

KUDUMULUGUMMA I.C.D.S PROJECT

MANUAL-1

Particulars of Organization, Functions & Duties

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

1. Aim and Objectives of the Organization:

a) For Field level implementation of ICDS programmes such as:

- i. Supplementary Nutritional programme.
- ii. Referral services for malnutrition & sick children under RLTAAP & CMRF schemes.
- iii. Health check of 0-6 year children & pregnant and Lactating mothers.
- iv. Immunization.
- v. Pre-School Education.
- vi. To educate mothers about food & nutrition and sanitation.
- vii. Kishori Shakti Yojana (10-19 years adolescent girls).
- viii. Emergency Feeding Programme.
- ix. Positive deviance.
- x. Mission Shakti (empowerment of mothers through S.A.Gs).

b) Preparation of bills of employees of ICDS Project. KUDUMULUGUMMA such as, salary. GPF advances, GIS bills, T.E. bills, RCM claims, Honorarium of Anganwadi Workers/ Helpers & RRT, Provisional family pension, Provisional Pension, Provisional Gratuity, Provisional commuted value of Pension bills. Bills of retired employees, contingent bills etc. and its presentation before the District Treasury etc.

c) Preparation of Budget under different units relating to the project and its onward transmission of the same to Higher Quarters.

d) Selection and engagement of Anganwadi workers and Helpers in respect of Rural & Urban area covering under this project, maintenance of Service Books, Stock & Storage and utilization of India mix rice under S.N.P/ E.F.P programme etc.

2. Mission/ Vision

a) For smooth & successful implementation of schemes such as Supplementary Nutritional programme. Referral services for malnutrition & sick children under RLTAAP & CMRF schemes. Health check of 0-6 year children & pregnant and Lactating mothers, Immunization. Pre-school education, to educate mothers about food & nutrition and sanitation, Kishori Shakti Yojana (10-19 years adolescent girls). Emergency Feeding Programme, Positive deviance, Mission Shakti (empowerment of mothers through S.A.Gs).

b) To reduce mortality, morbidity and malnutrition.

c) Sanction of personnel claims of the employees etc.

3. Brief History of the Public Authority and context of its Formation:

The I.C.D.S Project. Kudumulugumma has started functioning w.e.f 01.04.1986 The C.D.P.O, Kudumulugumma has been declared as head of Office & D.D.O in respect of this project and empowered to sanction personal claims of the employees, drawn the salary/ remuneration etc. of staff and to implement lie schemes through its field functionaries.

MANUAL-2

Powers & Duties of Officers & Employees

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

Sl. No.	Designation	Powers			Duties
		Administrative	Financial	Statutory	
1	2	3	4	5	6
1	Child Development Project Officer				The Child Development Project Officer is empowered for signing of bills under different units, preparation of budget, disposal of routine files, endorsement of important files to the Sub collector, & Collector, Malakangiri ensure proper implementation of different schemes/ render tours to field etc.
2	Supervisors (6)				Overall supervision of different schemes/ smooth functioning of A.W.C centres/ preparation of reports etc.
3	Senior Clerks (I)				Dealing with RTI Act/ Establishment matters/ Cash & Cash Books, Bill Budget.
4	Junior Clerks (I)				Dealing with Receipt and Issue. Anganwadi establishment Assist ministerial staff.
5	Class-IV (2)				Assist Ministerial Staff.

MANUAL-3

Procedure Followed in Decision Making Process

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

Sl. No.	Activity	Level of Action	Time Frame
1	2	3	4
1	Letter received (except letter received in the last hour) put for perusal of Head of the	Senior Clerk	Instantly
2	Process of urgent letter of Office	Dealing Assistants	Same day
3	Approval of proposed action	Head of the Office	Same day

MANUAL-4

Norms for Discharge of Functions

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

Procedures of Orissa Record Manual/ Financial Rules and provisions formulated under different schemes are duly followed as far as possible.

