

CHILD DEVELOPMENT PROJECT OFFICER, ICDS PROJECT RAIRAKHOL.

Introduction

MANUAL-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 and growth monitoring.

2. Mission/ Vision:

Mother & Child Development.

3. Brief history of the public Authority & context of its formation:

CDPO Rairakhhol Cover Rairakhhol NAC & Rairakhhol Block

4. Duties of the 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 Mishan 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:

C.D.P.O Office, Rairakhhol

At/ P.O- Rairakhhol

Dist- Sambalpur

8. Working Hours:

Morning hour of the office : 10.00 A.M

Closing hour of the office : 5.00 P.M

MANUAL-2

Powers & Duties of Officers & Employees

(Section -4 (i)(b)(ii))

| Sl No | Designation | Power | | | | Duties |
|-------|---------------|----------------|-----------|-----------|------------|---|
| | | Administrative | Financial | Statutory | Others | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | CDPO | Yes | Yes | - | CDPO | - |
| 2. | Supervisor | - | - | - | Supervisor | To visit AWC to monitor other Govt Programme at AWC |
| 3. | Senior Clerks | Yes | Yes | - | S.C | Nazir & other correspondence work |
| 4. | Junior Clerks | Yes | Yes | - | J.C | Estt. Bill & Budget |

MANUAL-3

Procedure Followed in Decision Making Process

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

MANUAL-4

Norms for Discharge of Functions

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

| Sl | Activity | Time Frame/ Norm | Remarks |
|----|--------------------|----------------------|--------------------------------|
| 1 | 2 | 3 | 4 |
| 1 | Diary of Letter | 3 Minutes per Letter | Registered documents including |
| 2 | Dispatch of Letter | 5 Minutes per Letter | |
| 3 | Typed job | 30 pages per day | |

MANUAL-5

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

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

| Sl | Name/ Title of the Document | Type of Document | ... Write up the of the Document | Address Telephone no Fax, E Mail & other | ... Where one can get a Copy of Rules Regulations Instructions Manual & Records | Fee charged by the dept for a Copy of Rules Regulations Instructions Manual & Records |
|----|-----------------------------|------------------|----------------------------------|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | AWHs Selection guidelines | - | Govt W&CD Department | - | - | - |
| 2 | S.N.P Food Stuff | - | - | - | - | - |

MANUAL-6

Categories of Documents Under Control

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

| Sl | Name of the Document & its introduction in one line | Category of the document | Procedure to obtain Document | Held by/Under Control of |
|----|---|--------------------------|------------------------------|--------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | General Cash Book | - | With 30 days | Sr. Clerk |
| 2 | SNP stock & Store | - | With 30 days | HQrs L.S |
| 3 | Receipt Issue Register | - | With 30 days | Jr. Clerk |
| 4 | RTI Register | - | With 30 days | Jr. Clerk |
| 5 | General Stock & Store receipt | - | With 30 days | Jr. Clerk |

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 | Name | Designation | Office Ph. | Mobile No. | E-mail | Address |
|----|--------------------|-------------|-------------|------------|--|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Namlen Guria | CDPO | 06644253120 | | cdporairakhol@yahoo.in | CDPO Rkl |
| 2 | Ashok Ku Pradhan | SrClerk | do | | | |
| 3 | Rajkishor Bhitiria | Jr Clerk | Do | | | |
| 4 | Arati Mishra | L.S | Do | | | |
| 5 | R.S Lawrence | L.S | Do | | | |
| 6 | Binodini Aind | L.S | Do | | | |

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

| Sl | Name | Designation | Gross Salary (in Rs) |
|----|--------------------|-------------|----------------------|
| 1 | 2 | 3 | 4 |
| 1 | Namlen Guria | CDPO | 51053 |
| 2 | Ashok Ku Pradhan | SrClerk | 40819 |
| 3 | Rajkishor Bhitiria | Jr Clerk | 27002 |
| 4 | Arati Mishra | L.S | 50578 |
| 5 | R.S Lawrence | L.S | 50578 |
| 6 | Binodini Aind | L.S | 13500 |

MANNUAL-11

Budget Allocated to each Agency

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

| Sl | Name of the scheme/ Head | Activity | Starting Date the Activity | Planned end date the Activity | Amount Proposed (in Rs) |
|----|---------------------------|----------|----------------------------|-------------------------------|-------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Social Security & Welfare | - | 1998 | Continuing Process | - |

MANNUAL-12

Manner of Execution of Subsidy programmes

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

| Sl. | Name of Programmes/Scheme |
|-----|---|
| 1 | 2 |
| 1 | Supplimentary Nutrition Programme, Immunization, Pre-School Education, Nutrition & Health Education, Health Check-up, Referral Service, Mission Shakti, I.M.R./ M.M.R. Reduction, Mamata Scheme . |

MANNUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

MANNUAL-14

Information Available in an Electronic Form

[Section – 4 (1) (b) (xiv)]

Manual-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Manual-16

Names, Designation & Other Particulars of the Public Information Officers

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

Asst. Public Information Officer:

| Sl No. | Name | Designation | Office Ph.No. | Mobile No. | E-mail | Address |
|--------|-------------------------|-------------|---------------|------------|--------|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Sri Rajkishor Bhiteria, | Jr. Clerk | -- | -- | -- | Rairakhol. |

Public Information Officer:

| Sl No. | Name | Designation | Office Ph.No. | Mobile No. | E-mail | Address |
|--------|---------------|-------------|---------------|------------|--------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Arati Mishra, | L.S. | -- | -- | -- | Rairakhol |

First Appellate Authority (FAA):

| Sl No. | Name | Designation | Office Ph.No. | Mobile No. | E-mail | Address |
|--------|---------------|-------------|---------------|------------|--------|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | Namlan Guria, | C.D.P.O. | -- | -- | -- | Rairakhol. |

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Other Useful Information

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

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31-8-16
Child Development Project Officer
RAIRAKHOL