

MANUAL-1

Particulars of Organization, Functions & Duties

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

- 1) **Name of the Public Authority:** District Social Welfare Section, Sambalpur
- 2) **Dept. of the Public Authority:** Women & Child Development Department
- 3) **Address of the Office:** District Social Welfare Section, Sambalpur
- 4) **Working Hours:** From 10.00 A.M. to 5.30 P.M.

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Powers & Duties of Officers & Employees

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

Sl.	Name	Designation	Powers				Duties
			Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7	8
1	Smt. Renubala Nanda	DSWO Yes	Yes	Yes	Yes	Yes	Head of Office
2	ADSWO						Vacant
3	SWO						Vacant
4	Smt. Purnima Tripathy	Programme Officer	-	-	-	-	RTI, Grievance, Supervision of all Scheme work, Meeting information
5	Smt. Subasini Patel	Programme Officer	-	-	-	-	Domestic Violence, Women Welfare along with Sexual harassment and Sahara Committee
6	Smt. Rajashri Parida	Programme Officer, Sub-division Kuchinda	-	-	-	-	Attend weekly grievance, Supervise implementation of all the ICDS scheme at sub-divisional level.
7	Smt. Anita Ekka,	Programme Officer, Sub-division Rairakhol	-	-	-	-	Attend weekly grievance, Supervise implementation of all the ICDS

							scheme at sub-divisional level.
8	Smt. Bharati Besara	Dist. Project Coordinator Mission Shakti	-	-	-	-	All mission shakti work
9	Sri Bichitrana nda Acharya	DPM-NOP	-	-	-	-	Correspondence on Video Conference/ DSWO Conference, MPR, Proceeding
10	Sri Dayakara Barik	DPC on mamata Scheme	-	-	-	-	Mamata Scheme
11	Bikram Kesari Sarap	DPA on Mamata Scheme	-	-	-	-	Assist to DPC on Mamata Scheme
12	SunitaNaik	DPC CA on Mission Shakti	-	-	-	-	Assist to DPC and DMSC/ Data Entry/ Various work of mission shakti and other task assigned by DSWO
13	Smt. Jagyaseni Mishra	Section Officer ,on deputation from PA , ITDA Kuchinda	-	-	-	-	Assembly, Audit & Inspection , Office Supervision
14	Smt. Supriti Pati	Sr. Revenue Assistant	-	-	-	-	SNP, Cash , Bill Budget including scheme Bill And Treasury work
15	Smt. Sunita Nayak	Sr. Revenue Assistant (on deputation from Sub-Collector, Sambalpur)	-	-	-	-	Establishment and Court matter
16	Smt. Anil Pradhan	Sr. Revenue Assistant	-	-	-	-	On Deputation to Revenue Section
17	Surya Narayan Naik	Junior Assistant (Statistics)	-	-	-	-	attached to SNP seat, ICDS
18	Sri. Abhilash Ratha	DPC POSHAN	-	-	-	-	Implement POSHAN Scheme

19	Smt. Swagatika Swain	DPA POSHAN	-	-	-	-	Implement POSHAN Scheme
20	Somya Sephalika Behera	Junior Revenue Assistant	-	-	-	-	RTI, MSPY, Attached to Cashier
21	Kiran Kumar Rana	Junior Revenue Assistant	-	-	-	-	Grievance, Issue and Despatch

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 Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Sl.	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	

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Norms for Discharge of Functions

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

Sl.	Activity	Time Frame/ Norm	Remarks
1	2	3	4
-	-	-	-

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

Sl.	Name of the Act, Rules, Regulations etc.	Brief Gist of the Contents	Reference No., if any	Price in case of Priced Publications
1	2	3	4	5
1	OGFR	Delegation of financial powers	-	-
2	Odisha 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. servant	-	-
6	Odisha G.P.F. (Ammendment) Rules, 1979	Contribution to G.P.F. and advances etc. of Govt. Servants	-	-
7	O.R.S.P. Rules, 1998	Fixation of pay of Govt. Servant	-	-
8	Maintenance of P.A.R of Non-Gazzeted employees	Maintenance of P.A.R of Lady Supervisors	-	-
9	Odisha Women's and Children's Welfare Service Rules, 1989	Promotion of AWWs	-	-
10	Domestic Violence	Protection/ rehabilitation of people from Domestic Violence	-	-
11	SNP Guidelines	Provision of health care and feeding to children and women	-	-
12	Prohibition of Child Marriage Act	Child Marriage	-	-

