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 :-

<table>
<thead>
<tr>
<th>STATUS</th>
<th>OFFICER</th>
<th>HEAD ASSISTANT</th>
<th>STATISTICAL ASSISTANT</th>
<th>UDC</th>
<th>LDC</th>
<th>DRIVER</th>
<th>PEON</th>
</tr>
</thead>
<tbody>
<tr>
<td>SANCTION</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>IN POSITION</td>
<td>01</td>
<td>00</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
<td>01</td>
</tr>
</tbody>
</table>

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 & Appear ) 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
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)

<table>
<thead>
<tr>
<th>SL NO</th>
<th>BRIEF DESCRIPTION OF FUNCTIONS</th>
<th>PERFORMANCE (QUALITATIVE &amp; QUANTITATIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District ICDS Cell , Hooghly has been looking after monitoring and supervision of implementing of ICDS Scheme throughout the district covering all ICDS Blocks &amp; Municipalities by keeping close liaison between the Department &amp; the Directorate with the district administration</td>
<td>Out of 6660 no of Anganwadi Centres (AWCS) sanctioned for this district 6390 no of AWCS have been operationalised as 31/03/2011</td>
</tr>
<tr>
<td>2</td>
<td>Implementation of Maintenance and Welfare of Parents and Senior Citizen Act, 2007</td>
<td>Out of 27cases have been filed with the concerned maintenance Tribunals, 18cases have been disposed of as on 31/03/2011</td>
</tr>
<tr>
<td>3</td>
<td>Dealing with Welfare of serving Army Personnel</td>
<td>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</td>
</tr>
</tbody>
</table>
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 :-

<table>
<thead>
<tr>
<th>SNP BENEFICIARIES (0-6)YEARS</th>
<th>PSE BENEFICIARIES (3-6) YEARS</th>
<th>SNP BENEFICIARIES (PREGNANT WOMEN &amp; LACTATING MOTHERS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TARGET</td>
<td>ACHIEVEMENT</td>
<td>%</td>
</tr>
<tr>
<td>415420</td>
<td>314568</td>
<td>75.72</td>
</tr>
</tbody>
</table>

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 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 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: -

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Sanctioned</th>
<th>Existing Strength</th>
<th>Vacancies</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPO</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td>Besides , one UDA from Collectorate has been deployed to perform the ICDS related works</td>
</tr>
<tr>
<td>Head Clerk</td>
<td>01</td>
<td>00</td>
<td>01</td>
<td>UDA from Collectorate has been deployed to perform the ICDS related works</td>
</tr>
<tr>
<td>UDA</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Statistical Assistant</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>LDA</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>01</td>
<td>01</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>Peon</td>
<td>01</td>
<td>01</td>
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District Programme Officer, Hooghly