



## GOVERNMENT OF ANDHRA PRADESH

### **RIGHT TO INFORMATION ACT - Information of Government Departments Know RTI?**

The Right to Information Act 2005 provides for setting out the practical regime of Right To Information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

#### **When did RTI Act come into force?**

The Central Right to Information Act came into force on the 12th October, 2005. However, before that 9 state Governments had passed state Acts. These were J & K, Delhi, Rajasthan, Madhya Pradesh, Maharashtra, Karnataka, Tamil Nadu, Assam & Goa

**[Click on the Chapter title to view the details](#)**

### **Right to Information Act Women Development and Child Welfare**

#### **Chapter 1**

The Right to Information Act, 2005 provides more access to the information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Also provisions have been made for constituting Central Information Commission and State Information Commissions. In democracy every citizen is supposed to be acquainted with the information about functioning of Government, which is essential to contain corruption and to hold governments and their instrumentalities accountable to the governed.

Democracy requires an informed citizen and transparency of information. Both are vital to the functioning of Government to contain

corruption and to hold Governments and their instrumentalities accountable to the governed. In order to promote transparency and accountability in the working of every citizens and every public authority the Parliament enacted the Right to Information Act,2005. All citizens have the right to information. It is the duty of every public authority to maintain all its records duly catalogued in a manner and the form which facilitate the right to information.

1.2. Delegations of public authorities are made clear in section 4 (1) (b) of the Right to Information Act 2005. Accordingly the section 4 (1) (b) particulars of any organization of Government powers and duties of officers and employees and procedures followed in decision making process are made available to the public. Besides the rules and regulations, instructions manuals and records held by public authorities, statements of the categories of documents that are held by public authority are also made accessible to the public. A lot of information which is essential for public to know more clearly about the administration of the Government for the welfare of the public can be known.

## Chapter 2 - Organization, Functions and Duties [Section 4(1)(b)(i)]

Sl No	Name of the Organization	Address	Functions/Duties
1	Women Development and Child Welfare Department	Office of the Director, WD&CW, H.NO. 8-3-222, Vengal Rao Nagar, Behind Saradhi Studios, Ameerpet , Hyderabad	<ol style="list-style-type: none"> <li>1. During 1957-58 to provide assistants to the Women in Social, Moral Hygienic and Health care programmes. The Government established 5 State Homes.</li> <li>2. To cater the needs of orphans and destitute children of disabled parents Children Homes were introduced in the State. Now 81 Children Homes functioning in the State.</li> <li>3. In the year 1974 Home for</li> </ol>

			<p>Collegiate Girls were started now for the inmates for the children homes who passed 10th class for further studies now 6 Homes for Collegiate girls are functioning in the state.</p> <p>4. 5 Service Homes are functioning for the benefit of destitute women, Widows and Divorce women who are age group of 18 to 35 years.</p> <ol style="list-style-type: none"><li>1. Provide services to the children 0 to 6 years of age group, Pregnant women and Lactating Mother introduced ICDS Scheme in the State in the year 1975 now 385 ICDS Project are functioning in the State.</li><li>2. Anganwadi workers are the grass route level functionaries of the ICDS Scheme.</li><li>3. Girl Child Protection Scheme is introduced in 1996.</li><li>4. Kishore Shakti Yojana.</li><li>5. Balika Samruddhi Yojana.</li><li>6. Adoption cell was created during 2000-2001.</li><li>7. Swayam Siddha Scheme.</li></ol>
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### Chapter 3 - Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

Sl. No	Name of the Post	Powers and Duties
1	Director	<p>The function of the Commissioner/Director are :</p> <p><b>1. Field functions :</b></p> <ol style="list-style-type: none"><li>1. Inspection of sub-ordinates offices i.e., RDD, PD, CDPO etc.</li><li>2. Attend meeting like Pubic Accounts committee, Assurance's committee, Department clearness committee, Project and programme approval committee, Department promotion committee, etc.</li></ol> <p><b>2. Administrative functions :</b></p> <ol style="list-style-type: none"><li>1. Disciplinary Authority and Appellant Authority under Civil services rules (CCA)</li><li>2. Appointing authority for first and second level Gazetted officers.</li><li>3. Nominates Vigilance Officers and Enquiry Officers and Departmental Officers.</li><li>4. Transfer and posting First and second level officers.</li><li>5. Initiates annual confidential Reports of all Gazetted Officers.</li><li>6. Formulates plan schemes of the</li></ol>

