

**Welfare Section, Collectorate ,Gajapati Paralkhemundi
(Proactive Disclosure)**

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Particulars of organization, functions and duties :-

1.	Aims and objectives of the organization :-	Dist.Welfare section is functioning in a portions of old DRDA office building since 2001 prior to that it was functioning in a single room of Collectorate building since creation of Gajapati Dist w.e.f 2.10.1992.The post of DWO has been created in the letter No.29298/TW.Dated 29.8.1993 of Tribal Welfare Department by upgrading the post of ADWO from Sub-Collector office Paralkhemundi. The main aim & objective of this section is to develop education & livelihood of S.C & ST students as well as ST/SC and SEBC People. It is also safe guard the life and liberty of ST/SC people and to develop the Socio-economic condition of the ST/SC people.
2.	Mission/ Vision	Not arise
3.	Brief History and back ground for its establishment :	Dr.Sweta Kumar Das, OAS DWO, Gajapati is the Head of Office. He has vested some important power i.e. administrative, financial , Statutory etc. This section have been one Head Clerk, 2 Sr. Clerks, 1 Jr. Clerk 1 Night Watcher & 1 Attendant. Besides 11Govt. High School, 4 Govt. Girl's High School, 3 Residential Schools , 3 Ashram School & 46 nos. of Seva Shram is running in this District.
4.	Organisation Charts	Not related
5.	Allocation of Business	Not related
6.	Duties to be performed to achieve the mission	Pre-metric Scholar ship , Post Metric Scholar Ship Merit- cum- Poverty Scholar ship, MADA & Article 275(I), Atrocity, Inter caste Marriage, Caste certificate, ORV , OBC loan, Records & documents relating to SSD Deptt.
7.	Details of Services render	As given above
8.	Citizens interaction	Collector, Gajapati has opened a KIOSK room for interaction of citizens.
9.	Postal Address of main office attached/subordinate office/ field units etc.	District Welfare Section, Collectorate, Gajapati, Paralkhemundi.
	District Welfare Officer	Collectorate, Gajapati
	ADWO, Paralkhemundi	Upgraded the post as D.W.O.

	WEO'S of 7 Blocks	Block Head quarters.
	Mohana Govt. High School	Mohana, P.O- Mohana Dist. Gajapati
	Antaraba Girls High School	At/Po:- Antaraba, Dist. Gajapati
	Chandragiri GG H.S	At- Chandragiri, P.O :- Chandragiri, Dist. Gajapati
	Chellagada H.S	At/P.O- Chellagada, Dist:- Gajapati
	Ramagiri H.S	At/P.O-Ramagiri,Dist:-Gajapati
	Dogharia H.S	At/P.O:-Khajuripada,Dist:-Gajapati
	Rayagada H.S	At/P.O:-Rayagada,Dist:-Gajapati
	Laxmipur GGHS	At/P.O:-Laxmipur,Dist:-Gajapati
	Koinpur H.S	At/P.O:-Koinpur,Dist:-Gajapati
	K.C.Pur,GGHS	At/P.O:-Gumma,Dist:-Gajapati
	Badakalakote H.S	At/P.O:-Badakalakote,Dist:-Gajapati
	Parida Res. School	At/P.o- Parida, Dist. Gajapati
	Harishchandrapur res. School	At/P.o- Harishchandrapur, Dist:- Gajapati
	Damadua Res. School	At /P.O- Damadua, Dist;- Gajapati
	Sundruba A.S	At- Sundruba, Dist.;Gajapati
	Bhubani A.S	At/P.o- Gumma,Dist:-Gajapati
	Tatarang A.S	At/P.O:-Tatarang,Dist:-Gajapati
10.	Map of office Location	Old DRDA Office Building since 2001
11.	Working hours both for office and public	Usually from 10 A.M to 5 P.M as declared by State Govt. Round the clock as and when necessary.
12.	Public interaction if any	The Head Clerk of this office is in charge of Sampark at Dist. Office.
13.	Grievance redress mechanism	We are trying to my level best to redress the public grievance as and when required.

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Power and duties of officers and staff

Sl. No	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	D.W.O	Yes	Yes	Yes	Yes	Head of Office.
2	Head Clerk	-	-	Yes	Yes	Overall supervision
3	Sr. Clerk			Yes	Yes	As per work allotted by DWO Susila Nayak, Sr.Clerk:- Estt., of Dist.Office W.E.Os.ORVAct. H.S/RS/AS/SS M.R.Patnaik, Cash, Stock & Store, Audit,Meetings PCR & POA Act.

