

**UP TO DATE ADMINISTRATIVE REPORT OF DISTRICT ICDS CELL ,HOOGHLY (YEAR
2010-2011)**

GENERAL INFORMATION

- 1) NAME OF THE SECTION: - DISTRICT ICDS CELL, HOOGHLY
- 2) NAME OF THE ADM –IN-CHARGE: - ADDITIONAL DISTRICT MAGISTRATE (DEV)
- 3) NAME OF THE OFFICER –IN-CHARGE: - DISTRICT PROJECT OFFICER (ICDS)

4) STAFF POSITION AND STAFF STRENGTH :-

STATUS	OFFICER	HEAD ASSISTANT	STATISTICAL ASSISTANT	UDC	LDC	DRIVER	PEON
SANCTION	01	01	01	01	01	01	01
IN POSITION	01	00	01	01	01	01	01

5) ACTS AND RULES GUIDED THE SECTION: -

- ❖ The West Bengal Service Rule Part –I & II
- ❖ The West Bengal Service (Medical Attendance Rule, 1961)
- ❖ The West Bengal Services (Death – cum- Retirement Rules 1971)
- ❖ The West Bengal Services (Classification , Control & Appeal) Rules , 1971
- ❖ The West Bengal (Revision of Pays & Allowance Rules) , 2009
- ❖ The Delegation of Financial Power Rules ,1977
- ❖ The West Bengal Financial Rules Volume I and II

- ❖ The West Bengal Treasury Rules ,2005
- ❖ West Bengal Servants Conduct Rule (1980)
- ❖ Different Notifications , Orders & Circulars received time to time from the Deptt & Directorate of Women & Child Development & Social Welfare
- ❖ Recruitment Rules related to appointment of Anganwadi Workers & Helpers (288-SW Date:- 25/01/2006)
- ❖ The Maintenance & Welfare of Parents & Senior Citizen Act , 2007

6) NAME OF THE REGISTER: -

- ❖ RECEIPT,
- ❖ ISSUE,
- ❖ C.L ,
- E.L.,
- ❖ CASH
- BOOK, ❖ BILL
- REGISTER
- ❖ FILE MOVEMENT,
- ❖ ATTENDANCE REGISTER
- , ❖ FILE INDEX REGISTER,
- ❖ TRANSIT REGISTER
- , ❖ PEON BOOK
- ❖ LOG BOOK
- ❖ PAY ACQUINTANCE
- ❖ ALLOTMENT
- REGISTER ❖ MEETING
- REGISTER,
- ❖ STOCK, DEAD STOCK REGISTER

**7) LAST INSPECTION HELD ON
AND BY WHOM:-**

Report submitted to DM, Hooghly
vide no:- 733/DPO/ICDS
Date-18/05/2010

**8) IN CASE OF ESTABLISHMENT /NAZARATH: - Maintained fully ACTION
TAKEN TO DEDUCT LEAVE FROM
CONTAINS, LATE ATTENDANCE**

9) MAIN FLAWS FOUND:-

NIL

10) LAST AUDIT HELD ON:-

During 2001

**11) PHYSICAL CONDITION OF THE
SECTION, CLEANLINES & NEATNESS**

**:- Full of dirt and shoot and in a
dilapidated condition**

12)

SL NO	BRIEF DESCRIPTION OF FUNCTIONS	PERFORMANCE (QUALITATIVE & QUANTITATIVE)
1	District ICDS Cell , Hooghly has been looking after monitoring and supervision of implementing of ICDS Scheme throughout the district covering all ICDS Blocks & Municipalities by keeping close liaison between the Department & the Directorate with the district administration	Out of 6660 no of Anganwadi Centres (AWCS) sanctioned for this district 6390 no of AWCS have been operationalised as 31/03/2011
2	Implementation of Maintenance and Welfare of Parents and Senior Citizen Act, 2007	Out of 27cases have been filed with the concerned maintenance Tribunals, 18cases have been disposed of as on 31/03/2011
3	Dealing weith Welfare of serving Army Personnel	The matter is being dealt with by this section since January ,2009.Out of 56 cases all have been forwarded to the concerned authority for further action

13) COMPUTERIZATION STATUS: -

Three Computers have been provided for this Cell and one computer has been provided to all 27 ICDS Project Offices.

PERFORMANCE

QUANTITATIVE ACHIEVEMENT :-

SNP BENEFICIARIES (0-6) YEARS			PSE BENEFICIARIES (3-6) YEARS			SNP BENEFICIARIES (PREGNANT WOMEN & LACTATING MOTHERS)		
TARGET	ACHIEVEMENT	%	TARGET	ACHIEVEMENT	%	TARGET	ACHIEVEMENT	%
415420	314568	75.72	163794	153631	93	60697	58543	96

SPECIAL ACHIEVEMENT: -

NIL

PICTURES OF NOTABLE ACHIEVEMENTS: -

NIL

HINDRANCES IN EXECUTING THE FUNCTIONS / SECTIONS:-

- 1) Posting of regular Head Assistant
- 2) Posting of one computer knowing personnel
- 3) Timely filling up of vacancies , especially in projects
- 4) Irregular flow of of food commodities (both qualitative and quantitative) from
WBECSC
- 5) Lack of proper infrastructure in Projects for E-governance
- 6) Non-availability of required fund
- 7) Non-availability of of facilities of district go-down

- 8) Scarcity of office accommodation keeping parity with the increasing load of work specially for sanctioning of new ICDS Projects
- 9) Provision of one toilet in the ground floor for female officer and Staff may be given priority
- 10) A Fax Machine and Xerox Machine is urgently needed

OBSERVATION OF O/C TO IMPROVE PERFORMANCE OF THE SECTION :-

Redressal of the above noted hindrances will automatically improve the present status

ANY SIMPLIFICATION OF TASKS WHICH CAN BE REPLICATED TO IN OTHER SECTION:-

District ICDS Cell deals with the matter relating to welfare of Serving Army Personnel, as per order of District Magistrate, Hooghly since, January, 2009 . This matter may be shifted to General Section / Grievance Cell of this Collectorate since it was earlier dealt with in General Section.

STAFF STRENGTH:-

Category of Staff	Sanctioned	Existing Strength	Vacancies	Remarks
DPO	01	01	00	Besides , one UDA from Collectorate has been deployed to perform the ICDS related works
Head Clerk	01	00	01	
UDA	01	01	00	
Statistical Assistant	01	01	00	
LDA	01	01	00	
Driver	01	01	00	
Peon	01	01	00	

**District Programme Officer,
Hooghly**