

DISTRICT SOCIAL WELFARE SECTION

MANUAL 1

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

Powers and duties of officers and staff

Sl. No.	Name & Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	Establishment					
1	Smt. Geetanjali Mohapatra, DSWO	Yes	Yes	Yes	Yes	Head of Office
2	Sujata Senapati, ADSWO	-----	----	----	-----	
3	Smt. Sabita Dash, Programme Officer	-----	----	----	-----	Domestic Violence, Women Welfare Along with Supervision of all Scheme work, Meeting information along with Sexual harassment and Sahara Committee
4	Sri Niranjan Panda, Dist. Project Coordinator Mission Shakti	-----	----	---	-----	All mission shakti work
5	Sri Bichitrananda Acharya, DPM-NOP	-----	-----	-----	---	Correspondence on Video Conference/ DSWO Conference, MPR, Proceeding, E-Pragati, Compilation of information
6	Statistical Assistant	-----	----	-----	-----	Post vacant
7	Sri Dayakara Barik, DPC on mamata Scheme	-----	---	---	-----	Mamata Scheme
8	Bikramkesari Saraf, DPA on Mamata Scheme	-----	---	-----	-----	Assist to DPC on Mamata Scheme
9	Sunita Naik, DPCcA on Mission Shakti	-----	----	-----	-----	Assist to DPC / Data Entry Various work of mission shakti and other task assigned by DSWO
10	Smt. Minati Sharma, Section Officer					Deputed to General misc section
11	Smt. Jagyaseni Mishra, Section Officer (deputed from ITDA , Kuchinda)					Office Supervision, RTI, Assembly Question, Audit Inspection
12	Smt. Supriti Pati, Sr. Revenue Assistant, (i/c Section Officer)	-----	----	-----	-----	Cash, Bill Budget including scheme Bill, SNP
13	Smt. Jyotiprava Kheti, Sr. Revenue Assistant	-----	----	-----	-----	Establishment and Court matter
14	Sri Surya Narayan Naik, Junior Asst. Statistics (deputed from ICDS Bamra ICDS Project)	-----	----	-----	-----	Issue and Despatch, ICDS attached to SNP seat
15	Abhilash Rath, DC POSHAN Abhiyan	-----	----	-----	-----	POSHAN
16	Swagatika Swain, DPA POSHAN Abhiyan	-----	----	-----	-----	POSHAN

Manual-2`

Sl.No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
1	Smt. Geetanjali Mohapatra, DSWO	Level- 12, Cell-13, (PB-3 ,15600-39100/-)	DSWO Section
2	Sujata Senapati, ADSWO	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)	
3	Smt. Sabita Dash, Programme Officer	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)	
4	Sri Niranjan Panda, Dist. Project Coordinator Mission Shakti	Rs. 60000/- Remuneration P.M.	
5	Sri Bichitrananda Acharya, DPM-NOP	Rs. 32000/- Remuneration P.M.	
6	Sri Dayakara Barik, DPC on mamata Scheme	Rs. 35000/- Remuneration P.M.	
7	Bikramkesari Saraf, DPA on Mamata Scheme	Rs. 14470/- Remuneration P.M.	
8	Sunita Naik, DP cA on Mission Shakti	Rs. 25000/- Remuneration P.M.	
9	Smt. Minati Sharma, Section Officer (deputed to Gen. & Misc. Section, Collectorate, Sambalpur)	Level-9 Cell-6, (PB-2,9300 – 34800/-)	
10	Smt. Jagyaseni Mishra, Section Officer (deputed from ITDA Kuchinda)	Level-9 Cell-1, (PB-2,9300 – 34800/-)	
11	Smt. SupritiPati, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)	
12	Smt. Jyotiprava Kheti, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)	
13	Sri Surya Narayan Naik, Junior Asst. Statistics (deputed from ICDS Bamra ICDS Project)	Level-04, Cell-02 (PB-1, 5200 – 20200)	

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 gets 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 letter from Primary Receipt Section as well as Post Office	Entry in Register of letters received,	
2	Receipt of letters from Register of letters received by Dealing Assistant.	Processing in file and submitting to the Head Clerk	
3	Submission of file by Head Clerk after scrutiny	O.I.C for further scrutiny and submit to the Collector, Sambalpur for final approval	

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

As in Manual 3.

