

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

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**Ministry:** Gender Equality, Child Development and Family Welfare  
**Post:** Senior Family Welfare and Protection Officer  
**Salary:** Rs 22,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 (23 47 65)  
**Effective Date:** 7 August 2015  
**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Family Welfare and Protection Officer who –

- (i) reckon at least four years' service in a substantive capacity in the grade; and
- (ii) possess supervisory and leadership skills.

**Duties:**

**A. For Gender Unit**

1. To assist the Head, Gender Unit in the implementation, monitoring and supervision of Government projects/programmes relating to women's empowerment.
2. To plan, supervise, co-ordinate and monitor the work of Family Welfare and Protection Officers of the Unit.
3. To be responsible for the organisation, co-ordination and monitoring of informative, training and recreational activities for women in Women's Centres.
4. To maintain discipline among Family Welfare and Protection Officers of the Unit and to supervise the overall functioning of Women's Centres and any other unit or centre set up under the Gender Unit.
5. To assist in the training of Family Welfare and Protection Officers and other staff working under his supervision.
6. To assist in the organisation of conferences, seminars, exhibitions, competitions and other activities aimed at the development of women.
7. To organise awareness campaigns and Information, Education and Communication (IEC) programmes related to women's empowerment.
8. To use ICT in the performance of his duties.

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.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

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9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Family Welfare and Protection Officer in the roles ascribed to him.

**B. For Child Development Unit**

1. To assist the Head, Child Development Unit in the implementation, monitoring and supervision of Government projects/programmes on child development and protection.
2. To plan, supervise, co-ordinate and monitor the work of Family Welfare and Protection Officers of the Unit.
3. To be responsible for the organisation, co-ordination and monitoring of informative, training and creative activities for child development and protection.
4. To maintain discipline among Family Welfare and Protection Officers of the Unit and to supervise the overall functioning of the Children's Unit at the Family Support Bureau and any other unit or centre set up under the Child Development Unit.
5. To assist in the training of Family Welfare and Protection Officers and other staff working under his supervision.
6. To assist in the organisation of conferences, seminars, exhibitions, competitions and other activities aimed at the development and protection of children.
7. To organise awareness campaigns and IEC programmes related to protection and child welfare.
8. To investigate into cases of abuse against children and take appropriate remedial action.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Family Welfare and Protection Officer in the roles ascribed to him.

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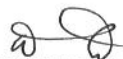
**C. For Family Welfare and Protection Unit**

1. To assist the Head, Family Welfare and Protection Unit in the implementation, monitoring and supervision of Government projects/programmes on family welfare and domestic violence.
2. To plan, supervise, co-ordinate and monitor the work of Family Welfare and Protection Officers of the Unit.
3. To be responsible for the organisation, co-ordination and monitoring of informative and training activities in connection with family welfare and protection and issues related to domestic violence and family welfare.
4. To maintain discipline among Family Welfare and Protection Officers of the Unit and to supervise the overall functioning of the Family Unit at the Family Support Bureau and any other unit or centre set up under the Family Welfare and Protection Unit.
5. To assist in the training of Family Welfare and Protection Officers and other staff working under his supervision.
6. To assist in the organisation of conferences, seminars, exhibitions, competitions and other activities aimed at the welfare and development of the family as well as protection from domestic violence.
7. To organise awareness campaigns and IEC programmes related to family welfare and domestic violence.
8. To investigate into cases of violence in the family and take appropriate remedial action.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Family Welfare and Protection Officer in the roles ascribed to him.

**Note**

Senior Family Welfare and Protection Officers may be required to work outside normal office hours, including Saturdays, Sundays and Public Holidays.

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