

Child Development Project Office, Jujomura, Sambalpur

Introduction

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Particulars of Organization, Functions & Duties

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

- 1. Objective of the Public Authority:** To reduce mal- nutrition in children & to reduce Infant mortality rate. & overall wellbeing of Mother and children below 6 yrs.
- 2. Mission/ Vision Statement of the Public Authority:** To reduce maternal mortality and infant mortality, morbidity and to improve nutritional status of children below six years. And to ensure all round developments of children 0-6 yrs by providing six packages of services of I.C.D.S.
- 3. Brief History of the Public Authority and Context of its Formation:** The CDPO, Jujomura is the public authority of this institution. This institution is functioning since 1993.
- 4. Addresses of the Main Office and other Offices at Different Levels:** C.D.P.O, Jujomura
AT/PO/PS: - Jujomura
Dist:- Sambalpur
PIN:- 768105
- 5. Working hours of the Office:** Morning Hour of the Office: 10.00 A.M.
Lunch Hour : 1.30 PM to 2.00 PM
Closing Hour of the Office: 5.30 P.M.

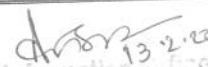
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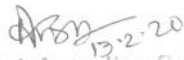
Powers & Duties of Officers & Employees

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

Sl No.		
1	Name	Sabita Nayak
	Designation	Child Development Project Officer
	Power & Duties	(i) Collect report of the projects & sending reports to higher Authorities (ii) She is the connecting link between ICDS Project and District Administration as well as State Administration etc.
2	Name	Vacant (Smt. Arti Mishra, L.S is the In-Charge)
	Designation	Statistical Asst.
	Power & Duties	Collect report of the project & sending reports to higher Authorities etc.
3	Name	Smt. Arti Mishra
	Designation	Lady Supervisor, Head Quarter
	Power & Duties	Supervise AWCs & other Govt. Works.
4	Name	Miss Ahalya Rani Dip
	Designation	Lady Supervisor, Pradhan Pali Sector
	Power & Duties	Supervise AWCs & other Govt. Works.
5	Name	Miss Pankajini Pradhan
	Designation	Lady Supervisor, Hatibari Sector
	Power & Duties	Supervise AWCs & other Govt. Works.
6	Name	Renubala Pradhan
	Designation	Lady Supervisor, Kansar Sector
	Power & Duties	Supervise AWCs & other Govt. Works
7	Name	Smt. Sulochana Arka
	Designation	Lady Supervisor, Jayantpur Sector
	Power & Duties	Supervise AWCs & other Govt. Works
8	Name	Smt. Soudamini Dei
	Designation	Lady Supervisor, Meghpal Sector
	Power & Duties	Supervise AWCs & other Govt. Works
9	Name	Smt. Sushama Kumura


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	Designation	Lady Supervisor, Ghenupali Sector
	Power & Duties	Supervise AWCs & other Govt. Works
10	Name	Sri Bhojraj Mohapatra
	Designation	Senior Revenue Assistant
	Power & Duties	Bill, Budget, Accounts & Establishment etc.
11	Name	Vacant
	Designation	Junior Revenue Assistant
	Power & Duties	Not Applicable
12	Name	Sri Babulu Barik
	Designation	Peon
	Power & Duties	Assist in all official work.
13	Name	Sri Aswini Gartia
	Designation	Programme Assistant, MAMATA Scheme
	Power & Duties	Dealing all work related to MAMATA Scheme
14	Name	Smt. Nayana Kumari Sahu
	Designation	Block Programme Co-Ordinator, Mission Shakti
	Power & Duties	Co-Ordinate all programme related to Mission Shakti
15	Name	Sri Abhismit Pradhan
	Designation	Block Programme Assistant-cum- Accountant
	Power & Duties	To assist Block Programme Co-Ordinator, Mission Shakti


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Procedure Followed in Decision Making Process

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

Sl.	Subject on which the Decision is to be taken	Guidelines/ Direction, if any	Process of Execution	Designation of the Officers Involved in Decision Making	Contact Information of above Mentioned Officers	If not Satisfied by the Decision, where and how to Appeal
1	2	3	4	5	6	7
1	Functioning of AWCs	As per guidelines set by W & CD and Mission Shakti Department	By the CDPO in consultation with DSWO and lady supervisors	CDPO	C.D.P.O, Jujomura AT/PO/PS: Jujomura Dist:- Sambalpur PIN:- 768105 Email Id:- cdpojumura@gmail.com	Collector, Sambalpur

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Norms for Discharge of Functions

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

Sl.	Activity	Time Frame/ Norms	Remarks
1	2	3	4
1	Diary of letter	5 minutes per letter	Registered documents including
2	Dispatch of letter	10 minutes per letter	
3	Typed job(Computer typing)	30 pages per day	

