

# District Welfare Office, Sambalpur

## Introduction

### MANUAL-1

## Particulars of Organization, Functions & Duties

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

### 1. Aims and objectives of the Organization:

To supervise functioning of Educational Institution under ST & SC Development Department and to implement scheme & programmes for welfare of the ST & SC Communities & Minorities.

### 2. Brief History & Background for its Establishment:

This office started functioning from 21.06.1954. As a district unit of the then Tribal and Rural Welfare Department.

### 3. Details of Services Rendered:

The educational institutions functioning under ST & SC Development Department (except High Schools & Girls High Schools) receive the Pre-Matric / Post-Matric scholarship from this office by the head of the institution. Application forms on inter-caste marriage & legal Aid are received in the office. Monetary relief to atrocity victim are processed and disbursed in this office.

### 4. Postal Address of the Main Office, attached Sub-ordinate office/ Field units etc.:

Sl. No.	Office	Address
1	D.W.O. Office	At.-Sambalpur, Po.-Sambalpur, Dist.-Sambalpur, Pin-768001
2	A.D.W.O, Sadar	O/o the Sub-Collector, Sambalpur, Po.-Sambalpur, Dist.-Sambalpur
3	A.D.W.O, Rairakhol	O/o the Sub-Collector, Rairakhol, Po.-Rairakhol, Dist.-Sambalpur
4	A.D.W.O, Kuchinda	O/o the Sub-Collector, Kuchinda, Po.-Kuchinda, Dist.-Sambalpur

### 5. Working Hours both for Office & Public:

a. Day Office: 10.00 AM to 5.00 PM

b. Morning Office: 7.00 AM to 1.00 PM

c. Lunch Hours: 1.30 PM to 2.00 PM

### 6. Grievance Redresses Mechanism:

Grievance petitions are received in this office on Monday (11 AM to 2 PM-Day office & 9 AM to 12 noon-Morning office). Besides petitions are also received during the office hours on any working day.

**MANUAL-2**

**Powers & Duties of Officers & Employees**

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

Sl. No.			
1	Name	Dr.Gitansu Mohan Dash, OWS - I	
	Designation	DWO	
	Powers	Administrative	Power conferred/ approved administrative by ST & SC Dev. Deptt. as a Head Office.
		Financial	Exercising power conferred as per OTC Vol-(I) by SSD as a DDO.
		Statutory	Power statutorily framed as per TRW manual.
		Others	Works/ duties entrusted by higher authority of the Govt. in SSD.
Duties	Exercising power as a supervision/ monitor/ inspection of ST & SC Development works over district on behalf of Collector & District Magistrate, Sambalpur.		
2	Name	Sri Nilamadhaba Panigrahi	
	Designation	ADWO, Headquarters	
	Powers	Administrative	Power conferred administratively as per TRW manual & ORM 1964.
		Financial	
		Statutory	Inspect/ Tour to the Educational institutions (Residential /Ashram / Sevashram Schools)
		Others	Power Delegated with the approval of the high authority as and when required.
Duties	To assist in Official Works and Field Works in absence of DWO.		
3	Name	Sri Sudhir Pujari	
	Designation	Head Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
		Others	
Duties	Assembly Question, and Supervision of all Section.		
4	Name	Chandrabali Mohapatra	
	Designation	Senior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
		Others	
Duties	Accounts, Audit & Forest Right Act.		

5	Name	Premananda Karali	
	Designation	Senior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Establishment & ORV Act.		
6	Name	Ku. Sasmita Moharana	
	Designation	Senior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Bill & Budget, NGO, General Misc.& RTI		
7	Name	Keshaba Behera	
	Designation	Junior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Atrocity, Inter-caste marriage, Legal Aid Cell, Issues, Despatch		
8	Name	Saroj Sandha	
	Designation	Junior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Development, stationary of Govt. press, PMS of all Schools & Hostels of Sambalpur district.		
9	Name	Anmol Surin	
	Designation	Junior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Education		
10	Name	Indrani Bhoi	
	Designation	Junior Clerk	
	Powers	Administrative	
		Financial	
		Statutory	
Others			
Duties	Assisting in the work of Establishment & ORV		

MANUAL-3

Procedure Followed in Decision Making Process

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

**Information not Available**

MANUAL-4

Norms for Discharge of Functions

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

Sl. No.	Activity	Time Frame/ Norm	Remarks
1	2	3	4
1	Dairy of Letter	Within a Day	All the letters petitions, applications etc. are too diarized in the same day
2	Dispatch of Letter	Within a Day	All the letters are to be dispatched the same day
3	Typing Job	Depending on the volume of the works and no. of pages	Normally 30-80 pages per day
4	Processing of Letters	Depends upon the nature of letter & also on the volume of works	Urgent letters within the date line

MANUAL-5

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

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

**Information not Available**

MANUAL-6

Categories of Documents Under Control

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

**Information not Available**

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

Sl. No.	Name & Address of the Consultative Committees/ Bodies	Constitution of the Committee/ Body	Role and Responsibility	Frequency of Meetings
1	2	3	4	5
1	District Level Task Force Committee	All official members and three tribal representatives of the district nominated by the RDC (ND) Sambalpur	Review & monitor progress made by the Sub-Divisional Level Task Force Committee, highlights issues that needs to be taken-up at the State level	Quarterly once
2	District Level Vigilance and Monitoring Committee	All M.Ps & MLAs, NGO representative, official members etc.	To review the implementation of the ST & SC (POA) Act by different implementing agencies/ officials examine matters pertaining to monitory relief to atrocity victims Suggest for amendment of rules & regulations existing in the interest of prevention of atrocities	Quarterly once

