

7. **Expectation of the Public Authority from the Public for Enhancing it's Effectiveness :**
Public Authority needs good response, cooperation and suggestion from Public.
8. **Arrangements and Methods made for seeking Public Participation/ Contribution :** To involve the people with various health activities following steps have been taken from grass root level like IEC Activities, BCC Activities, Folk Media Show, RCH Camps, Swasthya Melas.
9. **Mechanism available for Monitoring the Service Delivery and Public Grievance Resolution :**
Service Delivery system monitored by Wing officers, Public grievance cell Collectorate,
10. **Address of the Main Offices at different Levels :** CDMO, Office of the CDMO, Malkangiri
MO I/c, CHCs at Block Level
11. **Opening Hours of the Office :** 10:00 AM
Closing Hours of the Office : 05:00 PM

Manual - 2
Powers and Duties of Officers and Employees
[Section 4 (1) (b) (ii)]
Powers and Duties of Officers and Staff

Designation		
Powers	ADMINISTRATIVE	1. CDMO
		ADMO's, DTO, DMO, DLO, DSO, DPM
	FINANCIAL	CDMO
		ADMO's, DTO, DMO, DLO, DSO, DPM
	Others (Supervisory)	CDMO
		ADMO's, DTO, DMO, DLO, DSO, DPM
		DPMSU STAFF
		MEM SECTION
		DMCS CELL STAFFS

DUTIES	NAME	DESIGNATION	DUTY ASSIGNED
	Dr. Ch. Pravakar	CDMO	Head of Institution
		ADMO (PH)	Malaria/ Filaria/ Leprosy/ Public Health
		ADMO (Med)	Hospital Management/ Waste Management/ RKS Management
	Dr. Naba Krushna Behera	ADMO (FW)	RCH/ NRHM/ Family Planning
		DMO	Monitoring & Planning for Malaria Control Activities
		DLO	Monitoring & Supervision of Leprosy Control Activities
		DSO	Monitoring & Supervision of Disease Surveillance Activities
	Dr. Sreenibas Behera	Spl. in Ophth.	DPM of DBCS, DBCS Activities & Treatment of Eye Patient

	Dr. Prafulla Kumar Baral	Spl. in Surgery	Duty in Hospital as assigned
	Dr. Anupama Mohanna	Spl. in O&G	-do-
	Dr. Krushna Ch. Mohapatra	Spl. in Medicine	-do-
	Dr. Gobinda Biswas	Spl. in Paed.	-do-
	Dr. Sapan Kumar Dinda	I/c Spl. in Surgery	-do-
	Dr. Pramod Kumar Khora	I/c DTO, DNMO (Malaria/ Leprosy/ AIDS)	Duty in Malaria/ Leprosy/ AIDS
	Dr. Mahamad Asfak Ahmed	Asst. Surgeon & Blood Bank Officer	Management of Blood Bank & Duty in Hospital as assigned
	Dr. Sujit Lakra	Asst. Surgeon	Duty in Hospital as assigned
	Dr. Padmanava Acharya	Asst. Surgeon	-do-
	Dr. Debendra Kumar Jena	Asst. Surgeon	-do-
	Dr. Sangram Keshari Mohanty	Asst. Surgeon	-do-
	Dr. Manas Ranjan Kundu	Asst. Surgeon	-do-
	Dr. Dhananjaya Das	Asst. Surgeon	-do-
	Dr. Sambhu Sekhar Patro	Asst. Surgeon	-do-
	Ushamani Devi	Matron	Supervision of Duties of Hospital Staff
	Chameli Ku. Mandal	Nursing Sister	-do-
	Sanjukta Sethy	Staff Nurse	Attending Hospital Duties
	Suchitra Rout	Staff Nurse	-do-
	Padmabati Jena	Staff Nurse	-do-
	Kabita Sahu	Staff Nurse	-do-
	Nibedita Nayak	Staff Nurse	-do-
	Sanjulata Sethy	Staff Nurse	-do-
	Nibedita Swain	Staff Nurse	-do-
	Banaja Nayana Behera	Staff Nurse	-do-
	Ritanjali Barik	Staff Nurse	-do-
	En Bara	Staff Nurse	-do-
	Nayanabati Biswal	Staff Nurse	-do-
	Sarojini Das	Staff Nurse	-do-
	Rasmi Rekha Parida	Staff Nurse	-do-
	N. Suvarna	Staff Nurse	-do-
	Banasree Rout	Staff Nurse	-do-
	Hiramani Hans	Staff Nurse	-do-
	Getanjali Das	Staff Nurse	-do-
	Suprava Barik	Staff Nurse	-do-
	Reeta Bahinipati	Staff Nurse	-do-
	Harapriya Roul	Staff Nurse	-do-
	Minakshi Parida	Staff Nurse	-do-
	Karada Srilata	Staff Nurse	-do-
	N.C. Sikdar	MPHS (M)	Public Health Activities
	Tapan Kumar Mohanty	Pharmacist	Distribution of Medicine and attending the hospital as assigned
	Minakshi Jena	Pharmacist	-do-
	Prasanta Kumar Patra	Pharmacist	-do-
	Bharat Chandra Dey	Pharmacist	-do-
	Sunurani Karmakar	Pharmacist	-do-
	Ashok Kumar Sahu	Pharmacist	-do-
	Saroj Kumar Sahu	Lab. Tech	Laboratory Work
	Pranab Kumar Panigrahi	Jr. L.T	-do-
		Dy. MEIO	IEC/ BCC Activities
	Ainthu Majhi	Head Clerk	Administrative Head

