

## **Introduction**

### **R T I Act.2009**

Transparency and cleanliness in working are the essential element to strengthen a democratic system. In this perspective Government of Jammu and Kashmir enacted the Right to information Act 2009.

ICDS Social Welfare Department Kargil has also been obliged for effective implementation of J&K RTI Act 2009.

This handbook may prove help full in getting information about ICDS department Kargil and its functioning.

Who are the intended users of this handbook?

1, Member of parliaments and State legislature, concerned Ministry Departments of central Govt State Govt, and various NGOs.

Officers working in various departments either directly or indirectly concerned with the programme.

## **Objective/purpose of this hand book**

### **Objective:-**

The main objective of this hand book is to provide basic information to the citizen about the functioning ICDS Projects Kargil.

### **Definition of various Terms used in the hand book.**

ICDS- Intergrated Child Development Service

RTI Act-Right to information Act.

SNP -Supplementary Nutrition Programme

PSE - Pre-School Education

HNE -Health & Nutrition Education

LAHDC – Ladakh Autonomous Hill Development Council.

### **Contact Pearson:-**

**Nargis Banoo**

**District Programme Officer ICDS**

**District Kargil**

**Phone No: - 01985-232023**

### **Procedure and fee Structure for getting information.**

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt of by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public authority .

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

### **Brief History of the (ICDS) Public authority.**

ICDS is the country's most comprehensive of multi dimensional programme. It is a centre sponsored scheme of the Ministry of Women & Child Development.

ICDS Programme was launched on 02 October 1975 the 106<sup>th</sup> birth anniversary of Mahatama Gandhi the father of the Nation.

ICDS is the most unique programme for early childhood care and development encompassing integrated service for development of below six years expectant and nursing mothers and adolescent girls living in the most backward, rural urban and tribal areas.

ICDS has child centered approach based on the rational the child care cognitive and psycho –social development and the child's health and nutritional wellbeing mutually reinforce each other.

ICDS is a community based programme for effective implementation of the programme members of the community i.e. members of panchayati raj, Mahillas mandal of youth club, religions and local leaders. Voluntary organizations and primary school bodies etc.

### **Objectives of ICDS.**

Lay foundation for the proper psychological physical and social development of the child.

Impore nutritional &Health status of children below six years.

Reduce incidence of Mortality Morbidity Malnutrition & school dropouts.

Achieve effective coordination of policy and implementation amongst various departments.

Enhance the capabilities of the mother to look after the normal health and nutritional needs of child through proper nutrition & health education.

**Integrated** Child Development Service ICDS is the world that speaks of government is commitment to children, who are future pillars for a strong human resource development needed by India.

The Anganwadi Worker is one of most important frontline workers who awn s major responsibility for delivering an integrated package of services to child and women and building up the capacity of community.

As we move ahead in this millennium with children at the top of the national agenda. Let us renew our commitments towards children and recognize the achievement of the ICDS programme.

Especially of the Anganwadi Workers. All Individuals and agencies working with children may join hands to strengthen the ICDS programme by supporting the efforts of ICDS functionaries and

encourages them to full fill the goal of the child survival.growth and development that make children's rights a reality.

**Right to Survival**

**Right to Participation**

**Right to protection**

**Right to Development** List of Services being provided by the public authority with a brief Write up on them.

**Central Government Schemes:**

**Six packages of services by ICDS:-**

1. SNP- Supplementary Nutrition Programme .
2. Health check up
3. Immunization
4. Referral services
5. Pre-School education
6. Health & Nutrition education
7. Kishori Shakti Youjna.

### **[ICDS Beneficiaries]**

Children below six years

Expectant and Nursing Mothers

Adolescent Girls.

Women in the age group of 15-45 years.

**S N P:-**

Supplementary Nutrition includes supplementary feeding and distribution of nutrition supplements i.e. Vitamin A and iron and folic Acid tablets to the beneficiaries.

**Supplementary feeding:-**

At Anganwadi Centre supplementary food is provided with an aim to meet the gap of nearly 1/3 rd of calories and protein requirement for a day of children below 6 years as well as of adolescent girls, pregnant women and nursing mothers.

Supplementary food is given to severely malnourished children in twice the quantity (double) ration given to moderately malnourished children's.

While distributing supplementary food, special attention is given to children below 3 years of age.

**Health Check up:-**

Antennal check –up of pregnant women.

Post natal check up of nursing women.

Health checks up of children under six years of age.

