

വനിത ശിശുവികസന ഡയറക്ടറുടെ നടപടിക്രമങ്ങൾ
(ഹാജർ.V. VIGNESHWARI. IAS)

വിഷയം: വനിത ശിശുവികസന വകുപ്പ് - BRICS 2026 - വിവിധ കമ്മിറ്റികളിലായി ജീവനക്കാരെ നിയോഗിച്ചത്- കമ്മിറ്റി പുതുക്കി നിശ്ചയിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം: വനിത ശിശുവികസന ഡയറക്ടറുടെ 12.06.2026 ലെ DWCD/1968 /2026-

1. WEC3 നം ഉത്തരവ്.
2. അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുടെ 25.06.2026 ലെ AIS-A2/205/2026-GAD നം കത്ത്.
3. കേന്ദ്ര വനിത ശിശുവികസന മന്ത്രാലയത്തിൽ നിന്നുള്ള 16.06.2026 ലെ WD/IC-11/7/2026-WD/IC(145129) നം ഓഫീസ് മെമ്മോറാണ്ടം.

ഉത്തരവ് നം:DWCD/1968/2026-WEC3 തീയതി: 01-07-2026

BRICS ഉച്ചകോടിയുടെ ഭാഗമായി കേന്ദ്ര വനിത ശിശുവികസന മന്ത്രാലയത്തിന്റെയും കേന്ദ്ര വിദേശകാര്യ മന്ത്രാലയത്തിന്റെയും നേതൃത്വത്തിൽ സംസ്ഥാന സർക്കാരിന്റെ സഹകരണത്തോടെ BRICS Women Working Group യോഗവും BRICS Women Ministers യോഗവും 2026 ജൂലൈ 06 മുതൽ 09 വരെ കൊച്ചിയിൽ വച്ച് നടത്തുന്നതിന് തീരുമാനിച്ചിട്ടുണ്ട്.

ആയതിന്റെ അടിസ്ഥാനത്തിൽ വകുപ്പിൽ വിവിധ തസ്തികകളിൽ സേവനമനുഷ്ഠിച്ച് വരുന്ന ജീവനക്കാരെ ഉൾപ്പെടുത്തി വിവിധ കമ്മിറ്റികൾ രൂപീകരിച്ച് മേൽ പരാമർശ പ്രകാരം ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുണ്ട്. പ്രസ്തുത ഉത്തരവ് പ്രകാരം ഡ്യൂട്ടിക്കായി നിയോഗിക്കപ്പെട്ട ജീവനക്കാരിൽ നിന്നും ചുവടെ കാണുന്ന പട്ടികയിൽ പറയുന്ന ജീവനക്കാരെ ഉൾപ്പെടുത്തി കമ്മിറ്റി പുതുക്കി നിശ്ചയിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പ്രസ്തുത യോഗത്തിന്റെ നടത്തിപ്പിനായി താഴെപ്പറയുന്ന അസിസ്റ്റന്റ് കലക്ടർമാരെക്കൂടി ഉൾപ്പെടുത്തുന്നതിന് സൂചന (2) പ്രകാരം നിർദ്ദേശം ലഭിച്ചിട്ടുണ്ട്.

1. Hritiwik Ranjan, Assistant Collector, Ernakulam - Food & Hospitality Chairman
2. Preethi AC, Assistant Collector, Thrissur - Liaison Officers & Human Resource Support Chairman
3. Swathy S, Assistant Collector, Kannur - Cultural Event, Gala Dinner, Chairman
4. Malavika G Nair, Assistant Collector, Kozhikkode – Excursion and Local Experience Support Chairman
5. Vishnoi Dineesh Hapuram, Assistant Collector, Trivandrum. - Logistics Chairman