MANUAL-6

Categories of Documents Under Control

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

Sl.	Nature of Record	Details of Information available	Unit/ Section, where Available	Retention Period, where Available
1	2	3	4	5
1	Records relating to Audit and Accounts	Cash Books, Audit Reports, Stock & Store, Book of Drawals, Bill Registers, Allotment Registers etc.	Cash Section	-
2	Records relating to staff establishment	Personal files, Service Books, GIS Pass Books, Govt. Rules and Circulars	Establishment Section	-

3	ICDS Scheme	Information relating to all ICDS schemes	ICDS Section	-
4	Social Welfare	Feeding Programme, RTI	Programme Officer	-

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

Not applicable

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Sl	Name & Address of the Body	Main Function of the Body	Constitution of the Body	Date of Constitution	Date up to which valid	Whether Meetings open to Public	Whether Minutes accessible to Public	Frequency of Meetings
1	2	3	4	5	6	7	8	9
1	One Stop Centre (OSC) and Shakti Sadan under Mission Shakti	To provide integrated support and assistance to women affected by violence and in distress both in private and public spaces.	Collector and DM – Chairperson Members- SP, CDM & PHO, LBM, DSWO, DEO, DPO, DWO, DCPO, DPC (Mission Shakti), Director (RSETI)	2024	-	-	-	-
2	District Nutrition	To monitor	CEO Cum CDO Zilla	2024	-	-	-	-

Committee (DNC)	the activities periodically to achieve various nutrition targets of the district as per POSHAN Tracker.	Parisad, DFO, SDM Sambalpur / Kuchinda/ Rairakhol, CDM & PHO, DPM (NHM), DEO, DPO, DSWO, DPM-OLM, AMO-CHC-Debeipali, EE (RWSS), DAO, DHO, ADPHO, FSO					
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Directory of Officers & Employees

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

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Smt. Renubala Nanda	District Social Welfare Officer		9438210583		dswosambalpur@nic.in	
2	Smt. Purnima Tripathy	Programme Officer		7326948251		-do-	
3	Smt. Subasini Patel	Programme Officer		9668889422		-do-	
4	Smt. Rajashri Parida	Programme Officer		7008895717		-do-	
5	Smt. Anita Ekka	Programme Officer		7683821660		-do-	
6	Smt. Bharati Besara	Dist. Project Coordinator Mission Shakti		9438084670		-do-	
7	Sri Bichitrana nda Acharya	DPM-NOP		7008647150		-do-	
8	Sri Dayakara Bari,	DPC on mamata Scheme		9438443874		-do-	
9	Bikramkesari Saraf	DPA on Mamata Scheme		7504069074		-do-	
10	Sunita	DPC CA on		9438469638		-do-	

11	Naik Smt. Jagyaseni Mishra	Mission Shakti Section Officer, on deputation fr om PA , ITDA Kuchinda	9938407766	-do-
12	Smt. Supriti Pati	Sr. Revenue Assistant	7008175274	-do-
13	Smt. Sunita Nayak	Sr. Revenue Assistant, (on deputation from Sub-Collector, Sambalpur)	9776256732	-do-
14	Smt. Anil Kumar Pradhan	Sr. Revenue Assistant (deputed to Revenue Section)	9583430525	-do-
15	Surya Narayan Naik	Junior Assistant (Statistics)	9776821756	-do-
16	Sri. Abhilash Ratha	DPC POSHAN	7008669692	-do-
17	Smt. Swagatika Swain	DPA POSHAN	8144989102	-do-
18	Somya Sephalka Behera	Junior Revenue Assistant	8328899633	-do-
19	Kiran Kumar Rana	Junior Revenue Assistant	6370922811	-do-