**Antennal check up:-**

An Anganwadi Worker ensures that pregnant women:

Gets three antennal checkups done during the pregnancy .during the checkup complete physical examination of the pregnant women should be done.

Takes tetanus toxoid immunization.

Takes IFA supplementary one IFA tablet for 100 days.

Takes supplementary food at AWC.

Has her delivery conducted by trained dai or in the hospital.

Has complete information an prenatal natal and post natal care.

### **Post natal check-up:-**

An Anganwadi Worker ensure that at least two visits are paid to nursing mothers by Health staff within first 10 days of delivery for observing the condition of cord and general health of the mother. Weigh the baby as soon as possible after birth and record the weight on growth chart.

Ensure that breastfeeding is well established.

### **Health Check up of Children under six year:-**

Insure the health check up of children done quarterly by the health staff.

Gives special care to children at (Risk) and monitors their growth regularly.

### **Immunization:-**

Immunization is a process by which a child is protected against diseases through vaccine.

Immunization protect children against six killer disease i.e. tuberculosis, and diphtheria whooping a Cough, tetanus, Polio, measles and mumps.

A child should be fully immunized against these disease otherwise he/she may suffer from illness, become permanent disabled or become undernourished or may die, During pregnancy women is immunized with tetanus toxoid TT to protect against tetanus.

Every child must be fully immunized as per the immunization schedule to complete protection against these disease. In ICDS affixed day strategy is adopted to immunize children.

Immunization facilities are available at the AWC/Sub centre/primary Health centre free of cost.

### **Referral Services:-**

An Anganwadi Worker refers children and women who need immediate medical care to PHC/Hospital using a prescribed referral slip.

### **Kishori Shakti Yojna:-**

**Under this scheme twenty girls in the age group of 11-18 years are identified from all eligible girls in the Anganwadi Centre only 10% of the total AWCs in an ICDS Project are selected to service as Balika Mandal.**

#### **Objectives of KSY:-**

Under this scheme twenty girls in the age group of 11-18 years are identified from all eligible girls in the Anganwadi Centres only 10% of the total AWCs in an ICDS project are selected to service as Balika Mandal.

- (1) improve the nutrition and health status of girls in the age group of 11-18 years.
- (2) Provide the required literacy and numerate skills through the non-formal stream of education, to stimulate a desire for more social exposure and knowledge and to help them improve their decision-making capabilities.
- (3) Train and equip the adolescent girls to improve /upgrade home based and vocational skill.
- (4) Promote awareness of health hygiene nutrition and family welfare, home management & child care and to take all measures so as to facilitate their marrying only after attaining the age of 18 years and if possible even later.
- (5) Gain a better understanding of their environment related social issues and the impact on their lives, and
- (6) Encourage adolescent girls to initiate various activities so as to become productive and useful members of the society.

#### **Pre-School activities :**

Pre-School education Activities in an Anganwadi centre are planned and organized to promote holistic development of children.

Pre-School education materials and equipments are provided from CDPOs offices.

Low cost play materials are prepared by the Anganwadi Workers. Pre School education in ICDS is a child centred programme for 3 to 6 years old children which follows the play way activity approach using toys, play equipments etc. Which is of indigenous origin inexpensive.

PSE activities are organized daily at AWC for about 2 hours.

PSE focuses on holistic development of the child and provides a stimulating play environment for her physical cognitive and psychosocial development.

PSE does not have syllabus for teaching but lays the foundation for the same i.e. development of reading, writing and number worth.

PSE is flexible to children's needs and does not focus on school achievements.

### **Health and Nutrition Education:-**

Nutrition and Health education and counseling to the mothers.

Nutrition and Health education HNE is provided with an aim to enhance the capacity of mothers and community to look after the health and nutritional needs of children within the family environment.

HNE.

Helps in promoting antenatal care maternal and child health, child survival and development.

### **( Kishori Shakti Yojna ) .**

Under ICDS Programme Kishori Shakti Yojna (KSY) is being implemented to empower adolescent girls so as to enable them to grow and develop, take charge of their lives.

### **Mechanism available for monitoring the Service delivery and public grievances resolution.**

Any specific information /grievance related to workers and beneficiaries and other areas of concern of the department is addressed immediately by the concerned Child Development Project Officer. It may be in the form of letter, fax, and telephone E-mail etc.