Sl No.	Name of Committe	Name & Designation	Ph No.	Consolidated Support Required
1.	Food & Hospitality Convener	Jayanthi P. Nair, DCPO, EKM	9447762463	1. Support in hotel booking, room blocking and negotiation of rates, wherever required (in co-ordination with the WCD BRICS Logistics Team) 2. Coordination with hotels for protocol, security, transport, reception and hospitality-related requirements. 3. Accommodation support for exhibitors, artists, performers and support staff, wherever required. 4. Catering/food arrangements for artists, performers and related support personnel, as required. 5. Local cuisine showcase/refreshments during the exhibition and cultural programme, wherever required. 6. Requirement for additional room blockings on 7 July due to overlap of Working Group meeting and Ministerial meeting. 7. Support needed by the state government to make separate accommodation arrangements for exhibitors/ artists and support personnel (State Guest Houses/other institutional accommodation facilities).
	Member	Pinky K Augustine, CDPO, Kothamangalam	9656392116	
	Member	Rahul AR, Senior Superintendent, WCD	9447124484	
	Member	Vijeesh Thekkedathu, Head Accountant	9846904102	
2.	Liaison Officers & Human Resource Support	Jeeja S, WPO, EKM	8281201621	1. Nomination of a nodal department/officer/agency by the State Government for overall/end-to-end coordination with the

	Convener			Government of India/MWCD and other stakeholders. (May kindly share the details with this Ministry)
	Member	Shibu Chacko, HA, ICPS	9744191045	
	Member	Nisha Paul, Supervisor KU3	9747953344	2. Deployment of Liaison Officers (Approx 125), as required, for foreign delegates (30), {will require separate vehicles for the LOs}
	Member	Jithin Mohan, Senior Clerk	9446627911	dignitaries (30) and Senior Officers (10) of the Ministry, Side Event Panelists/UN Women (20), BRICS Team (10), MEA Officers (2), Officers from other Ministries /Deptt. (15) and MWCD officers for Duties (8)
				3. Deployment of an on-ground coordination team at the venue for real-time support during the programme.
				4. Local coordination support for movement, meetings, protocol requirements and other programme-related facilitation.
				5. Assistance in ensuring coordination among district administration, police, protocol, tourism, health and other concerned departments.
				6. Provision of trained volunteers/students as guides, ushers and interpreters for the exhibition and cultural show, as required.
				7. Multilingual support, including English-speaking personnel, for delegates, exhibitors and visitors.
				8. Briefing and orientation of all deployed personnel before the programme.
				9. Facilitation/helpdesk support at the venue and other required locations for

				assistance to delegates, exhibitors, artists and support staff. 10. Arrangement is needed for liaison officers to be deployed mainly for Ministers/Heads of Delegation, along with shared/common liaison officers for supporting remaining delegates. 11. One liaison officer may handle one country delegation, or two delegates depending on schedules and logistics. 12. Arrangement of stay and transportation for local Liaison Officers to be managed by Kerala State government. 13. Coordination with universities/institutions in Kerala for multilingual volunteers, particularly Russian, Portuguese and potentially Chinese-speaking volunteers. 14. Mobilization of audience participants (approx. 75-100 persons), if required, for BRICS Side Event through Government of Kerala (academia, NGOs, women-led institutions and civil society networks, etc.)
3.	Cultural Event, Gala Dinner Convener	Sheeba L, Assistant Director, WCD	9447760885	1. To Organize cultural programme on the 8th July showcasing the culture, traditions, art forms and heritage of Kerala.
	Member	Chandni K.A, Head Accountant	9495384541	2. Development of the overall concept/theme aligned with BRICS and women-centric themes. 3. Selection of agency etc for planning and execution of the

Member	Sreenivasan MR, JS,DWCDO, EKM	7907928042	cultural programme.
Member	Aswathy KK, Supervisor, ICDS Mulanthurthy Addl	7736240773	4. Curating a culturally rich programme showcasing Kerala's heritage, including classical, folk and contemporary performances. 5. Selection of Artistes 6. Structuring the flow of the event, including opening, performances and finale. 7. Preparation of a detailed programme schedule for the cultural event. 8. Identification and engagement of reputed artists/groups. 9. Arrangement of musical instruments, costumes and other technical requirements for performances. 10. Rehearsals and stage coordination. 11. Master of Ceremonies (MC) support for anchoring with EMC support. 12. Stage design, backdrop, lighting and sound system with EMC support. 13. Audio-visual production, including soundtrack and cues with EMC support. 14. Stage setup and dismantling with EMC support. 15. Green rooms and holding areas for performers. 16. Assistance in organizing the gala dinner, including cultural presentation, local theme and coordination with performers/agencies. 17. Invite lists for the Cultural Show and Gala Dinner Preparation of suitable options for excursions/local visits for delegates.