	Rama Chandra Duruka	Sr. Clerk	Clerical Works as Assigned
	Deenabandhu Peda	Sr. Clerk	-do-
	Sunil Kumar Sahu	Sr. Clerk	-do-
	Padmini Jena	Jr. Clerk	-do-
	N. Bhaskar Rao	Jr. Clerk	-do-
	Sarala Jena	Jr. Clerk	-do-
	Uma Sankar Achary	Jr. Clerk	-do-
	Siba Narayan Sahoo	V.S. Clerk	-do-
	Manoj Kumar Bagh	Jr. Clerk	-do-
	Pramod Kumar Barik	DEO	Computer Data Entry & Maintenance of Accounts (IDSP)
	Subash Harijan	Driver	Vehicle Movement
	Bijaya Kumar Dora	Driver	-do-
	Manoj Kumar Suna	Driver	-do-
	Babirathi Tarini	Driver	-do-
	Bidyadhara Tarini	Driver	-do-
	R. Srinivas Rao	Driver	-do-
	L. Srinivas Rao	Driver	-do-
	Padma Alsa	Attendant	Attend the Works as Assigned
	Narayan Panda	Attendant	-do-
	Jugol Charan Panda	Attendant	-do-
	V. Krishna Rao	Attendant	-do-
	Surendra Nath Jena	Attendant	-do-
	Bhagirathi Panigrahi	Attendant	-do-
	Chandradhwaj Nayak	Attendant	-do-
	Kailash Ch. Nayak	Attendant	-do-
	Umamaheswari Mishra	Attendant	-do-
	Surama Kumari Das	Attendant	-do-
	Damayanti Thakur	Attendant	-do-
	Urbasi Saha	Attendant	-do-
	Lalit Kumar Challan	Attendant	-do-
	Jyotsnabala Chandra	Attendant	-do-
	Biranchi Narayan Mohapatra	Attendant	-do-
	Naba Kishor Sahu	Attendant	-do-
	Meena Sarkar	Attendant	-do-
	Hrusikesha Challan	Attendant	-do-
	Pradeep Khora	Attendant	-do-
	Gourirani Biswas	Kitchen Attendant	Asst. to Cook
	Binod Kumar Bagh	Kitchen Attendant	-do-
	Manguli Suna	Sweeper	Cleaning duty
	Pratap Ch. Kuldeep	Sweeper	-do-
	Bhagyabati Nimala	Sweeper	-do-
	Dambaru Garada	Sweeper	-do-
	Bimala Hantal	Sweeper	-do-
	Kasipati Halwa	Sweeper	-do-
	Chudamani Harijana	Sweeper	-do-
	Sarat Kumar Kuldeep	Sweeper	-do-
	Deba Nayak	Sweeper	-do-
	Lingaraj Pradhan	STB	Stretcher Bear Duty
	Purusuti Gudia	STB	-do-
	Bhagaban Pujari	Peon	Peon Duty
	Jagdish Bairagi	Peon	-do-
	Almanga Dhan	Peon	-do-

