

# SOCIAL WELFARE SECTION

## MANUAL-2

### Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

#### Powers and duties of officers and staff

Sl. No.	Name & Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Sri C.S. Dhada, DSWO, Sambalpur	--	--	--	--	All Administrative, Financial, Statutory and others power relating to Social Welfare and ICDS Schemes implemented through W & CD Department subject to approval of Collector.
2	Smt. Jhunu Swain, PO, Sambalpur	--	--	--		Monitoring ICDS Schemes, Domestic Violence, Sahara Committee, Mission Shakti, etc.
3	Sri Jagannath Rout, SEO, Hqrs. Sambalpur	--	--	--	--	Dealing with Social Welfare, RTI , Feeding Program, etc.
3	Sri Sanjaya Behera, Head Clerk, Sambalpur	--	--	--		Supervision of work of Ministerial Staff and Maintenance of Accounts.
4	Sri, Damodar Pati, Sr. Clerk	--	--	--		Dealing with cash, stock & store, preparation of bills and audit, etc.
5	Sri K.C. Pati, Sr. Clerk	--	--	--		Dealing with NGOs, JJ Board, CWC, Banishree, HKNS, Family Counseling, Crèche Centre, Short Stay Home, Orphanage, Old Age Home, etc.
6	Sri Balaram Padhee, Jr. Clerk	--	--	--		Dealing with Issue and Despatch of Letters, Office and Field Establishment, etc.
7	Sri Gajendra Rout, Peon					Assist all Staff in their work

## Manual 3

### Procedure followed in decision-making process

#### (Section 4(1)(b)(iii))

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gates examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Sl. No.	Activity	Level of action	Time frame
1	All Social Welfare and ICDS Schemes	As per Govt. guidelines and instructions issued by time to time, Plan of action for effective implementation of such schemes are being prepared and implemented after approval from Collector.	As per directions of Govt.

## Manual 4

### Norms set for the discharge of functions

#### (Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities.

Sl. No.	Activity	Time frame/Norm	Remarks
1	All Social Welfare and ICDS Schemes	As per directions of Govt.	

## Manual 5

### Rules, regulations, instructions, manuals and records for discharging functions

#### (Section 4(1)(b)(v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

#### List of regulations, instructions, manuals and records

Sl. No.	Name of the Act, Rule, Regulation etc.	Brief gist of the contents	Reference No. if any	Price in Case of priced publication
1	OGFR	Delegation of financial powers		
2	Orissa Service Code	Dealing with conditions/ service matters of Govt. employees		
3	O.C.S.(Pension)Rules, 1992	Dealing with pension case of retired Govt. servants		
4	O.C.S. (CCA) Rules, 1962	Dealing with departmental/ disciplinary proceedings against Govt. employees		
5	Orissa Leave Rule, 1966	Sanction of leave Govt. servants		
6	Orissa G.P.F. (Ammendment) Rules, 1979	Contribution to G.P.F. and advances etc. of Govt. Servants		
7	O.R.S.P. Rules, 1998	Fixation of pay of Govt. Servant		
8	Book Circular No.46 procedure for recording and maintenance of C.C.R of Non-Gazetted employees	Maintenance of C.C.R of SEO/LSEO and Lady Supervisors.		
9	Orissa Social Welfare Service( Group B Junior Branch ) Rules, 2007	Recruitment of SEO/LSEO. .		
10	Orissa Children's and Women's Welfare Service Rules,1989	Recruitment of Lady Supervisors		
11	Orissa Children's and Women's Welfare Service Rules,1989	Promotion of LVLWs and AWWs.		
12	JJ Board Act. 2005	Juvenile Justice		
13	CWC Act.2005	Protection/Rehabilitation of Children/Orphan Children		
14	Domestic Violence	Protection/rehabilitation of people from Domestic Violence		
15	Madhu Babu Pension Rule, 2008	Provision of pension to destitute old aged persons, widows and PWDs		
16	Banishree	Provision of stipend to PWDs		
17	NHFDC Loan	Provision of loans to PWDs		
18	SNP Guidelines	Provision of health care and feeding to children and women		
19	MDM Guideliness	Provision of feeding to school children		