### **Address of the main office and other offices at different levels.**

**Main Office:- Office Of the  
District Programme Officer ICDS Kargil**

**Office at Block level.**

**Child Development Project Officer**

**Kargil, Shargole, Drass, Sankoo, Tai Suru, Shaker Chiktan and Zanaskar.**

**Morning hours of the Office:-10 am**

**Closing hours of the office :- 4.pm**

**(six days a week )**

### **Powers and Duties of offices and employees:-**

District Programme Officer ICDS Kargil :-

Administrative power:-

He/She is the head of office in charge of establishment and administration of ICDS Department.

### **Financial powers:-**

To accord administrative approval up to 5.00 lacs.

### **Duties:-**

He/She is overall in charge of all schemes implemented by the Child Development Officers.

(2) Monitoring, inspection & supervision of the performance of the scheme and submission of report to higher authority.

(3) Conduct of Review Meeting for assessing the performance of the scheme & take corrective action and submission of Report to the higher authorities.

(4) Any other works assigned to by the Council/DC.

### **ICDS Teams ,their Role & job Responsibilities .**

A Child Development Project Officer is supported by a team of 4-5 Supervisors who guide and supervise Anganwadi Workers

In large ICDS Projects where there are more than 150 AWCs in a project. an Assistant Child Development Project Officer is also part of the team.

A Supervisor has the responsibility of supervising 20, 25 and 17 Anganwadi Workers in rural, urban and tribal projects respectively.

A Supervisor guides an Anganwadi Worker in planning and organizing delivery of ICDS Services at AWC & also gives on the spot guidance of training as and when required.

As Anganwadi Worker is a community based frontline voluntary workers, selected from within the local community the selection is made by a committee at the project level.

An Anganwadi Worker is mainly responsible for effective delivery of ICDS Services to Children & Women in the community.

An Anganwadi Worker is an honorary Worker who gets a monthly honorarium.

In each Anganwadi centre, a Helper is appointed to assist an Anganwadi Worker.

Helper is an honorary worker and is paid monthly honorarium.

Health services in ICDS are given by a team of Health functionaries comprising medical officer, Lady Health officer ANM and female Health worker from primary Health centre and sub centre in the project.

**General Duties of Anganwadi Helper:-**

Assisting Anganwadi Worker in conducting all the activities of the Anganwadi Centres such as:-

Counseling mothers and other caregivers of beneficiary children.  
Pre School education activities.

Health Check up weighing of children immunization children and mothers.

Maintains discipline among children.

Cleaning premises of AWC and surrounding .

Fetching drinking water for daily use cooking and serving supplementary nutrition for beneficiaries.

Inspection & cleanliness of children and assisting them in grooming themselves.

Preparation of pre school teaching aids under guidance of an AWW.

Collection and storage of items received for supplementary nutrition.

Collecting and dropping small children.

