

CHILD DEVELOPMENT PROJECT OFFICER, ICDS PROJECT JAMANKIRA

INTRODUCTION

MANNUAL-1

Particulars of Organization Functions & Duties {Section-4(b)(i) }

1. Objective of the Public Authority

To reduce the malnutrition & child mortality through awareness generation supplement nutrition among growth monitoring. Toimproved the Social, Economical and mental outlook of the village women, pregnant women and nursing mothers with in the age group of 18 to 45 years and children with in the age group 0 to 6 years.

2. Mission/Vision

Mothers & Child Development.

3. Brief History of the Public Authority & context of its information.

CDPO Jamankira covered All over Jamankira Block.

4. Duties of Public Authority

District Social Welfare Office, Sambalpur Jurisdiction.

5. List of services being provided by the public Authority with a brief write up on them.

Six package of services along with Mission Shakti.

6. Mechanism available for monitoring the service delivery and public grievance resolution.

This is by Collector, Sambalpur.

7. Address of the Main Officer & other at different levels.

CDPO Office, Jamankira
At/Po-Jamankira, Dist- Sambalpur

8. Working Hours

Starting hour of the office-10.00 A.M
Closing hour of the office -5.30 P.M

MANUAL -2

Powers & Duties of officers & Employees {Section-4(i) (b) (ii)}

SI No	Designation	Administrative	Power			Duties
			Finance	Statury	Other	
1	2	3	4	5	6	7
1	CDPO	YES	YES			Control the ICDS Project
2	LADY SUPERVISOR					To Visit The AWC for monitor other Govt programme at AWC
3	SENIOR REVINUE ASSISTANCE	YES				Nazir and Other Correspondance work
4	JUNIOR REVINUE ASSISTANCE	YES				ESTT.Bill and Budget

MANUAL-3

Procedure Followed in Decision Making Process {Section -4 (1)(b)(iii)}

1. What is the procedure followed to take a decision for various matter ?(A reference to Secretariat Manual and Rules of Business Manual and other Rules/Regulations etc can be made)

Ans:- Act & Rules, Record Manual & Guideline relating to different scheme issued by the Government are followed to take a decision for various matters.

2. What are the documented procedures/laid down procedures/Defined criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Ans:- Approval of the ICDS resolution is required to arrive a particular decision for important matters. In important matters to arrive at a decision file moves from the dealing assistant to the CDPO through proper channel.

3. Who are the Officers at various levels whose opinion are sought for the process of decision making?

Ans:- Sub-collector ,CDPO and Lady supervisor are the officers at various level whose opinions are sought for the process of decision making.

4. Who is the final authority to take decision?

Ans:- CDPO Jamankira

MANUAL-4

Norms for Discharge of Function {Section 4(1)(b) (IV)}

SL.No	Activity	Time Frame/Norm	Remarks
1	Diary of Letter	Minutes per Letter	
2	Dispatch of Letter	Minutes per Letter	Register documents including
3	Typed Job	30 pages per day	

MANUAL-5

Rules,Regulations,Instructions,Manuals& Records for Discharging Functions {(Section-4(1)(b)(v))}

SL.No	Name/Title of the Documents	Type of Documents	Write up the of the document	Address/Telephone No./Email	Where one can get a copy of rules regulations ,manual and records	Fee charged by the dept. for a copy of rules regulations instruction manual & records
1	AWH selection guideline	.	Govt& WCD Deptt			
2	SNP Food Stuff					

MANUAL-6

Categories of Document under Control {Section -4(i)(b)(vi)}

SL.NO	Name of the Documents & Its Introduction in one Line	Category of the Documents	Procedure to obtain information	Held by/Under control of
1	General Cash Book		With 30 Days	SRA
2	SNP stock & store		With 30 Days	HQ LS
3	Issue & receipt Register		With 30 Days	JRA
4	RTI Register		With 30 Days	JRA
5	Gteneral Stock & Store receipt		With 30 Days	JRA