MANUAL-5

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

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

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	2	3	4	5
1	Orissa Record Manual, 1964			
2	Orissa Budget Manual			
3	Orissa Leave Rules			
4	Orissa Service Code			
5	Orissa G.P.F.Rules			
6	Orissa General Financial Rules			
7	Orissa Treasury Code			
8	Orissa Civil Service (Classification, Council & Appeal) Rules, 1962			
9	Orissa Civil Service (Rehabilitation Assistance) Rules, 1990			
10	Orissa Civil Service (Pension) Rules, 1992			
11	Newly Defined Pension Scheme			
12	Orissa Right to Information Rules, 2005			
13	Orissa Right to information Act, 2005			
14	Orissa Revised Scale of Pay Rules			
15	Any other Notification/ Resolution/ Orders of Government in General Administration departments received from time to time			

Categories of Documents Under Control

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

Sl. No.	Category of Document	Name of the Document	Details of Information available	Procedure to Obtain the Documents	Held by/ under Control of
1	2	3	4	5	6
1	Service Books				
2	Cash Books				
3	Acquittance rolls under different units				
4	Attendance Register				
5	Log books of Dealing Assistants				
6	Bill register				
7	Book of drawal				
8	GPF Ledgers				
9	Pension Ledgers				
10	Pension contribution Ledger under newly defined Pension Scheme				
11	GPF Pass Books				
12	GIS Pass Books				
13	HBA Advance Pass Books				
14	Annual periodical increment registers				
15	Suspension registers				
16	Register of letters received				
17	Register of letters issued				
18	Register of registered letters received				
19	Register of Assembly questions/ Parliamentary questions				
20	Index Register				
21	Pending list of letters received				
22	Pending list of letters issued				
23	Peon Book				
24	ORV Register				
25	Files relating to the above matters etc.				

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)]

The Selection committees consisting of 4 to 5 members for selection of Anganwadi Workers/ Helpers are being constituted as and when required. Those meetings are not open for public, but minutes of such meeting are accessible for public.

MANUAL-9

Directory of Officers & Employees

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

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Smt. Paravati Soren	Child Development Project Officer	06861237016	9438343597			Child Development Project Officer, Kudumulugumma
2	Smt Binodini Panda	Supervisor		9437473010			
3	Smt Tilottama Rout	Supervisor		9437870460			
4	Smt. Dharmabati Khara	Supervisor		9439318926			
5	Smt. Sheekharani Bhattacharya	Supervisor		9438135457			
6	Smt. P Laxmee	Supervisor (Contractual)		9437474199			
7	Sri Kandra Hansda	Senior Clerk		8895524288			
8	Sri Manoj Behera	Senior clerk		9439342173			
9	Sri Balaraju Dhakad	Junior Clerk					
10	Aananda Padiami	Driver					
11	Praffula Pattanaik	Peon					
12	Goloka Nayak	Night Watcher					

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Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)
1	2	3	4
1	Smt. Paravati Soren	Child Development Project Officer	28,433
2	Smt Tilottama Rout	Supervisor	27,048
3	Smt. Binodini Panda	Supervisor	22,846
4	Smt. Dharamabati Khara	Supervisor	20,385
5	Smt. Seekharani Bhattachariya	Supervisor	20,385
6	Smt. P Laxmee	Supervisor	20,385
7	Sri Kandra Hansda	Senior Clerk	17335
8	Sri Manoja Behera	Senior Clerk	17,244
9	Sri Balaraju Dhakad	Junior Clerk	
10	Sri Praffula Pattnaik	Peon	13,166
11	Sri Aananda Padiami	Driver[contractual	5,200
12	Sri Golok Nayak	Night Watcher	Daily Wages @70 per day

MANUAL-11

Budget Allocated to each Agency

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

[Amount in Rs.]

Sl. No.	Head of Account	Pay	DA	HRA	RCM	Arr. Pay	Cons. Pay	Honorarium	OC
1	2	3	4	5	6	7	8	9	10
1	36-2235-SS&W-CSP-02-SW-796-TSP- 0731	10,84,183	5,52,933	54,209	25,000	-	1,25,000	28,98,000	30,000

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)]

Nil

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Nil

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

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

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Smt Binodini Panda	Supervisor	06861237016	9437473010			Supervisor Kudumulugumma

Asst. Public Information Officer(APIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri. Kandara Hansda	Senior Clerk		8018744970			C.D.P.O., kudumulugumma

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Smt Parvati Soren,	C.D.P.O		9438343597			C.D.P.O Kudumulugumma

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Other Useful Information

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