and Protection of Children) Act 2015 (JJ Act), and its implementation.
2. JJ Act Amendments
3. Integrated Child Protection Scheme (ICPS). The following activities are undertaken under this scheme:
 - i) Receiving and approving financial proposals from states/UTs
 - ii) Disbursement of financial grants to States/UTs
 - iii) Monitoring of the Implementation of the Scheme
 - iv) Training of ICPS personnel including the members of statutory bodies
 - v) Implementing child tracking program – Track Child
 - vi) Khoyapaya
 - vii) Documenting best practices of implementation of ICPS
 - viii) Monitoring and inspecting of scheme
4. Childline services (1098)
 - i) Release of grants

- ii) Preparing briefs for the Governing body meetings & Management committee meetings
- 4 (a) Railway Childline
- 5. Central Adoption Resource Authority:
 - i) All Administration works of CARA
 - ii) CARA Adoption guideline and Monitoring
 - iii) Release of Funds to CARA
- 6. Release of Grants to NGO under Scheme of Working Children in need of care and protection
- 7. Audits: providing clarifications regarding audit para's related to ICPS, CARA and Scheme for welfare of working children in need of care and protection.
- 8. Parliament Question/Assurances
- 9. Private Member Bill, Special Mention
- 10. Annual Report Material & laying annual report of CARA.
- 11. Annual Plan
- 12. Other Misc. Works related to CW-II Section

GENDER BUDGETING SECTION

- 1. All matters relating to Institutionalizing GB in Central Ministries/ Department and across States/UTs including constitution of Gender Budgeting Cells.
- 2. Matter relating to Gender Budget Cell of MWCD.
- 3. Correspondence with Ministry of Finance on all matters concerning Gender Budgeting.
- 4. All matters relating to Annual Action Plans of Central Ministries/Departments/ State Government and UTs.
- 5. Matters relating to Gender Audit of schemes and programmes.
- 6. Matters relating to constitution of Inter Departmental Committee, holding meetings and follow up action.
- 7. Matters relating to preparation and revision of GB manual/ GB hand book for Central Ministries/Departments/State/UTs, and other handouts.
- 8. All matter relating to National and regional consultations on Gender Budgeting.
- 9. Coordination with international agencies like UN Women regarding Gender Budgeting.
- 10. All matters relating to Gender Budgeting Scheme.
- 11. Scrutiny of proposals received from State Governments and other Government Agencies for training.
- 12. Scrutiny of proposals received from State Governments and other Government Agencies for Research.
- 13. Scrutiny of proposals received from NGOS for training.
- 14. Scrutiny of proposals received from NGOs for Research.

15. Examination of proposals and preparation of reports for consideration by the Project Sanctioning Committee, if applicable.
16. Obtaining concurrence of IFD for approved proposals and issuing of sanctioned orders.
17. Matter regarding revision of the existing GB schemes guidelines/parameters of the scheme.
18. Liaison with Central Ministries/Departments, Stats/UTs national and state level training institutions relating to training programmes/workshops and Research Studies under GB Scheme.
19. Preparing notes and offering comments for use in various regional, national and international consultations/meetings/seminars on Gender Budgeting.
20. All Parliamentary and Budget matters relating to the scheme.

GENERAL ADMINISTRATION SECTION

1. Office Accommodation;
2. General Pool Accommodation;
3. Telephone & Inter-com (PABX) Exchange;
4. Purchase, Repair & Maintenance of A/C, Heater & Electric fitting, Emergency light, Etc.;
5. Acquiring of Space & Maintenance of building;
6. Liaison with CPWD (Civil/Electrical);
7. Issue of Liveries to Group 'C' employees of this Ministry;
8. Outsourcing of Housekeeping staff /Drivers;
9. Pest control;
10. Purchase & repair of furniture, carpets, curtains etc.
11. Maintenance of Computers, Laptop, UPS, Printers, Scanners, Fax machines, Photocopiers etc.
12. Purchase and maintenance of duplicating machine & cyclostyling machines.
13. Printing & Binding;
14. Purchase of stationery & consumable items;
15. Purchase & maintenance of staff cars, three wheelers etc.
16. Management of Record Room;
17. Sanitation
18. Hiring of vehicles for official use.
19. Disposal of obsolete items.
20. Reimbursement of telephone bills/newspaper bills/hospitality bills.
21. Drinking water supply.
22. Processing of Identity cards/ Parking labels/CGHS cards.
23. Dispatch/ receipt of letters

