

Manual -1

Particulars of Organisation, Functions & Duties

[Section-4(1)(b)(i)]

1. Aims & Objectives of the Organization:

Dealing with the programmes of Women & Child Welfare & UNICEF sponsored scheme.

2. Mission/Visions:

To reduce the IMR & MMR & to improve the health status of Women & Child.

3. Brief History & Background for its Establishment:

Development of Women & Children.

4. Postal Address of the Main Office/Attached/Subordinate Office/Field Units:

Child Dev. Project Office, ICDS, Dhankauda & Field units at
Sankarma/Debeipali/Kilasama/A. Katapali/ Kardola/Hirakud NAC Area.

5. Working Hours Both for Office & Public:

From 10.00 AM to 5.00 PM in working days.

6. Public Interaction, if any:

Pustikar Divas, VHND & Block Level Nodal Meeting held in each month.

7. Grievance Redresses Mechanism:

Grievance Cell of Collector at Block Headquarter is functioning for hearing of grievances of Public on working Monday & redressed of their grievance. Besides this, Sector Level Meeting also conducted for redressal of grievance of AWW/AWHs.

Manual -2
Powers & Duties of Officers & Employees
[Section-4(1)(b)(ii)]

Sl.No	Designation	Power			Duties
		Administrative	financial	Statutory	
1	C.D.P.O	Drawing & Disbursing officer Monitoring & Supervising all schemes.	Drawing & Disbursing officer	yes	Maintenance their office & field i.e,ICDS Project Area.
2	Supervisors	Supervision to their concern sector of ICDS project .	No Financial Power	-	Managed her own sector
3	AWW & AWH		No Financial Power	-	Managed her own AWC

Manual -3
Procedure Followed in Decision Making Process
[Section-4(1)(b)(iii)]

Sl.No	Activity	Level of Action	Time Frame
1	To receive daks from various offices & submits in dak pad for perusal of CDPO	Diary Clerk	Same Day
2	To put a diary number & hand over to concerned dealing clerk	Diary Clerk	Three Days
3	To receive dak& enter in log book,put up letter in connected file with his view for ordes.	Dealing Asst.	Three Days
4	Place files to CDPO	Dealing Asst.	Same Day
5	To pass order	CDPO	Same Day

Manual -4
 Norms for Discharge of Functions
 [Section-4(1)(b)(iv)]
 Information not available

Manual -5
 Rules, Regulations, Instructions, Manuals & Records for Discharging Functions
 [Section-4(1)(b)(v)]
 Information not available

Manual -6
 Categories of Documents Under Control
 [Section-4(1)(b)(vi)]

Sl.No	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1	Files	Personal files of all staffs of ICDS Project & Scheme files	CDPO Office	Three Years records available prior to that in record

Manual -7
 Particulars of Arrangement in Formulation of Policy
 [Section-4(1)(b)(vii)]

Sl.No	Name & Address of the Consultative Committees/Bodies	Constitution of the Committee/Body	Role & Responsibility	Frequency of Meetings
1	Project Level Meeting	CDPO & all Supervisors.	To review the Health & Nutrition Status of Women & Children, IMR & MMR etc.	Monthly

Manual -8
Boards, Councils, Committees & Other Bodies Constituted
[Section-4(1)(b)(viii)]
Information not Available

Manual -9
Directory of Officers & Employees
[Section-4(1)(b)(ix)]

Sl.No	Name	Designation	Office phone No.	E-mail	Address
1	Smt.Puspanjali Mishra	CDPO	0663-2410232		Office of the Child Dev.ProjectOfficer,ICDS,Dhankauda
2	Sri.Rajendra Narayan Mohapatra	Senior Clerk	-		-
3	PankajiniOram	Junior Clerk	-	-	-
4	MamataManjariDeo	Lady Supervisor	-	-	-
5	Subasini Patel	Lady Supervisor	-	-	-
6	SabitaMunda	Lady Supervisor	-	-	-
7	YasodaSahu	Lady Supervisor	-	-	-
8	Vacant	S.A			
9	Vacant	Driver			
10	Vacant	Peon			

Manual -10
Monthly Remuneration & Compensation of Officers & Employees
[Section-4(1)(b)(x)]

Sl.No	Name	Designation	Scale Of Pay	Gross Salary
1	Smt.Puspanjali Mishra	CDPO	9300-34800/-	52749
2	Sri.Rajendra Narayan Mohapatra	Senior Clerk	5200-20200/-	41008
3	PankajiniOram	Junior Clerk	5200-20200/-	18824
4	MamataManjariDeo	Lady Supervisor	9300-34800/-	53592
5	Subasini Patel	Lady Supervisor	9300-34800/-	49060
6	SabitaMunda	Lady Supervisor	9300-34800/-	39400
7	YasodaSahu	Lady Supervisor	9300-34800/-	32960

Manual -11
Budget Allocated to Each Agency
[Section-4(1)(b)(xi)]

Major Head	Activities to be performed	Sanctioned Budget 2015-16	Budget Estimate 2015-16	Revised Estimate 2015-16	Expenditure for the last year 2015-16
36-2235-55&W-CSP-Dist.Sector-02-SW-796-TASP-0731-01003	Pay+G.P	1650000	1650000	1815000	1408620
	D.A	18645000	1864500	20509500	1686350
	H.R.A	112500	112500	123750	98352
	T.E	131539	131539	144692.9	131539
	R.C.M	15567	15567	17123.7	15567
	O.C	40000	40000	44000	40000
	M.V	215000	215000	236500	215000
	Telephone	5000	5000	5500	5000
	Electricity	10000	10000	11000	10000
36-2235 -02-102-0731-	Hon. Of AWW/AWHs	3907000	3907000	4297700	3906754

18023-401-1.1.2					
36-2235-02-789-0731-18023-401-1.1.2	Hon. Of AWW/AWHs	709500	709500	780450	709188
36-2235-02-796-0731-18023-401-1.1.2	Hon. Of AWW/AWHs	4883750	4883750	5372125	4883534
560	F.A	75000	75000	82500	75000
	Water Charges	3000	3000	3300	3000

Manual -12

Manner of Execution of Subsidy Programmes

[Section-4(1)(b)(xii)]

Information not available

Manual -13

Particulars of Recipients of Concessions, Permits or Authorizations Granted.

[Section-4(1) (b) (xiii)]

Information not available

Manual -14

Information Available in an Electronic Form

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

Information not available

Manual -15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Information not available

Manual -16

Names, Designations & Other Particulars of the Public Information Officers.

[Section-4(1) (b) (xvi)]

Sl.No	Name	Designation	Office Phone Number	e-Mail	Address
1	Smt.SabitaMunda	Lady Supervisor	0663-2410232	Cdpodhankauda500@gmail.com	Office of the CDPO,ICDS,Dhankauda

Asst.Public Information Officer :

Sl.No	Name	Designation	Office Phone Number	e-Mail	Address
1	Miss Pankajini Oram	Junior Clerk	0663-2410232	Cdpodhankauda500@gmail.com	Office of the CDPO,ICDS,Dhankauda

First Appellate Authority :

Sl.No	Name	Designation	Office Phone Number	e-Mail	Address
1	Smt.Puspanjali Mishra	CDPO	0663-2410232	Cdpodhankauda500@gmail.com	Office of the CDPO,ICDS,Dhankauda

Manual -17

Other Useful Information

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

Information not available