

***INFORMATION IN PRESCRIBED FORMAT AS REQUIRED
(MANUAL 01 TO 17)
UNDER RIGHT TO INFORMATION ACT-2005
OF I.C.D.S. PROJECT, KHAIRAPUT
DIST. MALKANGIRI.***

MANNUAL-I.
Particular of organization, functions and duties.
(Section 4 (I)(b) (i).

1. AIMS AND OBJECTIVES OF THE ORGANIZATION.

The aims and objectives of this ICDS. Project is to give proper benefit to the children on age group of 0 to 6 years and Pregnant and Nursing women in respect of Health and Education. Instead of the above benefit this project also provided the Emergency Feeding Programme for benefit of the old aged persons and also for all round development of women this project of implemented the WSHGs through Mission Shakti.

2. MISSION AND VISION.

The main mission and vision of this project is as follows:-

- *. Lay out the foundation for the proper psychological, Physical and Social development of the Child.
- ** Improve the nutritional and health status of children below the age of six years.
- *** Reduce the incidence of mortality, morbidity, malnutrition and school dropouts.
- **** Achieve effective coordination of policy and implementation among various departments to promote child development.
- ***** Enhance the capability of the mother to look after the normal health, nutritional and development needs of the child, through proper community education.

Above all, this project also monitor the implementation of different ICDS. Programmes in field level for benefit of general public as per the order/instruction of Govt.and Collector, and also higher authorities.

3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT.

This project started functioning from 1986. The area of this project 642 sq. Kms. The Project comprises 3 Nos. of ICDS. Sectors. Namely: Khairaput, Govindapalli, & Podaghat with 65 Anganwadi Centres and 24 Mini Anganwadi Centres. The Geographical area of this project covers entire Khairaput Block comprising 09 Nos. of Grampanchayats with a population of 33460. Out of which 2547 are SC. 24095 are ST and remaining 6818 are other as per 2001 census. This project also consist 250 villages. i.e. 95 Nos. Revenue Villages and 155 Nos. Hamlet villages.

4. ORGANISATION CHART.

Collector & Dist. Magistrate, Addl. Dist. Magistrate, Sub-Collector, Dist. Social Welfare Officer, Child Dev. Project officer.

5. ALLOCATION OF BUSINESS:

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION.

To dispose the aims and objectives of this ICDS. Project. To implement the Govt. orders in time to time for proper benefit of the general public.

7. DETAILS OF SERVICES RENDERED.

The main service of this project is the following 6 (Six) Package of ICDS. Programme for proper benefit of public.

1. Supplementary Nutrition Programme (S.N.P.)
2. Health Checkup
3. Immunization Programme
4. Pre-School Education.
5. Nutrition and Health Education.
6. Referral Service.

In spite of the above services this project also rendered the following services to their employees and also general public.

1. Salary bills for its employees.
2. Emergency Feeding Programme.
3. Creation of Women Self Help Group.
4. Awareness of Adolescent Girls

8. CITIZENS INTERACTION:

9. POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED/SUBORDINATE OFFICE/FIELD UNITS ETC.

Main Office:- I.C.D.S. Project, At/PO: Khairaput, Dist. Malkangiri.

- Field Units:-
1. ICDS. Sector, Khairaput, At/PO: Khairaput Dist. Malkangiri.
 2. ICDS. Sector, Govindapalli, At/PO: Govindapalli, Dist.Malkangiri.
 3. ICDS. Sector, Podaghat, At./PO:- Podaghat, Dist. Malkangiri.

10. MAP OF OFFICE LOCATION:

11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC.

Office Hour : First Session : 10.00 AM TO 1.30 P.M. (Working Days)

Second Session : 2.00 P.M. TO 5.00 P.M.