4	Sr.Asst.OSFDC					As per work allotted by D.M.OSFDC -cum- DWO, R.N.Behera, Loan correspondence,etc of OSFDC Schemes
5	Account Knowing Superintendent on deputation			Yes	Yes	As per work allotted by DWO S.Alikhan Bill , Budgent & Pension
6	Jr. Clerk			Yes	Yes	As per work allotted by DWO :- P. K.Nayak :- PMS.G&Ms,Issue of Caste Certificate, MADA & Article 275(I)
7	Attendent					Attached to Office for delivery of Daks
	N.W			Yes	Yes	Attached to Office
8	WEO's			Yes	Yes	Attached to Block Office under the control of the BDO as per his job chart
9	Head Masters of H.S	Yes	Yes	Yes	Yes	D.D.O & Controlling his staff
10	H.M R.S/AS	Yes		Yes	Yes	Controlling his Staff
11	Asst. teacher			Yes	Yes	As allotted by HM to teach
12	Attendant					Attached to Schools

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Procedure followed in decision making process

Flow process Chart

Sl. No.	Activity	Level of action	Time frame
1.	To receive letter	Jr. Clerk	Same day
2.	To mark the letter to concerned dealing asst.	Head Clerks	Same day
3.	To put up a diary number and send to concerned Dealing Asst.	Jr. Clerk	Same day
4.	To prepare report and submit to supervising officer	Dealing Asst.	Within 3 days
5.	To approve and send the reply to the concerned quarter		Same day

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Norms set for discharge of functions

Sl. No	Activity	Time frame/ Norm	Remarks
1.	Diary of Letter	3 minutes per letter	Same day
2.	Dispatch of letter	5 minutes per letter	Registered dak including the entry in messenger book
3.	Typing job	30 pages per day	No typist
4.	Disposal of letter	Within 3 days	From the date of receipt
5.	Preparation of food card	Not related	
6.	Sanction of G.P.F	3 days	
7.	Sanction of Leave	3days	
8.	Issue of caste certificate	Same day if records available	
9.	Sanction of pension	15 days by the Collector	
10	Payment of salary	1 st day of each month	
11	Sanction of increment	10 th of every month	
12	Submission of 1 st R.E	August of each year	
13	Submission of 2 nd R.E	January of each Year	
14	Reports & Returns	10 th of every month	
15	Gradation list of H.M/ Sevak	During January of each year	

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Rules regulation, instructions, manuals an records for discharging functions

List of regulations, instructions, manuals and records.

Sl. No	Name of the act, rules regulation etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	ORM	Maintance of files & records		
2	ORV	Reservation of vacancy for reserve category		
3	OSC	Service matter of Staff		
4.	CCA	Disciplinary Proceeding		

5	OGSC	Responsibility of Govt. Service holder		
6.	GPF	Sanction of GPF		
7.	OTC I & II	Preparation of Bill & other delegation of financial power		
8	OGFR I & II	-do-		
9	Orissa Subordinate Tribal Welfare Recruitment rule	Appointment of Head Sevak/ Sevak / TGT/Teaching staff		
10	OTA	Preparation T.A Bill		
11	Orissa leave Rule	Sanction of leave		
12	OCS (Pension)	Sanction of Pension		
13	OCS (Cum. Pension)	Sanction of Commutation of Pension		
14	OLR Act	Section 22,23,23(A) of OLR Act		
15	PCR Act	Atrocity		
16	MADA & Cluster	For ST/SC People		

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A statement of categories of documents held
Not applicable

Manual -7

Details of consultative committees and other bodies with which consultation are held

Not applicable

Manual -8

List of Boards, Councils committees etc.
Not applicable

Manual-9

Directory of officers and employees

Sl. No	Name & Designation	Office Phone No	E-mail address
1.	Sri D.V.Swamy, IAS, Collector, Gajapati	222396	gpt@ori.nic.in
2.	Sri Gunanidhi Jena, OAS(I) SB, ADM , Gajapati	223333	
3.	Dr.Sweta Kumar Das, OAS, DWO, Gajapati	222825	

4.	Babula Sethi, Head Clerk		
5.	M.R.Patnaik, Sr.Clerk		
6.	Smt Susila Nayak, Sr. Clerk		
7	S.Alikhan,AKS. On deputation		
	R.N.Behera.Sr.Asst.OSFDC		
7.	P.K.Nayak , Jr. Clerk		
10.	P.K.Nayak, Driver on deputation		
11.	Gurunath Behera,Attendent		
12.	Jemus Sabar,N.W.		

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Monthly remuneration received by each of the officer & employees including the system of the compensation as provided in the regulations

Sl. No	Name & Designation	Pay scale/monthly remuneration	
1.	Dr.Sweta Kumar Das, OAS, DWO, Gajapati	6500-200-10500	13973
2.	Babula Sethi, Head Clerk	5000-150-8000	11186
3.	M.R.Patnaik, Sr.Clerk	4000-100-6000	10530
4.	Smt Susila Nayak, Sr. Clerk	-do	8100
5.	S.Alikhan,AKS. On deputation	3200-85-4900	8546
6.	R.N.Behera.Sr.Asst.OSFDC	4750-125-7000	9646
7	P.K.Nayak , Jr. Clerk	3200-85-4900	8546
8.	P.K.Nayak, Driver on deputation	3050-75-4220	8295
8	Gurunath Behera,Attendent	2550-55-2660-60-3200	6590
9	Jumus Sabar,N.W.	-do-	6480