INFORMATION TECHNOLOGY

1. Creation and maintenance of Content Management Based website.
2. NICNET connectivity in the Ministry and Associated Offices.
3. All matters relating to Information Technology.
4. Reference from DIETY, Liaisoning with NIC unit.

IFC SECTION

1. Forwarding Applications thus received through on-line, E-Office and hard copies under RTI Act, 2005 to CPIOs and other concerned Ministries/ Departments.
2. Forwarding Appeals received through on-line, E-Office and hard copies to concerned Appellate Authority.
3. Submission of Quarterly Progress Report to CIC.
4. To return the incomplete applications to the applicant.
5. Miscellaneous receipts. To attend/facilitate visitors.

IFD SECTION

1. All proposals for financial sanction for concurrence of IFD.

IGMSY SECTION

All matter relating to Indira Gandhi Matritva Sahyog Yojana (IGMSY)

ICDS TRAINING

1. Training of AWW/AWHS/CDPOs and Supervisors
2. Grant- in-aid to states etc for conducting ICDS Training
3. Correspondence regarding budget of NIPCCD in respect of Training of ICDS functionaries
4. Correspondence regarding Consultative Committee meeting
5. Correspondence with Ministry of Finance regarding reimbursement of funds
6. Public grievances / Complaints in respect of Training of ICDS Functionaries
7. Parliament Questions
8. Opening of new AWTC/MLTC
9. Revision of norms of AWTCs, MLTCs
10. Court cases relating to AWTCs
11. Rationalisation of training of ICDS functionaries
12. RTI Matters

Monitoring and Evaluation (M&E) UNIT (ICDS)

1. Preparation of Progress Reports on ICDS on select indicators based on Monthly Progress Reports sent by States/UTs (Monthly/Quarterly)
2. State wise fixation of Physical Targets under 20-Point programme of ICDS Scheme
3. Quarterly Analysis letter: Correspondence with State Governments on analysis letter
4. Compilation of State-wise SC/ST beneficiaries under ICDS data on Annual Basis including collection & compilation of State/District-wise data on availability of toilets & infrastructure facilities at the AWCs
5. Web Based Management Information System (MIS) on ICDS in the country - Preparation of application software for revised MIS on ICDS scheme- Correspondence with NIC, States and

- implementation in all States/UTs including organizing training/workshop for MIS formats, release of funds to NIC/NICSI
6. Providing inputs on Statistical data relating to monitoring and evaluation of ICDS Scheme to different Units of MWCD and line Ministries/Departments.
 7. Parliament Questions relating to ICDS Monitoring & Evaluation and various inputs based on M&E data for Parliament Question on ICDS Scheme—for CD- I, CD-II, C D - III, FNB, World Bank Unit etc . And other line Ministries/Departments
 8. Preparation o f reply on paras, relating to ICDS Monitoring & Evaluation, on Audit para, Parliamentary Standing Committee
 9. All correspondence with States/UTs relating to Monitoring & Evaluation
 10. Enrolment of all Children below 5 years under Aadhar
 11. Outcome budget of ICDS: Selection of output/ outcome indicators, Millennium Development Goals indicators etc. However, outcome budget annual inputs to Budget Section is dealt by CD-II Section.
 12. Result Framework Document(RFD) on ICDS Scheme
 13. National Level Awards for AWW for the year 2011-12, 2012-13, 2013-14 and for 2014-15 (matter taken up with States/UTs);
 14. Attending Right to Information (RTI) application on ICDS M&E
 15. Residual work of Central Technical Committee on Integrated Mother and Child Development (CTC-IMCD) Court cases
 16. Monitoring of operationalisation of AWCs in identified 1228 CD Blocks under Prime Minister's New15 Point Programme for the Welfare of Minorities in the country
 17. Multi-Sectoral Development Programme (MSDP) of Ministry of Minority Affairs – Construction of AWC in identified minority districts which are lacking in basic infrastructure facilities
 18. Comments on various EFC, CCEA Note of different Ministries on Monitoring & Evaluation and research proposals sent by research Unit of MWCD.
 19. Revision of MIS formats on ICDS scheme
 20. Central Monitoring Unit for strengthening the existing monitoring and supervision mechanism for ICDS Scheme through NIPCCD.
 - Matter relating to ICDS monitoring;
 - Administrative/Financial matters