	Dhanurjaya Rana	Peon	Peon Duty
	Saroj Kumar Sagaria	Night Watcher	Night Watchman Duty
	Ramachandra Kotia	Cook	Cooking
	Jangyaseni Mishra	Cook	-do-
	Gouranga Pangi	Mali	Gardening Work
	Champa Bagh	Helper	Helper
NRHM	Subhakanta Gantayat	DPM	Programme Head of NRHM
	Nilesh Pattnaik	DAM	Financial Activities of NRHM
	Bipin Bihari Gouda	DHIO	Management of Information System related to NRHM
		R I Coordinator	Programme Head of Immunisation
	Dillip Dipak Mishra	Work Consultant	Construction Work
	Prashant Kumar Behera	Junior Engineer	Construction Work
	Smita Kumari Nayak	Junior Engineer	Construction Work
		ASHA Coordinator	GKS/ ASHA Activities
	Sandhya Rani Sahu	YASHODA Coordinator	Supervision of Activities of Yashoda at DHH
	Siba Prasad Praharaj	Computer Asst. (Imm.)	Assistance in Immunization Programme
	G. Surya Reddy	Office Assistant	Assist in official works of NRHM
	Firoj Mohan Majhi	Cold Chain Technician	Repair of Deep Freezer/ ILR
	Anibesh Shil	Accountant DPMU	Assist to DAM
	Manoj Kumar Nayak	Accountant DHH	Account Work at DHH
	Vivekananda Rana	System Incharge-cum-DEO	Data Entry in Warehouse
Santosh Kumar Nanda	Sub Staff	Receiving & Despatch Letter	
IDSP	Bijaya Krushna Panda	Data Manager (IDSP)	Monitoring & Supervision of IDSP Reporting
NVBDCP	Ajit Kumar Dalai	District VBD Consultant	Monitoring, Planning, Training & Supervision of NVBDCP Activities
		DEO (NVBDCP)	Data Entry of NVBDCP

Chapter - 4 (Manual - 3)
Rules, Regulations, Instructions, Manuals and Records for Discharging
Functions
[Section 4 (1) (b) (v)]

Prepare a list of rules, regulations, instructions, manual and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of Regulations, Instructions, Manual and Records

Sl. No.	Name/ Title of the Document	Type of Documents	Brief Write up of the Documents	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records	Address, Telephone No., FAX, E-mail & others	Fee Charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	File	Permanent	All Corresponding letters & Guidelines	Respective Wings	CDMO Office, Malkangiri 230277/ 230569 cdmomkg@gmail.com	As per RTI Act - 2005

Chapter - 5 (Manual - 4)
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 or Implementation thereof

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl. No.	Subject/ Topic	Is it Mandatory to Ensure Public Participation (Yes/ No)	Arrangements for seeking Public Participation
1	2	3	4
1	ZSS	Yes	Yes
2	RKS	Yes	Yes
3	GKS	Yes	Yes

Chapter - 6 (Manual - 5)

A Statement of the Categories of Documents that are held by it or under its Control

6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing . **Others**).

