

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
2nd floor, MAHARANA PRATAP ISBT BUILDING, NEW DELHI 110006

F.76 (554)/ Creation of Post /Under NNM/DWCD/ICDS/2018-19/17369-80 Dated:-

03 FEB 2021

ORDER

In continuation to this office order no. F.76(554)/ creation of post under NNM/DWCD/ICDS/2018-19/1833-42 dated 24.06.2020 regarding continuation of 225 numbers of regular/contractual post of various categories under Centrally sponsored Nutrition Mission (NNM) for POSHAN ABHIYAAN w.e.f 01/04/2020 to 31/03/2021 and consequent upon acceptance of terms and condition stipulated in the offer of appointment letter, the following staffs have been temporarily appointed on contractual basis for a period of one year or till the discontinuation of the scheme/post whichever is earlier.

The Place of Posting/Project allocation is as under:-

<u>CONSULTANT</u>				
S. No	CANDIDATE NAME	DESIGNATION	DATE OF JOINING	PLACE OF POSTING
1	Ms Sneha Verma	Consultant (Procurement)	20/04/2020	HQ, POSHAN Branch
2	Ms Himani	Consultant (Financial Management)	16/03/2020	HQ, POSHAN Branch
3	Ms Priya Singh	Consultant (Capacity Building & BCC)	01/01/2021	HQ, POSHAN Branch
4	Ms Bhawna Jauhri Dhamija	Consultant (Health & Nutrition)	15/01/2021	HQ, POSHAN Branch
5	Ms Poonam Verma	Consultant (Planning Monitoring & Evaluation)	08/01/2021	HQ, POSHAN Branch

<u>ACCOUNTANT</u>				
S. No	CANDIDATE NAME	DESIGNATION	DATE OF JOINING	PLACE OF POSTING
1	Mr. Pushkar Singh	Accountant	30/12/2020	HQ, POSHAN Branch

<u>DISTRICT COORDINATOR & DISTRICT PROJECT ASSISTANT</u>			
S. No	DISTRICT COORDINATOR (NAME & DATE OF JOINING)	DISTRICT PROJECT ASSISTANT (NAME & DATE OF JOINING)	DISTRICT ALLOCATED
1	MR. RAHUL VERMA (30-12-2020)	MS. DEVAPREET (11-01-2021)	DISTRICT - SOUTH
2	MR. ASHISH POPLI (31-12-2020)	MR. ASHWIN DEEPAK (31-12-2020)	DISTRICT - EAST, SOUTH EAST
3	MS. SUSHMA (30-12-2020)	MS. ANJUM (01-01-2021)	DISTRICT - NORTH EAST, SHAHDRA
4	MR. DINESH (04-01-2021)	MR. SAQIB (31-12-2020)	DISTRICT - NORTH WEST
5	MR. SHIVANSHU (04-01-2021)	MS. PRACHI (18-02-2020)	DISTRICT - NORTH
6	MR. VINAY SINGH (06-01-2021)	MS. REETU (04-01-2021)	DISTRICT - SOUTH WEST, WEST
7	MS. PURNIMA (01-01-2021)	MS. GARIMA DAS (18-01-2021)	DISTRICT - CENTRAL, NEW DELHI

Note: All the District Coordinators shall be working on Thematic projects related to POSHAN ABHIYAAN apart from there district level engagement.

BLOCK COORDINATOR

S. No	CANDIDATE NAME	DATE OF JOINING	DISTRICT	BLOCK / PROJECT ASSIGNED	ADDRESS OF HUB CENTER OF ICDS
1	RAJNEESH PANT	30-12-2020	NORTH EAST	ICDS SEELAMPUR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
2	MAMTA PAL	30-12-2020	NORTH	ICDS NARELA	38/18, GALI NO. 9, ARYA NAGAR, NARELA
3	SATISH KUMAR	01-01-2021	NORTH	ICDS TIKRI KHURD	1- H.NO-443, BARWALA, DELHI- 110039 2- H.NO. 381A, BARWALA, DELHI-110039 3- H.NO. 236, SULTANPUR DABAS, DELHI- 110039
4	DHARNA	30-12-2020	SHAHDARA	ICDS ANAND MANSAROVER	1- 28/1-A, KASTURBA NAGAR, SHAHDARA
5	ANKIT DAHIYA	31-12-2020	NORTH	ICDS SHAHBAD	1. B- 251, Shahbad Dairy Delhi 2. H.No- 263 Pansali Kai 3. A-15, Pappu Colony, Pehlادpur
6	ANKUSH	04-01-2021	NORTH	ICDS HOLAMBIKALAN	1- H.NO. 11, NEAR SHIV MANDIR, SHAHPUR 2- GALI NO. 8/B, SWATANTRA NAGAR 3- H.NO. 109, NEAR KESHAV PURAM, ABBAS MANJIL.
7	SAHIL VAID	30-12-2020	SHAHDR	ICDS SEEMAPURI	E-61 Mansarover Park Shahdara
8	AJAY VISHVKARMA	01-01-2021	NORTH EAST	ICDS GAUTAM VIHAR	1- V-93, TIWARI WALI GALI, ARVIND NAGAR, GHONDA 2- Gali No. 2 , 2nd Pusta, Usmanpur 3- B-144 , 1st Pusta, Usmanpur 4- Purana Gaun, Usmanpur 5- E-150 Gali No- 5 Usmanpur 6- L-5/9 Gali No-5 Jai Parkesh Nagar 7- K-361 Gali No-5 Gautam Vihar 8- J-281/19 Gali No-6 Vijay Colony 9- H-135/151, 2nd Pusta, Usmanpur
9	POOJA	03-01-2020	EAST	ICDS SHAKARPUR	1- H-88, GALI NO.3, PAL MOHALLA, SAKET, BLOCK, MANDAWALI
10	PREETI SHARMA	04-01-2021	EAST	ICDS PATPARGANJ	S-310, School Block Shakarpur, J 114 GADWALI MOHLAA LAXMI NAGAR