MEDIA SECTION

1. Planning and implementation of media campaigns for specific needs in the Ministry of Women and Child Development;
2. Seeking Media Plan from DAVP/Prasar Bharti/NFDC for publicity campaign through print, electronic & outdoor media.
3. Organization of Women of India Exhibitions/Mela.
4. Press release/note and media coverage of even through concerned officer of PIB.
5. Awareness campaign through Social Media.

6. Comments on MEA proposals for making films & publication of magazines.
7. Obtaining NOC from PMO & Presidential Secretariat for using photograph of PM and President.
8. Any other matters relating to Media.

NCW (Admn.) SECTION

1. Administrative matters relating to National Commission for Women (excluding appointment of Member-Secretary, Joint Secretary and Deputy Secretary).
2. Laying of Annual Reports of NCW on the Table of both the Houses.
3. Complaints/petitions regarding atrocities on women.
4. Plan and Non-plan Grant-in-aid to NCW.
5. Handling of Parliament Questions.
6. Handling of RTI Matters.

NUTRITION ADMINISTRATION (NA) SECTION

1. Creation/Extension/Abolition of all gazetted and non-gazetted posts under FNB
2. Framing of Recruitment Rules for all Group 'A' and Group 'B' gazette and non-gazetted posts in FNB Section
3. Verification of character and antecedents, medical examination of persons recruited through the UPSC for appointments.
4. Appointment to all gazette posts and non-gazetted posts (Technical) in the FNB division and field stations.
5. Posting transfer, leave, pay and allowances and sanction of advances including HBA to all officers in the FNB Division and field stations.
6. Work relating to forwarding of applications for membership of libraries and for higher posts.
7. Fixation of pay of all gazetted officers and field officers of FNB on their appointments.
8. Finalization of pension cases of all gazette officers, non-gazetted officers at the Headquarters.
9. Promotion, confirmation and regularization in non secretariat posts in FNB Division.
10. Preparation of seniority list of Group 'A' & 'B' staff of FNB Division.
11. All cases of final withdrawal from GPF and temporary advances of officers of FNB Division.
12. All establishment matters relating to Group A, B, C & D staff posted at FNB Division.
13. Rendering of advice to regional offices of FNB on all establishment matters.
14. Maintenance of ACRs for Group A & B officers and also Group C official at Headquarters.
15. Sanction of motor car advance/scooter advance to all staff of FNB and LTC advance/claims in r/o Headquarter staff.

16. Issue of No Objection Certificate for passport etc.
17. VIP reference relating Estt. matters.
18. RTI matters relating to Estt.
19. Grievances relating to Estt.
20. Court cases pertaining to Estt. matters.

