



Government Of Jammu and Kashmir.
STATE MISSION DIRECTORATE, ICDS, J&K Jammu.
jksmdicds@gmail.com

**Subject:- Restructured institutional framework for implementation of ICDS,
Setting-up of Resource Centres and work distribution thereof**

ORDER NO. **545** -SMD OF 2017
DATED: **31** -01- 2017

In view of the restructured framework approved by the Union Ministry of Women and Child Development and in supersession of all previous orders, sanction is hereby accorded to apportion of 218 posts of Supervisors, 05 posts of ACDPO and one post of Medical Officer with the State Mission Director and re-allotment of posts (category-wise) in respect of State Mission Directorate J&K and State, District and Block/ Project Resource Centres of ICDS in the following manner:-

Mission Directorate ICDS J&K:

S.No.	Name of the Section	Designation	Pay Band + Grade Pay	Posts			Job Profile
				Central	Kashmir	Jammu	
A	HOD	State Mission Director	37400-67000+8700	1	0	0	Head of Department
	Personal Section	Senior Stenographer	9300-34800+4600	1	0	0	Personal Section of SMD
B	Administration Section	Joint Director	15600-39100+7600	1	0	0	Section Head
		Deputy Director	15600-39100+6600	0	1	1	All Administrative matters relating to ICDS & ICPS
		Section Officer Adm.	9300-34800+4600	1	1	1	
		Head Assistant Adm.	9300-34800+4200	1	0	0	
		Senior Assistant Adm.	5200-20200+2400	1	1	1	
	Junior Assistant	5200-20200+1900	1	1	1		
Personal Section	Jr. Scale Stenographer	9300-34800+4200	0	1	1	Personal Section of DD ICDS Jammu/ Kashmir	
C	Legal, Grievance & RTI Wing	Deputy Secretary Legal	---	On deputation	0	0	Section Head
		Section Officer	9300-34800+4600	1	0	0	Deal with Court cases, Vigilance cases, RTI,

		Head Assistant	9300-34800+4200	1	0	0	Complaints & public grievances of ICDS & ICPS
		Supervisor	5200-20200+2400	1	0	0	
		Consultant, Grievances	35000 (contractual)	1	0	0	
D	Policy Planning	Deputy Director P&S	15600-39100+6600	1	0	0	Section Head
		Statistical Assistant	9300-34800+4200	1	0	0	Policy Planning, Plan Formulation, Monitoring implementation of all schemes, submission of Physical QPRs, MPRs, etc.
		Senior Assistant	5200-20200+2400	1	0	0	
		Supervisor	5200-20200+2400	2	0	0	
		Consultant, Policy & Planning	35000 (Contractual)	1	0	0	
		Data Entry Operator	8000 (Contractual)	2	0	0	
E	Finance & Accounts Wing	Accounts Officer	9300-34800+4800	On deputation	0	0	Section Head
		Assistant Accounts Officer	9300-34800+4600	0	1	1	Budget formulation, Financial management, reconciliation of accounts, addressing files relating to audit, reporting financial progress on monthly basis, etc. Of all schemes including ICPS.
		Accountant	9300-34800+4200	1	0	0	
		Accounts Assistant	5200-20200+2400	0	1	1	
		Head Assistant	5200-20200+2400	1	1	1	
		Junior Assistant	5200-20200+1900	1	0	0	
F	State Resource Centre (Health & Nutrition Wing)	Medical Officer	9300-34800+5400	1	0	0	Section Head with DD Plg In-charge
		ACDPO	9300-34800+4600	1	0	0	Health and Nutrition of beneficiaries under different schemes, Awareness, VHND, IYCF, ARSH etc.
		Supervisor	5200-20200+2400	1	1	1	
		Junior Assistant	5200-20200+1900	1	0	0	
		Programme Manager, H&N	40000 (Contractual)	1	0	0	
		Consultant, Health	35000 (Contractual)	1	0	0	
		Consultant, Nutrition	35000 (Contractual)	1	0	0	
		Consultant, IYCF	35000 (Contractual)	1	0	0	
G	State Resource Centre (ECCE Wing)	ACDPO	9300-34800+4600	0	1	1	Section Heads with DD ICDS Incharge & DD Plg. will Coordinate
		Supervisor	5200-20200+2400	2	2	2	Deal with issues relating to ECCE, capacity

		Junior Assistant	5200-20200+1900	1	0	0	building in ECCE, etc.
		Programme Manager, ECCE	40000 (Contractual)	1	0	0	
		Consultant, ECCE	35000 (Contractual)	1	0	0	
H	State Resource Centre (Monitoring Wing)	Assistant Director P&S	9300-34800+4800	0	1	1	Section Head DD Plg
		Statistical Officer	9300-34800+4600	0	1	1	Monitoring & Evaluation of all schemes, Adhaar Seeding, MIS, etc. Of all schemes including ICPS
		Statistical Assistant	9300-34800+4200	0	1	1	
		Supervisor	5200-20200+2400	1	1	1	
		Junior Assistant	5200-20200+1900	1	0	0	
		Programme Manager, M&E	40000 (Contractual)	1	0	0	
		Consultant, M&E	35000 (Contractual)	1	0	0	
		Consultant MIS	35000 (Contractual)	1	0	0	
I	State Resource Centre (Training, IEC & Advocacy Wing)	ACDPO	9300-34800+4600	0	1	1	Section Heads with DD ICDS Incharge & DD Plg will coordinate
		Supervisor	5200-20200+2400	2	2	2	Looking after trainings under STRAP, MIS, ECCE, Village Counsels, ICPS, etc.
		Senior Assistant	5200-20200+2400	0	1	1	
		Junior Assistant	5200-20200+1900	1	0	0	
		Programme Manager, Trg, Advocacy & IEC	40000 (Contractual)	1	0	0	
		Consultant, Training	35000 (Contractual)	1	0	0	
		Consultant Advocacy & IEC	35000 (Contractual)	1	0	0	
J	Support Services	Driver	5200-20200+1900	3	1	1	Support Services
		Orderly	4440-7440+1300	5	3	3	
		Total		54 (38 sanctioned + 16 (contractual) + 2 (deputation)	25 (24 sanctioned + 1 addl charge)	25 (24 sanctioned + 1 addl charge)	