11	AAYUSHI AGGARWAL	05-01-2021	EAST	ICDS GEETA COLONY	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
12	NIKHIL KUMAR	01-01-2021	EAST	ICDS KONDLI	E- 26 Harijan Basti Kondli
13	SAILESH KUMAR THAKUR	08-01-2021	EAST	ICDS TRILOK PURI	1- H.NO. 122, KHICHDI PUR VILLAGE 2- T-95 C Block Khichdipur 3- 1/156 Trilokpuri Shiv Mandir
14	MAYANK KUMAR GUPTA	11-03-2020	SHAHDARA	ICDS SHAHDARA	28/1-A, KASTURBA NAGAR, SHAHDARA, DELHI-32
15	MOHD SHAKIR	01-01-2021	NORTH EAST	ICDS BHAGIRATHI VIHAR	1- A-35, GALI NO. 1, JOHRIPURI EXTN 2- A-1/62, PRADHAN WALI GALI
16	GARGI SHARMA	30-12-2020	NORTH EAST	ICDS SRI RAM COLONY	1- H.NO.10, STREET NO. 1, SADDATPUR VILLAGE 2- 2- B-2/1, DAYALPUR 3 C-2/18 Dayalpur 4 C-9/93 Dayalpur 5 E-5/63 Dayalpur 6 D-7/118 Dayalpur 7 D-1/260 Dayalpur 8 B-135 S N 05 Nehru Vihar 9 A-120/3 Chnadu Nagar 10329/6 Moonga Nagar 11 A-5/1 Moonga Nagar 12 E- 218/1053 Nehru Vihar 13 D-9 25 Foota road SRC 14 C-4 khasra No. 832/110 SRC 15 C-10/575 SRC 16 B 5 H.No 243 SRC
17	YOGENDER VAHISHTHA	30-12-2020	NORTH EAST	ICDS KARAWAL NAGAR	1- E- 131, GALI NO. 6, SUBHASH VIHAR, BHAJANPURA 2- K-21/26, GALI NO.2, WEST GHONDA
18	RITU SHARMA	31-12-2020	SHAHDRA	ICDS SUNDER NAGRI	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
19	KANCHAN KUSHWAHA	01-01-2021	SOUTH EAST	ICDS MADANPUR KHADAR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.

20	VENUS DUBEY	01-01-2021	NORTH WEST	ICDS NIMRI	M-137 Shastri Nagar B-1497 Shastri Nagar 2917/218 Vishram Nagar A 21/166 Inderlok
21	AMIT KUMAR RAY	31-12-2020	NORTH EAST	ICDS WAZIRABAD	1- D-5/70, GALI NO.3, BRIJPURI, SHAHDARA
22	KAVITA UPADHYAY	31-12-2020	NORTH EAST	ICDS SONIA VIHAR	1- A-759, GALI NO. 11, PART 1, FIRST PUSTA SONIA VIHAR 2- A-248, GALI NO. 4, PART 12, FIRST PUSTA SONIA VIHAR
23	SONALI BISHT	01-01-2021	NORTH	ICDS BHALASWA	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
24	NARENDER KUMAR	04-01-2021	SHAH DARA	ICDS NAND NAGRI	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
25	VINAY KR GARGESH	04-01-2021	NORTH EAST	ICDS SHIV VIHAR	C-1006, Gali No 7 Bapu Nagar
26	PARIKA SHARMA	06-01-2021	SHAH DARA	ICDS BABARPUR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
27	KAVITA	01-01-2021	NORTH	ICDS JAHANGIR PURI	1- H.NO. 11, PLOT NO.133A, SWAMI SHRADHANAND COLONY
28	AMIT SHARMA	31-12-2020	NORTH WEST	ICDS KANJHAWALA	1- B-238, INDER ENCLAVE PHASE-2 2- H.NO. 180, QUTUB GARH VILLAGE
29	RITESH SINGH	31-12-2020	NORTH WEST	ICDS RANI BAGH	1- WZ-7, SHAKUR PUR VILLAGE 2- WZ-55, SHAKUR PUR VILLAGE
30	KAPIL	01-01-2021	NORTH WEST	ICDS AMAN VIHAR	1- B2/12, KAILASH VIHAR
31	NISHA	30-12-2020	NORTH WEST	ICDS PRATAP VIHAR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
32	ANKIT GUPTA	30-12-2020	WEST	ICDS VISHNU GARDEN	Wz-5A /51 Vishnu Garden, Wz-80 Khyala Village, B- Khyala Village Community Centre, NW-25 Vishnu Garden, Z-79 Vishnu Garden
33	NISHA SHARMA	01-01-2021	NORTH WEST	ICDS MEER VIHAR	1- B-16/17, BHAGRA VIHAR 2- D-47, BEGUM VIHAR, BEGUM PUR 3- WZ-15B, RAJIV NAGAR, BEGUM PUR