		<p>Department.</p> <p><b>3. Financial Powers :</b></p> <ol style="list-style-type: none"> <li>1. Excises financial powers of the head of the Department in terms of article 6 of chapter – II of Financial code Volume- I.</li> <li>2. Preparation of Budget estimates, Budget controlling authority, Scrutiny of Revenue of Expenditure statement and preparation Number statements etc.</li> <li>3. Excises Financial function under various Codes and Manuals of Government of AP.</li> </ol> <p><b>4. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Having over all supervision and control over the entire Department.</li> <li>2. Monitor all programmes, Policies laid down by the Government.</li> </ol>
2.	Joint Director Administration	<p>1.Asist the Commission/Director.</p> <p><b>2. Functions :</b></p> <ol style="list-style-type: none"> <li>1. Over all control over the entire subordinator staff.</li> <li>2. Preparation of Seniority List of first and second level Gazetted officer.</li> <li>3. Panels of promotion.</li> <li>4. Maintenances and custody of annual confidential reports.</li> <li>5. Obtain annual confidential reports of the first and second level Gazetted officers from the District collectors.</li> <li>6. Overall administration and control of the staff and officers working Commission</li> </ol>

		<p>rate/Directorate.</p> <ol style="list-style-type: none"> <li>7. Ensure prompt action in all court cases relating to service matters.</li> <li>8. Cause of action to be initiated for Preparation of draft service rules acts etc.</li> <li>9. Attend meetings convened by PRC Rules committee etc.</li> <li>10. Ensure that Rule of reservation for Women is Properly observed by all subordinate offices.</li> <li>11. Prompt replies to Legislative Assembly/Parliament Questions and other relative matters.</li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Extension to the entire Department.</li> </ol> <p><b>4. Accountability :</b> Accountable to the Commissioner/Director.</p>
3.	Joint Director ( Programmes)	<ol style="list-style-type: none"> <li>1. Assist the Commissioner/Director in implementation of Various Programmes under taking by the Department</li> </ol> <p><b>2. Functions :</b></p> <ol style="list-style-type: none"> <li>1. Formulating new schemes for the welfare of women and children.</li> <li>2. Supervision monitoring and guiding subordinate offices in implementation of all schemes by the Department.</li> <li>3. Identify the Training needs of the field functionaries.</li> <li>4. Review the progress of implementation of the schemes.</li> <li>5. Convene Co-Ordination Committee meeting for affective implementation of</li> </ol>

		<p>the Schemes with the officers of other Government Departments.</p> <p><b>3. Jurisdiction :</b></p> <p>1. Extension to the entire Department.</p> <p><b>4. Accountability :</b></p> <p>1. Accountable to the Commissioner/Director</p>
4.	Deputy Director –I	<p>1. Assist the Joint Director (Programmes) and Commissioner/Director.</p> <p>2. Functions:</p> <ol style="list-style-type: none"> <li>1. Responsible for Planning of Nutrition Programmes, preparation of Budget estimate for Nutrition programme.</li> <li>2. Evaluation of Nutrition status of children age group 6months to 6 years, Pregnant and lactating mothers.</li> <li>3. Suggest remedial measures for correction of severely and moderate mal-nutrition among children.</li> <li>4. Review of periodical reports and point out deficiencies in implementation of schemes.</li> <li>5. Arrange for distribution of Nutrition food for the beneficiaries for ordination of mal-nutrition among children of 6 months to 6 years by 2020 AD.</li> <li>6. Issue of Financial sanctions to the subordinate officers in accordance with the powers delegated by the Director and procedure letdown article 125 of AP financial code volume –I and instruction</li> </ol>