13. GRIEVANCE REDRESS MECHANISM :-

MANUAL – 2
POWER AND DUTIES OF OFFICERS AND EMPLOYEES
(Section 4(I) (b) (II)

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Designation of the Post.	POWER				Duties Attached.
		Administrative.	Financial	Statutory	other	
1	Child Dev. Project Officer,	Over all Administrative Power in Project.	Yes.	Yes		All power in ICDS. Project.
2.	Lady Supervisor	NO	NO	NO	As assigned by the Authority.	Supervise the Anganwadi Centre. Giving Report & Return & other works as assigned by the authority.
3	Sr. Clerk.	No	No	No	As assigned by the CDPO.	Particular Section as assigned by the CDPO.
4.	Jr. Clerk	No	No	No	As assigned by the CDPO.	Particular Section as assigned by the CDPO.
5.	Driver	No	No	No	To Drive the Office Vehicle	To Drive the Office Vehicle
6.	Peon.	No	No	No	As assigned by the CDPO.	Asst. the Clerical Staff in official Business and other official work assigned by the CDPO.

MANUAL – 3.
PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS
(Section 4(I) (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. No.	Activity	Level of action	Time Frame
1.	To receive application and put a diary number	Counter clerk	Same day
2.	To mark application to concerned Inspector	Counter clerk	Same day
3.	To visit premises of applicant and verify the facts	Inspector	2-3 days
4.	To prepare report and submit to F.S.O.	Inspector	2-3 days
5.	To approve / reject application	FSO	1 day

6.	To prepare food card if approved and submit to FSO.	Counter clerk	Same day
7.	To sign. And return card	FSO	Same day
8.	To delivery card to applicant.	Counter clerk	Same day

MANNUAL-4.
NORMS SET FOR THE DISCHARGE OF FUNCTIONS
[(Section 4 (I) b (IV)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

Sl. No.	Activity	Time Frame/Norm	Remarks
1.	Diary of letter	3 minutes per letter	
2.	Dispatch of letter	5 Minutes per letter	Registered dak including entry in messenger book due to non-posting of typist, Jr. Clerks are doing the job.
3.	Typing Job	30 pages per day	
4.	Preparation of food card.	50 Food card per day	Including entry in food card register

MANUAL-5.
RULES,REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS FOR DISCHARGING FUNCTIONS.
[(Section 4 (I) 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, Rules, Regulations etc.	Brief gist of the contents.	Reference No., if any	Price in case of priced publications.
1.	Orissa Record Manual-1964	Procedure for maintenance of office record properly.		
2.	Orissa Service Code.	Procedure for maintenance of records of Govt. employees.		
3.	Orissa Leave Rule-1966	Procedure for sanction of leave to Govt. employees		
4.	Orissa Civil Service (Conduct, Classification and Appeal) Rule 1992.	Procedure for taking penal action against the govt. employees.		
5.	Orissa Pension Rule	Procedure for sanction of pension etc to Retd./Death Govt. Employees.		
6.	Book circular and executive instruction issued by Govt.	To deal with clarification on ICDS. Matters/ appointment of AWWs/AWHs, Tour, Pay fixation, and other legal matters.		
7.	ORSP Rule -2008	Rules for fixation of pay, stepping of pay and sanction of ACP, increment etc.		
8.	Orissa ICDS. Manual	Procedure for maintenance of ICDS. Scheme matters.		
9.	Orissa Travelling Allowance	Procedure for sanction of T.A.		

	Rules	to Govt. employees.		
10	Orissa G.P.F. Rules.	Procedure for deduction of GPF and withdrawal of GPF.		

MANUAL-6.

A STATEMENT THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL..

[(Section 4 (I) 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 catalogued (An illustrative list is given below)

Sl.No.	Nature of Record	Details of information available.	Unit/Section where available	Retention period where available
1.	Emergency Feeding Prog.	Beneficiary List. Ration to Beneficiary etc .Allotment & Expenditure.	S.A. Section / Supervisors/AWWs.	
2.	S.N.P. Programme.	-do-	-do-	
3.	Population Survey	Child Population, PregnantMother, Nurshing Mother	-do-	
4.	Growth Monitoring	Gr-III, Gr-IV Childrens	-do-	
5.	Budget, Allotment & Expenditure	Salary of Employee	Account Section	

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 (I) b (VII)]

Details of consultative committees and other bodies with which consultations are held.