34	JYOTI CHAKRVARTI	01-01-2021	NORTH WEST	ICDS ROHINI 2	1- B-92, MANGERAM PARK
35	ANJALI DABAS	04-01-2021	NORTH WEST	ICDS TRINAGAR	SAINI DHARMSHALA, RAMPURA
36	NEERAJ	04-01-2021	NORTH WEST	ICDS ROHINI 1	1- B-92, MANGERAM PARK
37	SUNIL KUMAR	05-01-2021	NORTH WEST	ICDS PREM NAGAR	B-200 Prem Nagar 2 W-133 Prem Nagar 2 I-183 Prem Nagar 2 Y-267/5 Prem Nagar 2 V-358 Prem Nagar 2 Y-668/10-200 Prem Nagar 2 Z-30 Narayan Vihar Prem Nagar 2 Z-181 Narayan Vihar Prem Nagar 2 F-92 Astha Vihar Prem Nagarn 3 G-297/8 Janta Enclave Prem Nagar 3 T-9 Prem Nagar -2
38	SONY	04-01-2021	NORTH WEST	MANGOLPURI	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
39	UMANG GAUR	08-01-2021	SOUTH WEST	ICDS SAGARPUR	1- 461/318, GALI NO.7, GEETNJALI PARK, SAGARPUR 2- 416, GALI NO. 11. KAILASH PURI, EXTN.
40	NAVAL KISHORE JHA	30-12-2020	SOUTH WEST	ICDS UTTAM NAGAR	1- RZ-89, JAIN COLONY, PART-3, UTTAM NAGAR 2- RZD-3, PRATAP GARDEN, UTTAM NAGAR 3- G-103, GALI NO.24 RAJA PURI, UTTAM NAGAR
41	KESHAV SHARMA	30-12-2020	SOUTH WEST	ICDS HASTSAL	1- A-109, GALI NO. 9, SURAKSHA VIHAR 2- E-24/25, VIKAS NAGAR 3- F-32, SHIVA ENCLAVE, VIKAS NAGAR 4- A-62, PHASE-1, HASTSAL EXT. VIKAS NAGAR 5- H.NO. 251, OM VIHAR, PHASE-1
42	HIMANSHU	09-03-2020	NORTH	ICDS BAWANA	1- A-478, AUCHANDI ROAD, VILL. BAWANA 2- HO.NO. 101, ISHWAR COLONY, BAWANA 3- HO.NO. 130, MALDEV ROAD, VILL. DARIYAPUR KALAN 4- KHASRA NO. 204, VILL. NANGAL THAKRAN
43	PRIYANKA	30-12-2020	SOUTH WEST	ICDS DABRI	1- RZB-3/179, VIJAY ENCLAVE 2- RZM-201, GALI NO. 7, VIJAY ENCLAVE 3- RZC-3/204-205, GALI NO. 12, GURUDWARA ROAD
44	SUDHAKAR MISHRA	30-12-2020	SOUTH WEST	ICDS NAWADA	1- A3/23, MOHAN GARDEN, UTTAM NAGAR 2- G1/68, GALI NO. 4, SAI ENCLAVE, MOHAN GARDEN