		<p>from Government time to time.</p> <p><b>3. Jurisdiction :</b></p> <p>1. Extension to the entire Department.</p> <p><b>4. Accountability:</b></p> <p>1. Accountable to Joint Director (Programmes)</p>
5.	Deputy Director – II	<p>1. Assist the Joint Director (Programmes) and Commissioner/Director.</p> <p>2. Functions:</p> <ol style="list-style-type: none"> <li>1. In charge for ICDS Projects in the State Responsible for annual Plans, 5 year plans and preparation of Budget estimate for ICDS Projects.</li> <li>2. Ensure for proper reimbursement of funds released from the Government of India.</li> <li>3. Purchase of Procurement material for the ICDS Projects as per the needs and norms laid down in this regard.</li> <li>4. Tour for minimum period of 10 days in a month.</li> <li>5. Supervise the achievements in the field of Pre-school survey and enrollment of children and women in Anganwadi centers.</li> <li>6. Arrange to take action for conducting seminars/workshops/Training camps for ICDS functionaries to impart training.</li> <li>7. Review the progress of the achievement of beneficiaries targeted for every financial</li> </ol>

		<p>year and arrange to submit periodical report to the Government.</p> <p><b>3. Jurisdiction :</b></p> <p>1. Extension to the entire Department wherever the ICDS Projects are being implemented.</p> <p><b>4. Accountability:</b></p> <p>1. Accountable to Joint Director (Programmes)</p>
6.	Deputy Director – III	<p>1. Assist the Joint Director (Programmes) and Commissioner/Director.</p> <p>2. Functions:</p> <p>1. Over all supervision implementation of the schemes relating to Women and Children.</p> <p>2. Ensure better functioning of Women and Children Institutions.</p> <p>3. Arrange prompt release of Budget to the Women and Child Welfare Institutions. And watching Progress of expenditure.</p> <p>4. Tour for a minimum period of one month guide the field functionaries for better management of Women and Child Welfare Institutions.</p> <p>5. Prompt actions to submit replies to Legislative Assembly Questions, Parliament Questions and Committees of the Legislature and Parliament in respect of Women and Child Welfare Programmes/Schemes.</p> <p>6. Watch over allocation of 15% General</p>

		<p>Revenues of Zillah Parishads and Mandal Parishads.</p> <p>7. To formulate schemes for Welfare Women and Children for utilization of the funds earmarked by the Zillah Parishads and Mandal Parishads.</p> <p>8. Issue financial sanctions to the sub-ordinates officers and Institutions.</p>
7.	Accounts Officer – I & II	<p>1. Assist the Head of the Department in all Financial Matters.</p> <p>2. Functions :</p> <ol style="list-style-type: none"> <li>1. Attend fixation of Pay of the Employees of the Department.</li> <li>2. Responsible for the Maintenances and disposal of Pension files.</li> <li>3. Scrutinize applications for sanction for loans and advances and maintain registers to watch seniority of applicants.</li> <li>4. Prepare number statements Budget estimates of Revenue and Capital under Plan and Non-plan schemes.</li> <li>5. Release Budget under Non-Plan schemes and maintain registers in the Accounts Branch.</li> <li>6. Review Monthly expenditure with reference to release of funds.</li> <li>7. Prepare Proposals of supplementary grants/Re- appropriations and saving and excesses.</li> <li>8. Reconciliation of expenditure figures with Accountant General.</li> <li>9. Prepare Performance Budget, Departmental Budget speech in Legislative Assembly.</li> </ol>

		<ol style="list-style-type: none"> <li>10. Maintain full cadre strength under Non-Plan and Plan.</li> <li>11. Responsibility Drawing and Disbursing Officer.</li> <li>12. Conduct internal Audit of all Monitory transactions in the Department.</li> <li>13. Disposal of audit reports/inspection report and abjection book items.</li> <li>14. Prepare notes Public Accounts Committee matters.</li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Extension to the entire Department wherever the ICDS Projects are being implemented.</li> </ol> <p><b>4. Accountability:</b></p> <ol style="list-style-type: none"> <li>1. Accountable to Director/Commissioner</li> </ol>
8	Assistant Accounts Officer – I & II	<ol style="list-style-type: none"> <li>1. Assist the Accounts Officer in all Financial Matters.</li> <li>2. Functions: <ol style="list-style-type: none"> <li>1. Attend Audit review meeting in the Districts.</li> <li>2. Inspect sub-ordinate officer in order to insure that proper replies are giving for the long pending audit paras.</li> </ol> </li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Extension to the entire Department wherever the ICDS Projects are being</li> </ol>