Sl No.	Name and address of the consultative committee/bodies	Constitution of the committee/body	Roles and Responsibility	Frequency of meeting
1	Mothers Committee	Pre- school children Mother, Pregnant Mother, Nursing Mother, WSHG Member, Adolescent Girl, Lady Ward Member.	Monitor the feeding Programme on SNP as well as ensuring the quality programme of the AWCs.	Twice in a Month
2	Janch Committee on De-Centralization of E.F.P.	A Retired Govt. / PSU employee, President of 2 graded SHG, 1 Disability Person, Chairperson of Mother Committee & President of VEC.	Monitor the feeding Programme on EFP .And ensure the all feeding programmes maintain prescribed standard of quality & quantity.	Once in a month

MANUAL-8.

A statement of boards , council, committees & other bodies constituted.

[(Section 4 (I) b (VIII)]

List of boards , council, committees etc.

Sl No.	Name & address of the body	Main Functions of the Body	Constitution of the Body	Date of Constitution
1	Mothers Committee constitute in each AWC village	Monitor the feeding Programme on SNP as well as ensuring the quality programme of the AWCs.	Pre- school children Mother, Pregnant Mother, Nursing Mother, WSHG Member, Adolescent Girl, Lady Ward Member.	Letter No. 244/SWCD, Dated,24/07/2006
2	Janch Committee on De-Centralization of E.F.P constitute in each AWC village.	Monitor the feeding Programme on EFP .And ensure the all feeding programmes maintain prescribed standard of quality & quantity.	A Retired Govt. / PSU employee, President of 2 graded SHG, 1 Disability Person, Chairperson of Mother Committee & President of VEC.	During the month of April 2011.

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meeting	Remarks
Till the above programme will be functioning.	Yes	Yes	Twice in a Month	
Till the above programme will be functioning.	Yes	Yes	Once in a month	

MANUAL-9.

Directory of officers & Employees.

[(Section 4 (I) b (IX)]

Directory

Sl No.	Name & Designation	Office Phone Number	E-Mail Address
1	Smt. Sabina Lakra, CDPO		
2	Smt. Geetanjali Swain, Supervisor		
3	Smt. Sebati Rout, Supervisor		
4	Smt. Basanti Lata Dei, Supervisor		
5	Sri. Lakshman Rout, Sr. Clerk		
6	Sri Jagannath Dora, Jr. Clerk		
7	Sri Jayanta Ku. Pathy, Driver		
8	Sri. Keshaba Behera, Peon		
9	Sri. Rama Bhakta Kerketa, Night Watcher		

MANUAL-10.

The Monthly remuneration received by each of the officers & employees, including the system of compensation as provided in the regulations..

[(Section 4 (I) b (X)]

Sl No.	Name & Designation	Pay Scale/ Monthly remuneration
1	Smt. Sabina Lakra, CDPO	9300/- to 39400/- + G.P.- 4200/-
2	Smt. Geetanjali Swain, Supervisor	9300/- to 39400/- + G.P.- 4200/-
3	Smt. Sebati Rout, Supervisor	9300/- to 39400/- + G.P.- 4200/-
4	Smt. Basanti Lata Dei, Supervisor	9300/- to 39400/- + G.P.- 4200/-
5	Sri. Lakshman Rout, Sr. Clerk	5200/- to 20200/- + G.P.- 2400/-
6	Sri Jagannath Dora, Jr. Clerk	5200/- to 20200/- + G.P.- 2400/-
7	Sri Jayanta Ku. Pathy, Driver	5200/- to 20200/- + G.P.- 2400/-
8	Sri. Keshaba Behera, Peon	4440/- to 14680/- + G.P. -1300/-
9	Sri. Rama Bhakta Kerketa, Night Watcher	Remuneration @ 72.5 per Day.
10	Anganwadi Workers	Honorarium @ 2000/- per month
11	Anganwadi Helpers & Mini Anganwadi Workers	Honorarium @ 1000/- per month

MANUAL-11.

THE BUDGET ALLOCATED TO EACH AGENCY.

[(Section 4 (I) b (XI)]

NON PLAN BUDGET.