					3- R EXTN. 120, MOHAN GARDEN, UTTAM NAGAR
45	SHASHI KUMARI	30-12-2020	WEST	ICDS TILAK VIHAR	1- COMMUNITY CENTRE 1, TILAK VIHAR 2- WZ-2/C, CHOUKHANDI VILLAGE, TILAK VIHAR 3-G-10, GURU DWARA SINGH SABHA, TIHAR VILLAGE
46	NARESH	04-01-2021	SOUTH	ICDS MEHRAOLI	C-44 Freedom Fighter Colony Gate No- 3 Neb Sarai New Delhi
47	SUMER SINGH	31-12-2020	NEW DELHI	ICDS KUSUMPUR PAHARI	1- D BLOCK COMMUNITY CENTRE J.J COLONY KHANPUR, NEW DELHI
48	MONI SHARMA	12-03-2020	SOUTH WEST	ICDS NAJAFGARH	1- HO.NO- 107, UJJWA VILLAGE, NAJAFGARH 2- POLE NO. 43 A, KABBA PANNA, CHAWLA VILLAGE
49	RAHUL SHARMA	30-12-2020	SOUTH WEST	ICDS MANGLAPURI	1- RZI-46, RAJ NAGAR PART-1 2- RZD-1/146, GALI NO.5, MAHAVIR ENCLAVE 3- WZ-677/678, GALI NO.27, SADH NAGAR
50	TULSI	09-03-2020	SOUTH WEST	ICDS NANGLI	WZH. NO. 824, PALAM VILLAGE
51	MEENAKSHI	09-03-2020	SOUTH WEST	ICDS KAPASHERA	1- HO.NO- 251, OM VIHAR, PHASE-1, KAPASHERA 2- HO.NO. 269, GALI NO. 7
52	SURINDER SINGH ASHOK	29-12-2020	SOUTH EAST	ICDS HAMDARD NAGAR	1- C-78A/42, SANGAM VIHAR 2- I-708/19, SANGAM VIHAR 3- H-16/522, SANGAM VIHAR
53	BHUPESH KUMAR	30-12-2020	SOUTH	ICDS BHATTIMINES	1- 180 C, MAIDANGARHI 2- 68, BHUPA MOHALLA, FATEHPUR BERI 3- H.NO. 5, JHOR BASTI, FATEHPUR BERI
54	LOKESH KUMAR	01-01-2021	SOUTH EAST	ICDS JAIPUR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
55	MOHAMMED YAQeen	31-12-2020	SOUTH EAST	ICDS OKHLA	1- N-19, BATLA HOUSE 2- C-40, OKHLA VIHAR 3- E-17
56	YAMINI	30-12-2020	SOUTH EAST	ICDS ZAMROODPUR	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
57	GULAM GOUS	31-12-2020	SOUTH EAST	ICDS GAUTAMPURI	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.

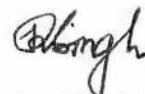
58	MD. AKBAL	06-01-2021	SOUTH EAST	ICDS MOLARBAND	C-173, BURF WALI GALI, HARI NAGAR, PART II
59	SIDDHARTH KACCHOTIA	31-12-2020	SOUTH EAST	ICDS NIZAMUDIN	The concerned CDPO will decide the AWCs from where Block Coordinator will monitor the activities of the field. This shall be done within this week.
60	MOHD ORAN	30-12-2020	WEST	ICDS NANGLOI	1- H.NO. 238, GALI NO.14, KUNWAR SINGH NAGAR, NANGLOI
61	NIRMALA PRADHAN	31-12-2020	WEST	ICDS MOTI NAGAR	1- RZ-24A, GALI NO.2, PART 2, VIKAS NAGAR, NEW DELHI 2- HN-46-47, GALI NO.12, GUPTA ENCLAVE, VIKAS NAGAR 3- A-1, GALI NO.3, DAS GARDEN 25 FUTTA ROAD, BAPROLA 4- C-3/331, GALI NO.13, NANGALI VIHAR
62	POOJA	11-03-2020	WEST	ICDS RAJA GARDEN	E-414 Raghbir Nagar F-362 Raghbir Nagar F-121 Raghbir Nagar B3 932 12.5 yards R-744 Raghbir Nagar N-243-245 Raghbir Nagar C625 t Huts Raghbir Nagar RG/276 T Huts
63	SIDDHARTH DHYANI	31-12-2020	WEST	ICDS KIRTI NAGAR	WZ-32B SHARDAPURI C-21 CHUNA BHATI A-5 JAWAHAR CAMP
64	UMESH KUMAR	31-12-2020	WEST	ICDS NILOTHI	1- A-36, VIKAS VIHAR, CHANDRA VIHAR, NILOTHI 2- A-53, SHIV RAM PARK, EXT NO.2, NILOTHI MOR 3- HN-2, A TO Z, SHOPPING MART, VIKAS PURI EXT. NILOTHI 4- A-8, ARYA NAGAR, CHANDRA VIHAR, NILOTHI EXT. 5- BAKKARWALA NEAR COMMUNITY CENTER
65	SUDHIR	01-01-2021	WEST	ICDS NIHAL VIHAR	1- D-63/9, SHIV RAM PARK, NANGLOI 2- F-91. ADHYAPAK NAGAR, NANGLOI
66	DEVI SAHAY	31-12-2020	NORTH WEST	ICDS EKTA VIHAR	1. H.No B 76/2 Ambedkar Nagar 2. H.No 569/6 Ambedkar Nagar 3. H.No 31 Sahipur Village 4. A77 jhuggi Saraipal thala 5. Balmiki Mandir Bhadola Village