MANUAL-7

**Particulars of Arrangement in Formulation of Policy
{Section -4(1)(b)(vii)}**

MANUAL-8

**Boards, Councils, Committees & Other Bodies Constituted
{Section-4(1)(b)(viii)}**

MANUAL-9

**Directory of Officers & Employees
{Section-4(1)(b)(ix)}**

SL. No	Name	Designation	Office Ph.No	Mobil e No	Email ID	Adress
1	Smt.Jayshree Pattnaik	CDPO			Icdsjamankira123@gmail.com	ICDS,Jamankira
2	Smt.Jayanti Munda	SRA			Icdsjamankira123@gmail.com	Sambalpur
3	Sri.Rohit Kumar Bagh	JRA			Icdsjamankira123@gmail.com	Sambalpur
4	Samt Anita Ekk	LS			Icdsjamankira123@gmail.com	Jamankira
5	Smt.Arati Shaw	LS			Icdsjamankira123@gmail.com	Sambalpur
6	Smt.Sukanti Nayak	LS			Icdsjamankira123@gmail.com	Kuchinda
7	Smt.Puspamanjari Patel	LS			Icdsjamankira123@gmail.com	Kuchinda
8	Smt.Saraswati Sahu	LS			Icdsjamankira123@gmail.com	Jamankira
9	Smt.Sarojini Patel	LS			Icdsjamankira123@gmail.com	Kuchinda
10	Smt.Sayanti Bhoi	LS			Icdsjamankira123@gmail.com	Sambalpur
11	Smt.Rupabati Aind	LS			Icdsjamankira123@gmail.com	Kuchinda

MANUAL-10

**Monthly Remuneration & Compensation of Officers & Employees
(Section-4(1)(b)(x))**

SL.NO	NBAME OF EMPLOYEE	DESIGNATION	PAY
01	Smt.Jayshree Pattanaik	CDPO	64000
02	Smt.AnitaEkka LS	LS	62200
03	Miss.SukantiNayak	LS	49000
04	Smt.Arati Prasad Shaw	LS	56900
05	Smt.SaraswatiSahu	LS	20430
06	Smt.Puspamanjari Patel	LS	20430
07	Miss MeenuNayak	LS	18570
08	Smt.JayantiMunda	SRA	26300
09	Sri Rohit Kumar Bagh	JRA	22400
10	Sri Babuli Patel	Driver	13180
11	Sri.Premananda Jhakar	Peon	16600

REMUNARATION OF EMPLOYEE WORKING UNDER CDPO JAMANKIRA

SL.NO	NAME OF EMPLOYEE	DESIOGNATION	RATE OF REMUNARATION
01	Smt.LilyDwibedi	PA MAMTA	@9060
02	Sri.Sanat Ku. Behera	BPC	@25000
03	Sri. Chudamani	BPCAC	@15000
04	Smt.SayantiBhoi	LS	@16880
05	Smt.Sarojini Patel	LS	@16880

MANUAL-11

Budget Allocation to each Agency {Section-4(1) (b)(xi)}

FUNDS ALLOTTED FOR THE YEAR 2019-20

SL.NO	ITEAM	HEAD OF ACCOUNT	ALLOTMENT	EXPENDITURE	BALANCE
01	PAY	0731-136	3865880	3731293	134587
02	PAY	3259-136	901000	749204	151796
03	DA	0731-156	408224	369066	39158
04	DA	3259-156	117202	66043	51159
05	HRA	0731-403	210530	59277	151253
06	HRA	3259-403	35528	10940	24588

MANUAL-12

Manner of Execution of Subsidy Programmes {Section -4(1) (b) (xii)}

The programme provided the service activities.

- ❖ Supplementary nutrition
- ❖ Vitamin A
- ❖ Iron and Folic acid tab
- ❖ Immunization
- ❖ Health Checkups
- ❖ Pre-School Education to 3 to 6 Years old children.
- ❖ Growth Monitoring
- ❖ IMR
- ❖ Mission Shakti
- ❖ Mamata

❖ SUPPLEMENTARY NUTRITION

The SNP is being implemented in this project through 198 nos. of AWCs and 44 Mini AWCs. The following category of beneficiary have been identified and enrolled under this Programme.

SL.No	Category of Beneficiaries	No. of beneficiaries identified till Dec-2019	No. of beneficiaries enrolled till	Covered till
01	Children 6 month to 3 year	3362	3362	3362
02	Children 3 year to 6 years	4082	3363	3363
03	Pregnant Women	686	686	686
04	Nursing Mother	718	718	718

❖ **MORNING SNACKS**

- Monday to Wednesday
- Friday to Saturday - ChudaLaddu
- Thursday - Sprouted moong

Hot Cooked Meal (Spot Feeding) for Pre- School Children (3Yrs-6Yrs)

- Monday - Rice & Dalma
- Tuesday - Rice& Egg curry
- Wednesday - Rice& Egg curry
- Thursday - Rice & Boil Egg & curry
- Friday - Rice& Egg curry
- Saturday - Rice& Egg curry

❖ **VITAMIN A**

Vitamin A helps form and maintains healthy teeth, skeletal and soft tissue, mucus membranes and skin. Vitamin A promotes good eyesight especially in low light.

❖ **IRON & FOLIC ACID**

The Folic Acid tablets are providing the pregnant and lactating mother's .The pregnant women require additional iron and folic acid to meet their own nutritional needs as well as those of the developing fetus.

❖ **IMMUNISATION**

The Immunization is the process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. The PHC Jamankira has fixed target for immunization of children and pregnant mothers of this ICDS Project Jamankira. The immunisation are like BCG, PENTA, Polio, Measles, T.T are given 0 to 6 years children.

