

RESPONSIBILITIES OF FUNCTIONARIES

3.3.1 Child Development Project Officer

- 1 To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level
- 2 To collect information and, in the initial stages, guide the anganwadi workers in carrying out a quick sample survey of the project villages to enumerate and identify children, pregnant women and nursing mothers for preparing a Project Report containing all necessary and relevant base line information.
- 3 To act as the Convenor or Secretary of the Block Level Coordination Committee.
- 4 To maintain functional liaison with the block headquarter, PHC, Panchayat, Voluntary Organisations, Mahila Mandals, Youth Clubs and Primary Schools functioning in the project area.
- 5 To make efforts for obtaining local community's involvement and participation by making it contribute in terms of food supplies, building materials, voluntary service etc. in implementing of ICDS and Functional Literacy Schemes.
- 6 To arrange educational programme like nutrition and hygiene demonstrations with the help and assistance of the personnel under his/her charge and other block personnel.
- 7 To take all necessary measures for ensuring staff recruitment and training.
- 8 To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes.
- 9 To act as the Drawing and Disbursing Officer for the ICDS and Functional Literacy Schemes excluding the health inputs.
- 10 To make necessary arrangements for obtaining, transporting, storing and distribution of various related supplies by maintaining necessary links with District and State Officials.
- 11 To ensure that all the equipment and material supplied for the ICDS programme are accounted for and are used and maintained properly.
- 12 To ensure the maintenance of proper registers and records, both at the block and anganwadi level and inspect these records periodically.
- 13 To ensure despatch of periodical progress reports and all information to higher officials State and Central ICDS Units, as and when required.
- 14 To undertake field visits and call staff meetings periodically and to submit to higher office the tour programme chalked out in consultation with the BDO and PHC doctor. The tour will be for at least 18 days a month with ten night halts outside the headquarters.
- 15 To enlist cooperation of all the officials and concerned non-official agencies in the project area.

[MSW No. 1-9/76-CD dated 8.11.1976 and No. 15-2/76-CD dated 18.6.1976]

- 16 To check the diaries maintained by the Mukhyasevikas (for each financial year beginning from November, 1985) both through random checks and periodical inspections and ensure that instructions in this regard are followed scrupulously.

[MSW No. 19-20/85-CD dated 8.11.1985]

3.3.2 Assistant CDPO

- 1 To assist the CDPO in discharging his/her duties in such a manner as may be indicated by the CDPO (iv)
- 2 To attend to the items of work mentioned at S.No. 2, 4, 5, 6, 10 and 14 in the list of job responsibilities of the CDPO. (xv)
- 3 To attend to office work when the CDPO is on tour as per the arrangements that may be indicated by the CDPO. (vi)

[MSW No. 1-2/85-CD dated 28.1.1985]

3.3.3 Supervisor (Mukhyasevika)

Job Responsibilities of Supervisors in ICDS

- 1 A supervisor will provide continuous on-the-job guidance to anganwadi workers to bridge the gap between training and job requirements. (ix)
- 2 She will visit each anganwadi at least once a month, liaise with LHV for a joint visit to one anganwadi once a week, and make at least one night halt every week in a village located at a distance of more than 5 Kms from her Circle Headquarters. (x)
- 3 During her visit to anganwadi, she will perform the following tasks:
 - i) Guide anganwadi workers in conducting household surveys, updating the survey data on a quarterly and preparing accurate lists of families and eligible beneficiaries; (v)
 - ii) Check the enlisting of beneficiaries from low economic strata and severely malnourished, particularly children below 3 years of age; (v)
 - iii) Guide anganwadi workers in the assessment of correct ages of children, correct weighing of children and plotting their weights on the growth charts, especially in respect of severely malnourished; (v)
 - iv) Help the anganwadi workers in identifying "at risk" children and mothers and referring them to primary health centre or hospital; (v)
 - v) Check the weights, by actual weighment, of severely malnourished children and guide the anganwadi workers in their rehabilitation; (v)
 - vi) Guide the anganwadi workers in conducting pre-school activities by demonstrating techniques of story telling, organising play, identification of shades and colours etc; (v)
 - vii) Demonstrate to anganwadi workers the effective methods of providing health and nutrition education to mothers and help them to do the same; (v)
 - viii) Guide anganwadi workers in prevention and early detection of early childhood disabilities; (v)
 - ix) Visit homes of severely malnourished children and "at risk" mothers and guide anganwadi workers and mothers about proper care in such cases; (v)
 - x) Check the entries of deaths and births in the survey register and the immunization register; (v)
 - xi) Check the records of anganwadi workers and guide them in proper maintenance of records; (v)
 - xii) Organise help in cases of those anganwadi workers who are not educated enough to fill in the registers and maintain records; (v)
 - xiii) Check the arrangement for storage, preparation and distribution of food and stocks of supplies, such as supplementary nutrition, medicines, material for pre-school education, registers, records etc. and report shortages to the CDPO. (v)

- xiv) Help anganwadi workers in organising and strengthening Mahila Mandals which could support various activities of the anganwadis;
- xv) Keep in touch with village leaders and local institution such as Mahila Mandals, Panchayats, Primary schools and youth clubs and involve them in ICDS programme;
- xvi) Find out the personal and work-related problems of anganwadi workers, provide guidance to them to cope with these problems and report gaps to CDPO;
- xvii) Ascertain the number of visits by ANM to the anganwadi during the period between the supervisor's previous visit and the current visit, and whether the ANM's visit was properly utilised by collecting children and mothers who were too sick to come to the anganwadi;
- xviii) Check whether the weekly time table of activities at the anganwadi is being properly implemented; and
- xix) Ascertain the number of unimmunized children and report it to the CDPO.

4 The supervisor shall organise monthly meeting of anganwadi workers of her circle with the participation of concerned LHV/LHVs and ANMs. At this meeting, the work for the ensuing month should be planned, including preparation of weekly time-tables of activities at the anganwadi. One or two specific items should be selected for continuing education to anganwadi workers and ANMs at each monthly meeting (for example, growth monitoring, diarrhoea management, coping with any rampant disease etc.)

5 The supervisor shall maintain a diary in the prescribed form in which she will keep a record of the work done by her during her visit to the anganwadis and maintain the statistics relating to population number of pregnant and nursing mothers, number of beneficiaries of different services, number of severely malnourished children etc. of the anganwadis in her area.

The supervisor will ensure timely submission of monthly progress reports by anganwadi workers to the CDPO and also check the accuracy of these reports.

At the monthly meeting at project headquarters, the supervisor will assist the CDPO in the following matters:—

- 1) Payment of honoraria to anganwadi workers and helpers in her circle;
- 2) Alternative arrangements in case of anganwadi workers and helpers, who may go on leave in her circle;
- 3) Finalisation of the mutually convenient date for the monthly meeting in her circle in the following month;
- 4) Informing the meeting about any special event or problem or achievement in her circle, and
- 5) Issue of materials from the project office to the anganwadi workers.

8 She will carry out such other tasks as may be entrusted to her by the CDPO.

[MSW letter No. 1313/84-CD dated 3.8.84]

1 Anganwadi Worker

To weigh each child every month, record the weight in graph on the growth card, use referral card for referring cases of mothers/children to the sub-centres/PHC etc., and maintain child cards for children below 6 years and produce these cards before the visiting medical and para-medical personnel.