

**Manual -1**  
**Particulars of Organisation, Functions & Duties**  
**[Section-4(1)(b)(i)]**

**1. Aims & Objectives of the Organisation:**

Dealing with the programmes of Women & Child Welfare & UNICEF sponsored scheme.

**2. Mission/Visions:**

To reduce the IMR & MMR & to improve the health status of Women & Child.

**3. Brief History & Background for its Establishment:**

Development of Women & Children, Social Security to Older Persons providing Emergency Feeding Programme.

**4. Postal Address of the Main Office/Attached/Subordinate Office/Field Units:**

Child Dev.Project Office, ICDS, Malkangiri & Field units at  
Goudoguda/Sindhrial/Pedakonda/Padmagiri/ Pandripani/Gangala/NAC Area, Malkangiri.

**5. Working Hours Both for Office & Public:**

From 10.00 AM to 5.00 PM in working days.

**6. Public Interaction, if any:**

Pustikar Divas & Block Level Nodal Meeting held in each month.

**7. Grievance Redresses Mechanism:**

Grievance Cell of Collector at Dist.Headquarters is functioning for hearing of grievances of Public on working Saturday & redressed of their grievance. Besides this, Project Level Meeting also conducted for redressal of grievance of AWW/AWHs.

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

Sl.No	Designation	Power			Duties
		Administrative	Financial	Statutory	
1	C.D.P.O.	Drawing & Disbursing Officer Monitoring & Supervising all schemes.	Drawing & Disbursing Officer	Yes	Maintenance their office & field i.e., ICDS Project Area
2	Supervisors	Supervision to ICDS Project or their Sector	No Financial Powers	-	Managed her own Sector
3	AWW & AWH	-	No Financial Powers	-	Managed her own AWC

**Manual -3**  
**Procedure Followed in Decision Making Process**  
**[Section-4(1)(b)(iii)]**

Sl.No	Activity	Level of Action	Time Frame
1	To receive daks from various offices & submit in dak pad for perusal of CDPO	Diary Clerk	Same Day
2	To put a diary number and hand over to concerned dealing clerk	Diary Clerk	Three Days
3	To receive dak and enter in log book, put up letter in connected file with his views for orders.	Dealing Asst.	Three Days
4	Place files to CDPO	Dealing Asst.	Same Day
5	To Pass Orders	CDPO	Same Day

**Manual -4**  
**Norms for Discharge of Functions**  
**[Section-4(1)(b)(iv)]**

Information not available

**Manual -5**  
**Rules, Regulations, Instructions, Manuals & Records for Discharging Functions**  
**[Section-4(1)(b)(v)]**

Information not available

**Manual -6**  
**Categories of Documents Under Control**  
**[Section-4(1)(b)(vi)]**

Sl. No	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
1	Files	Personal files of all staffs of ICDS Project & Scheme Files	CDPO Office	Three Years records available prior to that in record.

**Manual -7**  
**Particulars of Arrangement in Formulation of Policy**  
**[Section-4(1)(b)(vii)]**

Sl. No	Name & Address of the Consultative Committees/Bodies	Constitution of the Committee/Body	Role & Responsibility	Frequency of Meetings
1	Project Level Meeting	CDPO, All Supervisors/All Workers/Helpers	To review the Health & Nutrition Status of Women & Children, IMR & MMR etc.	Monthly

**Manual -8**  
**Boards, Councils, Committees & Other Bodies Constituted**  
**[Section-4(1)(b)(viii)]**

Information not Available

**Manual -9**  
**Directory of Officers & Employees**  
**[Section-4(1)(b)(ix)]**

Sl. No	Name	Designation	Office Phone No	E-Mail	Address
1.	Smt.Rajashree Patnaik	CDPO	06861-230131	-	Office of the Child Dev.Project Officer, ICDS, Malkangiri.
2.	Smt.Rame Madkami	Sr.Clerk	-	-	-
3.	Sri.Maheswar Behera	Jr.Clerk	-	-	-
4.	Smt.Sangita Padhy	Supervisor	-	-	-
5.	Smt.Runubala Sahoo	Supervisor	-	-	-
6.	Smt.Manjubala Mohapatro	Supervisor	-	-	-
7.	Smt.Bilwo Mondal	Supervisor	-	-	-
8.	Smt.B.L.Sobhasundar	Supervisor	-	-	-
9.	Smt.Rekharani Barik	Supervisor	-	-	-
10.	Smt.Gitarani Dash	Supervisor	-	-	-
11.	Smt.Sabita Madkami	LVLW	-	-	-
12.	Sri.Dasarath Mattam	Driver	-	-	-
13.	Sri.Bhagatram Patro	Peon	-	-	-
14.	Sri.Dinabandhu Alang	Night Watcher	-	-	-