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	OGFR	Delegation of financial powers		
2	Orissa Service Code	Dealing with conditions/ service matters of Govt. employees		
3	O.C.S.(Pension)Rules, 1992	Dealing with pension case of retired Govt. servants		
4	O.C.S. (CCA) Rules, 1962	Dealing with departmental/ disciplinary proceedings against Govt. employees		
5	Orissa Leave Rule, 1966	Sanction of leave Govt. servants		
6	O.C.S. (RA) Rules, 1990	Providing employment to the family members of deceased Govt. Servants		
9	Orissa Govt. Servant Conduct Rules, 1959	Conduct of Govt. Servants		
10	Orissa G.P.F. (Amendment) Rules, 1979	Contribution to G.P.F. and advances etc. of Govt. Servants		
12	O.R.S.P. Rules, 1998 to 2017	Fixation of pay of Govt. Servant		
13	Book Circular No.46 procedure for recording and maintenance of C.C.R of Non-Gazetted employees	Maintenance of C.C.R of Non-Gazetted employees		
14	O.T.A Rules	T.A. Matters		
15	P.W.D.V. Act.	Domestic violence		
16	The Odisha State Commission for Women Rules, 2006	Govt. servants Women Development		
17	Prohibition of Child Marriage Act	Child marriage		

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	Service Books of employees	Service Details	Ministerial Staff/ ADSWO/ P.O. and S.A.	
2	Correspondence files	Service matters including Recruitment, appointment, Promotion, Pension, GPF, Bills, Departmental Proceedings, OA Cases, CCRs, Scheme related to ICDS, MAMATA, Mission Shakti	Ministerial/Field Staff & OAT/Bill, GPF & Pension/CCR seats	

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

Manual 8(Not applicable)

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	Departmental Promotion Committee	For consideration of promotion		
2	Screening Committee on RACP/ MACP	For grant of financial up-gradations		
3	Sahara Committee	To solve the problem of domestic violence		
4	District Inspection Committee (DIC)	To visit Swadhar Greh		
5	District Monitoring Committee	To Monitoring the Swadhar Greh		
6	District Taskforce committee	To monitor the One Stop Centre		

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
	-	-		
	-	-		
	-	-		

Please attach copies of detailed notification/ orders for their constitutions.

Manual 9
Directory of Officers and employees
(Section 4(1) (b) (ix))
Directory

Sl. No.	Name & Designation	Office Phone No.	E-mail address
1	Smt. Geetanjali Mohapatra, DSWO	0663-2410557	dswosambalpur@nic
2	Sujata Senapati, ADSWO	-do-	-do-
3	Smt. Sabita Dash, Programme Officer	-do-	-do-
4	Sri Niranjan Panda, Dist. Project Coordinator Mission Shakti	-do-	-do-
5	Sri Bichitrananda Acharya, DPM-NOP	-do-	-do-
6	Sri Dayakara Barik, DPC on mamata Scheme	-do-	-do-
7	Bikramkeshari Saraf, DPA on Mamata Scheme	-do-	-do-
8	Sunita Naik, DPCcA on Mission Shakti	-do-	-do-
9	Smt. Minati Sharma, Section Officer		
10	Smt. Jagyaseni Mishra, Section Officer (deputed from ITDA , Kuchinda)		
11	Smt. Supriti Pati, Sr. Revenue Assistant, (i/c Section Officer)	-do-	-do-
12	Smt. Jyotiprava Kheti, Sr. Revenue Assistant	-do-	-do-
13	Sri Surya Narayan Naik, Junior Asst. Statistics (deputed from ICDS Bamra ICDS Project)	-do-	-do-
14	Abhilash Rath, DC POSHAN Abhiyan	-do-	-do-
15	Swagatika Swain, DPA POSHAN Abhiyan	-do-	-do-

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. Geetanjali Mohapatra, DSWO	Level- 12, Cell-13, (PB-3 ,15600-39100/-)
2	Sujata Senapati, ADSWO	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)
3	Smt. Sabita Dash, Programme Officer	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)
4	Sri Niranjan Panda, Dist. Project Coordinator Mission Shakti	Rs. 60000/- Remuneration P.M.
5	Sri Bichitrananda Acharya, DPM-NOP	Rs. 32000/- Remuneration P.M.
6	Sri Dayakara Barik, DPC on mamata Scheme	Rs. 35000/- Remuneration P.M.
7	Bikramkeshari Saraf, DPA on Mamata Scheme	Rs. 14470/- Remuneration P.M.
8	Sunita Naik, DP cA on Mission Shakti	Rs. 25000/- Remuneration P.M.
9	Smt. Minati Sharma, Section Officer (deputed to Gen. & Misc. Section, Collectorate, Sambalpur)	Level-9 Cell-6, (PB-2,9300 – 34800/-)
10	Smt. Jagyaseni Mishra, Section Officer (deputed from ITDA Kuchinda)	Level-9 Cell-1, (PB-2,9300 – 34800/-)
11	Smt. Supriti Pati, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)
12	Smt. Jyotiprava Kheti, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)
13	Smt. Lipsita Pradhan, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)
14	Sri Surya Narayan Naik, Junior Asst. Statistics (deputed from ICDS Bamra ICDS Project)	Rs.13,300/- (PB-1, 5200 – 20200)
15	Abhilash Rath, DC POSHAN Abhiyan	
16	Swagatika Swain, DPA POSHAN Abhiyan	