## Manual 6

### A statement of the categories of documents that are held by it for under its control

#### (Section 4(1)(b)(vi))

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 catalogues.(an illustrative list is given below)

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit/section where available	Retentionperiod where Available
1	Records relating to Audit and Accounts	Cash Books, Audit Reports, Stock & Store, Book of Drawals, Bill Registers, Allotment Registers, etc.	Cash Section	Last 20 years
2	Records relating to staff establishment	Personal files, Service Books, GIS Pass Books, Govt. Rules and Circulars	Establishment Section	Last 10 years
3	ICDS Scheme	Information relating to all ICDS schemes	Programme Officer	Last 5 years
4	Social Welfare	Information relating to Pension and Feeding Programme, RTI	SEO	Last 10 years
5	Social Welfare	Information relating to NGOs, Banishree, CWC, JJB, Orphanage, Old Age Home, NHFDC Loan, etc.	Sr. Clerk	Last 5 years

## 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(1) (b)(vii))

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
-	-	-	-	-

## Manual 8(Not applicable)

### A statement of boards, council, committees and other bodies constituted

#### (Section 4 (1) (b) (viii))

#### List of boards, councils, committees etc.

Sl. No.	Name and address of the body	Constitution of The committee/Body	Main functions of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings
1	District Steering-cum-Monitoring Committee Meeting on MDM	Collector, CDMO, CDVO, CSO, DAO, DSWO	Monitoring and supervision of MDM	2008			Yes	Quarterly
2	District Monitoring Squad	ADM, CDMO, CDVO, CSO, DAO, DSWO	-do-	2010			Yes	-
3	Sahara Committee	DSWO, PO, Smt. Babita Purohit, Smt. Bishnupriya Bhoi, Smt. Padmalaya Bhoi and Smt. Snehaprava Sarangi, all of Sambalpur	Protection/rehabilitation of people from Domestic Violence	-			Yes	On receipt of petition from the aggrieved.
4	Executive Body, HKNS District Branch	Collector, CDMO, ADMO (PH), DSWO, BDO, Jujomura, MO Hatibari Health Home and others	Management of HKNS, Hatibari	-			Yes	- Quarterly
5	CWC	Dr. Diptibala Pattanaik, Sri Joy George, Sri Habil Ekka and Sri G R Dubey ,all of Sambalpur	Rehabilitation/ Protection of Orphan Children.	2010			Yes	As and when required
6	JJB	CJM, Sri Sudhir Pujhari, Smt. Itishri Sarangi	Cases related to neglected and delinquent children	2010			Yes	As and when required

Please attach copies of detailed notification/ orders for their constitutions.

## Manual 9

### Directory of Officers and employees

#### (Section 4(1) (b) (ix))

#### Directory

Sl. No.	Name & Designation	Office Phone No.	E-mail address
1	Sri C.S. Dhada, DSWO, Sambalpur	0663-2410557	<a href="mailto:dswosambalpur@nic.in">dswosambalpur@nic.in</a> , <a href="mailto:dsw01sbp@gmail.com">dsw01sbp@gmail.com</a>
2	Smt. Jhunu Swain, PO, Sambalpur	0663-2410557	
3	Sri Jagannath Rout, SEO, Dist. Hqrs., Sambalpur	0663-2410557	<a href="mailto:jagannath.rout8@gmail.com">jagannath.rout8@gmail.com</a>

## Manual 10

The monthly remuneration received by each of the Officers and employees, including the system of compensation as provided in the regulations

(Section 4(1) (b) (x) )