4.	Excursion and Local Experience Support Convener	Lajeena K.H, Programme Officer	8301918092	The functions of the Excursion Committee shall be carried out jointly in consultation and coordination with the District Collector, the Tourism Department, and the District Women and Child Development Officer. Tourism possibilities within the city
	Member	Sreeja Gopinath, CDPO KU1	9544131613	
	Member	Asha Betzy M A, Supervisor ICDS KU I	9846438206	
	Member	Vandana V,Supervisor ICDS Mulanthuruthy	9446503528	
5.	Logistics Convener	Sreela Menon N, State Coordinator, Nirbhaya Cell	9567703777	1. Any other administrative, logistical or protocol support considered necessary by the State Government for successful conduct of the programme. 2.Coordination required among multiple state departments including:Tourism, Women & Child Development, Universities, Local Administration, Cultural bodies. 3.Identifying and arranging suitable local souvenirs/mementos/gift hampers showcasing Kerala handicrafts for foreign delegates and BRICS dignitaries by the Government of Kerala in consultation, with MWCD. 4.Transport and Local Movement Support 5. Support for airport-hotel transfers, hotel-venue movement, local visits, excursions and other programme-related travel. 6. Coordination with transport
	Member	Pradeep P, Senior Superintendent,	9249127044	
	Member	Nishad K M, Programme Officer, SCPS	9447727894	
	Member	Dhanusha M, Supervisor, ICDS KU2	8891101223	

				providers and local authorities for smooth movement during the programme period. 7. Local transport support for delegates, officials, participants, exhibitors, artists, performers, volunteers and support staff, wherever required. 8. Airport/railway station-hotel-venue transfers for exhibitors, artists and support staff associated with the exhibition and cultural event. 9. Support in the development of a curated excursion brochure and excursion plan for delegates by the State Government, for onward sharing with MWCD (Showcase of Kerala's women-led development, climate initiatives, tourism and cultural heritage through local visits).
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OTHER COMMITTEES

Sl No.	Name of Committe	Name & Designation	Ph No.	Consolidated Support Required
1.	Programme Chairman	Bindu Gopinath, Additional Director	9447762463	Overall coordination of the programme
	Convener	Jebin Lolitha Zain DWCD, EKM	9846789239	
	Member	Sabir CA , Senior Superintendent	9947511656	
	Member	Sudha C, PO, ICDS Cell	9074949177	

	Member	Rasiya P, CDPO Alangad	9946735290	
	Member	Priya C R, Supervisor KU 2	9495956663	
	Member	Soumya C D, Sr Clerk , ICDS Cell	8138827347	
2.	Reception Chairman	Sivanya SN, Joint Director, WCD	9496116762	Coordination with Hotel, Airport CIAL Authorites and EMC.
	Convener	Salumon AR, Sr Clerk	9020620200	
	Member	Soumya M Joseph, CDPO Muvattupuzha Addl	9947864784	
	Member	Sivakumar R, J S , ICDS Vadavukod	7907786767	
	Member	Ramya K S, Supervisor ICDS Vazhakulam	9188068633	
	Member	Dhanya Ravikumar, Sr Clerk, DWCD	8075907499	
3.	Venue & Stage Arrangement Committee Chairman	Sulakshana S, Assistant Director	9446453235	Coordination with EMC.
	Convener	Silppa U J, CDPO KU3	9539741467	
	Member	Aneesh G Menon, HA, ICDS Alangad	9447833206	
	Member	Nisha Paul, Supervisor KU3	9747953344	
4.	Branding & Publicity Committee Chairman	Nijo Sebastian PM, SARA,	9747499612	Coordination with EMC.

