

**Manual 1**

**Particulars of organization, functions and duties**

**Section 4 (l) (b) (i)**

**Publication U/S 4 (2) (b) of the Right to Information Act-2005**

1	Aims and objectives of the organization	Dealing with the programmes of W & CD like ICDS, MDM, Social Welfare, Women and Child welfare etc.
2	Mission/Vision	To reduce the IMR & MMR, Improve the status of Women
3	Brief history and background for its establishment	Development of Women and Children, MDM to school students and Social security to Older persons
4	Organization Charts	Collector, DSWO, CDPOs, Supervisors Clerks, AWWs, AWHs
5	Allocation of business	Women and Child Development, Food Security their feeding Programme, Social Security to Old persons
6	Duties to be performed to achieve the mission	Improve the health and Nutrition status of mother and Children, Strengthenaryu SHGs throw Mission Shakti etc.
7	Details of services rendered	do
8	Citizens interaction	Good
9	Postal address of the main office, attached / subordinate office/field units etc.	CDPO office at Gosani, Gumma, Kasinagar, Rayagada, Nuagada, R.Udayagiri and Mohana
10	map of office location	Map of Gajapati district is attached
11	Working hours both for office and public	From 10.00 A.M to 5.00 P.M in working days
12	Public interaction, if any	Janasampark Sibiro and Focus village programmes are held in each month at different places of the district
13	Grievance redress mechanism	Grievance Cell of Collector at Dist.Headquarters is functioning for hearing of grievances of Public on working Saturdays and redressed of their grievance.

Manual 2						
Powers and duties of officers and employees						
Section 4 (I) (b) (ii)						
Publication U/S 4 (2) (b) of the Right to Information Act-2005						
Powers and duties of officers and staff						
Sl.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Collector	All Powers	All Powers	All Powers		Shoulder responsibility of Administrate
2	DSWO	Drawing and disbursing Officer maniting and supervising a all schemes disbursing being implemented in field Officer	Drawing and disbursing Officer	Yes		Assists to Collector in discharging duties and managed office and field all ICDS Projects
3	CDPOs	Drawing and disbursing Officer maniting and supervising a all schemes disbursing being implemented in field Officer	Drawing and disbursing Officer	Yes		Maintain their outer office and field I.e. ICDS Project aria
4	Supervisors	Supervision to ICDS Project of their sector	No financial Powers			Managed her own sector
5	AWW & AWH		No financial Powers			Managed her own AWC

Manual 3			
Procedure followed in decision-making process			
Section 4 (I) (b) (iii)			
Publication U/S 4 (2) (b) of the Right to Information Act-2005			
Flow Process Chart for disposal of decks			
Sl.No.	Activity	Level of action	Time frame
1	To receive daks from Primary section, mark to proper dealing clerk and submits in dak pad for perusal of DSWO	Diary clerk	Same day
2	To peruse daks and pass marginal orders, date line thereon, if required	SA	Same day
3	To put a diary number and hand over to concerned dealing clerk	Diary clerk	Same day
4	To receive dak and enter in log book put up letter in connected file with his views for orders	Dealing clerk	Same day
5	Please files to Officer	Dealing clerk	Same day
6	Please required files to Collector for approval	DSWO	Same day
7	To pass orders	Collector	Same day

<b>Manual 4</b>			
Norms set for the discharge of functions			
Section 4 (I) (b) (iv)			
Publication U/S 4 (2) (b) of the Right to Information Act-2005			
Illustration			
Sl.No.	Activity	Time frame/Norm	Remarks
Nothing to publish			

<b>Manual 5</b>				
Rules, regulations, instructions, manuals and records for discharging functions				
Section 4 (I) (b) (v)				
Publication U/S 4 (2) (b) of the Right to Information Act-2005				
List of regulations, instructions, manuals and records				
Sl.No	Name of the act rules, regulations etc.	Brief gist of the contents	Reference No.if any	Price in case of priced publications
Nothing to publish				

<b>Manual 6</b>				
A statement of the categories of documents that are held by it for under its control				
Section 4 (I) (b) (vi)				
Publication U/S 4 (2) (b) of the Right to Information Act-2005				
Details of the records available may be made in a statement form, wing wise, unit wise branch wise and it may be got tabulated, indexed and catalogued				
A statement of the categories of documents held				
Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1	Files	Personal files of all ICDS staff, LVLWs. Scheme files of W & CD Dep't.	DSWO Office	Three Years records available prior to that in record room of Collectorate

Manual 7				
Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation				
Section 4 (l) (b) (vii)				
Publication U/S 4 (2) (b) of the Right to Information Act-2005				
Details of consultative committees and other bodies with which consultations are held				
Sl.No.	Name and address of the consultative committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
1	DLAC	Collector, CDMO, Sub-Collector, DSWO, All Mos, All CDPOs and CARE Co-Ordinator etc.	To review the health and nutrition status of Women and Children, IMR, MMR, Mission Shakti etc.	Monthly
2	Child Welfare Committee (CWC)	Chair person 4 NGOs DSWO	To review the problems of Children including Girls, rehabilitation of orphan children etc	Monthly

Manual 8					
A statement of boards council, committees and other bodies					
Section 4 (l) (b) (vii)					
Publication U/S 4 (2) (b) of the Right to Information Act-2005					
Sl.No	Name & address of the body	Main functions of the body	Constitution of the body	Date of constitution	
Nothing to publish					
Sl.No.	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
Nothing to publish					