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Non-Plan & Plan budget

Non- Plan Budget

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expd. For the year 07-08
11-2225/Dist. Office	Pay	415400	415339	Under progress	393979
	D.P.	207700	207675		197005
	D.A	282000	269180		254362
	HRA	13000	17924		12992
	Other Allw.	3120	3120		3120
	Electricity	8000	8000		8000
	Water Charges	1000	1000		1000
	Off. cont	9000	50000		9000
	RCM	2000	15000		2000
	TE	26000	20000		25940
	MV	12500	50000		12500

	Telephone		15000		
R.S. Estt.					
	Pay	4234669	4334669		4162104
	D.P.	2055500	2085500		1999485
	D.A	2722870	2722870		2641418
	HRA	210570	210000		184535
	Remuneration of CCA	266000	266000		229086
A.S Estt.					
	Pay	1829000	1629319		1605643
	D.P.	874000	774385		764969
	D.A	900000	1012757		898728
	HRA	179000			
	OA	4100	1320		1430
	OC	1000			
	Off. cont	4600			
	RCM	5500			
	TE	3400			
	Electricity Ch.	1200			
	Water Charges	4800			
	Remuneration of CCA	624000	624000		580370
GGHS,Laxmipur(DDO,DWO)	Salary for Consolidated pay Post	138500			42489
GGHS,Antaraba(DDO,DWO)	Pay	145000	235531		144787
	DP	74000	98700		55608
	DA	88000	111919		82874
	RCM	500			
	OA	2000			
	TE	500			
	Other Contingency	600			
	Other Charges	700			
	Remuneration Of CCA	54000	164658		54000
-do- State Plan	Pay	86000			33980
	DP	43000			15850
	DA	43000			39279
	HRA	6000			
	Remuneration of CCA	18000			18000
	Salary for Consolidated pay Post	228050			86203
Pre.Met.Scholarship					
	SC	14000	85000		11774
	ST	20332900	1306850		19354797
Post Met. Scholarship					
	SC	1504843			1030552

	ST	4369381			3099603
Plan Budget					
Inter caste marriage	SP		When required		
	CSP				
Atrocity	Sp				17500
	CSP(hordings)	125000			125000
	CSP(MV)	5000			5000
	OC (test Book) for trnsportation charges	10300	-	-	10300
MADA		1616000			1616000
-do-275(1)		475000			475000
100 Seated ST Girls Hostels Estt					
	Superintendent allwance	17500			17200
	Remuneration of Lady C.C.A.	525000			146123
	Remuneration of Lady W/W	525000			166355
	Remuneration of SSS	1056000			676090
	Remuneration of Contractual pay post of direct pay post H/S	287900			116479

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List of institution given subsidy
Not applicable

Manual -13

Particulars of recipients of concessions permits or authorization granted
Not applicable

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Information available in electronic form
Not applicable

Manual -15

Facilities available for obtaining information
NIC/KIOSK All information of Welfare section 10 A.M to 5.P.M

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List of Public information Officer

Sl. No	Degn. Of the officer designated as PIO	Postal Address	Tel. No	e-mail address	Demarcation of area/activities if more than one PIO is there
1	DWO as PIO	Collectorate, Dhenkanal	224510		
2.	ADWO Hqrs/Head Clerk as APIO	-do-	224510		
3.	ADWO of sub-divn.	Sub-Divisional Head qrs.			
4.	WEOs of Block	Block Head qrs.			
First appellate authority with in the department					
1.	Director SC/ST/ Director OBC	Secretariat, BBSR			In case of DWO
2.	ADM , Gajapati	Collectorate, Gajapati			In case of DWO/ HC
3.	Sub-Collector	Head qrts. Of Sub-Divn.			In case of DWO
4.	BDO's	Head qrts. Of Block			In case of WEOs
5.	Dy. Director SSD	Office of RDC, Berhampur			In Case of Welfare Department Southern Division(SSD)

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Other information as may be prescribed

District Welfare Officer-Cum-P.I.O
Gajapati,Paralakhemundi.

**Collectorate Gajapati,Paralakhemundi.
ST & SC Dev.Section**

L.No _____/RTI

Dated _____

To

**The Addl. District Magistrate
Gajapati.**

Sub: Submission of information U/S –4(1) of Right to Information Act 2005.

Ref: Your letter No.1841 dt.27.2.08.

Sir,

In inviting a reference to the letter on the subject cited above, I am to send herewith soft copy & hard copy of the required information for disclosure of Information under section 4(1) of Right to Information Act 2005. of District Welfare Section Gajapati.

This is for favour of your kind information and necessary action.

Encl. as above.

**District Welfare Officer
Gajapati,Paralakhemundi.**