Sl. No.	Category of the document	Name of the Document and its Introduction in one line	Procedure to Obtain the Documents	Held by/ under Control of
1	File	Letters & Guidelines	As per RTI Act. 2005	CDMO, Malkangiri

Chapter - 7 (Manual - 6)

A Statement of Boards, Councils, Committees and other Bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- o Name and address of the Affiliated Body : **Zilla Swasthya Samiti, Malkangiri**
- o Type of Affiliated Body (Board, Council, Committees, Other Bodies) : **Purchase Committee, Advisory Committee & Selection Committee**
- o Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- o Role of the Affiliated Body (Advisory / Managing / Executive / Others) : **Executive & Advisory**
- o Structure and Member Composition : **As constituted by Collector Malkangiri**
- o Head of the Body : **Collector, Malkangiri**
- o Address of main office and its Branches : **CDMO, Malkangiri**
- o Frequency of Meetings : **Monthly, Quarterly & Annually**
- o Can public participate in the meetings ? : **Yes, when required**
- o Are minutes of the meetings prepared ? : **Yes**
- o Are minutes of the meetings available to the public ? If yes, please provide information about the procedure to obtain them. : **Yes, Through RTI Act**

Chapter - 8 (Manual - 7)

The Names, Designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Asst. Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	Ainthu Majhi	Head Clerk	06861	230277		230569	cdmomkg@gmail.com	O/o. CDMO, Malkan giri

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	Dr. Naba Krushna Behera	I/c ADMO (PH) & ADMO (FW)	06861	230331	9439983251	231151	dsumalkanagiri@gmail.com	O/o. CDMO, Malkan giri

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Dr. Ch. Pravakar	CDMO	06861	230277	9437373810	230569/ 231151	cdmomkg@gmail.com	O/o. CDMO, Malkan giri

Chapter - 9 (Manual - 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) : **All Official Business are dealt in different wings as per the guideline provided by Govt. of Health & FW, DHS, DFW, DPH & MD, NRHM etc.**

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves? : **As per the guidelines provided by Govt. of Health & FW, Odisha.**

9.3 What are the arrangements to communicate the decision to the public? : **Information will be given as per RTI Act & Rules, 2005**

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making? : **CDMO, Wings Officers & Block level Medical Officers.**

9.5 Who is the final authority that wets the decision? : **Collector, Malkangiri.**

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	Information under RTI ACT,2005
Guidelines / Direction, if any	Reference to RTI Act & Rules
Process of Execution	Passing Order
Designation of the Officers involved in decision making	Public information Officer
Contact information of above mentioned officers	Collector, Malkangiri
If not satisfied by the decision, where and how to appeal	Appeal within 30 days before the 1 st Appellate Authority & CDMO in proper form and affixing court fee as per RTI Act & Rules.

Chapter - 10 (Manual - 9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Office	Cell			
1	Dr. Ch. Pravakar	CDMO	06861	230277	9437373810	230569/ 231151	cdmomkg@gmail.com	O/o. CDMO, Malkangiri
2	Dr. Naba Krushna Behera	ADMO (PH) I/c	06861	230331	9439983251	231151	dsumalkanagiri@gmail.com	O/o. CDMO, Malkangiri
3	Dr. Sreenibas Behera	ADMO (Med) I/c	06861	230233			cdmomkg@gmail.com	DHH Malkangiri
4	Dr. Naba Krushna Behera	ADMO (FW)	06861	231543	9439983251	231543	cdmomkg@gmail.com	O/o. CDMO, Malkangiri
5	Sri. Subhakanta Gantayat	DPM, NRHM	06861	231543		231543	cdmomkg@gmail.com	O/o. CDMO, Malkangiri