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Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

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

Sl.	Name of Schemes	Type of Document
1	2	3
1	ICDS	Guidelines for Monitoring and Evaluation Mechanism (E & EM).
2	ICDS	Guidelines for selection of AWW & AWH for AWCs.
3	ICDS	Guidelines for supply of AW Medicine Kits for use in AWCs under ICDS.
4	ICDS	Guidelines for Pre-school Education Kit of AWC.
5	ICDS	Guidelines for Information, Education & Communication (IEC).
6	ICDS	Guidelines for provision of Equipment/ Furniture (nonrecurring) under Centrally sponsored ICDS (General) Scheme.
7	ICDS	Revision of guidelines for provision of POL petrol, Oil and Lubricants under ICDS (general) Scheme.
8	ICDS	Revision of financial norms for contingencies at various levels under the ICDS Scheme.
9	ICDS	Guidelines for implementation of Adolescent Girls i.e. KSY scheme as a component under centrally sponsored ICDS Scheme.
10	ICDS	Guideline of Non-engagement/ disengagement of AWWs Modification of guidelines.
11	ICDS	Implementation of 'Aame Bi Paribu'.
12	ICDS	Recommendations of Names of Anganwadi Workers for National/ State Level Award.
13	ICDS	Training of Trainers Manual of AWWs under KSY.
14	ICDS	Guidelines for Monitoring and Evaluation Mechanism (E & EM).
15	ICDS	Guidelines for selection of AWW & AWH for AWCs.
16	ICDS	Guidelines on prohibition of Child Marriage.
17	Mission Shakti	Guidelines on SHG formation, SHG linkage, financial support to SHG and Digital empowerment of SHG.
18	Mamata	Guidelines on conditional cash transfer for maternal benefit.
19	ICDS	Guidelines on "Beti Padhao Beti Bachao".
20	Poshan	Guideline on CBE and ILA.

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Categories of Documents Under Control

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

Sl.	Name/ Category of the Document and its Introduction in one line	Procedure/time to Obtain the Documents	Held by/ Under Control of
1	2	3	4
1	Service records of the field functionaries of women & child development department non gazetted	Through application within 30days	Senior Revenue Assistant/ CDPO Jujomura
2	Office Estt. Records	Through application within 30days	Senior Revenue Assistant/ CDPO Jujomura
3	Record relating to salary and other financial claims of the Departmental Employee.	Through application within 30days	Senior Revenue Assistant/ CDPO Jujomura
4	Scheme Related documents	Through application within 30days	Statistical Assistant (Hqr. L.S in Charge)
5	Mission Shakti related documents	Through application within 30days	BPC, Mission Shakti
6	Mamata related documents	Through application within 30days	PA, Mamata

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Particulars of Arrangement in Formulation of Policy

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

Data not available

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Boards, Councils, Committees & Other Bodies Constituted

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

Sl.	Subject	Strength of Member	Aimed at
1	2	3	4
1	Mother Committee	7 to 8	To review the SNP program of ICDS.
2	Janch Committee	6	To review the SNP program of ICDS.
3	Gaon Kalyan Samiti	10	To provide better health and environment of emergency.
4	Block Level Anti Trafficking Committee	6	To deal with issue relating to women trafficking
5	AWW selection committee	4	For engagement of AWW


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Boards, Councils, Committees & Other Bodies Constituted

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

Sl.	Subject	Strength of Member	Aimed at
1	2	3	4
1	Mother Committee	7 to 8	To review the SNP program of ICDS.
2	Janch Committee	6	To review the SNP program of ICDS.
3	Gaon Kalyan Samiti	10	To provide better health and environment of emergency.
4	Block Level Anti Trafficking Committee	6	To deal with issue relating to women trafficking
5	AWW selection committee	4	For engagement of AWW

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Directory of Officers & Employees