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

Sl. No	Name	Designation	Scale of Pay	Gross Salary
1.	Smt.Rajashree Patnaik	CDPO	9300-34800/-	31514/-
2.	Smt.Rame Madkami	Sr.Clerk	5200-20200/-	17363/-
3.	Sri.Maheswar Behera	Jr.Clerk	5200-20200/-	14451/-
4.	Smt.Sangita Padhy	Supervisor	9300-34800/-	26304/-
5.	Smt.Runubala Sahoo	Supervisor	9300-34800/-	26908/-
6.	Smt.Manjubala Mohapatro	Supervisor	9300-34800/-	26908/-
7	Smt.Bilwo Mondal	Supervisor	9300-34800/-	25368/-
8.	Smt.B.L.Sobhasundar	Supervisor	9300-34800/-	25368/-
9.	Smt.Rekharani Barik	Supervisor	9300-34800/-	26908/-
10.	Smt.Gitarani Dash	Supervisor	9300/-	9300/-
11.	Sri.Dasarath Mattam	Driver	5200-20200/-	15206/-
12.	Sri.Bhagatram Patro	Peon	1440-7440/-	13166/-
13.	Sri.Dinabandhu Alang	Night Watcher	Daily Wages	-

**Manual -11**  
**Budget Allocated to Each Agency**  
**[Section-4(1)(b)(xi)]**

Major Head	Activities to be performed	Sanctioned Budget 2010-11	Budget Estimate 2010-11	Revised Estimate 2011-12	Expenditure for the last year 2010-11
36-2235-SS&W-CSP- Dist.Sector-02-SW-796-TASP-0731- 01003	Pay + GP	2034900	2034900	2231088	1904580
	Arr.Pay	442000	442000	91813	436224
	D.A.	813960	813960	1089604	810316
	H.R.A.	100800	100800	31020	11613
	T.E.	80000	80000	75000	63968
	R.C.M	80000	80000	84000	80000
	O.C.	35000	35000	45000	35000
	M.V.	120000	120000	75000	32814
	Telephone	10000	10000	7500	6000
	Electricity	8000	8000	10000	6474
36-2235-SS&W-CSP- Dist.Sector-02-SW-796-TASP-0731- 18023	Hon.of AWWs/AWHs	4869000	4869000	9555000	4548596
36-2235-SS&W-SP- Dist.Sector-02-SW-796-TASP-0731- 18023	Addl.Hon.of AWWs/AWHs	1470000	1470000	1470000	1341025

**Manual -12**  
**Manner of Execution of Subsidy Programmes**  
**[Section-4(1)(b)(xii)]**

Information not available

**Manual -13**  
**Particulars of Recipients of Concessions, Permits or Authorizations Granted.**  
**[Section-4(1) (b) (xiii)]**

Information not available

**Manual -14**  
**Information Available in an Electronic Form**  
**[Section-4(1) (b) (xiv)]**  
**Information not available**

**Manual -15**  
**Particulars of Facilities Available to Citizens for Obtaining Information**  
**[Section-4(1) (b) (xv)]**  
**Information not available**

**Manual -16**  
**Names, Designations & Other Particulars of the Public Information Officers.**  
**[Section-4(1) (b) (xvi)]**

**Public Information Officer :**

Sl.No	Name	Designation	Office Phone Number.	E-Mail	Address
1	Smt.Rajashree Patnaik	CDPO	06861-230131	-	Office of the CDPO, ICDS, Malkangiri

**Asst.Public Information Officer :**

Sl.No	Name	Designation	Office Phone Number.	E-Mail	Address
1	Smt.Rame Madkami	Sr.Clerk	06861-230131	-	Office of the CDPO, ICDS, Malkangiri

**First Appellate Authority :**

Sl.No	Name	Designation	Office Phone Number.	E-Mail	Address
1	Sri.Mohan Sahu	Sub-Collector	06861-	-	Office of the Sub-Collector, Malkangiri

**Manual -17**

**Other Useful Information**

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

**Information not available**