		<p>implemented.</p> <p><b>4. Accountability:</b></p> <p>1. Accountable to Accounts Officers.</p>
9	Assistant Directors (5)	<p>1. Assist the Deputy Director.</p> <p>2. Function:</p> <ol style="list-style-type: none"> <li>1. Incharge of all correspondences relating to supplementary Nutrition, Budget and Expenditure, Scrutiny of Bills of AP foods and APSTC, Audit paras pertain the Nutrition.</li> <li>2. Management of campus.</li> <li>3. Press clipping and replies to miscellaneous correspondence.</li> <li>4. Review of MPRs, Cabinets subcommittee, Women sub plan.</li> <li>5. Incharge of Budget estimate and revised estimates to plan schemes.</li> <li>6. Incharge of all Training Programmes of all ICDS Functionaries.</li> <li>7. Incharge of Grant in aid schemes giving grant by State Government as well as Government of India.</li> <li>8. Incharge of Short Stay Homes, Old age Homes, Day care center, Service for children in need of care and protection, Rehabilitation of Women and distress and National Children fund.</li> </ol> <p><b>3. Jurisdiction :</b></p> <p>1. Extension to the Directorate</p>

		<p><b>4. Accountability:</b></p> <ol style="list-style-type: none"> <li>1. Accountable to concerned Deputy Director</li> </ol>
10	Administrative Officer	<ol style="list-style-type: none"> <li>1. Assist the Deputy Director –II.</li> <li>2. Function: <ol style="list-style-type: none"> <li>1. Incharge of ICDS Schemes, Budget estimates, Revised estimates, Releasing sanctions.</li> <li>2. Monitoring the various services rendered by the ICDS Scheme.</li> <li>3. Shall tour for 10 days in month.</li> <li>4. Incharge of all ICDS Projects.</li> </ol> </li> <li>3. Jurisdiction : <ol style="list-style-type: none"> <li>1. Extension to the entire State wherever the ICDS Projects are being implemented.</li> </ol> </li> <li>4. Accountability: Accountable to concerned Deputy Director.</li> </ol>
11	Superintendents – 18	<ol style="list-style-type: none"> <li>1. Assist the Director/Commissioner in running the administration.</li> <li>2. Functions: <ol style="list-style-type: none"> <li>1. Head of the section.</li> <li>2. Ministerial assistants to the officers and Director in maintaining records, files, personal registers, etc., with the assistant of Jr.Assistant and Sr. Assistant.</li> <li>3. Responsible for accuracy of the notes, drafts and proceeding from the section.</li> <li>4. Periodically inspect the personal registers.</li> <li>5. Must maintain stock file and ensure that</li> </ol> </li> </ol>

		<p>the delays the replies are minimized.</p> <p>6. Responsible for watching periodicals.</p> <p>7. Watching the releases of budget and expenditure and ensure that the expenditure does not budget limits.</p> <p><b>3. Jurisdiction :</b></p> <p>1. Extension to the entire Section and Directorate/Commissionrate.</p> <p><b>4. Accountability:</b></p> <p>1. Accountable to concerned Officer.</p>
12	Senior Assistant/ Junior Assistant.	1. Assist the Section Heads.
13	Regional Deputy Directors – 6	<p>1. Posts are Supervisory as well as Administrative in Nature.</p> <p>2. Functions;</p> <p>1. Having financial and Administrative powers.</p> <p>2. Can take independent decisions.</p> <p>3. Shall guide, instruct, supervise and inspect the work of all subordinate officers in the Region.</p> <p>4. Inspect Women and Child Welfare programmes in Panchayat Smithies.</p> <p>5. Tour for minimum period of 15 days in the month cover all the District in her Jurisdiction at least ones in 3 months.</p> <p>6. Shall attend the Zillah Parishat meetings.</p> <p>7. Establish and Maintain good working relation ship with Districts Collectors,</p>