Chapter - 11 (Manual - 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to Determine the Remuneration as given in the Regulation
1.	Dr. Ch. Pravakar	CDMO	29610+7600		Dept. of Health and FW Govt. of Odisha
2.		ADMO (PH)			-do-
3.		ADMO (Med)			-do-
4.	Dr. Naba Krushna Behera	ADMO (FW)	27520+6600		-do-
5.		DMO			-do-
6.	Dr. Sreenibas Behera	Spl. in Opth.	19560+5400	4000+3000	-do-
7.	Dr. Prafulla Kumar Baral	Spl. in Surgery	24400+5400	4000+3000	-do-
8.	Dr. Anupama Mohanna	Spl. in O&G	17580+5400	4000+3000	-do-
9.	Dr. Krushna Ch. Mohapatra	Spl. in Medicine	18000+5400	4000+3000	-do-
10.	Dr. Gobinda Biswas	Spl. in Paed.	16520+5400	4000+3000	-do-
11.	Dr. Sapan Kumar Dinda	I/c Spl. in Surgery	17580+5400	4000	-do-
12.	Dr. Pramod Kumar Khora	I/C DTO, DNMO	18000+5400	4000	-do-
13.	Dr. Mahamad Asfak Ahmed	Asst. Surgeon	15600+5400	4000	-do-
14.	Dr. Sujit Lakra	Asst. Surgeon	15600+5400	4000	-do-
15.	Dr. Padmanava Acharya	Asst. Surgeon		4000	-do-
16.	Dr. Debendra Kumar Jena	Asst. Surgeon		4000	-do-
17.	Dr. Sangram Keshari Mohanty	Asst. Surgeon	15600+5400	4000	-do-
18.	Dr. Manas Ranjan Kundu	Asst. Surgeon	15600+5400	4000	-do-
19.	Dr. Dhananjaya Das	Asst. Surgeon	18410+5400	4000	-do-
20.	Dr. Sambhu Sekhar Patro	Asst. Surgeon	15600+5400	4000	-do-
21.	Ushamani Devi	Matron	14390+4200		-do-
22.	Chameli Ku. Mandal	Nursing Sister	14160+4200		-do-
23.	Sanjukta Sethy	Staff Nurse	13340+2800		-do-
24.	Suchitra Rout	Staff Nurse	5950+2800		-do-
25.	Padmabati Jena	Staff Nurse	5950+2800		-do-
26.	Kabita Sahu	Staff Nurse	5950+2800		-do-
27.	Nibedita Nayak	Staff Nurse	5950+2800		-do-
28.	Sanjulata Sethy	Staff Nurse	5950+2800		-do-
29.	Nibedita Swain	Staff Nurse	5950+2800		-do-
30.	Banaja Nayana Behera	Staff Nurse	5950+2800		-do-
31.	Ritanjali Barik	Staff Nurse	5690+2800		-do-
32.	En Bara	Staff Nurse	5690+2800		-do-
33.	Nayanabati Biswal	Staff Nurse	5690+2800		-do-
34.	Sarojini Das	Staff Nurse	5690+2800		-do-
35.	Rasmi Rekha Parida	Staff Nurse	5690+2800		-do-
36.	N. Suvarna	Staff Nurse	5690+2800		-do-
37.	Banasree Rout	Staff Nurse	5690+2800		-do-
38.	Hiramani Hans	Staff Nurse	5690+2800		-do-
39.	Getanjali Das	Staff Nurse	5440+2800		-do-
40.	Suprava Barik	Staff Nurse	5440+2800		-do-