NUTRITION DESK

1. Plan and non-plan budget of FNB.
2. Financial matters relating to residual schemes like RTE/Energy Food Projects etc.
3. Issue of financial sanctions.
4. C & AG audit paras, Internal Audit matters, Utilization Certification.
5. Monitoring of Annual Action Plan.
6. Review of Monthly/Quarterly Statement of Expenditure from Regional Offices.
7. Periodical reports>Returns.
8. Other miscellaneous matters within the ambit of 'Plan and Budget'.
9. All matters relating to hiring of private office accommodation for hiring Regional Offices/CFNEUs of FNB.
10. All matters relating to repair, maintenance of government vehicle in Regional Offices/CFNEUs of FNB.
11. Grant of cash handling allowances to employees working as cashiers of Regional Offices of FNB.
12. Maintenance of periodical returns of vehicles in Regional Offices/CFNEUs of FNB.
13. All items covered under contingent expenditure (including printing/binding etc. purchase, condemnation, disposal of stores/vehicles etc.
14. RTI matters.
15. Misc. VIP references.
16. Misc. Court Cases.
17. Passing advertisement bills.
18. Parliament questions and assurances.

NIRBHAYA FUND SECTION

1. Examination of proposals received from Ministries/Depths/ StateGovts. /UT Administration to be funded under Nirbhaya Fund.
2. Convening Meeting of Empowered Committee for appraisal of the proposals.

NMEW SECTION

1. Matters relating to NMEW Scheme approved for 12th Plan (Policy Matters)
2. Matter relating to sanction of GIA for SRCW Project to States & UT Administrations.
3. Matter relating to sanction of GIA for PSK Project to States & UT Administrations.

4. Matter relating to sanction of GIA for VCFS Project to States & UT Administrations.
5. Matters relating to sanction of GIA for Thematic & Research projects.
6. Monitoring and Evaluation of the Scheme with various components.
7. Matters relating to Audit Paras & CAG Report in respect of NMEW.
8. All court cases and ancillary matters having legal implications concerning NMEW Scheme.
9. VIP references, Parliament Questions etc. relating to above matters.
10. RTI matters.
11. Public Grievances/Complaints regarding NMEW.

NIPCCD Administration

All Administrative matters relating to NIPCCD.

PARLIAMENT SECTION

1. Supply of answers to questions to Lok Sabha/Rajya Sabha Secretaries and PIB;
2. Preparation of Official Gallery Cards and General passes for Senior Officers for both the Houses of Parliament;
3. Watching the progress of implementation of Parliament Assurances;
4. Arrangements of meetings of the Consultative Committee for the Department;
5. Government Business for the Parliament Sessions; and
6. All Miscellaneous matters relating to Parliament.

RECORD ROOM SECTION

1. Review of records in Record Room
2. References received from National Archives
3. Record Management
4. Review of Record Retention Schedule of Ministry
5. Data management of old records
6. Weeding out digitizing.

RMK SECTION

1. Admn. matter, such as filling up of the post of ED, RMK obtaining approval of ACC. Also examining of pay etc for staff on deputation to RMK.
2. Parliament Question pertaining to RMK (Lok Sabha and Rajya Sabha).
3. VIP reference/PMO reference received in the Ministry per training to RMK
4. RTI cases / RTI appeals.
5. Appointment of Arbitrator for setting up dispute of Loan.
6. Appointment of Chairperson of RMK.

7. Governing Broad meeting and approval of Minutes from the Ministry.
8. Laying of Annual Report of RMK before Parliament.
9. Misc grievances matter such as non-sanction of Loan to SHG/NGOs.
1. National Entrepreneurship Council and E-Shop.

STATISTICAL BUREAU

PLAN, MONITORING & STATISTICS UNITS

Plan formulation and coordination

1. Annual/Five Year Plans
2. Preparation of Annual Reports
3. Annual Action Plan
4. Preparation and monitoring of SCP and TSP component of the Plan
5. Mid-Term appraisal of Five Year Plan
6. Monthly Progress Report on Skill Development Programmes
7. Material for President's Address
8. Material for Finance Minister's Budget Speech
9. Material for Prime Minister's Address for Independence Day
10. Statistical Publications on Women & Children
11. Gender Development Index
12. SDG Indicators
13. Statistical Matrix
14. Twenty Points Programme (TPP)
15. Coordination with line Ministries and MOSPI, NITI AYOGE etc.
16. Grant-in-aid for research & publications scheme
17. Citizen's Charter
18. Public Grievances

