I.C.D.S. PROJECT, PODIA,
DIST-MALKANGIRI

Letter No- 197 /2011 Date- 29-08-11

To

The District Informatics Officer,
N.I.C., Malkangiri

Sub: - Submitting the information in prescribed format as required (Manual-1-17) under Right to Information Act-2005.

Ref: - Letter No- 790 dated 04.05.2011 of Collector, Malkangiri

Sir,

With reference to the letter cited above on the subject, I am submitting herewith the information in the prescribed format (Manual-1-17) for voluntary disclosure of information as required under the R.T.I. Act- 2005 through MS. Excel Soft Copy (CD) with Hard Copy for favour of your kind information and taking further action at our end.

Receipt of the CD/Hard Copy may kindly be acknowledged.

Encl- As above

Yours Faithfully

29.8.11

CHILD DEV. PROJECT OFFICER,
PODIA

Memo No-_____/2011 Date_____

Copy submitted Collector, Malkangiri (G & M Section) for favour of information and necessary action.

XXX

CHILD DEV. PROJECT OFFICER,
PODIA

Memo No-_____/2011 Date_____

Copy submitted to the Project Manager, lumninoua –INFOWAY Private Ltd, NIC/373/ Jayadeb Bhihar, Nayapally, Bhubaneswar for information and necessary action.

XXX

CHILD DEV. PROJECT OFFICER,
PODIA

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.

MANUAL-1
PARTICULARS OF ORGANIZATION FUNCTION & DUTIES
[Section 4 (I) b (I)]

01. AIMS & OBJECTIVES OF THE ORGANIZATION

The aims and object 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 & Education instead of the above benefits this project also produced the Emergency feeding programme for benefit of the old aged person and also for all round development of women. This project is implemented the Wanganwadi self help group through Mission Shakti.

02. MISSION/VISION

Main vision of this project is to development physical and mental hygiene of children of age group 0 to 6 year. The mission is trying to reduce the incidence of morality, morbidity and school dropout the said children. This project is taking proper care of pregnant mother and Nursing mother. Instead of this the project & monitoring the ICDS Programme in fild level for benefit of general public as per the instruction of Govt. and also Higher Authorities.

03. BRIEF HISTORY OF THIS ESTABLISHMENT

This office is functioning in its own building sanctioned by Govt. CD and RR Department Odisha, Bhubaneswar vide Notification No- 5121 dated 02.05.1986. Accordingly this Project started to work i.e. form 1987. This Project is working entire Block Area within 10 GP. There are sanctioned 5 Nos. of Anganwadi Sectors of this Project.

04. ORGANISATION CHART

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

05. ALLOCATION OF BUSINESS

06. DUTIES OF THE PUBLIC AUTHORITY

The public authority discharges their duties in official capacity as instructed by the Govt. of Odisha.

07. DETAILS OF SERVICE RENDERED

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

I. Supplementary Nutrition Programme (SNP)
II. Health Checkup
III. Immunization Programme
IV. Pre-School Education
V. Nutrition and Health Programme
VI. Referral Service

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

I. Salary Bill for its employees
II. Emergency feeding programme
III. Creation of Women's Self Help Group
IV. Awareness of Adoselent Girls.

08. CITYZENS INTERACTION

09. POSTAL ADDRESS OF THE MAIN OFFICE/FIELD OFFICE

1. Main Office- ICDS Office Podia, At/Po- Podia, Dist-Malkangiri
2. Field Units-
   I. ICDS Sector, Motu, At/Po-Motu, Dist-Malkangiri
   II. ICDS Sector, Tandabai, At/Po- Tandabai, Dist-Malkangiri
   III. ICDS Sector, Semlibancha, At/Po- Semlibancha, Dist-Malkangiri
   IV. ICDS Sector, Niliguda, At/Po- Niliguda, Dist-Malkangiri
   V. ICDS Sector, Podia, At/Po-Podia, Dist-Malkangiri

10. MAP OF OFFICE LOCATION

11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC

OFFICE HOUR – 1st Session – 10 AM to 01.30 PM (Working Days)
2nd Session- 02.00 PM to 05.00 PM

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)]

Detains 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 Mannual-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 Rules	Procedure for sanction of T.A. 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.	Papulation 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 OFFICER AND EMPLOYEES
[Section 4 (I) b (IX)]

Directory

Sl. No.	Name & Designation	Office Phone Number	E-Mail Address
1	CDPO		
2.	Smt. Minati Behera, Supervisor	-	-
3.	Smt. Panamani Hansda Supervisor	-	-
4.	Smt. Kousalya Mirdha Supervisor	-	-
5.	Smt. Nirupama Bhatra Superviosr	-	-
6.	Sri Kusashana Mallick Sr. Clerk	-	-
7.	Sri. Bidyadhar Pradhan Sr. Clerk	-	-
8.	Sri. Bidyadhar Kandpan Jr. Clerk	-	-
9	Sri. Jayanta Kumar Padhy Driver	-	-
10	Sri. Suresh Chandra Jena Peon	-	-
11.	Sri. N. Ananda Kumar, Night Watcher	-	-

MANUAL-10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OTHERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATION.