41.	Reeta Bahinipati	Staff Nurse	5440+2800		Dept. of Health and FW Govt. of Odisha
42.	Harapriya Roul	Staff Nurse	5440+2800		-do-
43.	Minakshi Parida	Staff Nurse	5200+2800		-do-
44.	Karada Srilata	Staff Nurse	5200+00		-do-
45.	N.C. Sikdar	MPHS (M)	11380+2400		-do-
46.	Tapan Kumar Mohanty	Pharmacist	9390+2400		-do-
47.	Minakshi Jena	Pharmacist	8700+2400		-do-
48.	Prasanta Kumar Patra	Pharmacist	12060+2400		-do-
49.	Bharat Chandra Dey	Pharmacist	11530+2400		-do-
50.	Sunurani Karmakar	Pharmacist	10310+2400		-do-
51.	Ashok Kumar Sahu	Pharmacist	10700+2400		-do-
52.	Soroj Kumar Sahu	Lab. Tech	13090+4200		-do-
53.	Pranab Ku. Panigrahi	Jr. L.T	10970+2400		-do-
54.		Dy. MEIO			-do-
55.	Ainthu Majhi	Head Clerk	11800+4200		-do-
56.	Rama Chandra Duruka	Sr. Clerk	10260+2400		-do-
57.	Deenabandhu Peda	Sr. Clerk	10260+2400		-do-
58.	Sunil Kumar Sahu	Sr. Clerk	9830+2400		-do-
59.	Padmini Jena	Jr. Clerk	9000+1900		-do-
60.	N. Bhaskar Rao	Jr. Clerk	9000+1900		-do-
61.	Sarala Jena	Jr. Clerk	8840+1900		-do-
62.	Uma Sankar Achary	Jr. Clerk	8330+1900		-do-
63.	Siba Narayan Sahoo	V.S. Clerk	9450+2000		-do-
64.	Manoj Kumar Bagh	Jr. Clerk	8170+1900		-do-
65.	Pramod Kumar Barik	DEO	5200+00		-do-
66.	Subash Harijan	Driver	5200+00		-do-
67.	Bijaya Kumar Dora	Driver	8840+1900		-do-
68.	Manoj Kumar Suna	Driver	8520+1900		-do-
69.	Babirathi Tarini	Driver	8520+1900		-do-
70.	Bidyadhara Tarini	Driver	8170+1900		-do-
71.	R. Srinivas Rao	Driver	7880+1900		-do-
72.	L. Srinivas Rao	Driver	8330+1900		-do-
73.	Padma Alsa	Attendant	6990+1300		-do-
74.	Narayan Panda	Attendant	2960+1480		-do-
75.	Jugol Charan Panda	Attendant	7300+1400		-do-
76.	V. Krishna Rao	Attendant	7040+1400		-do-
77.	Surendra Nath Jena	Attendant	7180+1400		-do-
78.	Bhagirathi Panigrahi	Attendant	7300+1400		-do-
79.	Chandradhwaj Nayak	Attendant	7300+1400		-do-
80.	Kailash Ch. Nayak	Attendant	7300+1400		-do-
81.	Umamaheswari Mishra	Attendant	7020+1300		-do-
82.	Surama Kumari Das	Attendant	7270+1300		-do-
83.	Damayanti Thakur	Attendant	6860+1300		-do-
84.	Urbasi Saha	Attendant	6990+1300		-do-
85.	Lalit Kumar Challan	Attendant	6990+1300		-do-
86.	Jyotsnabala Chandra	Attendant	6990+1300		-do-
87.	Biranchi Narayan Mohapatra	Attendant	6990+1300		-do-
88.	Naba Kishor Sahu	Attendant	7570+1400		-do-
89.	Meena Sarkar	Attendant	6990+1300		-do-
90.	Hrusikesha Challan	Attendant	7300+1400		-do-
91.	Pradeep Khora	Attendant	7040+1400		-do-
92.	Gourirani Biswas	Kitchen Attendant	7300+1400		-do-