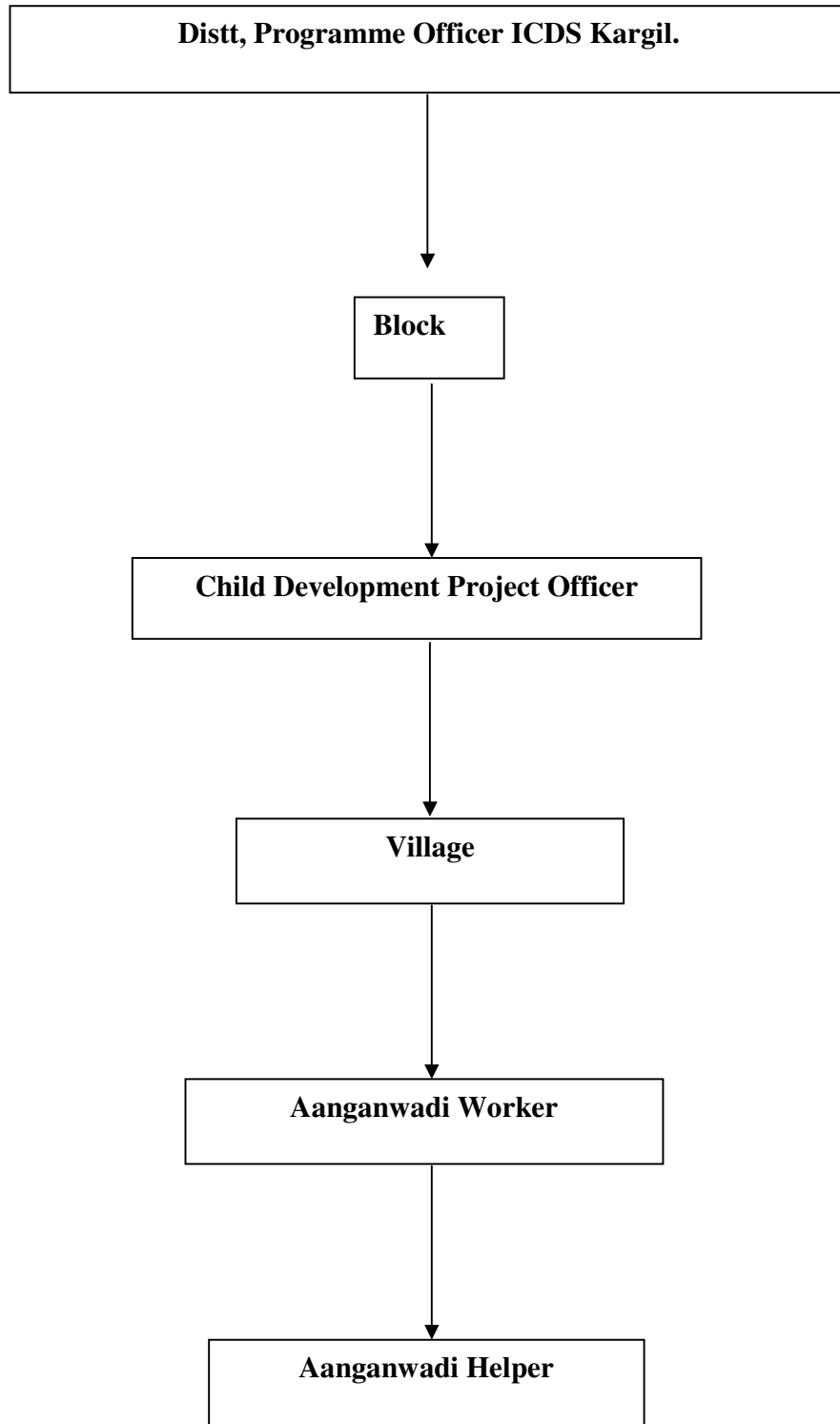
Contacting beneficiaries' parents and others in the community to attend meeting or for conveying messages.

Opening and closing of an AWC under supervision of an AWW

Performing all the duties of an AWW when she is sick absent or away from duty on leave.

# ORGANISATIONAL CHART OF ICDS PROGRAMME KARGIL

(District)



**Chapter-11(Manual-10)**  
**The Monthly Remuneration Received By**  
**Each of its Officers**  
**and Employees including the system of**  
**Compensation as Provided in Regulations**

S.No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-04-2009	Grade Pay	Total Pay+Grade Pay
1	2	3	4	5	6	7
<b>a)</b>	<b>Distt, Programme Office ICDS Kargil</b>					
1	Sh, Mohd Ali	Section Officer	PB-2 9300-34800	19680	4200	23800
2	Smt Marziya Banoo	Sr.Asstt	PB-1 5200-20200	11100	2400	13500
3	Sh, Mohd Ali Balti	Jr.Asstt	PB-1 5200-20200	8080	1400	9480
<b>b)</b>	<b>ICDS Project Kargil</b>					
4	Smt Parveen Akthar	Super4visor/IC CDPO	PB-1 5200-20200	11980	2800	14750
5	Sh. Mohd sidiq	Head Asstt	PB-2 9300-34800	16590	4200	20790
6	Sh, Mohd Hussain	Sr,Asstt	PB-1 5200-20200	11790	2400	14190
7	Smt, Zubida Banoo	Supervisor	PB-1 5200-20200	10770	2400	13170
8	Smt, Amina Banoo	-do-	PB-1 5200-20200	14160	2400	16560
9	Smt, Hawa Banoo	-do-	PB-1 5200-20200	16160	2800	18960
10	Smt, Padma Dechan	LHV	PB-2 9300-34800	11180	4200	15380
11	Smt, Archo Rubba	ANM	PB-1 5200-20200	12730	2800	15530
12	Smt, Shahar Banoo	-do-	PB-1 5200-20200	7730	1900	8630
13	Smt, Tsering Lamo	-do-	PB-1 5200-20200	7730	1900	8630
14	Miss Shahar Banoo	-do-	PB-1 5200-20200	7730	1900	8630
15	Sh, Gh. Ali	Driver	PB-1 5200-20200	19550	4200	23750
16	Sh Sadiq Ali	Orderly	-IS 4440-7440	8080	1400	9480
<b>c)</b>	<b>ICDS Project Shargole</b>					
17	Smt, Nargis Banoo	CDPO	PB-3 15600-39100	15070	4200	19270
18	Sh, Mohd Javad	Sr.Asstt	PB-1 5200-20200	6610	1900	8510
19	Smt, Rahima Banoo	Jr.Asstt	PB-1 5200-20200	5790	1300	7090
20	Smt, Padma Choton	Supervisor	PB-1 5200-20200	8370	2400	10700
21	Smt, Fatima Banoo	-do-	PB-1 5200-20200	8370	2400	10700