MANUAL-10
**Monthly Remuneration & Compensation of Officers &
Employees**
[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Scale of Pay (in Rs.)	Grade Pay (in Rs.)
1	2	3	4	5
1	Smt. Renubala Nanda	District Social Welfare Officer	Level- 12, Cell-11, Rs. 47600/- to 151100/-	5400/-
2	Smt. Purnima Tripathy	Programme Officer	Level- 11, Cell-16, Rs. 47600/- to 151100/-	5400/-
3	Smt. Subasini Patel	Programme Officer	Level- 11, Cell-19, Rs. 47600/- to 151100/-	5400/-
4	Smt. Rajashri Parida	Programme Officer	Level- 11, Cell-19, Rs. 47600/- to 151100/-	5400/-
5	Smt. Anita Ekka	Programme Officer	Level- 11, Cell-16, Rs. 47600/- to 151100/-	5400/-

6	Smt. Bharati Besara	Dist. Project Coordinator Mission Shakti	Rs. 71379/- P.M.	-
7	Sri Bichitrananda Acharya	DPM-NOP	Rs. 32000/- P.M.	-
8	Sri Dayakara Barik	DPC on mamata Scheme	Rs. 35000/- P.M.	-
9	Bikramkesari Saraf	DPA on Mamata Scheme	Rs. 13791/- P.M.	-
10	Sunita Naik	DPC CA on Mission Shakti	Rs. 31982/- P.M.	-
11	Smt. Jagyaseni Mishra	Section Officer, on deputation from PA , ITDA Kuchinda	Level-11, Cell-02, Rs. 47600/- to 151100/-	4600/-
12	Smt. Supriti Pati	Sr. Revenue Assistant	Level-08, Cell-03, Rs. 29200/- to 92300/-	2800/-
13	Smt. Sunita Nayak	Sr. Revenue Assistant, (on deputation from Sub-Collector, Sambalpur)	Level-08, Cell-02, Rs. 29200/- to 92300/-	2800/-
14	Sri. Anil Kumar Pradhan	Sr. Revenue Assistant, (deputed to Revenue Section)	Level-08, Cell-02, Rs. 29200/- to 92300/-	2800/-
15	Surya Narayan Naik	Junior Assistant (Statistics)	Level-04, Cell-04, Rs19900/- to 63200/-	1900/-
16	Somya Sephalika Behera	Junior Revenue Assistant	Level-04, Cell-01, Rs19900/- to 63200/-	1900/-
17	Kiran Kumar Rana	Junior Revenue Assistant	Level-04, Cell-01, Rs19900/- to 63200/-	1900/-

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

Plan Budget:

Sl.	Name of the Plan/ Scheme	Activities to be taken	Date of Commencement	Expected Date for Completion	Amount Sanctioned (in Rs.)	Amount Disbursed/ Spent (in Rs.)
1	2	3	4	5	6	7
1	POSHAN	Internet Connectivity	2021-22	Continuous Scheme	18,86,000/-	18,54,001/-
2		Community Based Event	2021-22	-do-	5658000	5658000
3		IEC Activities FY 2024-25	2022-23	-do-	2,93,634/-	2,73,634/-
4		Pada Pushti Karyakarm under MSPY	2023-24	-do-	87,000/-	87,000/-
5		Capacity Building Training	2023-24	-do-	58,800/-	58,800/-
6		Poshan Pakwada	2018	-do-	1,30,500/-	1,30,500/-
7		Poshan Maah	2018	-do-	1,96,500/-	1,96,500/-
8	ICDS	Drinking Water Incomplete	-	-do-	28000/-	28000/-