[Section 4 (I) b (X)]

SL. No.	Name and Designation	Pay Scale/ Monthly Remuneration
1	CDPO	Rs. 9300/ - to Rs. 34900 + GP Rs.4200/-
2.	Smt. Minati Behera, Supervisor	Rs. 9300/ - to Rs. 34900 + GP Rs.4200/-
3.	Smt. Panamani Hansda Supervisor	Rs. 9300/ - to Rs. 34900 + GP Rs.4200/-
4.	Smt. Kousalya Mirdha Supervisor	Rs. 9300/ - to Rs. 34900 + GP Rs.4200/-
5.	Smt. Nirupama Bhatra Superviosr	Rs. 9300/ - to Rs. 34900 + GP Rs.4200/-
6.	Sri Kusashana Mallick Sr. Clerk	Rs. 5200/- to Rs. 20200/- +GP Rs. 2400/-
7.	Sri. Bidyadhar Pradhan Sr. Clerk	Rs. 5200/- to Rs. 20200/- +GP Rs. 2400/-
8.	Sri. Bidyadhar Kandpan Jr. Clerk	Rs. 5200/- to Rs. 20200/- + GP Rs. 1900/-
9	Sri. Jayanta Kumar Padhy Driver	Rs. 5200/- to Rs. 20200/- + GP Rs. 2400/-
10	Sri. Suresh Chandra Jena Peon	Rs. 4440/- to Rs. 14680/- + GP Rs. 1300/-
11.	Sri. N. Ananda Kumar, Night Watcher	Remuneration @ Rs. 72.50/- Per Day
12.	Wanganwadi Worker	Honorarium Rs. 1500/- PM
12.	Mini Anganwadi Worker / Anganwadi Worker	Honorarium Rs. 750/- PM

MANUAL-11

Requirement of Funds for the year 2009-10	Funds so far allotted	Further Requirement
136 Pay- Rs. 1560000/-	Rs. 780000.00	Rs. 1060000.00
147 DP- Rs. 30000.00	NIL	Rs. 30000.00
156 DA – Rs. 350000.00	Rs. 210600.00	Rs. 251000.00
403 HRA- Rs. 31500.00	Rs. 37800.00	NIL
516 RCM- Rs. 100000.00	Rs. 40000.00	Rs. 100000.00
523 OA- NIL	NIL	NIL
06001 TA- Rs. 100000.00	NIL	Rs. 100000.00
07001 LTC- Rs. 3000.00	NIL	Rs. 30000.00
074 ELECTRIC- Rs. 6000.0	NIL	Rs. 6000.00
449 Water Charges- Rs. 20000.00	NIL	Rs. 20000.00
506 OC- Rs. 50000.00	NIL	Rs. 50000.00
09001 RRT- Rs. 150000.00	NIL	Rs. 150000.00
20002 OC (AWC)- Rs. 60600.00	NIL	Rs. 60600.00
401 Honorarium for AWW- Rs.400000.00	Rs. 1089000.00	Rs. 2555500.00
Addl. Honorarium – Rs. 950000.00	Rs. 328000.00	Rs. 950000.00
855 Arrear of ORSP Rule-2008 Rs. 300000.00	Rs. 300000.00	Rs. 800000.00
01004 Contributable Appointment of Driver –Rs. 111900.00	NIL	Rs. 111900.00
TOTAL- Rs. 7698000.00	**Rs. 1347000.00**	**Rs. 6348000.00**

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

LIST OF INSTITUTIONS GIVEN SUBSITY.

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 SUBSITY.

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.
NIL					

MANUAL-14.
INFORMATION AVAILABLE IN AN ELECTORONIC 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 date base.
N I L				

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 IPO is there
1	Child Dev. Project Officer, Podia	AT/Po- Podia, Dist-Malkangiri	9437771455	-	-

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 IPO is there
1	Sri. K. Mallick Sr. Clerk	AT/Po- Podia, Dist-Malkangiri	9438638761	-	-

FIRST APPEALL

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

MANUAL-17
OTHER INFORMATION AS MAY BE PRESCRIBED
[Section 4 (I) b (XVII)]

All the information as may be prescribed for dissemination shall be collected, tabulated complied, collected and provided in the form of manual from time to time.

AS PER RULE

29.8.11

CHILD DEV. PROJECT OFFICER,
PODIA