93.	Binod Kumar Bagh	Kitchen Attendant	6740+1300		Dept. of Health and FW Govt. of Odisha
94.	Manguli Suna	Sweeper	7040+1400		-do-
95.	Pratap Ch. Kuldeep	Sweeper	7180+1400		-do-
96.	Bhagyabati Nimala	Sweeper	7300+1400		-do-
97.	Dambaru Garada	Sweeper	7300+1400		-do-
98.	Bimala Hantal	Sweeper	7040+1400		-do-
99.	Kasipati Halwa	Sweeper	7300+1400		-do-
100.	Chudamani Harijana	Sweeper	7300+1400		-do-
101.	Sarat Kumar Kuldeep	Sweeper	7270+1400		-do-
102.	Deba Nayak	Sweeper	7180+1400		-do-
103.	Lingaraj Pradhan	STB	7170+1400		-do-
104.	Purusuti Gudia	STB	7170+1400		-do-
105.	Bhagaban Pujari	Peon	7300+1400		-do-
106.	Jagdish Bairagi	Peon	7300+1400		-do-
107.	Almanga Dhan	Peon	6860+1300		-do-
108.	Dhanurjaya Rana	Peon	6610+1300		-do-
109.	Saroj Kumar Sagaria	Night Watcher	7040+1400		-do-
110.	Ramachandra Kotia	Cook	7530+1650		-do-
111.	Jangyaseni Mishra	Cook	7180+1400		-do-
112.	Gouranga Pangi	Mali	7530+1650		-do-
113.	Champa Bagh	Helper	6990+1300		-do-
114.	Subhakanta Gantayat	DPM	22000		NRHM Guideline
115.	Nilesh Pattnaik	DAM	22771		-do-
116.	Bipin Bihari Gouda	DHIO	13200		-do-
117.		RI Coordinator			-do-
118.	Dillip Dipak Mishra	Work Consultant	12000		-do-
119.	Prashant Kumar Behera	Junior Engineer	11000		-do-
120.	Smita Kumari Nayak	Junior Engineer	11000		-do-
121.		ASHA Coordinator			-do-
122.	Sandhya Rani Sahu	YASHODA Coordinator	13200		-do-
123.	Siba Prasad Praharaj	Computer Asst. (Imm.)	8453		-do-
124.	G. Surya Reddy	Office Assistant	5500		-do-
125.	Firoj Mohan Majhi	Cold Chain Technician	7700		-do-
126.	Anibesh Shil	Accountant DPMU	7920		-do-
127.	Manoj Kumar Nayak	Accountant DHH	7920		-do-
128.	Vivekananda Rana	System Incharge- cum-DEO	5000		-do-
129.	Santosh Kumar Nanda	Sub Staff	2300		-do-
130.	Bijaya Krushna Panda	Data Manager (IDSP)	13500		-do-
131.	Ajit Kumar Dalai	District VBD Consultant	23100		-do-
132.		DEO (NVBDCP)			-do-

Chapter - 14 (Manual - 13)

Particulars of Recipients of Concessions, Permits or Authorization Granted by it

14.1. Please provide the information as per the following format:

- o Name of Programme
- o Type (Concession/ Permits/ Authorization)
- o Objective
- o Targets set (For the last year)
- o Eligibility
- o Criteria for the eligibility
- o Pre-requisites
- o Procedure to avail the benefits
- o Time limit for the concession/ Permits/ Authorizations
- o Application Fee (where applicable)
- o Application format (where applicable)
- o List of attachments (certificates/ documents)]
- o Format of Attachments
- o List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.

Also provide the following information for Concession

- o Detail of the benefit given
- o Distribution of benefits

Chapter - 15 (Manual - 14)

Norms set by it for the Discharge of its Functions

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes : **As per guideline issued by Govt. Of Health & FW, Odisha time to time.**

Chapter - 16 (Manual - 15)

Information Available in an Electronic Form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format. **As per the guidelines of Department of Health and Family Welfare, Govt. Of Odisha**

Chapter - 17 (Manual - 16)

Particulars of the Facilities available to Citizens for Obtaining Information

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- o Office Library
- o Drama and Shows : **Relating the IEC Activities**
- o Through News paper : **Advertisement of Jobs, Quotation and Health Massage**
- o Exhibition : **Display of Health activities**
- o Notice Board : **Display various notice like jobs, quotation.**
- o Inspection of Records in the Office : **As per RTI rule**
- o System of issuing of copies of documents : **As per RTI rule**
- o Printed Manual Available : **No**
- o Website of the Public Authority : **No**
- o Others means of advertising : **Yes**