STEP SECTION

1. Obtaining approval for continuation of the Scheme.
2. Handling policy issues concerning the Scheme.
3. Inviting project proposals from the eligible organizations.
4. Examination of the project proposals received under the Scheme.
5. Liaison with Technical Ministries/Departments for obtaining technical feasibility of the project.
6. Holding Project Appraisal Committee (PAC) Meeting for considering the project proposals and approval.
7. Release of funds under the STEP for the project proposals approved under the Scheme.
8. Release of funds for subsequent installments of the on- going projects.
9. Inviting quotations from the evaluating agencies for mid-term evaluation of the projects.
10. Implementation/review of STEP Scheme.

11. Handling RTI matters.
12. Handling parliament questions.
13. Submission of material for Annual Plan/ Annual Action Plan/ Annual Report/ Outcome Budget, etc.
14. Holding workshops/regional conferences for generating awareness about the Scheme.

SWADHAR SECTION

1. Grant-in-aid under Swadhar/Swadhar Greh scheme
2. Grant-in-aid to CSWB for running Short Stay Homes
3. Parliament Questions(Starred/Unstarred)
4. Parliament Assurances
5. Court cases
6. RTI applications
7. VIP references/PMO references
8. Preparation/finalization of EFC/SFC Memo
9. Revision of Scheme/Guidelines
10. Preparation of Annual/Annual Action plan in respect of swadhar section
11. Preparation of Budget for Swadhar Scheme
12. Public Grievances (relating to Swadhar scheme)
13. Representations received from individuals/NGOs
14. Miscellaneous matters
15. Reports/Returns (RTI, Hindi etc.)

VIGILANCE SECTION

1. Complaints of all officials/officers of the Ministry and Group A and above officers of the associate offices.
2. All matters relating to vigilance in the Ministry
3. Coordinating work with all Vigilance Officers of associate offices.

WOMEN WELFARE (WW) SECTION

1. Administration of the following Acts:
 - a) The Protection of Women from Domestic Violence Act, 2005;
 - b) The Dowry Prohibition Act, 1961;
 - c) The Indecent Representation of Women (Prohibition) Act, 1986;
 - d) The Commission of Sati (Prevention) Act, 1987
 - e) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - f) The Prohibition of Child Marriage Act (PCMA) 2006
2. Implementation of Scheme for Setting up One Stop Centre and Scheme for Universalisation of Women Helpline

3. Coordination of the review of all laws relating to women-with other Ministries/Departments;
4. Updating and printing of Legal Literacy Manuals for Women.

WORKING WOMEN HOSTEL (WWH) SECTION

1. Obtaining approval for continuation of the Scheme.
2. Handling Policy issues concerning the Scheme.
3. Meeting of Project Sanctioning Committee to approve of New Project.
4. Release of funds under the Working Women Hostel Scheme.
5. Implementing / Review of Scheme of WWH.
6. Handling of Parliament Questions.
7. Handling of RTI Matters.

WORLD BANK SECTION

1. Monitoring, Implementation, expansion, staffing and VIP matters on World Bank Assisted ICD-II, ICDS-III Projects, ICDS Training Programme (Udisha Project) and ICDS APER Programme in the State of Andhra Pradesh
2. Holding/Organisation of Training courses in India and Abroad for officers/ including officers from State Government 'dealing with above projects
3. Grant-in-aid to States/UTs for the continued implementation of the above Programmes
4. Reimbursement claims from State Governments/UT Administrations.
5. Coordination with World Bank and all State Government/UT Administrations connected with the above projects
6. Social evaluation of the project by getting the baseline, midterm and end-line surveys carried out before and after the Implementation of the Project
7. Budget and all other related matters including EFC, CCEA note audit para etc. pertaining to above projects
8. All Parliament Matters, Questions, etc. On the above project and
9. Reports and returns
10. RTI Matters