67	POOJA VERMA	04-01-2021	WEST	ICDS RAJOURI GARDEN	1- DOUBLE STOREY BALMILI MANDIR, B-BLOCK, TAGORE GARDEN
68	PRIYANK PRABHAKAR	04-01-2021	NORTH	ICDS SHAHBAD DAULATPUR	1- H.NO. 94, GALI NO-5, SIRASPUR 2- H.NO. 29/17, GALI NO. 7, LIBASPUR
69	GAURAV SARDANA	01-01-2021	WEST	ICDS JWALAPURI	1- 82, LAXMI PARK, NANGLOI 2- E-86, LAXMI PARK, NANGLOI
70	SANDEEP	30-12-2020	NEW DELHI	ICDS MAYAPURI	1- C-132, SANATAN DHARM MANDIR KHAZAN BASTI 2- V-60 OLD NANGAL 3- RZ-71, EAST SAGARPUR 4- RZ-12B/1 GALI NO. 20 INDRA PARK
71	NAVNEET SINGH	06-01-2021	WEST	ICDS PASCHIM VIHAR	1- PWD BUILDING, C- BLOCK, PASCHIM VIHAR
72	SANTOSH KUMAR	07-01-2021	CENTRAL	ICDS CHANDNI CHOWK	2758 Mohalla Nihariyan GB Road, 1063 Gali Rajan Farash Khana, 3025 Gali Nal Bandan Shahganj, 3780 Kucha Mohtar Khan Mori Gate , H.No 41 Priyadarshini Colony Jamna Bazar, 3207 Kucha Pandit Shahganj, 3087 Gali Susheela Sita Ram Bazar Shanker Gali Delhi-6, 1879 Gali Takhat Kucha Pati Ram Delhi -6, 4507 Dal wara Nai Sarak Delhi -6, C.N 382 Takla Kale Khan Meer Dard Road, Ghat No. 26 J.L.N.U Marg, 305 Shakoor ki dandi Basti Khawaja Mir dard , 2469 Chibbi Wara Gali Gullyan Delhi-6.

Note: -

1. Salary of Consultants, Accountant and District Coordinators & District Project Assistants will be disbursed from HQ, DWCD.
2. Salary of Block Coordinators will be disbursed from their allocated ICDS projects.
3. The concerned DDO will draw the consolidated remuneration of the above mentioned staff and the expenditure involved on this Account will be debit-able from the Major Head of Accounts of Poshan Abhiyaan i.e. 2236 under Plan Scheme Budget Head "2236 02 10173 POSHAN ABHIYAAN (CSS) 00 02- Wages and "2236 02 101 72 POSHAN ABHIYAAN (State Share) 00 02- Wages under "Poshan Abhiyaan Scheme" in Demand No. 8 for the financial year 2019-20 and 2020-21 in the ratio of 80:20 between centre & state respectively.
4. Consolidated Remuneration of Consultant will be Rs 60,000 per month, Accountant Rs 30,000 per month, District Coordinator Rs 30,000 per month, Block Coordinator Rs 20,000 and District Project Assistant will be Rs 19,572 per month.
5. The project which does not include any Hub Center then Twin AWCs of the concerned project should be visited by Block Coordinators.
6. Block Coordinators have to monitor the activities at Hub Center/Twin AWCs from 9:00 AM to 2:00 PM and after that will report to ICDS/CDPO office.

Encl :- Scope of work for Consultant, Accountant, Block Coordinator, District Coordinator, District Project Assistant.



Dr. Rashmi Singh
Director-WCD

F.76 (554)/ Creation of Post /Under NNM/DWCD/ICDS/2018-19/ 17369-80 Dated:-
Copy to:-

03 FEB 2021

- 1- OSD to Secretary, DWCD.
- 2- PA to Special Director, DWCD Maharana Pratap ISBT Building, Kashmire Gate, New Delhi.
- 3- Joint Director (ICDS), Dept. of Women & Child Development, New Delhi.
- 4- Joint Director (RTE), Dept. of Women & Child Development, New Delhi.
- 5- DCA, DWCD, Maharana Pratap, ISBT Building, Kashmire Gate, New Delhi.
- 6- DDO, DWCD, Maharana Pratap, ISBT Building, Kashmire Gate, New Delhi.
- 7- Dy. Director (Poshan Abhiyaan)-DWCD, Maharana Pratap, ISBT Building, Kashmire Gate, New Delhi- with request to allocate the Budget as per above.
- 8- Concerned District Officers through Dy. Director (Poshan), Deptt. Of Women and Child Development, GNCTD, New Delhi.
- 9- Concerned CDPO through DY. Director (Poshan).
- 10- PAOs through DDO concerned.
- ✓ 11- Data Processing Assistant, DWCD for uploading the order on website of the department.
- 12- Guard File.



Savita Malik
(Deputy-Director) Poshan

SCOPE OF WORK

Consultant (Financial Management)

1. Ensure proper financial control and management of poshan abhiyaan in implementation in the State.
2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the program.
3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register.
4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any.
5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time.
6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis.
7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, reallocation and other approvals.
8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/ Treasury.
9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year.
10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director.
11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.
12. Provide orientation training as required to the District Mission teams on the financial issues.
13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.
14. Any other work as required from time to time.