Sl. No.	Name of the Officer	Designation	Scale of Pay
1	Sri Chandra Shekhar Dhada	DSWO	20200/GP – 4600
2	Smt. Jhunu Swain	Programme Officer	14950/GP 4200
3	Sri Jagannath Rout	SEO	13630/GP -4200
4	Sri Sanjaya Kumar Behera	Head Clerk	12130/GP – 4200
5	Sri Damodar Pati	Sr. Clerk	9980/-GP – 2400
6	Sri Krushna Ch. Pati	Sr. Clerk	9980/-GP – 2400
7	Sri Balaram Padhee	Jr. Clerk	9960/GP - 2000
8	Sri Gajendra Rout	Peon	7710/GP- 1400

## Manual 11

**The budget allocated to each agency**

**(Section 4(1) (b) (xi))**

Non-plan budget

Sl. No.	Name of the Officer	Designation	Scale of Pay
1	Sri Chandra Shekhar Dhada	DSWO	20200/GP – 4600
2	Smt. Jhunu Swain	Programme Officer	14950/GP 4200
3	Sri Jagannath Rout	SEO	13630/GP -4200
4	Sri Sanjaya Kumar Behera	Head Clerk	12130/GP – 4200
5	Sri Damodar Pati	Sr. Clerk	9980/-GP – 2400
6	Sri Krushna Ch. Pati	Sr. Clerk	9980/-GP – 2400
7	Sri Balaram Padhee	Jr. Clerk	9960/GP - 2000
8	Sri Gajendra Rout	Peon	7710/GP- 1400

**Plan budget**

Name of the Plan Scheme	Activities to e under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent
MDM	Feeding Programme	1995	Continuous scheme	Funds sanctioned by Govt. from time to time	Amount disbursed/spent from time to time as per Govt. sanction and provision
SNP	Feeding Programme	1975	Continuous scheme		
MBPY	Pension	2008	Continuous scheme		
IGNOAP	Pension	2010	Continuous scheme		
IGNWP	Pension	2010	Continuous scheme		
IGNDP	Pension	2010	Continuous scheme		
NFBS	Ex-gratia funds	1995	Continuous scheme		
JJB	Child Protection	2009	Continuous scheme		
CWC	Child Care	2009	Continuous scheme		
Banishree	Scholarship to PWDs	2009	Continuous scheme		

**Manual 12 (Not Applicable)**

**The manner of execution of subsidy Programme**

**(Section 4(1) (b) (xii)**

**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
-	-	-	-	-	-	-

**List of individuals given subsidy**

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose
-	-	-	-	-	-

### Manual 13 (Not Applicable)

Particulars of recipients of concessions, permits or authorizations granted

#### (Section 4(1) (b) (xiii))

##### List of beneficiaries

Sl. No.	Name and address of the beneficiary	Nature of concession/Permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purposes
-	-	-	-	-	-

### Manual 14

#### Information available in an electronic form

#### [Section 4(1)(b)(xiv)]

##### Details of information

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	Data relating to Social Welfare Schemes (Partial)	Scheme wise Target & Achievement, Allotment and Expenditure, etc.	Yes	back end data base

### Manual 15

#### Particulars of facilities available to citizens for obtaining information

#### [Section 4(1)(b)(xv)]

##### Facilities available for obtaining information

Sl. No.	Facility available	Nature of Information available	Working hours
1	Information is supplied by post through e-mail and in person.	All information relating to Social Welfare, Feeding Programme, ICDS and other schemes implemented through W & CD Department.	10.00 AM to 5.00 P.M.

## Manual 16

Name designation and other particulars of Public Information Officers

### (Section 4(1) (b) (xvi))

#### 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	Sri C.S. Dhada	Collectorate, Sambalpur	0663-2410557	<a href="mailto:dswosambalpur@nic.in">dswosambalpur@nic.in</a>	All information Relating to Social Welfare, ICDS and other schemes implemented through this office

#### List of Assistant Public Information Officers

Sl. No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	Sri Jagannath Rout, SEO	Collectorate, Sambalpur	0663-2410557	<a href="mailto:jagannath.rout8@gmail.com">jagannath.rout8@gmail.com</a>

#### 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 authorities there
1	Additional District Magistrate, Sambalpur	Collectorate, Sambalpur	0663-2410386		

## Manual 17

### Other information as may be prescribed

#### [Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.