22	Sh.Gh.Abass	Driver	PB-1 5200-20200	10180	2800	12980
<b>d) ICDS Project Drass</b>						
23	Sh,Aga Syed Jamal	CDPO	PB-2 9300-34800	15240	4200	19440
24	Sh,Manzoor Ahmad	Sr.Asstt	PB-1 5200-20200	9200	2400	11600
25	Smt,Kulsoom Bee	Supervisor	PB-1 5200-20200	8370	2400	10770
26	Smt,Fatima Banoo	-do-	PB-1 5200-20200	9180	2400	11580
27	Sh,Mohd Ibrahim	Orderly	-IS 4440-7440	9420	2400	11820
<b>e) ICDS Project Sankoo</b>						
28	Sh,Syed Murtaza	Supervisor/IC CDPO	PB-1 5200-20200	17740	4200	21940
29	Smt,Kulsoom Bee	Sr.Asstt	PB-1 5200-20200	9020	1900	10920
30	Smt,Zainab Banoo	Supervisor	PB-1 5200-20200	11100	2400	13500
31	Sh,Mohd Hadi	Orderly	-IS 4440-7440	8150	1400	9550
<b>f) ICDS Project Tai-Suru</b>						
32	Smt,Gulnar Banoo	CDPO	PB-2 9300-34800	17510	4300	21810
33	Sh,Akbar Ali	Sr.Asstt	PB-1 5200-20200	7010	1900	8910
34	Sh,Zakir Hussain	Jr.Asstt	PB-1 5200-20200	570	1300	7090
35	Smt, Karima Banoo	Supervisor	PB-1 5200-20200	13300	4200	17500
36	Miss Zarina Banoo	Orderly	-IS 4440- 7440			
<b>g) ICDS Project Shakar-Chiktan</b>						
37	Smt,Sayeeda Banoo	Sr.Asstt	PB-1 5200-20200	3350	1900	5250
38	Sh,Mohd Raza	Jr.Asstt	PB-1 5200-20200	3350	1900	5250
39	Smt,Zulikha Banoo	Supervisor	PB-1 5200-20200	4300	2400	6700
<b>h) ICDS Project Zanskar</b>						
40	Sh,London Ishey	Sr.Asstt	PB-1 5200-20200	7740	1900	9640
41	Smt,Shanaz Banoo	Jr,Asstt	PB-1 5200-20200	6013	1300	7313
42	Sh,Tonyat Thukjay	Orderly	-IS 4440-7440	4620	1300	5920