		<p>Chairman Zillah Parishads, Presidents of Panchayat Samithies.</p> <ol style="list-style-type: none"> <li>8. Visit fair number of voluntary organizations in every month.</li> <li>9. Initiate confidential reports of District officer through District Collectors and submit the HOD.</li> <li>10. Order admission to service home and regional training center in the region.</li> <li>11. Effect Transfers of all ministerial staff and field functionaries.</li> <li>12. Convene conference of PD every month to review the progress of work in the region.</li> <li>13. Conduct detailed annual inspection to all District Officers, Service Homes, etc,.</li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Extends to the entire Zone.</li> </ol> <p><b>4. Accountability:</b> Accountable to the Commissioner/Director.</p>
14	Project Director – 23	<ol style="list-style-type: none"> <li>1. Posts are Supervisory as well as Administrative in District.</li> <li>2. Functions; <ol style="list-style-type: none"> <li>1. Incharge of all programmes relating to Women including Women institutions, Durga Bai Mahila Sishu Vikas Kendram, Voluntary organizations, Children’s programmes, 33 1/3% reservation to women and implementation of women sub plan etc,.</li> <li>2. Shall guide, instruct, supervise and inspect</li> </ol> </li> </ol>

		<p>the work of all subordinate officers in the District.</p> <ol style="list-style-type: none"><li>3. Inspect Women and Child Welfare programmes in Mandals.</li><li>4. Tour for minimum period of 15 days in the month cover entire District once in 2 month I-n her Jurisdiction.</li><li>5. Shall attend the Zillah Parishads meetings.</li><li>6. Establish and Maintain good working relation ship with Districts Collectors, Chairman Zillah Parishads, Presidents of MPPS.</li><li>7. Visit fair number of voluntary organizations in every month.</li><li>8. Having financial and Administrative powers.</li><li>9. Convene conference of CDPOs every month to review the progress of work in the region.</li><li>10. Conduct detailed annual inspection to all the Offices, Institutions, etc., in the District.</li><li>11. Supervise the Family counseling centers with regard to fileing of cases with due consent of dowry Prohibition Officer or advisory committee under the provisions of Dowry Prohibition Act 1961.</li></ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"><li>1. Extends to the entire District.</li></ol> <p><b>4. Accountability:</b> Accountable to the Regional Deputy Director..</p>
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15	CDPO – 376 / ACDPO - 275 APO -23	<p>1. Assist the PD.</p> <p>2. Functions:</p> <ol style="list-style-type: none"> <li>1. Act as the Co-coordinator of the ICDS Schemes at block level.</li> <li>2. Incharge of scheme of ICDS, functional illiteracy for alter women.</li> <li>3. Supervise and guide the work entire project team.</li> <li>4. Undertake filed visits and conduct staff meetings periodically .</li> <li>5. Finalize month and yearly budget for each Anganwadi center.</li> <li>6. Initiate and guide the Anganwadi Workers in quick survey at project villages to identify children, Pregnant women and nursing mothers</li> <li>7. Inspect the registers and records at black Anganwadi level periodically</li> <li>8. Make necessary arrangements for Transportation, storing and distributing various supplies to the Anganwadi centers.</li> <li>9. Act as convener or secretary at black level coordination committee.</li> <li>10. Maintain functional liaison with black head quarters, primary health centers, Panchayat Raj institutions , Education setup and voluntary organizations.</li> <li>11. Maintain functional relationships between PHC/Sub centers staff and supervisor/ Anganwadi workers.</li> <li>12. Incur contingency expenditure for the article required by Anganwadi</li> </ol>
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		<p>workers.</p> <ol style="list-style-type: none"> <li>13. Act as Drawing and Disbursing Officer for the ICDS Scheme.</li> <li>14. Arrange education programme like Nutrition and Hygiene demonstrations.</li> <li>15. Take necessary measure for Anganwadi workers and Ayahs recruitment and training .</li> <li>16. Tour at least 18 days with 10 night halts in project area.</li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. CDPO?ACDPO - With in the concerned Project areas.</li> </ol> <p>APO – concerned districts.</p> <p><b>4. Accountability:</b> Accountable to the PD concerned.</p>
16	<p>Women and Child Welfare Officers State Home – 4 Service Home – 5 Manager Regional Ware House -</p>	<ol style="list-style-type: none"> <li>1. Supervisory administrative posts in the residential institute</li> <li>2. Functions : <ol style="list-style-type: none"> <li>1. Head of the Home</li> <li>2. Responsible for providing food shelter, clothing to the inmates.</li> <li>3. Arrange for training to the inmates in different trades keeping view of the ability.</li> </ol> </li> </ol> <p><b>3. Jurisdiction :</b></p> <ol style="list-style-type: none"> <li>1. Extends to the entire Home</li> </ol>