Chapter - 18 (Manual - 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

Application form (a copy of filled application form for reference) : **Attached**

Fee : **Rs. 10/- (Except BPL) through RTI**

How to write a precise information request. Few Tips : **Briefly describe about the requirement**

Right of the Citizen in case of denial of information and procedure to appeal : **as per the RTI Rule**

18.3 With relation to training imparted to public by Public Authority

Name of training programme with brief description

Time period for Training Programme/ Scheme

Objective of training

Physical and Financial Targets (Last Year)

Eligibility for training

Perquisite for training (If any)

Financial and other form of help (If any)

Description of help (Mention the amount of financial help, if any)

Procedure of giving help

Contact Information for applying

Application Fee (Wherever applicable)

Other Fees (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures / documents

- ??Format of enclosures / documents
- ??Procedure of application
- ??Selection Procedure
- ??Time table of training programme (In case available)
- ??Process to inform the trainee about the training schedule
- ??Arrangement made by the Public Authority for creating public awareness about the training programmes.
- ??List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- ??Name and description of the certificates and NOCs
- ??Eligibility for applying
- ??Contact Information for applying
- ??Application Fee (Wherever applicable)
- ??Other Fees (Wherever applicable)
- ??Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- ??List of enclosures / documents
- ??Format of enclosures / documents
- ??Procedure of application
- ??Process followed in the Public Authority after the receipt of application
- ??Normal time taken for issuance of certificate

18.5 With relation to registration process

- ??Objective
- ??Eligibility for registration
- ??Pre-requisites (If any)
- ??Contact Information for applying
- ??Application Fee (Wherever applicable)
- ??Other Fees (Wherever applicable)
- ??Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- ??List of enclosures / documents
- ??Format of enclosures / documents
- ??Procedure of application
- ??Process followed in the Public Authority after the receipt of application
- ??Validity period of registration (If applicable)
- ??Process of renewal (If any)

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- ??Name and description of tax
- ??Purpose of tax collection
- ??Procedure and criteria for determination of tax rates
- ??List of major defaulters

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- ☐☐ Eligibility for connection
- ☐☐ Pre-requisites (If any)
- ☐☐ Contact Information for applying
- ☐☐ Application Fee (Wherever applicable)
- ☐☐ Other Fees / Charges (Wherever applicable)
- ☐☐ Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- ☐☐ List of enclosures / documents
- ☐☐ Format of enclosures / documents
- ☐☐ Procedure of application
- ☐☐ Process followed in the Public Authority after the receipt of application
- ☐☐ Brief description of terms used in the bills
- ☐☐ Contact information in case of problems regarding Bills or service
- ☐☐ Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

FORM – A
See Rule – 4 (1)

Application for Information under Section 6 (1) of the Act - 2005

To

The Public Information Officer, Malkangiri

1. Full Name of the Applicant : **Sidheswar Sahu**
2. Father/ Spouse Name : **Satrughan Sahu**
3. Permanent Address : **At/Po :- Korukonda, Dist :- Malkangiri**
4. Particulars in respect of identity of the applicant: **Voter ID Card/ Driving Licence**
5. Particulars of information solicited:
 - a) Subject matter of information : Vacancy position in Malkangiri dist
 - b) The period of which the information relates : **Last 1 year**
 - c) Specific details of information required : **Regarding MPHW (M)**
 - d) Whether information is required by post or in person : **By post**
(The actual postal charges shall be included in providing information)
 - e) In case by post (ordinary, registered or speed) : **Registered post**
6. Address to which information will be sent & in which form : **as above given**
7. Has the information provided earlier : **No**
8. Is the information not made available by the public authority? : **Not applicable**
9. Do you agree to pay the required fees : **Yes**
10. Have you deposited application fee : **Yes**
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same : **Not applicable**

Place :
Address :

Date & Full Signature of the Applicant