

ROLE OF CHAIRPERSON, STATE SOCIAL WELFARE BOARD

The Chairperson of a State Board is appointed by the respective State Government with the approval of the Central Board. Therefore, she has to play an important role as catalyst between Central Board, State Board and State Government.

- State Board under the guidance of Chairperson should develop mechanism to have effective and regular coordination with concerned State Government Departments like, Social Welfare, Women & Child Development, Rural Development, Health, education etc.
- The State Board has to function with the full Board as all proposals/decisions are to be cleared by the Board, therefore, it should be ensured that full Board is constituted immediately after an incumbent is appointed as Chairperson. In this regard, constant efforts shall be made by the Central Board with the State Government so that the Board is fully reconstituted at the earliest.
- While recommending the proposals of the voluntary organisations, it may be ensured that all the districts of the State are fully represented and special focus is made for remote and uncovered areas or areas having low women and child development indicators and others which need immediate intervention.
- The State Board should have adequate representation of the districts on the Board, in case few districts are not represented due to any reason then it should be ensured that they are allotted to the members of nearby districts.
- The Chairperson must ensure that Sub-Committees under all programmes having representation of members as well as field officers are formed so as to ensure regular qualitative inputs from them.
- It should be ensured that at least one (1) full Board meeting is held regularly after each quarter. Finance Committee meeting should also be held on regular intervals (every 2 months) and all the administrative matters having financial implications shall be placed before the Finance Committee for its approval.
- The Chairperson, State Board should ensure constitution of Finance Committee having representation from Finance & Administrative Department of State Government.

- The Chairperson will sanction fixation of pay and grant of increments / ACP to the State Board staff after obtaining clearance from Finance Committee.
- Sanctioning authority for pay advance/TA advance/leave salary advance/house building advance/car advance/scooter advance/Fan advance/cycle advance as per State Government rules to State Board staff and tour/TA advance to field staff. However, clearance/ratification to be taken from Finance Committee except tour/TA advance.
- The Chairperson will prepare yearly tenure report for herself and submit the same to Central Board and State Government. The tenure report should reach the concerned officers within 30 days of completion of the preceding year (for first four years) and before 30 days of completion of fifth/final year of her tenure.
- Any other function(s) with the approval of Central Board, for better functioning of State Board and betterment of disadvantaged women & children in the State.