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

Sl. No.	Name	Designation	Mobile No.	E-Mail	Address
1	2	3	4	5	6
1	Sabita Nayak	CDPO	9937477547	cdpojujomura@gmail.com	CDPO Office, Jujomura
2	Vacant(Smt. Arti Mishra, L.S is the In-Charge)	Statistical Assistant	9437083701	cdpojujomura@gmail.com	CDPO Office, Jujomura
3	Smt. Arti Mishra	Lady Supervisor	9437083701	cdpojujomura@gmail.com	CDPO Office, Jujomura
4	Miss Ahalya Rani Dip	Lady Supervisor	8249832634	cdpojujomura@gmail.com	CDPO Office, Jujomura
5	Miss Pankajini Pradhan	Lady Supervisor	9937492131	cdpojujomura@gmail.com	CDPO Office, Jujomura
6	Renubala Pradhan	Lady Supervisor	9439333500	cdpojujomura@gmail.com	CDPO Office, Jujomura
7	Smt. Sulochana Arka	Lady Supervisor	9437355065	cdpojujomura@gmail.com	CDPO Office, Jujomura
8	Smt. Soudamini Dei	Lady Supervisor	9937681118	cdpojujomura@gmail.com	CDPO Office, Jujomura
9	Smt. Sushama Kumura	Lady Supervisor	8763032630	cdpojujomura@gmail.com	CDPO Office, Jujomura
10	Sri Bhojraj Mohapatra	Senior Revenue Assistant	9776805696	cdpojujomura@gmail.com	CDPO Office, Jujomura
11	Vacant	Junior Revenue Assistant	--	cdpojujomura@gmail.com	CDPO Office, Jujomura
12	Sri Babulu Barik	Peon	9437650559	cdpojujomura@gmail.com	CDPO Office, Jujomura
13	Sri Aswini Gartia	Programme Assistant, MAMATA Scheme	6370968933	cdpojujomura@gmail.com	CDPO Office, Jujomura
14	Smt. Nayana Kumari Sahu	Block Programme Co-Ordinator, Mission Shakti	8763905005	cdpojujomura@gmail.com	CDPO Office, Jujomura
15	Sri Abhismit Pradhan	Block Programme Assistant-cum-Accountant	8018211450	cdpojujomura@gmail.com	CDPO Office, Jujomura

Furthermore the strength of Angan Wadi Workers, Mini Angan Wadi Workers & Angan Wadi Helpers is described as follows:

Sl. No.	Designation of the employees	Sanction Strength	Men in Position
1	2	3	4
1	Angan Wadi Workers	130	128
2	Mini Angan Wadi Workers	67	66
3	Angan Wadi Helpers	130	130

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Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	The Procedure to determine the Remuneration as given in the Regulation
1	2	3	4	5
1	Sabita Nayak	CDPO	₹ 79,650	--
2	Vacant(Smt. Arti Mishra, L.S is the In-Charge)	Statistical Assistant	--	--
3	Smt. Arti Mishra	Lady Supervisor	₹ 70,797	--
4	Miss Ahalya Rani Dip	Lady Supervisor	₹ 70,796	--
5	Miss Pankajini Pradhan	Lady Supervisor	₹ 54,195	--
6	Smt. Renubala Pradhan	Lady Supervisor	₹ 17,500	--
7	Smt. Sulochana Arka	Lady Supervisor	₹ 16,880	--
8	Smt. Soudamini Dei	Lady Supervisor	₹ 16,880	--
9	Smt. Sushama Kumura	Lady Supervisor	₹ 16,880	--
10	Sri Bhojraj Mohapatra	Senior Revenue Assistant	₹ 28,949	--
11	Vacant	Junior Revenue Assistant	--	--
12	Sri Babulu Barik	Peon	₹ 35,833	--
13	Smt. Nayana Kumari Sahu	Block Programme Co-Ordinator, Mission Shakti	₹ 25,000	Getting salary from DSWO, Sambalpur
14	Sri Abhismit Pradhan	Block Programme Assistant-cum-Accountant	₹ 15,000	Getting salary from DSWO, Sambalpur
15	Sri Aswini Gartia	Programme Assistant, MAMATA Scheme	₹ 10,050	Contractual by service provider

Furthermore the Honorarium drawn by Angan Wadi Workers, Mini Angan Wadi Workers & Angan Wadi Helpers is described as follows:

Sl. No.	Designation of the employees	Honorarium (in Rs.)
1	2	3
1	Angan Wadi Workers	7500
2	Mini Angan Wadi Workers	5375
3	Angan Wadi Helpers	3750


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Budget Allocated to each Agency

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

Information not Available

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Manner of Execution of Subsidy Programmes

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

No programme is executed in this organization on subsidy basis.

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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

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Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Notice Board	-	-
2	Inspection of Records in the Office	-	-
3	System of issuing of Copies of Documents	-	-

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Names, Designations & Other Particulars of the Public Information Officers

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

Asst. Public Information Officer (APIO):

Sl. No.	Name	Designation	Mobile No.	E-mail	Address
1	2	3	4	5	6
1	Bhojraj Mohapatra	Senior Revenue	9776805696	cdpojujomura@gmail.com	CDPO Office, Jujomura

Public Information Officer (PIO):

Sl. No.	Name	Designation	Mobile No.	E-mail	Address
1	2	3	4	5	6
1	Smt. Arti Mishra	Lady supervisor	9437083701	cdpojujomura@gmail.com	CDPO Office, Jujomura

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Mobile No.	E-mail	Address
1	2	3	4	5	6
1.	Smt. Sabita Nayak	CDPO	9937477547	cdpojujomura@gmail.com	CDPO Office, Jujomura

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Other Useful Information

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

Information not Available

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