District Resource Centre in each of the 22 districts


Section	Designation	Pay Band + Grade Pay	No. of posts in District	Job Profile
Health & Nutrition	Supervisor	5200-20200+2400	1	Malnutrition, Diet, Growth Charts, Health Check-ups, VHND, IYCF, ARSH, etc.
Training/ IEC & Advocacy	Supervisor	5200-20200+2400	1	Capacity building through Job, induction, orientation and refresher courses, Awareness, IEC, Social Welfare Counsels. Monthly reporting the progress to SMD
Monitoring/ MIS	Supervisor	5200-20200+2400	1	Attendance, functioning of AWCs, MIS, GIS Mapping, Adhaar Seeding. Monthly reporting the progress to SMD
	Data Entry Operator	8000 (Contractual)	1	Support Services

Block/Project Resource Centre in each of the 141 Projects

Section	Designation	Pay Band + Grade Pay	No. of posts in Block/Project	Job Profile
Monitoring & Evaluation	Supervisor	5200-20200+2400	1	MIS, Adhaar Seeding, Monitoring implementation of all schemes and monthly reporting the progress to SMD
Health & Nutrition	Health & Nutrition Mobilizer	25000 (Contractual)	1	Malnutrition, Diet, Growth Charts, Health Check-ups, VHND, IYCF, ARSH, etc. Monthly reporting the progress to SMD

- Joint Director shall be in-charge of Administration (S.No. B), Legal, RTI & Grievance Wings (S.No. C) and shall deal with ICPS matters
- Deputy Director ICDS Jammu/ Kashmir shall be, Training/ IEC & Advocacy Wing (S.No. I), ECCE Wing (S.No. G), and ICPS matters

- Deputy Director Planning shall be in charge of Policy Planning (S.No. D), H&N Wing (S.No. F), Monitoring Wing (S.No. H) including ICPS. DDP shall coordinate with all sections of State, District and Block/ Project Resource Centre Centres.
- Accounts Officer shall be in-charge of Finance & Accounts Section. Accounts wing shall route all papers through DDP
- Posts of Accounts Officer & Deputy Secretary Legal shall be on deputation from Finance Department and H&ME Department, respectively.
- The SMD's office shall have administrative control over all the Sections as well as the Resource Centres at State, District and Block Level. The staff positioned in the resource centres shall be directly under the administrative control and supervision of the State Mission Director. However, the staff positioned at the District & Block Resource Centres will report functionally only to the respective DPOs and CDPOs. The DPOs and CDPOs will furnish work performance report in respect of these staff members on monthly basis. Salary, other emoluments, TE, POL, etc. of entire staff posted in the Divisional Offices and Resource Centres at State, District and Block Level shall be borne by the State Mission Directorate.


 Talat Parvez Rehella, (KAS)
 State Mission Director,
 J&K Jammu.

No:- SMD/ICDS/2015/328/2774-2845

Dated:- 31-01-2017

Copy to the

1. Secretary to Government, Social Welfare Department.
2. OSD to Hon'ble Minister for Social Welfare for inf of the Hon'ble Minister.
3. District Programme Officer, ICDS _____ (All)
4. Deputy Director, ICDS, Jammu/ Kashmir
5. Special Assistant to Hon'ble Minister of State for inf of Hon'ble Minister.
6. Child Dev. Project Officer ICDS Project _____ (All)
7. Order file
8. I/c Website

Restructuring of ICDS - distribution of posts thereof

Posts	Central	Jammu	Kashmir	Districts	Blocks/Project s	Total
Gazetted						
SMD	1	0	0	0	0	1
Joint Director	1	0	0	0	0	1
Deputy Director Adm.	0	1	1	0	0	2
Deputy Director Plg.	1	0	0	0	0	1
Medical Officer	1	0	0	0	0	1
Assistant Director Plg.	0	1	1	0	0	2
Total	4	2	2	0	0	8
Non-Gazetted						
Section Officer	2	1	1	0	0	4
Statistical Officer	0	1	1	0	0	2
Assistant Accounts Officer	0	1	1	0	0	2
ACDPO	1	2	2	0	0	5
Senior Stenographer	1	0	0	0	0	1
Head Assistant	3	1	1	0	0	5
Statistical Assistant	1	1	1	0	0	3
Accountant	1	0	0	0	0	1
Accounts Assistant	0	1	1	0	0	2
Supervisor	9	6	6	66	141	228
Junior Stenographer	0	1	1	0	0	2
Senior Assistant	2	2	2	0	0	6
Junior Assistant	6	1	1	0	0	8
Driver	3	1	1	0	0	5
Orderly	5	3	3	0	0	11
Total A	34	22	22	66	141	285
Contractual						
Programme Manager	4	0	0	0	0	4
Consultant	10	0	0	0	0	10
Data Entry Operator	2	0	0	22	0	24
Health & Nutrition Mobilizer	0	0	0	0	141	141
Total B	16	0	0	22	141	179
Deputation						
Deputy Secretary Law	1	0	0	0	0	1
Accounts Officer	1	0	0	0	0	1
Total C	2	0	0	0	0	2
G. Total A+B+C	54	24	24	88	282	472