	Convener	Manoj Kumar M, Consultant, Poshan Abhiyan	8921104627	
	Member	Soumya Varghese, CDPO Angamaly	9400895547	
	Member	Priya P Sankunni, Supervisor, ICDS Vazhakulam Addl	9747849273	
	Member	Treesa George, Clerk, DWCD, EKM	9497590944	
5.	Transportation Committee Chairman	Geethanjali, CDPO Parakkadavu	9495240958	1. Support for airport-hotel transfers, hotel-venue movement, local visits, excursions and other programme-related travel. 2. Coordination with transport providers and local authorities for smooth movement during the programme period. 3. Local transport support for delegates, officials, participants, exhibitors, artists, performers, volunteers and support staff, wherever required. 4. Airport/railway station-hotel-venue transfers for exhibitors, artists and support staff associated with the exhibition and cultural event. 5. Support in the development of a curated excursion brochure and excursion plan for delegates by the State
	Convener	Seena P C, Superviosr, ICDS Parakadavu	9846735203	
	Member	Jayakrishnan K, OA, DWCD, EKM	8129965064	
	Member	Sumesh Koshi, Driver, WCD	9946039327	
	Member	Harsha Kumar S, Driver, WCD	9020227787	

				Government, for onward sharing with MWCD (Showcase of Kerala's women-led development, climate initiatives, tourism and cultural heritage through local visits).
6.	Security Committee Chairman	Nisha Rajan, Senior Superintendent , WCD	9495136881	1.Adequate security arrangements at the venue, hotels, airport, transit routes and other designated locations. 2. Protocol-related assistance for foreign delegates, Ministers, senior officials and other dignitaries. 3.Support for route planning, access control, crowd management and coordination with local police/security agencies. 4. Airport facilitation, including helpdesk facilities, speedy clearance, lounge/protocol support and reception arrangements, as required. 5. Coordination with local administration for security arrangements relating to the exhibition and culturalevent. 6. Issuance of entry passes/accreditation for exhibitors, artists, support staff and other personnel in coordination with MoWCD. 7.
	Convenr	Sabir C A, SS, DWCD	9947511656	
	Member	Seena Uthaman,		

		CDPO Angamaly Addl	9526460246	Storage and security arrangements for exhibition materials and display items. 8. Coordination for dinitary seating and protocol arrangements during the cultural programme/gala dinner. 9. Detailed protocol mapping for ministerial and senior officers meetings to be finalized in June/early July. 10. Arrangement for GALA dinner at grand ball room (150-200 attendees) in close coordination with EMC hired by MWCD. 11. Support in coordination for airport reception and movement management for the delegates participating in the summit.
	Member	Rajeesh P S, HA, ICDS Vazhakulam	9745169906	
	Member	Sijimol A N, Supervisor, ICDS Vazhakulam	9847862374	
7.	Medical & Emergency Response Committee	Sini K S, CDPO Edappally	9946442594	1. Arrangement of medical facilities during the programme period.

	Chairman			2. Availability of doctors, emergency response support and ambulance services at/near the venue and hotels, as required.
	Convener	Sainaba C M, CDPO Vadavukod	9995331254	3. Coordination with nearby hospitals for emergency preparedness.
	Member	Aswathy A, Supervisor, ICDS Edappally	7012579475	
	Member	Swapna T, Sr Clerk, ICDS Edappally	8086942159	
	Member	Nazeer A	7907667646	
8.	Exhibition Committee Chairman	Krishnamoorthy, PM, SCPS	9447306154	1. Assistance in identifying suitable local items, materials, handicrafts, textiles, products or themes for exhibition/display. 2.Coordination with concerned State departments/agencies for exhibition-related inputs and arrangements. 3.Support in showcasing Kerala's culture, women-led initiatives, local products and other relevant themes,as required. 4.Stall fabrication, layout planning and branding in line with the BRICS theme, in coordination with MWCD/EMC wherever applicable. 5. Provision of essential exhibition infrastructure, including tables/desks, chairs and display panels. 6. Designing and execution of thematic stalls/exhibition panels with EMC support.
	Convener	Reena P T, CDPO Vazhakulam Addl	9496432250	

