

Manual-1

Powers and duties of officers and employees

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

Powers and duties of officers and staff

Sl. No.	Name of the Section/Office	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	ICDS, Rengali					
1	Smt. Darsani Ekka, CDPO	Administrative	Yes	-	-	Over all Supervision, PIO RTI
2	Anjala Minz, Lady Supervisor	Administrative	-	-	-	VHND, Immunization, Mission Shakti Supervision, Sector Visit and attached to Office and SA.
3	Sumuti Kujur, Lady Supervisor	Administrative	-	-	-	VHND, Immunization, Mission Shakti Supervision, Sector Visit
4	Binodini Aind, Lady Supervisor (Contractual)	Administrative	-	-	-	VHND, Immunization, Mission Shakti Supervision, Sector Visit
5	Jasoda Ranbida, Lady Supervisor (Contractual)	Administrative	-	-	-	VHND, Immunization, Mission Shakti Supervision, Sector Visit
6	Chandrakanti Das, Lady Supervisor (Contractual)	Administrative	-	-	-	VHND, Immunization, Mission Shakti Supervision, Sector Visit
7	Subash Chandra Nath, Sr. Revenue Asst.	Administrative	-	-	-	Office Establishment, Bill and budget
8	Supriya Pasayat, PA Mamata	Administrative	-	-	-	All over charges of MAMATA Scheme and assist office work
9	Narendra Kumar Meher, BPC	Administrative	-	-	-	All over charge of the Mission Shakti and relating WSHG
10	Anita Bag, BPACA	Administrative	-	-	-	All over charge of the Mission Shakti and relating WSHG

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Sl. No.	Name and Designation	Pay Scale / Monthly Remuneration	Section/Office
1	Smt. Darsani Ekka, CDPO	Level-11, Cell-16, Rs.74300/-	ICDS, Rengali
2	Anjala Minz, Lady Supervisor	Level-11, Cell-11, Rs.64100/-	ICDS, Rengali
3	Sumuti Kujur, Lady Supervisor	Level-**, Cell-**, Rs.50500/-	ICDS, Rengali
4	Binodini Aind, Lady Supervisor (Contractual)	Rs.16880/-	ICDS, Rengali
5	Jasoda Ranbida, Lady Supervisor (Contractual)	Rs.16880/	ICDS, Rengali
6	Chandrakanti Das, Lady Supervisor (Contractual)	Rs.16880/	ICDS, Rengali
7	Subash Chandra Nath, Sr. Revenue Asst.	Level-7, Cell-8, Rs.31400/-	ICDS, Rengali
8	Supriya Pasayat, PA Mamata	Rs.9050/-	ICDS, Rengali
9	Narendra Kumar Meher, BPC	Rs.25000/	ICDS, Rengali
10	Anita Bag, BPACA	Rs.15000/	ICDS, Rengali

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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 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
1	2	3	4
1	Receipt of letters from by Dealing Assistant	Entry I Register, Processing and submitting to the CDPO	

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
	NIL	NIL	NIL

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	RTI Act, 2005	Supply of Information by pio		
2				
3				

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Manual 6

A statement of the categories of documents that are held by it 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	Retention period where available
1	NIL	NIL	NIL	NIL

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
1	2	3	4	5
	N/A	N/A	N/A	N/A

Manual 8

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 functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
1	N/A	N/A	N/A	N/A

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Directory of Officers and employees
(Section 4(1) (b) (ix))

Directory

Sl. No.	Name & Designation	Office Phone No.	E-mail address
1	District Social Welfare Officer, Sambalpur	0663-2410557	

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	Smt. Darsani Ekka, CDPO	Level-11, Cell-16, Rs.74300/-
2	Anjala Minz, Lady Supervisor	Level-11, Cell-11, Rs.64100/-
3	Sumuti Kujur, Lady Supervisor	Level-**, Cell-**, Rs.50500/-
4	Binodini Aind, Lady Supervisor (Contractual)	Rs.16880/-
5	Jasoda Ranbida, Lady Supervisor (Contractual)	Rs.16880/
6	Chandrakanti Das, Lady Supervisor (Contractual)	Rs.16880/
7	Subash Chandra Nath, Sr. Revenue Asst.	Level-7, Cell-8, Rs.31400/-
8	Supriya Pasayat, PA Mamata	Rs.9050/-
9	Narendra Kumar Meher, BPC	Rs.25000/
10	Anita Bag, BPACA	Rs.15000/

