

SHEET - 1

WMS - Prob. Officer

Department Name : Women & Child Development and Social Welfare.
(Dist ICDS Cell)

Name of the Officer-in-Charge

Sri Atanu Banerjee

Contact No.

Mob.No. : 9830437944

E-mail ID

Dpo_nadia@rediffmail.com

Name of all Officers present with designation and their responsibilities

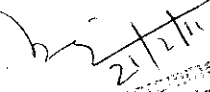
Nil

Name of all staff present with designation and their responsibilities

The distribution of works amongst the staff of the District ICDS Cell is placed below :-

1. Smt. Karunamoyee Chaklader,
Head Clerk :-

- i) Establishment matter.
- ii) Distribution of works amongst the staff.
- iii) Maintenance of Service Book.
- iv) Maintenance of the leave register of the staff of ICDS Cell & CDPOs
- v) Maintenance of the correspondence files of ICDS Projects.
- vi) Maintenance of court case files etc.
- vii) Maintenance of the funds regarding training of ICDS matters and related thereof
- viii) Preparing the Budget estimate
- ix) Work as and when assigned by the DPO. ICDS.
- x) To maintain BADP files
- xi) To maintain SNIP files.


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District Programme Officer
(I.C.D.S.), Nadia.
Govt. of West Bengal

2. Sri Arun Kumar De, U.D.A.
- i) Maintenance of allotment of funds of the District ICDS Cell & Projects
 - ii) Preparing the all kinds of Bills etc. including maintenance of Allotment Registers
 - iii) Maintenance of soft copy & data entry etc. to the Computer and other reports of the CDPOs etc.
 - iv) All sorts of Computer related matters.
 - v) To maintain Performance report of the District Cell & CDPOs
 - VI) To prepare Expenditure Statement along with 'B' Statement of the ICDS Projects
 - VII) To Asstt with the Internal Audit and A.G. Audit.
 - VIII) To maintain the file of RTI act.
 - IX) To maintain the file of Senior Citizen's act.
 - x) To maintain all reports and returns etc.
 - xi) Works as and when assigned by the DPO, ICDS

3. Sri Niranjan Santra, L.D.A.

- i) To maintain the Issue and Docket Registers
- ii) To maintain and Issue the Stock Register including dead stock register
- iii) To maintain the G.O. files.
- iv) To maintain the file index register
- v) To maintain the Meeting files.

	<ul style="list-style-type: none"> vi) To maintain Tender File of District Level and Project level. vii) To receiving the all reports returns from the the CDPOs and others etc. viii) To issuing the all reports and returns to the concerned authority ix) To maintain SMSNU x) To maintain gut file etc. xi) Works as and when assigned by the DPO. ICDS
Name of Authorized leave Substitutes	<ol style="list-style-type: none"> 1. Smt. Karunamoyee Chaklader, H.C. – Leave Substitute Sri Arun Kumar De, UDA 2. Sri Arun Kumar De, UDA – Leave Substitute Smt. Karunamoyee Chklader, H.C.
Present staff strength of section	HC – 1, UDA-1, LDA-1, Gr.D-1, PS- Nil
Acts, Rules & Codes Administered by the Section	Senior Citizen Act.
Forms maintained	Nil
Registers maintained by the Section	Attendance Register, Issue, Docket Register, Stationary Stock Register.
No. of inspection carried out in the previous year	2 (two)
Major findings of inspections	Proper docketing is not done
Action taken on inspections	Concerned staff has been directed.
Audit objections pending, if any	Nil


 21/12/11