				7. Printing and installation of flexes, standees and digital displays with EMC support. 8. Ensuring a uniform aesthetic for stalls and panels aligned with international standards.
	Member	Suhara C H, CDPO Koovappady	9400179216	9. Identification and onboarding of exhibitors, including State departments, SHGs, NGOs and other relevant organisations. 10. Provision of support staff for each stall, as required. 11. Cultural installations/live demonstrations, including handicrafts and traditional art forms, wherever feasible.
	Member	Manjusha M, HA, DWCDO	9567875778	12. Volunteers for guiding guests through the exhibition (Preferably proficient in BRICS languages)
	Member	Ramla M M, Senior Clerk , DWCDO	9495559595	

9.	Documentation Committee Chairman	Sini A, CDPO North Paravur	9447024258	Coordination with EMC and DC.
	Convener	Riya Razak P , Supervisor ICDS Angamaly	9947056194	
	Member	Tresa Remya Francis, Supervisor ICDS Pampakuda	7907610955	
	Member	Jithin Mohan, Senior Clerk	9446627911	
10.	Souvenirs Committee Chairman	Salini Prabha , CDPO Muvattupuzha	9744646467	Coordination with MWCD and Tourism.
	Convener	Sreenesh S Anil, State Programme Officer, KAVAl,	9645166503	
	Member	Nishamol M A, Supervisor ICDS Edappally	9744939395	
	Member	Ancy Sebastian, Supervisor ICDS Koovappady	9497683412	
11.	Media Committee Chairman	Jisha Joseph, CDPO Kothamangalam Addl	9447830178	Coordination with MWCD, EMC and Hotel.
	Convener	Sanam M K, Supervisor ICDS Vypin	9846200264	
	Member	Bency C A, Supervisor ICDS Angamaly	9633122682	
12.	Traffic Committee	Renuka A P,		Coordination with DC and police.

	Chairman	CDPO Palluruthy	9995583553	
	Convener	Ambily Augustine Supervisor, ICDS.	9747283608	
	Member	Lakshmi S Nair, Supervisor ICDS Muvattupuzha	9778273577	
13.	Fire & Rescue Committee	Subha K Nair, CDPO Mulanthuruthi Addl	9946001880	Coordination with DC and police.
	Convener	Darsini Shibu, Supervisor ICDS Pampakuda	9539812166	
	Member	Swapna Mathew, Supervisor, ICDS Kothamangalam Addl	9447641737	
14.	Disaster Response Committee	Rasheeda V A, CDPO Vazhakulam	9495841372	1. Backup plans for weather-related disruptions. 2.Emergency evacuation plans and mock drills. 3.Fire safety compliance and deployment of fire services. 4.Backup venues/alternate arrangements if required. 5.Power backup (generators, UPS systems) for uninterrupted operations.
	Convener	Prathibha Mathai, Supervisor ICDS Vazhakulam	9495980177	
	Member	Bindya V, Supervisor ICDS Kothamangalam	9846858006	

പ്രസ്തുത പരിപാടിയുടെ നടത്തിപ്പിനായി നിയോഗിക്കപ്പെട്ടിട്ടുള്ള മേൽ പറയുന്ന ജീവനക്കാർ കൊച്ചിയിൽ എത്തിച്ചേരേണ്ടതും പരാമർശം (1) പ്രകാരം നിയോഗിക്കപ്പെട്ടിട്ടുള്ള മറ്റ് ജീവനക്കാർ പ്രസ്തുത കാലയളവിൽ അതത് കമ്മറ്റികളുടെ പ്രവർത്തനത്തിന് ആവശ്യമായ നടപടികൾ ഡയറക്ടറുടെ കാര്യാലയത്തിൽ നിന്നും സ്വീകരിക്കേണ്ടതുമാണ്. മേൽ പട്ടികയിൽ പറയുന്ന ജീവനക്കാർക്ക് ചട്ട പ്രകാരമുള്ള TA/DA എന്നിവയ്ക്ക് അർഹതയുണ്ടായിരിക്കുന്നതാണ്.

V. VIGNESHWARI. IAS
വനിത ശിശുവികസന ഡയറക്ടർ

ബന്ധപ്പെട്ട ജീവനക്കാർക്ക്
പകർപ്പ് : ഫയൽ/സ്റ്റോക്ക് ഫയൽ

ഉത്തരവിൻ പ്രകാരം

സുപ്രണ്ട്