

Job Responsibilities of the Women and Child Development Project Officer.

At the project level, a full-time WCDPO is in direct charge of the ICDS. The responsibilities of the WCDPO are:

- i. The WCDPO will act as the coordinator of the ICDS schemes at the block/project level. She will be in charge of the schemes of ICDS and will have the responsibility of implementing the scheme and supervising day to day administration of the project;
- ii. The WCDPO will finalise monthly and yearly budgets for each Anganwadi centre and will incur necessary expenditure for running Anganwadi activities.
- iii. The WCDPO as in charge of the ICDS team at the block/Project level, will take all necessary measures for ensuring staff recruitment and training. She will depute supervisors and Anganwadi workers for training/orientation as and when required.
- iv. The WCDPO will supervise and guide the work of entire Project team, including supervisors and Anganwadi workers. For this purpose she will undertake field visits and call staff meetings periodically at the project office.
- v. The WCDPO in the initial stages will guide the Anganwadi workers in carrying out a quick simple census survey of the project villages, area so as to enumerate and identify children pregnant women and nursing mothers. On the basis of these survey reports, supplemented by his own collection of information, the CDPO will prepare a project report containing all necessary and relevant baseline information.
- vi. The WCDPO will make necessary arrangements for obtaining, transporting storing and distributing various supplies as indicated in the ICDS schemes. For this purpose she will maintain necessary links with district and state officials.
- vii. One WCDPO will ensure that all the equipment and material supplied for the ICDS programmes are accounted for an are used and maintained properly.
- viii. As the WCDPO will be required to incur contingency expenditure on articles, material, etc. required by the Anganwadi workers and other project functionaries. She will act as the drawing and disbursing officer for ICDS schemes, excluding the health inputs, if so authorised by the State Government.
- ix. In a rural or tribal project the WCDPO will act as an integral part of the block team. She will maintain functional liaison with the block headquarters, PHC, panchayati Raj bodies, educational institutions and voluntary organisations functioning in the project areas.

- x. The CDPO will undertake field visits periodically and will submit her monthly tour programme to higher officials. In rural and tribal projects, the tour programme would be chalked out in consultation with the BDO/PHC doctors. She will tour at least 18 days a month with 10 night halts outside the project headquarters.
- xi. The WCDPO will act as the convenor or secretary of the block/project level coordination committee. She will arrange the meetings of the committee, prepare agenda notes and record the minutes. The WCDPO will take all necessary steps to ensure a coordinated implementation of project programmes and services.
- xii. The CDPO will guide the supervisors and Anganwadi workers in forming and operating village level/local level committees. She will also guide them in establishing functions and cooperative links with local level organisations like mahila mandals, Women's organisations and youth bodies.
- xiii. The WCDPO will make efforts for obtaining local community's involvement and participation in implementing ICDS scheme. She will motivate and encourage the local community to contribute to the programme in terms of food supplies building materials and voluntary services etc.
- xiv. The WCDPO will arrange educational programme like nutrition, health and hygiene demonstration with the help and assistance of other block / city level agencies and functionaries.
- xv. The WCDPO will ensure the maintenance of proper registers and records, both at the project and the Anganwadi centres levels. She will inspect these records periodically.
- xvi. The WCDPO will be responsible for preparing and despatching periodical progress reports to concerned higher officials. she will also furnish all information as and when required by State/union Territory and Central authorities.