10		Toilet Incomplete	-	-do-	76,32,000/-	76,32,000/-
		Electricity Charges	-	-do-	8,24,160/-	8,24,160/-
12		Uniforms	-	-do-	96,77,400/-	96,77,400/-
		Medicine Kit	-	-do-	28,29,000/-	28,29,000/-
13		PSE Kit	-	-do-	56,58,000/-	56,58,000/-
14		Administrative Expense	-	-do-	37,72,000/-	37,72,000/-
15		Shoes and Socks	-	-do-	38,66,500/-	38,66,500/-
16		Sweaters	2017-18	-do-	57,99,750/-	15,82,500/-
17	MSPY	Mukhyamantri Sampoorna Pushti Yojana	2023-24	-do-	77426000/-	77426000/-
18	SNP	Supplementary Nutrition Programme	2011-12	-do-	92002000/-	92002000/-
19	Child Welfare	Block level and GP level taskforce committee meeting under child marriage	-	-do-	94000/-	-
20		Folk Show	-	-	1,20,000/-	-
21		Adolescent Club	-	-	8,10,980/-	8,10,980/-

MANUAL-12

Manner of Execution of Subsidy Programmes

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

Not applicable

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Not applicable

MANUAL-14

Information Available in an Electronic Form

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

Sl.	Activities/ Schemes for which Electronic Data available	Type of Document	Can it be shared with Public?	Is it available on Website or is being used as Backend Database?
1	2	3	4	5

MANUAL-15
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	Through e-mail and in person	Programme, ICDS and other schemes implemented through W & CD Department.	10.00 A.M. to 5.30 P.M.

MANUAL-16
Names, Designations & Other Particulars of the Public Information
Officers

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

Asst. Public Information Officer (APIO):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Jagyaseni Mishra	SO	-	9937807766	-	dswosambalpur@nic.in	District Social Welfare Section, Sambalpur

Public Information Officer (PIO):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Purnima Tripathy	PO	-	7326948251	-	<u>dswosambalpur@nic.in</u> <u>/ dswo1sbp@gmail.com</u>	District Social Welfare Section, Sambalpur

First Appellate Authority (FAA):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Renubala Nanda	District Social Welfare Officer	-	943810583	-	<u>dswosambalpur@nic.in/</u> <u>dswo1sbp@gmail.com</u>	District Social Welfare Section, Sambalpur

MANUAL-17
Other Useful Information
[Section-4 (1) (b) (xvii)]

URI URGENT 934
Reminder 23.9.24

Government of Odisha

Department of Women & Child Development

No.WCD-RTI-RTI-0145-2024 19949 /WCD, Dt: 05.09.2024

From

Sri Khudiram Kala, OSS

Nodal PIO-cum-Joint Secretary to Government

To

All DSWOs (Except DSWO, Bargarh/ Boudh/ Ganjam/ Nabarangpur/ Rayagada/ Sundargarh)

CI, SIWC, Barpali /CI, SIWC, Bhubaneswar,

OH & SH, Angul/Rourkela/Ganjam/Baripada

CHW, Berhampur/SSWB/OSCPs/OSCPcR

Sub: Furnishing information for preparation of Annual Report for the Year 2023-24 Under section 25 of the RTI Act 2005

Ref: This Department Letter No.16316/WCD dated 31.07.2024 & No.18220 dtd 21.08.2024

Madam/Sir

In inviting reference to the letters on the subject cited above, I am directed to say that you were requested to furnish consolidated information in respect of your office & other offices functioning under your administrative control to this Department by 23.08.2024 for preparation of annual report for the year 2023-24. But the same has not been received from your office till date for which this Department is facing difficulties for preparation of the Annual Report of Odisha Information Commission. The I & PR Department is pressing hard for submission of the same for the year 2023-24. Careful attention must be paid regarding opening and closing balance of RTI applications while preparing the Annual Report.

You are therefore, requested to furnish consolidated information for preparation of Annual report for the year 2023-24 by 06.09.2024 positively for onward submission of the same to I & PR Department at an early date.

This may be treated **Most Urgent**.

Yours faithfully

lnada
05/09/2024
Nodal PIO-cum-Joint Secretary to Government

RTI

19.9.2024

