

Manual-1

Particulars of Organisation, Function & Duties

1. Aim & Objectives of the Organisation:

Dealing with the programme of Women & Child Welfare & UNICEF sponsored scheme.

2. Mission/Visions: To reduce the IMR & MMR and to improve the health status of Women and Child by providing six packages of services of I.C.D.S.

3. Brief history & background for its establishment: Development of Women & Children

4. Postal Address of the main Office/Attached/Sub-Ordinate Office/Field Units:

Child Development Project Office, ICDS, Dhankauda

Field Units at- Sankarma / Debeipali / Kilasama/ A.Katapali / Kardola / Hirakud
NAC Area

5. Working Hours for Office Staff & Public:

From 10.00 A.M to 5.30 P.M in working days

6. Public Interaction if any:

Pustikar Divas, VHND & Block Level Nodal Meeting held in each month.

7. Grievance redressal Mechanism:

As per "Mo Sarkar" & guidelines of 5T implementation, grievance are registered in a Grievance register and disposed off accordingly. Besides this, Sector Level meetings are also conducted for redressal of grievance of AWW/AWHs.

Manual-2

Powers and duties of officers and employees

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

Powers and duties of officers and staff

| Sl. No. | Designation | Powers | | | | Duties attached |
|---------|-------------|--|------------------------------|-----------|--------|--|
| | | Administrative | Financial | Statutory | Others | |
| 1 | C.D.P.O | Drawing & disbursing officer , Monitoring & Supervising all schemes | Drawing & Disbursing officer | Yes | - | Maintenance of office & field, ICDS Project Area |
| 2 | Supervisors | Overall Supervision of their concerned sectors | No | - | - | Manage the concerned sector related works |
| 3 | AWW & AWH | - | No | - | - | Manage works related to AWC |

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. | 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 details of the Officers | If not satisfied by the decision, where & how to Appeal |
|--------|--|---|---|---|---|---|
| 1 | 2 | 3 | 4 | | | |
| 1 | Functioning of AWCs | As per guidelines set by W & CD and Mission Shakti Deptt. | By the CDPO in consultation with DSWO and L.S | CDPO | CDPO, Dhankauda, At/Po/ Ps-Dhankauda- 768001 e-mail ID- cdpodhankauda500 @gmail.com | Collector Sambalpur |

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 | Level of action | Time frame |
|---------|--|-----------------|------------|
| 1 | 2 | 3 | 4 |
| 1 | To receive letters from various offices and through mail & submit in Dak Pad for perusal of CDPO | Diary Clerk | Same Day |
| 2 | To register letters in Receipt Register and diarise the letters and hand over to the concerned section | Diary Clerk | 03 days |
| 3 | To receive letters and enter in log book and put up the letters in concerned files | Dealing Asst. | 03 days |
| 4 | Place files to CDPO | Dealing Asst. | Same day |
| 5 | To pass necessary Order | CDPO | Same day |

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 | Guidelines for monitoring and Evaluation Mechanism | E & EM (ICDS) | | |
| 2 | Guideline for selection of AWW & AWH for AWCs. | | | |
| 3 | Guideline for supply of AW Medicine Kits for use in AWCs under ICDS. | | | |
| 4 | Guideline for Pre-School Education Kit of AWC. | | | |
| 5 | Guideline for Information, Education & Communication | IEC(ICDS) | | |
| 6 | Guideline for provision of Equipment/Furniture (non Recurring) under Centrally sponsored ICDS (General) scheme. | | | |
| 7 | Revision of guidelines for provision of POL Petrol, Oil and Lubricants under ICDS(General) scheme. | | | |
| 8 | Revision of financial norms for contingencies at various levels under the ICDS Scheme | | | |
| 9 | Guideline for implementation of Adolescent Girls i.e. KSY scheme as a component under centrally sponsored ICDS Scheme. | | | |
| 10 | Guideline of Non-engagement/Dis-engagement of AWWs Modification of guidelines. | | | |
| 11 | Implementation of 'Aame Bi Paribu' | | | |

