

DIST. WELFARE OFFICE, SAMBALPUR

MANUAL-2

Power and duties of officers and employees

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

Power and duties of officers and staff

Sl. No.	Name and Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	D.W.O., Sambalpur					
1	Clement Tirkey, D.W.O., Sambalpur	District Welfare Office,	Drawing & Disbursing Officer			D.W.O.
2	Sudarsan Naik, Head Clerk					H.C.
3	Bhubaneswar Behera, Sr. Clerk					Scholarship & Education
4	Kishor Ku. Padhi, Sr. Clerk					Cashier & SEBC/OBC Loan
5	Laxmimaya Sahu, Sr. Clerk					Genl. & Misc.
6	Braja Bihari Das Jr. Clerk					Establishment
7	Sasmita Maharana, Jr. Clerk					Bill Budget & FRA
8	Balaram Panigrahi, Jr. Clerk					Issue, received, Stock & Store

MANUAL-3

Procedure followed in decision-making progress

[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 gets examined the final authority to which it has to go for approval may be explained.

The Flow Process Chart 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

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	2	3	4

MANUAL-5
Rules, regulations, instructions, manuals and records for discharging functions
 [Section 4(1)(b)(v)]

Prepare a list of rules, regulations, 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 list of the contents	Reference No. if any	Price in case of priced publication
1.	Orissa Record Manual	Service matter		
2.	OGFR	Accounts matter		
3.	ORV Act.	Reservation		
4.	Prevention of Atrocity Act.	Safe guard the interest of ST & SC		

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 for the year 2010-11.

Sl. No.	Nature of Record	Details of information available					Unit / Section where available	Retention period where available
1.	Pre-Matric Scholarship (SC)	Allotment Received	Amount Drawn	Amount Disbursed	Amount Surrendered	Beneficiaries	PMS Section	3 Years
		5108195	4783967	4764867	343328	9610		
2	Pre-Matric Scholarship (ST)	171896980	29819030	28116230	1171750	24157	PMS Section	
3	Post-Matric Scholarship (SC)	10543000	9106790	9406790	1434233	2399	PMS Section	
4	Post-Matric Scholarship (ST)	11780000	11139837	11139837	640158	3480	PMS Section	
5	MADA	Funds sanctioned under MADA and Article 275(1) of the Constitution of India.					B.D.O., Naktideul/ Rengali / Jujumura / Dhankauda	3 Years

Statement showing the details recovery till 31.03.2011 of SEBC / OBC Loan

Sl. No	Name of the District	No. of cases instituted	No. of cases closed	Collection from 01.04.11 to 31.03.11	Remarks
	Sambalpur	57	7	143188	

MANUAL-7 (Not applicable)

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 Committee / Bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings

Other procedure adopted for formal and informal consultation with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare association, etc.

Other details whether the meeting are open to public, minutes are accessible to public etc may also be indicated.

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	Main function of the body	Constitution of the body	Date of constitution.
1	2	3	4	5

Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10

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

MANUAL-9
A statement of boards, council, committees and other bodies constituted
[Section 4(1)(b)(ix)]

Directory

Sl. No.	Name & designation	Office Phone No.	E-mail address
1.	Clement Tirkey, D.W.O., Sambalpur	0663-2410343	
2.	Sudarsan Naik, Head Clerk	-do-	
3.	Bhubaneswar Behera, Sr. Clerk	-do-	
4.	Kishor Ku. Padhi, Sr. Clerk	-do-	
5.	Laxmimaya Sahu, Sr. Clerk	-do-	
6.	Braja Bihari Das, Jr. Clerk	-do-	
7.	Sasmita Maharana, Jr. Clerk	-do-	
8.	Balaram Panigrahi, Jr. Clerk	-do-	

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 and Designation	Pay Scale / Monthly remuneration
1.	Clement Tirkey, D.W.O., Sambalpur	9300-34800 + G.P. 4600
2.	Sudarsan Naik, Head Clerk	9300-34800 + G.P. 4200
3.	Bhubaneswar Behera, Sr. Clerk	5200-20200 + G.P. 2400
4.	Kishor Ku. Padhi, Sr. Clerk	5200-20200 + G.P. 2400
5.	Laxmimaya Sahu, Sr. Clerk	5200-20200 + G.P. 2400
6.	Braja Bihari Das, Jr. Clerk	5200-20200 + G.P. 2000
7.	Sasmita Maharana, Jr. Clerk	5200-20200 + G.P. 2000
8.	Balaram Panigrahi, Jr. Clerk	5200-20200 + G.P. 1900

Note: Details about system of compensation provided in regulation may be given.

MANUAL-11

The budget allocated to each agency

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

Non-Plan Budget for the Year 2010-11

Minor head	Activities to be performed	Estimated Budget	Revised Estimate Budget	Allotment received	Expenditure	
2225	Salary	Dist. Estt.-				
		Pay + G.P.	2128000	2241000	2201000	1978730
		D.A.	640000	690500	934500	920107
		HRA	167000	169000	195000	142483
		OA	1000	1000	2000	552
		A/S				
		Pay + G.P.	4122780	4245560	4122800	4110597
		D.A.	1436130	1571260	1718000	1718000
		HRA	193811	193811	194000	180609
		OA	1020	6020	3000	1520
		S/S				
		Pay + G.P.	16149514	17117028	16149500	15764679
		D.A.	5604794	5604794	6814500	6715425
		HRA	965216	1035432	965000	861316
		OA	5070	5170	5100	5070

Plan Budget

Name of the plan Scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent

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 year achievements

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 times subsidy given in past with purpose

MANUAL-13 (Not applicable)
Particular of recipients of concessions, permits or authorizations granted
[Section 4(1)(b)(xiii)]

Sl. No.	Name and address of the beneficiaries	Nature of concession / permits / 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)]

Sl. 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.

MANUAL-15
Particulars of facilities available to citizens for obtaining Information
[Section 4(1)(b)(xv)]

Sl. No.	Facility available	Name of the information available	Working hours

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	District Welfare Officer, Sambalpur	District Welfare Office, Sambalpur, At/Po/Dist.-Sambalpur	0663-2410343		

List of Assistant Public Information Officers

Sl. No.	Designation of the Officer designated as Asst. PIO	Postal Address	Telephone No.	e-mail address

First appellate authority with in the Deptt.

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.

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.