Manual 11
The budget allocated to each agency

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

Non-plan budget

Minor head	Activities to be performed	Sanctioned budget Allotment Received (2022-23)	Budget Estimate(B.E) (2022-23) (InRs.)	Revised Estimate(R.E) (2022-23) (InRs.)	Expenditure for the last year 2022-23) (inRs.)
ICDS sec 36-2235-02-102-3259-	RCM	4000.00	0	-	4000.00
	TE	10500.00	0	-	10500.00
	Electricity	29400.00	0	-	29400.00
	Telephone	10800.00	0	-	0
	Water charges	6500.00	0	-	0
	MV	0	0	-	0
	OC	125000.00	0	-	124831.00
Salary of PO & SA 36-2235-02-102-0729	RCM	0			
	TE	0			
	MV	0	0		0
	OC	0.00	00		00
DSWO and Staff 36-2235-02-001-0481	RCM	11000.00			11000.00
	TE	11000.00			10590.00
	Electricity	39000.00			0
	Telephone	9500.00			0
	Water charges	20000.00			20000.00
	MV	40000.00			39951.00
	OC	9000.00			9000.00
	RRT	2000			0
ADSWO 36-2235-02-001-0325	RCM	1000.00			1000.00
	TE	8000.00	0	0	8000.00
	Electricity	0			
	Telephone	0			
	Water charges	0			
	MV	0			
	OC	4000			4000.00

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

Manual 12(Not Applicable)
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 year utilization progress	Previous years achievements
1	2	3	4	5	6	7

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

Manual 13 (Not Applicable)

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

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

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

Manual 16

Name designation and other particulars of Public Information Officers

(Section 4(1) (b) (xvi)**List of Public Information Officers**

Sl.No	Designation of the Officer	Postal Address	Telephone number
1	Smt. Sabita Dash,	District Social Welfare Section , Collectorate, Sambalpur	0663-2410048

List of Assistant Public Information Officers:

Sl.No.	Designation of the Officer	Postal Address	Telephone number
1.	Smt. Jagyaseni Mishra, S.O.	District Social welfare officer, Sambalpur	0663-2410048

First Appellate Authority within the Department

Sl.No	Designation of the Officer	Postal Address	Telephone number
1.	Sri Ajamber Mohanty, OAS(S), ADM (General) Sambalpur	Collectorate, Sambalpur	0663-2410386

Manual 17**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.

Manual-2

Sl.No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
1	Smt. Geetanjali Mohapatra, DSWO	Level- 12, Cell-13, (PB-3 ,15600-39100/-)	
2	Sujata Senapati, ADSWO	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)	
3	Smt. Sabita Dash, Programme Officer	Level- 11, Cell-15, (PB-2 ,9300 – 34800/-)	
4	Sri Niranjana Panda, Dist. Project Coordinator Mission Shakti	Rs. 60000/- Remuneration P.M.	
5	Sri Bichitrananda Acharya, DPM-NOP	Rs. 32000/- Remuneration P.M.	
6	Sri Dayakara Barik, DPC on mamata Scheme	Rs. 35000/- Remuneration P.M.	
7	Bikramkesari Saraf, DPA on Mamata Scheme	Rs. 14470/- Remuneration P.M.	DSWO
8	Sunita Naik, DP cA on Mission Shakti	Rs. 25000/- Remuneration P.M.	Section
9	Smt. Minati Sharma, Section Officer (deputed to Gen. & Misc. Section, Collectorate, Sambalpur)	Level-9 Cell-6, (PB-2,9300 – 34800/-)	
10	Smt. Jagyaseni Mishra, Section Officer (deputed from ITDA Kuchinda)	Level-9 Cell-1, (PB-2,9300 – 34800/-)	
11	Smt. Supriti Pati, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)	
12	Smt. Jyotiprava Kheti, Sr. Revenue Assistant	Level-07, Cell-04, (PB-1, 5200 – 20200)	
13	Sri Surya Narayan Naik, Junior Asst. Statistics (deputed from ICDS Bamra ICDS Project)	Level-04, Cell-02 (PB-1, 5200 – 20200)	

Staff

DSWO	-	01
ADSWO	-	01
Programme Officer	-	01
Statistical Assistant	-	00
DMSC	-	00
Section Officer	-	01 (Deputed to Gen. & Misc section & one Section officer is deputed from ITDA, Kuchinda)
Sr. Revenue Asst.	-	02
Jr. Revenue Asst.	-	00
Driver	-	00
Peon	-	00

Contractual Staff

DPC Mission Shakti	-	01
DPC on Mamata Scheme	-	01
DPM-NOP	-	01
DPA on Mamata Scheme	-	01
DPCcA on Mission Shakti	-	01
DC-POSHAN	-	01
DPA--POSHAN	-	01