| | | | | |
|----|--|----------------|--|--|
| 12 | Recommendation of Names of AWWs for National/State Level Award | | | |
| 13 | Training of Trainers manual of AWWs under KSY. | | | |
| 14 | Guidelines for Monitoring and Evaluation Mechanism(E & EM) | | | |
| 15 | Guidelines for prohibition of Child marriage | | | |
| 16 | Guidelines on SHG formation, SHG Linkage, financial support to SHG& Digital empowerment of SHG | Mission Shakti | | |
| 17 | Guidelines on conditional Cash transfer for maternal benefit | Mamata | | |
| 18 | Guidelines on “Beti Padhao Beti Bachao” | ICDS | | |
| 19 | Guideline on CBE and ILA (Poshan) | Poshan | | |

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 Records of the field functionaries of W & CD Deptt.Non-Gazetted | Through application within 30 days | Senior Revenue Assistant/CDPO Dhankauda | - |
| 2. | Office Establishment Records | Through application within 30 days | Senior Revenue Assistant/CDPO Dhankauda | - |
| 3. | Records relating to salary and other financial claims of the departmental employees | Through application within 30 days | Senior Revenue Assistant/CDPO Dhankauda | - |
| 4. | Scheme related documents | Through application within 30 days | S.A (Debeipali L.S in charge) | - |
| 5. | Mission Shakti related documents | Through application within 30 days | BPC, Mission Shakti | - |
| 6. | Mission Shakti related documents | Through application within 30 days | PA, Mamata | - |

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 |
| 1. | Project Level Meeting | CDPO & All Supervisors | To review the health & nutrition status of Women & Children, IMR & MMR etc. | Monthly |

Manual 8

A statement of boards, council, committees and other bodies constituted (Section 4 (1) (b) (viii))

| Sl.No | Name and address of the body | Main functions of the body | Strength of Members |
|-------|--|---|---------------------|
| 1 | 2 | 3 | 4 |
| 1 | Mother Committee | To review the SNP program of ICDS | 6 |
| 2 | Jaanch Committee | To review the SNP program of ICDS | 7 |
| 3 | Gaon Kalyan Samiti | To provide better health and environment in emergency | 10 |
| 4. | Block Level Anti Trafficking Committee | To deal with issue relating to women trafficking | 13 |
| 5. | AWW Selection Committee | For engagement of AWW | 05 |
| 6. | AWH Selection Committee | For engagement of AWH | 03 |
| 7. | Block Level Federation Mission Shakti | To assist and support GPLF & SHG | 02 |

Manual 9

Directory of Officers and employees

(Section 4(1) (b) (ix))

Directory

| Sl. No. | Name & Designation | Phone No. | E-mail address |
|---------|--|-------------|----------------|
| 1. | Smt.Puhpanjali Mishra, CDPO Dhankauda | 94373 45886 | |
| 2. | Smt.Tapaswini Sahu, Senior Revenue Assistant | 86587 14169 | |
| 3. | Smt.Nibedita Patro, Junior Revenue Assistant | 82803 23455 | |
| 4. | Smt.Nirupama Dash,L.S | 94395 35183 | |
| 5. | Mahalaka Begum, L.S | 87631 78206 | |
| 6. | Smt.Bilasini Nath Sharma, L.S | 63705 31321 | |
| 7. | Sumati Kujur, L.S | 95561 35956 | |
| 8. | Sayanti Bhoi, L.S | 79781 70461 | |
| 9. | Rudrani Mohapatra,L.S | 95569 79343 | |
| 10. | Smt.Diptimayee Sabat, PA,Mamata | 79789 76066 | |
| 11. | Sharda Singh, BPC Mission Shakti | 97763 65566 | |
| 12. | Sri Aseem Bhardwaj, BPAC, Mission Shakti | 82976 83164 | |

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

| Sl.No. | Designation of Employees | Sanction Strength | Men in Position |
|--------|--------------------------|-------------------|-----------------|
| 1. | Anganwadi Workers | 144 | 142 |
| 2. | Mini Anganwadi Workers | 41 | 41 |
| 3. | Anganwadi Helpers | 144 | 143 |