**Chapter-10(Maunal-9)**  
**Directory of Officers and Employee**

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
<b>a) Distt,Programme</b>							
<b>Office ICDS Kargil</b>							
1	Sh,Mohd Ali	Section Officer	01985	232023	-	-	PO ICDS Kgl
2	Smt Marziya Banoo	Sr.Asstt	01985	232023	-	-	-do-
3	Sh,Mohd Ali Balti	Jr.Asstt	01985	232023	-	-	-do-
4	Sh,Balbir Kumar	Orderly	01985	232023	-	-	-do-
<b>b) ICDS Project</b>							
<b>Kargil</b>							
5	Smt Parveen Akthar	Super4visor/IC CDPO	01985	232778		icdsprojectkargil@yahoo.com	ICDS Project Kgl
6	Sh.Mohd sidiq	Head Asstt	01985	232778	-	-	-do-
7	Sh,Mohd Hussain	Sr,Asstt	01985	232778	-	-	-do-
8	Smt, Zubida Banoo	Supervisor	01985	232778	-	-	-do-
9	Smt, Amina Banoo	-do-	01985	232778	-	-	-do-
10	Smt, Hawa Banoo	-do-	01985	232778	-	-	-do-
11	Smt, Sara Banoo	-do-	01985	232778	-	-	-do-
12	Smt, Padma Dechan	LHV	01985	232778	-	-	-do-
13	Smt, Archo Rubba	ANM	01985	232778	-	-	-do-
14	Smt, Shahar Banoo	-do-	01985	232778	-	-	-do-
15	Smt, Tsering Lamo	-do-	01985	232778	-	-	-do-
16	Miss Shahar Banoo	-do-	01985	232778	-	-	-do-
17	Sh,Gh.Ali	Driver	01985	232778	-	-	-do-
18	Sh Sadiq Ali	Orderly	01985	232778	-	-	-do-
<b>c) ICDS Project</b>							
<b>Shargole</b>							
19	Smt,Nargis Banoo	CDPO	01985	277135	232381	cdpoicdsshargole@yahoo.com	ICDS Project Shargole
20	Sh,Mohd Javad	Sr.Asstt	01985	277135	-	-	-do-
21	Smt,Rahima Banoo	Jr.Asstt	01985	277135	-	-	-do-
22	Smt,Padma Choton	Supervisor	01985	277135	-	-	-do-
23	Smt,Fatima Banoo	-do-	01985	277135	-	-	-do-
24	Smt Marziya Khatoon	-do-	01985	277135	-	-	-do-
25	Sh.Gh.Abass	Driver	01985	277135	-	-	-do-
26	Smt,Khatija Bano	Orderly	01985	277135	-	-	-do-
<b>d) ICDS Project Drass</b>							
27	Sh,Aga Syed Jamal	CDPO	01985	-	-	cdpodrass@gmail.com	-do-
28	Sh,Manzoor Ahmad	Sr.Asstt	01985	-	-	-	-do-
29	Smt,Kulsoom Bee	Supervisor	01985	-	-	-	-do-
30	Smt,Fatima Banoo	-do-	01985	-	-	-	-do-
30	Sh,Sadiq Ali	Driver	01985	-	-	-	-do-
31	Sh,Mohd Ibrahim	Orderly	01985	-	-	-	-do-

<b>e) ICDS Project Sankoo</b>							
32	Sh,Syed Murtaza	Supervisor/IC CDPO	01985	-	-	cdposankoo@yahoo.com	ICDS Project Sankoo
33	Smt,Kulsoom Bee	Sr.Asstt	01985	-	-	-	-do-
34	Smt,Zainab Banoo	Supervisor	01985	-	-	-	-do-
35	Sh,Mohd Ibrahim	Driver	01985	-	-	-	-do-
36	Sh,Mohd Hadi	Orderly	01985	-	-	-	-do-
<b>f) ICDS Project Taisuru</b>							
						projectofficericdstaisuru@yahoo.com	
37	Smt,Gulnar Banoo	CDPO	01985	-	-	-	-do-
38	Sh,Akbar Ali	Sr.Asstt	01985	-	-	-	-do-
39	Sh,Zakir Hussain	Jr.Asstt	01985	-	-	-	-do-
40	Smt, Karima Banoo	Supervisor	01985	-	-	-	-do-
41	Smt,Tsewang Yangdol	-do-	01985	-	-	-	-do-
42	Sh,Mohd Shamin	Driver	01985	-	-	-	-do-
43	Miss Zarina Banoo	Orderly	01985	-	-	-	-do-
<b>g) ICDS Project Shakar-Chiktan</b>							
44	Smt,Sayeeda Banoo	Sr.Asstt	01985	-	-	-	-do-
45	Sh,Mohd Raza	Jr.Asstt	01985	-	-	-	-do-
46	Smt,Zulikha Banoo	Supervisor	01985	-	-	-	-do-
<b>h) ICDS Project Zanskar</b>							
47	Sh,London Ishey	Sr.Asstt	01985	-	-	-	-do-
48	Smt,Shanaz Banoo	Jr,Asstt	01985	-	-	-	-do-
49	Sh,Tonyat Thukjaj	Orderly	01985	-	-	-	-do-

**Chapter-8(Manual-7)****The names, designation and other Particulars of the public information officer Assistant Public Information Officer**

S.No	Name	Designation	STD Code	Phone No.		Fax	E.mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Sh.Mohd Sidiq	Head Asstt	01985	233778	-	-	-	ICDS Project Kargil

**Public Information Officer:**

S.No	Name	Designation	STD Code	Ph.No		Fax	E.mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Smt,Parveen Akthar	I/C CDPO	0195	233778	-	-	Icdsprojectkargil@yahoo.in	ICDS Project Kargil

**District Appellate Authority:**

S.No	Name	Designation	STD Code	Ph.No		Fax	E.mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Smt,Nargis	Programme Officer	01985	232023	232681	-	Dpoicdskargil13@yahoo.in	Programme Office Kargil