Major Head.	Activities to be performed.	Sanctioned budget.	Budget estimate	Revised estimate.	Expenditure for the last year.
36-2235. S.S.W.	Pay	765000/-	1500000/-	2000000/-	1166571/-
For the year 2011-2012	D.A.	390150/-	800000/-	1000000/-	485790/-
	H.R.A.	38250/-	20000/-	25000/-	21840/-
	R.C.M.	25000/-	150000/-	200000/-	79988/-
	T.E.	25000/-	150000/-	200000/-	79985/-
	Electricity	8000/-	10000/-	10000/-	8000/-
	Telephone	10000/-	0	5000/-	0/-
	Water charge	0	5000/-	10000/-	5000/-
	Motor Vehicle	60000/-	100000/-	150000/-	120000/-
	Office Contingency	30000/-	50000/-	50000/-	35000/-
	AWC. Contingency	0	89000/-	133500/-	137879/-
	Hon. Of AWW/AWH.	1624500/-	2200000/-	2500000/-	2091139/-
	Addl. Hon. Of AWW/AWH.	164250/-	700000/-	1000000/-	137879/-
	Festival Advance.	0	40000/-	40000/-	15000/-

PLAN BUDGET.

Name of the Plan Scheme	Activities to be under taken.	Date of commencement.	Expected date for completion.	Amount sanctioned.	Amount disbursed / spent.
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N I L.

MANUAL-12.
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME.
[(Section 4 (I) b (XII)]

LIST OF INSTITUTIONS GIVEN SUBSIDY.

Sl. No.	Name & Address of the institution.	Purpose for which subsidy provided	No. of beneficiaries.	Amount of subsidy	Previous years utilization progress	Previous years achievements.
NO SUBSIDY SCHEME						

LIST OF INDIVIDUAL GIVEN SUBSIDY.

Sl. No.	Name & Address of the beneficiary	Purpose for which subsidy provided	No. of beneficiaries.	Amount of subsidy	Scheme and criterion for selection.	No. of time subsidy given in past with purpose.
NO SUBSIDY SCHEME						

MANUAL-13.
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIS OR AUTHORISATIONS GRANTED.
[(Section 4 (I) b (XIII)]

Sl. No.	Name & 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 purpose.
Not applicable					

MANUAL-14.
INFORMATION AVAILABLE IN AN ELECTRONIC FORM.
[(Section 4 (I) b (XIV)]

Sl. No.	Activities for which electronic data available	Nature of information available.	Can it shared with public	It is available on website or is being used as back end data base.
Not applicable				

MANUAL-15.
PARTICULAR OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.
[(Section 4 (I) b (XV)]

FACILITIES AVAILABLE FOR OBTAINING INFORMATION.

Sl. No.	Facility available	Nature of information available	Working Hours.
1	Information Counter	All information relating to ICDS matters.	First Session. 10 am to 1.30pm. Second Session 2 pm to 5 pm.
2	Website	No website available	

3.	Library	No. library available	
4	Notice Board	All information relating to ICDS matters.	First Session. 10 am to 1.30pm. Second Session 2 pm to 5 pm.

MANUAL-16.

NAME DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER.

[(Section 4 (I) b (XVI)]

LIST OF PUBLIC INFORMATION OFFICER,

Sl. No.	Designation of the Officer designated as PIO.	Postal Address	Telephone No.	E.Mail address	Demarcation of area/activities if more than one PIO is there.
1	Child Dev.Project officer, Khairaput.	At/PO: Khairaput Dist. Malkangiri.	9937806911		

LIST OF ASST. PUBLIC INFORMATION OFFICER,

Sl. No.	Designation of the Officer designated as PIO.	Postal Address	Telephone No.	E.Mail address	Demarcation of area/activities if more than one PIO is there.
<i>NIL</i>					

FIRST APPELLATE AUTHORITY WITH IN THE DEPARTMENT,

Sl. No.	Designation of the Officer designated as PIO.	Postal Address	Telephone No.	E.Mail address	Demarcation of area/activities if more than one PIO is there.
	DIST. SOCIAL WELFARE OFFICER, MALKANGIRI.	AT/PO/DIST. MALKANGIRI PIN-764045	06861-230521		Malkangiri district jurisdiction.

MANUAL-17.

OTHER INFORMATION AS MAY BE PRESCRIBED.

[(Section 4 (I) 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.

AS PER RULE.

Sd/-

CHILD DEV. PROJECT OFFICER,
KHAIRAPUT.