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

**Information not Available**

MANUAL-9

Directory of Officers & Employees

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

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Dr.Gitansu Mohan Dash, OWS - I	District Welfare Officer	0663	2410343			<a href="mailto:dwsambalpur123@gmail.com">dwsambalpur123@gmail.com</a>	DWO, Sambalpur
2	Sri Nilamadhaba Panigrahi	ADWO, Headquarters	0663	2410343				
3	Sri Sudhir Pujari	Head Clerk	0663	2410343				
4	Chandrabali Mohapatra	Sr. Clerk	0663	2410343				
5	Ku. Sasmita Moharana	Sr. Clerk	0663	2410343				
6	Premananda Karali	Sr. Clerk	0663	2410343				
7	Keshaba Behera	Jr. Clerk	0663	2410343				
8	Anmol Surin	Jr. Clerk	0663	2410343				
9	Indrani Bhoi	Jr. Clerk	0663	2410343				
10	Saroj Sandha	Jr. Clerk	0663	2410343				

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Pay Scale Level	Pay
			(in Rs.)	(in Rs.)
1	2	3	4	5
1	Sri Gitansu Mohan Dash	District Welfare Officer	Level -12	63100
2	Nilamadhaba Panigrahi	ADWO, Headquarters	Level -10	62200
3	Sudhir Pujari	Head Clerk	Level -9	49000
4	Chandrabali Mohapatra	Sr. Clerk	Level -9	45400
5	Ku. Sasmita Moharana	Sr. Clerk	Level -7	36400
6	Premananda Karali	Sr. Clerk	Level -7	26300
7	Keshaba Behera	Jr. Clerk	Level -4	21700
8	Anmol Surin	Jr. Clerk	Level -4	21700
9	Indrani Bhoi	Jr. Clerk	Level -4	21700
10	Nilambar Bhagar Driver	Driver	Level -4	36100
11	Saroj Sandha	Jr. Clerk	Contractual	11830
12	Trilotama Bakhara	Peon	Contractual	10750
13	Jasobanti Marei	Peon	Contractual	10750

MANUAL-11  
Budget Allocated to each Agency  
[Section-4 (1) (b) (xi)]

Non-Plan Budget:

A. District Establishment:

Major Head	Activities to be Performed	Requirement of Funds	Revised Estimate	Allotment Received	Expenditure Incurred up to 04/2019	Balance	Remarks
		(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	
1	2	3	4	5	6	7	8
11-2225-80-001-0308-01003 (11-1-0)	Pay	7216000	0	3200000	831900	2368100	-
	D.A.	1082400	0	160000	92064	67936	-
	H.R.A.	721600	0	80000	21644	58356	-
	O.A.	14500	0	500	140	360	-
	T.A.	40000	0	6000	0	6000	-
	R.C.M.	50000	0	4000	0	4000	-
	O.C.	100000	0	12000	10600	1400	-
	O.C. (Other charges)	30000	0	0	0	0	-
	Electric	100000	0	8000	0	8000	-
	Motor Vehicle	200000	0	80000	12089	67911	-
	Telephone	150000	0	6000	0	6000	-
	Water	5000	0	2000	0	2000	-

B. Ashrams Schools:

Major Head	Activities to be Performed	Requirement of Funds	Revised Estimate	Allotment Received	Expenditure Incurred up to 11/08	Balance	Remarks
		(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	
1	2	3	4	5	6	7	8
11-2225-02-277-0047-01003	Pay	87,55,000		16,00,000	12,92,700	3,07,300	
	D.A.	13,13,250		5,00,000	1,55,124	3,44,876	
	H.R.A.	8,75,500		3,50,000	19,626	3,30,374	
	O.A.	1,80,000		0	0	0	
	R.C.M.	20,000		10,000	0	10,000	
	T.E.	2,000		0	0	0	
	Electric Dues	2,00,000		1,00,000	0	1,00,000	
	Office Contingency	15,000		20,000	0	20,000	
	Other Contingency	50000		6000	0	6,000	
	Water Charges	10000		5000	0	5,000	

C. Residential Sevashrams:

Major Head	Activities to be Performed	Requirement of Funds	Revised Estimate	Allotment Received	Expenditure Incurred up to 4/2019	Balance	Remarks
		(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	(in Rs.)	
1	2	3	4	5	6	7	8
11-2225-01-277-1274-01003	Pay	62538434		18870000	6213270	12656730	
	D.A.	9380765		2265000	771424	1493576	
	H.R.A.	6253843		290000	120865	169135	
	O.A.	25000		9000	3480	5520	

MANUAL-12

Manner of Execution of Subsidy Programmes

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

**Information not Available**

MANUAL-13

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**

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

**Available under RTI Act.**



MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

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

Public Information Officer:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Dr. Gitansu Mohan Dash, OWS - I	DWO	0663	2410343			<a href="mailto:dвосambalpur123@gmail.com">dвосambalpur123@gmail.com</a>	At.-Sambalpur, Po.-Sambalpur, Dist.-Sambalpur

List of Assistant Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Sri Nilamadhaba Panigrahi	ADWO, Headquarters	0663	2410343			<a href="mailto:dвосambalpur123@gmail.com">dвосambalpur123@gmail.com</a>	At.-Sambalpur, Po.-Sambalpur, Dist.-Sambalpur

First Appellate Authority:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Ajaya Kumar Jena, OAS(S)	ADM	0663	2410343			<a href="mailto:dвосambalpur123@gmail.com">dвосambalpur123@gmail.com</a>	Sambalpur, Pin- 768001

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Other Useful Information

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

All other information as may be prescribed for dissemination shall be collected, tabulated, compiled, collected and provided in the form of manual from time to time.

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