		<p><b>4. Accountability:</b></p> <p>1. Concerned PD in the District.</p>
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**Chapter 4 - Procedure Followed in Decision-making Process**  
**[Section 4(1)(b)(iii)]**

Activity	Description	Decision-making process	Designation of Final decision-Making Authority
<p><b><u>Goal-setting &amp; Planning</u></b></p> <p>GCPS, KSY, BSY, SSD,</p>	<p>Fixation of targets</p> <p>Conduct of inspections, Awareness programmes</p>	<p>Interacts with Collectors, Project Director, Child Development Project Officers.</p>	<p>Director, Women Development and Child Welfare Department</p>
Budgeting	<p>Allocation of budget under various heads of accounts of District Officers.</p>	<p>Inter act with Project Director, Child Development Project Officers.</p>	-do-
<p>Formulation of Programmes, schemes and projects</p>	<p>Women and Child Welfare if any,</p>	<p>Interacts with Collectors, Project Director, Child</p>	-do-

		Development Project Officers.	
Recruitment/ Hiring of Personnel	1st Level Gazetted class III and Class – IV employees	-	-do-
Release of funds	As per the Government Orders to different Schemes.	-do-	-do-
Monitoring & Evaluation	Frequent reviews with the CDPOS and PDs .	-do-	-do-

4.2. Flow charts of channels of supervision, accountability, the services delivered to the target group i.e., beneficiaries / consumers.

### **DIRECTORATE OF WOMEN DEVELOPMENT AND CHILD WELFARE:**

Director – Joint Directors – Dy.Directors – Assistant Directors -  
Accounts Officer – CDPOs – Assistant Accounts Officers.

### **DISTRICT OFFICERS**

Regional Deputy Directors – Project Directors – Assistant Project Officers

### **Chapter 5 - Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]**

5.1 Details of the norms / standards set by the public authority for the Discharge of its functions / delivery of services.

As per Government RULES

**Chapter 6 - Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1)(b)(v)(vi)]**

6.1 List and gist of rules, regulations, instructions, manuals and records, held by the public authority or under its control or used by its employees for discharging functions in the following format:

Sl. No.	Description	Gist of Contents	Price of the publication if priced
<i>I. INSTITUTIONS WING</i>			
1	Draft Rules governing Children Homes /Service Home/State Homes	Admissions, Eligibility providing facilities to Destitute, Semi Orphan, Orphan children.	Not priced.
2.	Trafficking of Women and Children	Prevention, Anti –Trafficking measures, Anti-trafficking Squad, economic empowerment, health care services, education and child care, housing and civic amenities, legal reforms, rehabilitation and relief fund.	Not priced.
3.	A.P. Compulsory Registration of Marriages Rules, 2003	Procedure of registration of marriages.	Not priced.

4	Protection of Women from Domestic Violence Act, 2005	Guidelines, preventive measures, Punishments etc.	Not priced.
5	Relief and Rehabilitation fund victims of Atrocities	Guidelines etc.	Not priced.
6	A.P.Women Commission Headed by Chairperson in the rank Cabinet Minister	To protect the interest of Women	Not priced.
7	Dowry Prohibition Act.	Preventive measures and Guide lines	Not priced
8	Discrimination against Women and prevention of Sexual Harassment at work places	Preventive measures and Guide lines	Not priced
9	Formation of Balika Mandals throughout State	Skill Development for Adolescent Girls , Entrepreneurship, anemia control, supplying of IFA and Deworming tablets, prevention of Child Marriages.	Not priced
Grant-in-Aid Schemes under Institutions wing			
10	Old age Home	Old Age Home for residence of Poor, Destitute aged persons of 60 years and above and having low income.	Not priced
11	Day Care Center	Programme aims at keeping the aged integrated in their	Not priced