25-12-12
(B&C)

SCOPE OF WORK

Consultant (Procurement)

1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised.
2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team.
3. Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.
4. Support in resolving complex problems
5. Interface with Central help desk team on bugs
6. Flag critical software errors
7. Train the District Help desk
8. Any other related activities of the project that may be assigned by the Director.
9. Any other work as required from time to time.

SCOPE OF WORK

Consultant (Capacity Building & BCC)

1. Provide technical leadership and facilitate development and deployment of Behavior Change Communication and Capacity Building interventions in poshan abhiyaan.
2. Support development of work plans and budget for all training plans under Mission in consultation and collaboration with the Director and other technical consultants.
3. Coordination with the Department of Women and Child Development/Social Welfare, SNRCSPMU team, training institutes, State skill development mission, State IT missions and other relevant Development & NGO partners for effective deployment of training programs.
4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the program, developed by the NNRC-CPMU, at the state, district and sub district level.
5. Provide technical support to training programs at state, district, block, sector and Aanganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD
6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, and Incremental Learning and follow up on quality of training program.
7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator.
8. Coordinate documentation relating to assessment of training programs.
9. Ensure maintenance and management of records and progress reports at sector, block, and district and state levels.
10. Ensure data for indicators on training within the results monitoring framework of the program is updated every six months and made available to the National Nutrition Resource Center- Central Program Management Unit (NNRC-CPMU).
11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.
12. Support designing of behavior change communication interventions and pilots, if any.
13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behavior change communication & capacity building.

14. Monitor and review progress of all behavior change communication & capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.
15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.
16. Orient and build capacities of district and block level program staff on all sector, block, and district and state levels.
17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.
18. Prepare training plan progress report detailing the users who have received/missed training.
19. Ensure timely conduction of refresher trainings.
20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency.
21. Any other activity, identified by the Director, as relevant to the project.
22. Any other work as required from time to time.

SCOPE OF WORK

Consultant (Planning, Monitoring & Evaluation)

1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICTRTM) of ICDS with completion dates for the same
2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks
3. Assist the WCD Nodal Officer's I.e., DD and AD (Poshan) in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.
4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM
5. Follow-up and facilitate necessary assistance to ensure that the programme plan is implemented in project districts in a timely manner
6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the program, developed by the National Nutrition Resource Center- Central Program Management Unit (NNRC-CPMU), at the state, district and sub-district level.
7. Develop a program evaluation framework to identify areas for improvement
8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD
9. Support documentation and dissemination of best practices on ICT-RTM in the Mission and facilitate cross learning on the same across districts
10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports
11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc.
12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities.
13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD.
14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged.
15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.
16. Any other activity, identified by the Director in-charge of Poshan, as relevant to the program.
17. Any other work as required from time to time.

SCOPE OF WORK
Consultant (Health & Nutrition)

1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission
2. Provide managerial leadership and facilitate development of annual program work plans.
3. Facilitate implementation of all nutrition related activities in the poshan abhiyaan, including multi-sectoral nutrition actions.
4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator.
5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the program, developed by MWCD/State WCD, district and sub-district levels.
6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD/State WCD.
7. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.
8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW.
9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency.
10. Identify emerging needs from the program and facilitate action through Director in-charge of Mission.
11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture, Horticulture, Food Processing etc. and other stakeholders on nutrition & multi-sectoral issues.
12. Support documentation and dissemination of best practices in the program and facilitate cross learning on the same across districts.
13. Monitor and review progress of all nutrition related program activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.
14. Support preparation of quarterly and annual project progress reports.
15. Liaison and coordinate with external stakeholders
16. Any other activity, identified by the Director, as relevant to the program.
17. Any other work as required from time to time.

Scope of work (Accountant)

1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the poshan abhiyaan, revised estimates, if any, and ensure its submission to the MWCD.
2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any.
3. Ensure timely submission of the financial reports (FMRs) to MWCD.
4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.
5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.
6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis.
7. Liaison with the AG Civil Audit for annual audit of the program and financial statements of the SNRCSPMU.
8. Any other financial related activities of the project that may be assigned by the Director.
9. Any other work as required from time to time.

Scope of work for District Coordinator

1. Overall programmatic responsibility of Poshan scheme implementation in district.
2. Setup monitoring, review and evaluation system to evaluate, guide and facilitate activities of all Block coordinators & DPA's of their respective Districts.
3. Monitoring all the parameters of Governance Dashboard on a monthly basis at District and Block level.
4. Capture and Monitor the data of events like POSHAN PAKHWADA, POSHAN MAAH and other activities on Jan Andolan Dashboard.
5. To ensure the achievement of targets as highlighted in Convergence action plan, under POSHAN ABHIYAAN.
6. Monitoring and reporting of all activities related to POSHAN ABHIYAAN like SNP, CBE, VHSND, ECCE and IEC etc. of their respective districts.
7. Plan Field visits in their respective districts to be conducted to strengthen the impact of events & services provided through ICDS.
8. Ensure Helpdesk are functional at every block effectively and addressing the grievances and unresolved queries.
9. Provide application support i.e. solve issues escalated from Block Level in regard to mobile/web application, dashboard or any other support.
10. Provide support to District level ICDS officials on usage of Dashboards/other MIS formats.
11. Coordination, discussion and meeting with the concern for the effective implementation of the scheme.
12. Collecting Innovative ideas to strengthen the impact of ICDS services in all projects.
13. Escalate issues as needed.
14. Any other tasks that may be assigned by the District & Headquarter level.