IMMUNISATION

SL NO	CATEGORY OF IMMUNISATION	TARGE C April 19 to Jan 20	ACHIVEMENT
1	BCG	1455	374
2	PENTA	1455	1064
3	POLIO	1455	1064
4	MEASLES	1455	1125
5	TT	1387	1215

❖ **HEALTH CHECK UP**

The Scheme is being done with the active co-operation of health personnel and ICDS staff regularly on the date of VHND. The Children get benefit up to 0 to 6 years, Pregnant and lactating mothers.

❖ **PRE-SCHOOL**

The main objectives of the programme to developed the mental and physical development of the children with in the age of 3 to 6 years. Preparing Children for primary education, creating a common environment of education and development for children coming from disadvantaged families.

❖ **GROWTH MONITORING**

To watch the growth of children from 0 to 4 years 11 month the weight of children has been taken every month. The nutritional status of the children of this project is as follows.

CHILDREN		TAKEN	%	N	%	UW	%	SUW	%
0-11 MONTH	1415	1409	99.57	1281	90.91	122	8.6	6	0.12
12-35 MONTH CHILDREN	2670	2626	98.03	2124	81.00	444	16.9	58	2.208
36-60 MONTH CHILDREN	2843	2809	98.08	2279	81.13	491	17.04	39	1.3

IMR (January to December 2019)

SL.NO	NAME OF THE MONTH	BIRTH	DEATH
01	JANUARY	125	3
02	FEBRUARY	83	1
03	MARCH	107	3
04	APRIL	114	3
05	MAY	134	1
06	JUNE	119	3
07	JULY	112	5
08	AUGUST	94	2
09	SEPTEMBER	94	4
10	OCTOBER	110	5
11	NOVEMBER	111	2
12	DECEMBER	96	3

❖ **MISSION SHAKTI**

Mission Shakti has been launched by the govt of Odisha on 08.03.2001 on the occasion of International Women's Day .The Mission will work towards strength to the existing SHG .In the state self Help Group are voluntary association of people formed to attain of collective goal with a commitment and sense of direction and loan for future .It is learnt that the target for formation of SHG has not been achieved.

SL No	S.N	WSHG formed by ICDS	Total
01	Existing SHG	1270	1270
02	New SHG	678	678
	Total	1948	1948

❖ **MAMATA**

The Scheme is functioning since sept.2011.Its aim to reduce maternal and infant mortality by improving the health and nutrition of pregnant and lactating women. This programme is mainly implemented to reduce the IMR & MMR of mothers, children & malnutrition for pregnant and nursing mothers up to two live birth children.

MANUAL-13

**Particulars of recipients of concessions permits or Authorization Granted
(Section -4(1)(xiii))**

MANUAL-14

**Information Available an Electronic Form
{Section-4(1)(xiv)}**

MANUAL-15

**Particulars of Facilities to Citizens for Obtaining Information
{Section-4(1)(xv)}**

SL.No	Facility Available
01	Through News Paper
02	Notice Board
03	Website of the public Authority
04	Inspection of records in the office
05	Printed manual
06	

MANUAL-16

**Names, Designation & Others of the Public Information Officers
{Section-4(1)(xvi)}**

Asst. Public Information Officer

SL.No	Name	Designation	Office Ph.No	Mobile No.	Email	Address
1	Smt.JayantiMunda	SRA		9090008743	Icdsjamankira123@gmail.com	Sambalpur

Public Information Officer

SL.No	Name	Designation	Office Ph.No	Mobile No.	Email	Address
1	Smt.AnitaEkka	LS		7683821660	Icdsjamankira123@gmail.com	Rourkela

First Appellate Authority (FAA)

SL.No	Name	Designation	Office Ph.No	Mobile No.	Email	Address
1	Smt.JayshreePattanaik	CDPO		9348610266	Icdsjamankira123@gmail.com	Rajgangpur

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{Section-4(1) (xvii)}

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**Public Information Officer
Jamankira**

Memo No _____ **/Date** _____

Copy forwarded to the N.I.C Sambalpur for favour of information and necessary action.

**Public Information Officer
Jamankira**

Memo No _____ **/Date** _____

Copy Submitted to District Social Welfare Officer, Sambalpur

**Public Information Officer
Jamankira**

Memo No _____ **/Date** _____

Copy forwarded to PIO (Nodal)-cum-Deputy Secretary to Govt. W & CD and MS Deptt. Odisha, Bhubaneswar for information and necessary action.

**Public Informaton Officer
Jamankira**

Memo No _____ **/Date** _____

Copy forwarded to the Asst Law Officer Odisha information commission, Bhubaneswar for favour of information and necessary action.

**Public Informaton Officer
Jamankira**