		respective families and to supplement the activities of the family in looking after the needs of the aged.	
12	Mobile Medicare Unit ( For aged persons)	For consultation, treatment etc for health cares of poor aged persons.	Not priced
13	National Creche Center	To provide day care facilities to children in the age group of 0 - 5 years of Agriculture Labor, SC,ST and Women employed in Income Generating Activities and Victims of Communal Violence.	Not priced
14	Short Stay Homes	To provide counseling, guidelines, Medical and psychiatric checkup, treatment, development of skills and relation ship to women and girls empowered to moral danger family discarded, emotional disturbances etc.	Not priced
15	SWADHAR Shelter Home	To assist women in Difficult circumstances which includes victims of trafficking Women, Widows, deserted, Women prisoners released from jails, women survivors of Natural disaster, Women victim of Terrorist/Extremist, Mentally Challenged Women, Women with HIV (AIDS)	Not priced

II. ADOPTION WING			
1	Guidelines for Adoption from India, 2006	As per Supreme Court directions certain guidelines in respect of In-Country as well as Inter-Country Adoptions were formulated. <b>Government of India</b> has formulated Central Adoption Resource Agency at all India level on 3.7.1990, which is the Nodal Body and issuing guidelines from time to time.	Not priced
2	G.O.Ms.No. 8 WDCW& DW (Prog) Dept, 23.3.2000	Government recognized Shishuvihar of Women Development and Child Welfare Department as one of the Placement Agencies to undertake/ adoption of Children	Not priced
3	Other Information if any	Kept in on line i.e. <a href="http://www.ap.anganwadi.gov.in">www.ap.anganwadi.gov.in</a> .	Not priced
III. SCHEMES WING			
1. ICDS:			
1	ICDS	Centrally Sponsored Scheme, which is single largest integrated programme of Child Development. Details were placed at online <a href="http://anganwadi.ap.nic.in">http://anganwadi.ap.nic.in</a>	Not Priced
2	Services provided at Anganwadi level.	1. Supplimentary Nutrition to 6 months to 6 years children, pregnant and lactating mothers. 2. Immunisation to Women	Not priced

		<p>and Children.</p> <ol style="list-style-type: none"> <li>3. Health checkup to Women and Children</li> <li>4. Refferal Services to Women and Children</li> <li>5. Nutrition and health education to Mothers and Adolescent Girls.</li> <li>6. Non-formal pre-School education to 3 – 6 years children</li> <li>7. Supply of IFA and deworming tablets to Adolescent Girls.</li> </ol>	
3	Objectives of Anganwadi Centers	<ol style="list-style-type: none"> <li>1. To improve the nutritional and health status of Children of age group 0-6 years.</li> <li>2. To lay the foundation for proper psychological, physical and social development of Children.</li> <li>3. To reduce the instance of mortality, morbidity, malnutrition and school dropouts.</li> <li>4. To achieve effecitive co-ordination of policy and implementation amongst the various departments to promote child development.</li> <li>5. To enhance the capacity of mother to look after normal health and</li> </ol>	Not priced

		nutritional needs of the child through proper nutritional and health education	
<b>2. Girl Child Protection Scheme</b>			
1	GCPs. Guidelines	Introduced in the year 1996 – 1997 with a objective to eliminate prejudice against the girl child, to encourage the small family and to discourage early marriages.	Not Priced.
2	G.O.Ms.No. 16 WD.CW&DW (JJ) dept, dt. 5.5.2005	The new Girl Child Protection Scheme with insurance coverage from 1.4.2005 was issued.	Not Priced
<b>3. Balika Samruddhi Yojana</b>			
1	BSY guidelines.	In order to change negative family and community attitude towards Girl Child at birth and towards her mother, to improve enrollment and retention of Girl Children in Schools and to raise the age at marriage of girls, the Government of India launched this Scheme during the year 1996 – 97. Girls who are born on or after 15.08.1997 are eligible under this scheme for giving Annual scholarships for education up to 10th class.	Not Priced
<b>4. Kishora Sakthi Yojana</b>			
1	Guidelines on		

	KSY		

## Manual

Departmental Manual	All control Orders, Executive instructions	
Functionary Manual	Functions of Officers etc.	