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The budget allocated to each agency

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

Non-plan budget

Minor head	Activities to be performed	Sanctioned budget Allotment Received (2019-20)	Budget Estimate(B.E) (2020-21) (In Rs.)	Revised Estimate(R.E) (2019-20) (In Rs.)	Expenditure for the last year (2018-19) (In Rs.)
36-2235-02-102-0731-01003-136	Salary	2617330/-	2400000/-	3300000/-	3890046/-
36-2235-02-102-0731-01003-156	Salary	495883/-	600000/-	800000/-	729422/-
36-2235-02-102-0731-01003-403	Salary	186644/-	278000/-	186644/-	83422/-
36-2235-02-102-0731-	RCM	20000/-	100000/-	50000/-	17919/-

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36-2235-02-102-0731-855	Arrear Salary	0/-	1000000/-	100000/-	300000/-
36-2235-02-102-0731-06001	TE	110432/-	125000/-	115000/-	92957/-
36-2235-02-102-0731-08001-397	MV	250000/-	300000/-	300000/-	217452/-
36-2235-02-102-0731-20002	AWC Contingency	260000/-	260000/-	260000/-	260000/-
36-2235-02-102-0731-09001	RRT	10000/-	10000/-	10000/-	4700/-
36-2235-02-102-0731-18023-401	Honorarium	3518000/-	5000000/-	4500000/-	5411154/-
36-2235-02-789-0731-18023-401	Honorarium	1759000/-	3500000/-	3259000/-	1127101/-
36-2235-02-796-0731-18023-401	Honorarium	2638500/-	5000000/-	4638500/-	1526982/-
36-2235-02-102-3259-01003-136	Salary	371420/-	400000/-	400000/-	335060/-
36-2235-02-102-3259-01003-156	Salary	53020/-	100000/-	55000/-	30640/-
36-2235-02-102-3259-01003-403	Salary	24600/-	50000/-	24600/-	53900/-
36-2235-02-102-3259-01003-523	Salary	6500/-	6000/-	6500/-	6482/-
36-2235-02-102-3259-01003-516	RCM	6000/-	16000/-	16000/-	4996/-
36-2235-02-102-3259-06001	TE	3488/-	6000/-	5500/-	0/-
36-2235-02-102-3259-08001-074	Electricity Dues	15000/-	10000/-	15000/-	10000/-
36-2235-02-102-3259-08001-506	OC	115000/-	120000/-	115000/-	39903/-
36-2235-02-102-3259-08001-154	Telephone Charges	10000/-	1000/-	5000/-	0/-
36-2235-02-102-3259-18019	Honorarium	5211000/-	10000000/-	9711000/-	6918734/-
36-2235-02-102-3259-15008	Addl. Cost of Uniforms	0/-	105000/-	102000/-	101400/-

Plan budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent
1	2	3	4	5	6
NIL	NIL	NIL	NIL	NIL	NIL

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Manual 12
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
1	2	3	4	5	6	7
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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
1	2	3	4	5	6
NIL	NIL	NIL	NIL	NIL	NIL

Manual 13
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
1	2	3	4	5	6
NIL	NIL	NIL	NIL	NIL	NIL

Manual 14
Information available in an electronic form
[Section 4(1)(b)(xiv)]

Details of information

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
1	2	3	4	5
NIL	NIL	NIL	NIL	NIL


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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	2	3	4
1	Notice Board	-	Office Hours

Manual 16

Name designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sl. No	Name & Designation of the Officer	Postal Address	Telephone number
1.	Smt. Darsani Ekka, CDPO	O/o the CDPO, Rengali, Dist-Sambalpur	

List of Assistant Public Information Officers :

Sl. No.	Name & Designation of the Officer	Postal Address	Telephone number
1.			

First Appellate Authority within the Department

Sl. No	Name & Designation of the Officer	Postal Address	Telephone number
1.	Sri Lingraj Panda, IAS, ADM, Sambalpur	Collectorate, Sambalpur	0663-2410386

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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.

Staff

CDPO	-	01
Lady Supervisor	-	05
Senior Revenue Assistant	-	01
Junior Revenue Assistant	-	00
Driver	-	00
Peon	-	00
MAMATA PA	-	01
BPC	-	01
BPACA	-	01

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23/11/19
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