Scope of work for District Project Assistant

1. Support and supervise timely implementation of all program related activities in the district.
2. Monitoring and updating all the parameters of Governance Dashboard on a monthly basis at District and Block level.
3. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services.
4. To provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule.
5. During monitoring and supervision visits to their respective districts to review POSHAN ABHIYAAN activities like SNP, CBE, VHSND, ECCE and IEC etc. & ensure maintenance of reporting formats & dashboard.
6. Prepare monthly progress/monitoring reports in the prescribed formats for project activities & submit to the District Coordinators.
7. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DO and Director, ICDS.
8. Ensure effective coordination between the existing ICDS programme activities & events like POSHAN PAKHWADA, POSHAN MAAH.
9. To administer the activities in the District & Block & highlight any deviations to DO/DC.
10. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation.
11. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the program.
12. Any other task assigned by District & Headquarter level.

Scope of work for Block Coordinator

1. Overall programmatic responsibility of Poshan scheme implementation in Block/Project.
2. To supervise & monitor the day-to-day activities of Supervisors, AWWs & AWHs at Hub centers/Twin AWC/AWC.
3. Monitoring & reporting of POSHAN ABHIYAAN activities like SNP, CBE, VHSND, ECCE and IEC etc. at block level & taking follow up actions from activity reports.
4. Capture and Monitor the data of events like POSHAN PAKHWADA, POSHAN MAAH and other activities on Jan Andolan Dashboard.
5. Monitoring & updating all the parameters of Governance Dashboard on a monthly basis at block level.
6. Support Block level ICDS officials on usage of IT systems.
7. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with web/mobile applications & Dashboards.
8. Providing performance feedback to AWWs.
9. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team.
10. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair.
11. Ensure Helpdesk are functional at every block effectively and addressing the grievances/issues of Supervisors, AWWs & AWHs at block level.
12. Any other task assigned by District & Headquarter level.

MONTHLY PERFORMANCE APPRAISAL FOR CONTRACTUAL STAFF
UNDER POSHAN ABHIYAAN

(FOR THE POST OF DISTRICT COORDINATOR)

Report for the month of: _____ Year _____

Part-I To be filled in by the Employee:

1. Name of the official
(Full Name in Block Letters) : _____

2. **Activities to be filled by the Employee**

Sr. No.	Activities	Description	Any Suggestion
1	Have you conducted any training & supervised block helpdesk? (If yes, Describe)		
2	Have you supported district level ICDS officials on usage of Governance DASHBOARD? (If yes, Describe)		
3	Have you escalated issues on logging & managing issues in the "Issue Tracker Application"? (If yes, Describe)		
4	Have you provided support in general application i.e. issue related to block level, mobile application & web application/reporting? (If yes, Describe)		
5	Have you reported any lost/stolen phone's case?		
5.a	If yes, what action was taken by you?(Describe)		
6	Have you monitored report of activities of AWWs? (If yes, Describe)		
7	Task performed to implement convergence action plan? (If yes, Describe)		
7.a	How many children entered green zone from red zone under your district? (Describe)		
7.b	Mortality rate during the month in your district? (Describe)		
7.c	How many young children (6-59 month) are anaemic in your district during the month?		
7.d	How many young children (6-59 month) recovered from anaemia in your district during the month?		
7.e	How many adolescent girls and women (15-49 years) are anaemic in your district during the month? (Describe)		
7.f	How many adolescent girls and women (15-49 years) are recovered from anaemic in your district during the month? (Describe)		
7.d	Any other improvement in your district (Describe)		

8	Highlights of district (Describe)		
9	Any other Innovation in your district (Describe) 5		

10(A) Please state briefly, any shortcoming/constraints faced in reference to the targets/objectives/goals in the implementation of poshan abhiyaan. Please suggest viable solution if any.