## Publications

1. Indira Darsini Monthly Magazine, Editorial; Not priced.  
Current issues on Women, Children, judgments; Achievements, Acts pertaining to Women and Activities taken up in districts and by the Department;

## Chapter 7 -Categories of Documents held by the public Authority under its Control [Section 4(1)(b)(v)(i)]

### 7.1 Official documents held by the public authority or under its control

Sl. No.	Category Document	Title of the document	Designation and address of the custodian (held by /under the control of whom)
		1. Budget of demand 2. Manual on departmental activites 3. Manual	

		departmental functionaries.	
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### **Chapter- 8**

Arrangement for Consultation with, or Representation by, the Members of  
the Public in relation to the Formulation of Policy of Implementation  
thereof  
(Section 4(1) (b) (viii))

### **Chapter – 9**

Boards, Councils, Committees and other Bodies constituted as part of  
Public Authority  
[Section 4(1) (b) v(iii)]

9.1 Information on boards, councils, committees and other bodies related  
to the public authority

9.2 If minutes of meetings are accessible to the public, describe the  
procedure as to how to access the minutes: contact point, hours of  
access, fee structure /cost for access and officer to be contacted.

### **Chapter -10**

#### **Directory of officers and Employees (Section 4(1) (b) (ix))**

10.1. Information on officers and Employees working in different units or  
offices at different levels and their contact addresses in the following  
format (including officers in charge of grievances redressal, Vigilance,  
audit, etc.)

## **Chapter- 11**

### **Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)(X)]**

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

## **Chapter – 12**

### **Budget allocated to Each Agency including Plans etc, (Section 4(1) (b) xi)**

12.1 Information about the details of the plans, programmes and Schemes undertaken by the authority for each agency

## **Chapter -13**

### **Manner of Execution of Subsidy Programmes ( Section 4(1) (b) xii)**

NIL

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes /Schemes

NIL

13.3. Manner of execution of the subsidy programmes

## **Chapter- 14**

### **Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority (Section 4 (1)(b)xiii)**

14.1 Names and addresses of recipients of beneficiaries under each programme/scheme separately in the following format.

NIL

### Chapter 15 - Information Available to Public (Section 4(1)(b)xv))

15. Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Facility	Description (Location of Facility/Name etc.)	Details of information made available
Notice Board	At the Office of the functionary Citizens Charter of the Department was displayed at Regional Offices, Project Directors Offices and Child Development Project Offices	.List of citizen charters Departmental activities; facilities / services made available to the public; the authority for redressal of grievances / lodging complaints etc
News Paper Reports		
Public Announcements		
Information Counter		
Publications	Indira Darsini	Monthly Magazine, Editorial; Current

		issues on Women, Children, judgments; Achievements, Acts pertaining to Women and Activities taken up in districts and by the Department;
Websites	<a href="http://wdcw.ap.nic.in">http://wdcw.ap.nic.in</a>	General information of the Department and activities, G.Os. etc.
Other Facilities (name)	NIL	

## Chapter 16 - Information Available to Public (Section 4(1)(b)xv))

16. Public Information officers and Assistant public Information officers designated for various offices/administrative units and Appellate Authority / Officer(s) for the public authority

### Public Information Officers

Sl. No.	Name of office/administrative unit	Name & designation of PIO	Office Tel: Residence Tel : Fax	Website
01	O/o Director Women Development and Child welfare	Smt.A.Surya Kumari, JD	23733221 (O)	<a href="http://wdcw.ap.nic.in">http://wdcw.ap.nic.in</a>
02	Regional, District, Project, Mandal & Village Level	Placed at online		- do -

### Assistant Public Information Officer(s)

Sl.No.	Name of office/administrative unit	Name & designation of APIO	Office Tel: Residence Tel : Fax	Website
01	O/o Director Women Development and Child welfare	Sri.Shaik Ameer Ali, Administrative Officer	040 23733221(O)	<a href="http://wdcw.ap.nic.in">http://wdcw.ap.nic.in</a>
02	Regional, District, Project, Mandal & Village Level	Placed at online		- do -

## **Chapter 17 - Other Useful Information (Section 4 (1)(b)xvii)**

17.1 Any other information or details of publications which are of relevance or of use to the Citizens.

NIL

You may mention here information of your department which is excluded under Section 8 (1) of the Act and / or under Rules of the State Government as guidance to the public seeking information from your department.

NIL

DIRECTOR  
WOMEN DEVELOPMENT AND CHILD WELFARE.