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.Puhpanjali Mishra, CDPO Dhankauda | Level-12,Cell-10 |
| 2 | Smt.Tapaswini Sahu, Senior Revenue Assistant | Level-7,Cell-4 |
| 3 | Smt.Nibedita Patro, Junior Revenue Assistant | Level-4,Cell-7 |
| 4 | Smt.Nirupama Dash,L.S | Level-11,Cell-14 |
| 5 | Mahalaka Begum, L.S | Level-11,Cell-12 |
| 6 | Smt.Bilasini Nath Sharma, L.S | Contractual |
| 7 | Sumati Kujur, L.S | Level-9,Cell-13 |
| 8 | Sayanti Bhoi, L.S | Contractual |
| 9 | Rudrani Mohapatra | Contractual |
| 10 | Smt.Diptimayee Sabat, PA,Mamata | Outsourcing |
| 11 | Sharda Singh, BPC Mission Shakti | Contractual |
| 12 | Sri Aseem Bhardwaj, BPAC, Mission Shakti | Contractual |

Manual 11

**The budget allocated to each agency
(Section 4(1) (b) (xi))**

Non-plan budget

| Major Head | Activities to be performed | Sanctioned budget Allotment Received (2021-22) | Budget Estimate(B.E) (2021-22) (In Rs.) | Revised Estimate(R.E) (2021-22) (In Rs.) | Expenditure for the last year (2020-21) (In Rs.) |
|---|----------------------------|--|---|--|--|
| 36-2235-SS & W-CSP-Dist.Sector-02-SW-102-TASP-3513-0100 | Pay+Grade Pay | 0 | 33,00000 | 33,00000 | 32,05200 |
| | D.A | 0 | 850,000 | 8,50,000 | 5,79000 |
| | H.R.A | 0 | 100000 | 100000 | 69,960 |
| | T.E | 0 | 1,37,000 | 1,37000 | 0 |
| | R.C.M | 8000 | 8000 | 8000 | 0 |
| | O.A | 0 | 3000 | 3000 | 3000 |
| | M.V | 2,50,000 | 2,50,000 | 2,50,000 | 1,25,000 |
| | Pay+Grade Pay | 0 | 5,79000 | 5,79000 | 3,20520 |
| | D.A | 0 | 95000 | 95000 | 57900 |
| | H.R.A | 0 | 20,000 | 20,000 | 6996 |
| 36-2235-SS & W-CSP-Dist.Sector-02-SW-102-TASP-3259-0100 | T.E | 0 | 1500 | 1500 | 0 |
| | R.C.M | 4000 | 0 | 0 | 4000 |
| | O.A | 0 | 0 | 0 | 0 |
| | Telephone | 10,800 | 10,000 | 10,000 | 0 |
| | Electricity | 28,000 | 10,000 | 10,000 | 20,000 |
| | Water charges | 0 | 0 | 0 | 0 |
| | Office Contingency | 60,000 | 60,000 | 60,000 | 40,000 |

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
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 |

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
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))

First Appellate Authority within the Department

| Sl. No | Name & Designation of the Officer | Postal Address | Contact number |
|--------|-----------------------------------|--|----------------|
| 1. | Smt.Pushpanjali Mishra, CDPO | O/o ICDS Project, Dhankauda, At/Po/ Ps-Dhankauda-768001 | 94373 45886 |

List of Public Information Officers

| Sl. No | Name & Designation of the Officer | Postal Address | Contact number |
|--------|-----------------------------------|----------------|----------------|
| 1. | Smt.Nirupama Dash, L.S | - | 94395 35183 |

List of Assistant Public Information Officers :

| Sl. No. | Name & Designation of the Officer | Postal Address | Contact number |
|---------|-----------------------------------|----------------|----------------|
| 1. | Smt.Nibedita Patro, JRA | - | 8280323455 |

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.