## OFFICE OF THE DSWO,GAJAPATI

Month and year 2007-08

Manual 9

Directory of Officers and Employees

Section 4 (l) (b) (ix)

Directory

Sl.No.	Name & Designation	Pay Scale/Monthly remuneration
1	Smt.Kiran bala Pattnaik,DSWO	6500-200-10500 Rs.3819/-
2	Smt.Amita Mishra, Programme Officer ICDS Cell	6500-200-10500 Rs.7184/-
3	Sri Sudhakar Katta,Statistical Asst.	4750-125-7500 Rs.7059/-
4	Smt.Shanti lata Behera,Sr.Clerk	4000-100-600 Rs.5283/-
5	Smt.Manorama Mahapatro,LVLW	3200-85-4900 Rs.3374/-
6	Smt.Amita Kumari Patro,LVLW	3200-85-4900 Rs.4654/-
7	Smt.Padmini Kumari Pattnaik,LVLW	3200-85-4900 Rs.2876/-
8	Sri Tripati Prasad Subudhi,Peon	2660-60-3200 Rs.4897/-
9	Sri Padmanava Palaka,Driver	3050-75-4500 Rs.5994

The budget allocated to Dist Social Welfare Section & ICDS Project,Gajapati					
Section 4 (I) (b) (xi)					
Non-plan budget 2007-08					
DSWO					
Major head	Activities to be performed	Sanctioned budget 07-08	Budget estimate 07-08	Revised estimate 08-09	Expenditure for the last year 07-08
36-2236 Nutrition-02 Distribution of Nutritious food Beverage Non-plan-001 Direction & Administration-0481 feeding programme-01003 salaries	Pay	133800	133800	121200	117800
	D.P	66900	66900	60600	58900
	D.A	70700	70700	77000	67128
	HRA	6000	6000	6000	Nil
	T.E	3500	3500	15000	3407
	O.C	1000	1000	2000	500
	R.C.M	1000	1000	5000	976
	Telephone	1000	1000	5000	Nil
ICDS Cell					
Major head	Activities to be performed	Sanctioned budget 07-08	Budget estimate 07-08	Revised estimate 08-09	Expenditure for the last year 08-09
36-2235 & W.C.P-Dist.Sector-02-SW-796-TASP-0729-Dist.Cell -01003 salaries	Pay	333520	333520	350000	45138
	D.P	166795	166795	175000	142620
	D.A	190427	190427	170000	186944
	HRA	25143	25143	30000	21160
	RCM	13600	13600	50000	13600
	OA	0	0	0	0
	T.E	24000	24000	50000	23869
	Telephone	27000	27000	30000	27000
	M.V	50000	5000	80000	49202
	O.C	80000	80000	40000	39934
LVLW					
Major head	Activities to be performed	Sanctioned budget 07-08	Budget estimate 07-08	Revised estimate 08-09	Expenditure for the last year 08-09
36-2235 SS & W Non-plan-02-SW-001 Director & Administration-0325 DSWO-01003 salaries	Pay	570020	570020	600000	567780
	D.P	280010	280010	300000	283931
	D.A	317700	317700	350000	316133
	HRA	50100	50100	50100	36945
	RCM	0	0	10000	0
	OA	0	0	10000	0
	T.E	11000	11000	22000	10968

Manual 12						
The manner of execution of subsidy programme						
Section 4 (l) (b) (xii)						
Publication U/S 4 (2) (b) of the Right to Information Act-2005						
List of institutions given subsidy						
Sl.No.	Name and address of the Institution	Purpose for which subsidy provided	No.of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
Nothing to publish						
LIST OF INDIVIDUALS GIVEN SUBSIDY						
Sl.No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No.of time subsidy given in past with purpose	
Nothing to publish						

Manual 13						
Particulars of recipients of concessions, permits or authorization granted						
Section 4 (l) (b) (xii)						
Publication U/S 4 (2) (b) of the Right to Information Act-2005						
List of beneficiaries						
Sl.No.	Name and address of the beneficiaries	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No.of times similar concession given in past with purpose	Previous years achievements
Nothing to publish						

Manual 14				
Information available in a electronic form				
Section 4 (l) (b) (xiv)				
Publication U/S 4 (2) (b) of the Right to Information Act-2005				
Details of information				
Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or uis being used as back end data base
Nothing to publish				

Manual 15			
Particulars of facilities available to citizens for obtaining information			
Section 4 (l) (b) (xv)			
Publication U/S 4 (2) (b) of the Right to Information Act-2005			
Facilities available for obtaining information			
Sl.No.	Facility available	Nature of information available	Working hours
Nothing to publish			

Manual 16					
Name, Designation and other particulars of Public Information Officers					
Section 4 (l) (b) (xvi)					
Publication U/S 4 (2) (b) of the Right to Information Act-2005					
List of Public Information Officers					
Sl.No.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1	DSWO, Gajapati	Collectorate, Gajapati	06815-222025		Seven ICDS Projects of district

List of Assistant Public Information Officers				
Sl.No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	S.A	Collectorate, Gajapati	06815-222025	DSWO Gajapati @ ori.nic.in

First appellate authority with in the department					
Sl.No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1	Sri Aswini Kumar Rout First Appellate Authority Deputy Secy. to Govt.	Deputy Secy. to Govt. W & C.D.Deptt.Orissa, BBSR	0674-2322934	WCD.Sec.@ ori.nic.in.	