10.(B) Any special contribution/achievement

Dated : _____

Signature of Employee

**MONTHLY PERFORMANCE APPRAISAL FOR CONTRACTUAL
STAFF UNDER POSHAN ABHIYAAN**

(FOR THE POST OF DISTRICT PROJECT ASSISTANT)

Report for the month of: _____ year _____

Part-I To be filled in by the Employee:

1. Name of the Official
(Full Name in Block Letters) : _____

2. **Activities to be filled by the Employee**

Sr. No.	Activities	Description	Any Suggestion
1	What kind of support have you provided in timely implementation of mission activities? (Describe)		
2	Have you facilitated & participated in capacity building initiative taken at district/block level? (If yes, then Describe)		
3	Have you monitored or planned any community mobilization activities? (If yes, then Describe)		
4	Have you provided onsite support to CDPOs & the ICDS supervisor to ensure all project activities are being performed as per the schedule? (If yes, then Describe)		
5	Have you prepared & submitted monthly progress report to your respective District Coordinator? (If yes, then Describe)		
6	Have you coordinated with line department for convergence at the district level? (If yes, then Describe)		
7	Have you facilitated convergence and multi sector activities under Poshan? (If yes, then Describe)		
8	Have you facilitated engagement with potential civil society organisations/NGOs for partnership & support for project implementation? (If yes, Give details, with Name/Contact/Mob no.)		
9	Have you organised any special events under Poshan Abhiyaan at district level? (If yes, Describe)		
10	Any other task performed as assigned by district coordinator (If yes, then Describe)		
11	Highlights of the extraordinary at the District/Block		
12	Any other Innovation done.		

5

15.(B) Any special contribution/achievement in the stock market and the company

2

PART-2 To be filled in by the Reporting Official Assessment of personal /functional attributes

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) Target Groups			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Score on 'Personal Attributes'			

Overall numerical grading of employee:

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments,
Recommendations for renewal of contract:

Period of leaves taken from duty: _____

- a. Sanctioned Leave (No. of days) _____
- b. Approved by reason _____

Name & Signature of Reporting Officer

Name & Signature of Consultant

Counter signature

DD/AD

Place:.....

Date:.....

Name in Block Letters:.....

Designation:..... Stamp.....

**MONTHLY PERFORMANCE APPRAISAL FOR CONTRACTUAL STAFF UNDER POSHAN
ABHIYAAN**

(FOR THE POST OF BLOCK COORDINATOR)

Report for the month of: _____ Year _____

Part-I To be filled in by the Employee:

1. Name of the official
(Full Name in Block Letters) : _____

2. Activities to be filled by the Employee

Sr. No.	Activities	Description	Any Suggestion/Feedback
1	Have you visited the AWCs? If yes, then how many? (Describe)		
2	Have you visited household/Beneficiaries? if yes then how many? (Describe)		
3	Have you provided support at block Helpdesk /Hub level, If yes then what kind of support has you provided? How much numbers of cases have you solved? (Describe)		
4a.	Have you updated the Governance DASHBOARD during the month? If yes, on which date.		
b.	Have you updated any other reporting format for the Data hub (Describe)?		
5.	Have you conducted Community meetings/Mahila mandal/SHGs groups meeting? If yes, no. of meeting conducted? (Give Detail)		
6.	Have you conducted IEC/BCC activities? If yes (Give Details)		
7	Any coordination with others Departments of the organization please suggests any good policies for better implementation of the scheme?		
8	Have you escalated any issues to District Coordinator? If yes, was it resolved? No. of days taken to resolved.		
9	Monitoring and follow up on low usages of ICT-RTM by AWWs.		
10	Escalation of issues to District Coordinator via the Issue Tracker		
11	Highlights/Achievements of extraordinary		

	achievement at the block level.		
12	Any Innovation done at the block level.		

13(A) Please state briefly, any shortcoming/constraints faced in reference to the targets/objectives/goals in the implementation of poshan abhiyaan. Please suggest viable solution if any.

13. (B) Any special contribution/achievement/ innovation

Dated : _____

Signature of Employee

PART-2 To be filled in by the reporting officer Assessment of personal /functional attributes of the block coordinator .

	Reporting Authority (Assessment Scale 1 to 5)	Reviewing Authority (Assessment Scale 1 to 5)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)
i) Punctuality & discipline			
ii) Attitude/behavior towards			
a) Target Groups			
iii) Ability to coordinate and work in a team			
iv) Reliability/sense of responsibility			
v) Communication Skills			
vi) Accuracy and quality of output			
vii) Ability to meet deadline			
viii) Knowledge level in the area of work			
ix) Level of technical skill in the area of work			
x) Knowledge level of govt. rules & procedures related in general and in the area of work.			
xi) No. of times & days unauthorized leave availed			
xii) Any advisory/memo given to the employee during existing contract period. If, yes copy may be attached.			
Total Score of 'Personal Attributes'			

Overall grading of employee:

- (a) Outstanding (75% or above)
- (b) Very Good (61-74%)
- (c) Good (50 - 60%)
- (d) Average (41- 49%)
- (e) Unsatisfactory (40% & below)

(Assessment of officer's overall work in his/her particular position) & Comments, Recommendations for renewal of contract:

Period of leaves taken from duty:

- a. Sanctioned Leave (No. of days) _____
- b. Approved by reason _____

Name & Signature of Reporting Officer

Name & Signature of Consultant

Counter signature
DD/AD

Place:.....

Date:.....

Name in Block Letters:.....

Designation:..... Stamp.....