

Introduction

1) Right to Information Act-2005:

In order to provide effective frame work for effectuating the Right to Information recognized under Article 19 of the constitution of India. Govt. of India passed the Right to Information Act 2005 which received the assent of the President on 15th June,2005.

2) Objective/Purpose of this Hand Book:

The Act is framed to provide for setting out of the practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

3. Who are the intended users of this Hand Book ?:

General Public.

4.Organisation of the information in this hand book :

Physical, Social & Psychological health character of women & child.

5.Definitions (Please provide definitions of various terms under the hand book :

Information means any materials in any form including records, documents, menus, opinions, advices, orders logbook, reports, papers, information relating to any private body which can be accessed by public authority under any other law for the time.

6.Procedure and fee structure for general information not available in the hand book. Person seeing information has to apply in prescribed form with application fee of Rs.10/- in the form of Cash/Treasury challan. The said information will be prepared by the public authority and the applicant will be informed to deposit the cost of providing information as per list detailed below :

Type copies/Photo copies in A4 paper Rs.2/- per page. On deposit of the required fees, list of information will be provided to the applicant by the Public Information Officer/Asst.Public Information Officer.

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

1.Objective/Purpose of the Public Authority :

ICDS project is the main unit of women & Child departmentally organisation. The aims and objectives of the project is to reduce the infant mortality rate, Mother mortality rate & school dropout. In addition to this, the project also look after the physical, psychological, social health states of weaker section of the society i.e. with collaboration of various department like health, education, Panchayatraj, Sanitation.

2.Mission/Vision statement of Public Authority:

The mission of project is to help the weaker sections i.e. Pregnant Mothers, Nursing Mothers, 0-6 year children, Adolscent Girls, Disable persons for improvement of their health status, show the actual social picture of society in the block area.

3. Brief History of the Public Authority :

. This I.C.D.S Project has been sanctioned vide Govt. Order No.5126/Dated. 02.05.1986 of C.D. & R.R. Department,Orissa,Bhubaneswar under Central Scheme. It has started functioning with effect from 07.08.1986. This office is functioning in its own building w.e.f. 07.08.1986, with block premises.

4.Duties of the Public Authority :

To create awareness through IEC, NHED for proper health care, physically psychologically and socially.

5.Main activities/functions of the Public Authority :

- a) To keep the house hold & population survey records uptodate.
- b) To keep the Birth & Death survey records uptodate.
- c) To keep the Immunisation survey records uptodate.
- d) To keep the Referral survey records uptodate.
- e) To keep the Preschool survey records uptodate.
- f) To keep the Nutrition status of children survey report uptodate.
- g) To keep the Disable sanitation survey report uptodate.
- h) To keep the pregnant and nursery mothers survey report uptodate.

6.List of services being provided by Public Authority with a brief write up :

- a) Supplementary nutrition to pregnant mothers, nursery mothers, 6m-6y children.
- b) Immunisation
- c) Regular weighment

- d) Regular Health checkup.
- e) Regular Referral services.
- f) Pre-School activities.
- g) NHED.
- h) Formation of SHG & linkage to SHG.

7.Organisation Status :



8.Expectation of the Public Authority from the Public for enhancing its effectiveness & efficiency:

Good behaviours & cooperation is expected.

9.Arrangements & methods for seeing participation/Contribution:

There is regular interaction between this organization and citizen in order to let them know the rule of this organization & its aims & objectives.

10.Mechanism available to monitor the services dealing public grievances resolution :

Soon after receipt of the grievance from any quarter such petition is entered in case register. If required, enquiry is made either by the CDPO or Supervisors.

11.Address of the main office & other office at different level :

Main Office :- ICDS Project, Mathili, At/Po-Mathili, Dist-Malkangiri.

Subordinate office :-

- a) Mathili Sector
- b) Kaliaguda Sector
- c) Mendukuli Sector
- d) Kiang Sector
- e) Kansariput Sector
- f) Salimi Sector
- g) Pangam Sector

12.Working Hours of the Office :

Morning Hours of the Office 10.00 AM to 1.30 PM
 Afternoon Hours of the Office 2.00 PM to 5.00 PM.

Powers & Duties of Officers & Employees

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

Sl.No.	Designation	Child Development Project Officer.	
1	Powers	Administrative	Control & Supervise works of all staff of ICDS project, sanction of C.L & E.L upto 30 days of staff.
		Financial	D.D.O of the establishment
		Others	As empowered under provision of Orissa Service Code, Discharge duties as member of different committee, also act as Marriage Protection Prohibition Officer.
	Duties	To look to the day to day administration of both office & field and supervise field functionaries, keep liaison with line departments i.e. Health, NRHM, Water & Sanitation Mission, PRI, Block functionaries with a goal for mother and child welfare. Will look to eradicate mal-nutrition, school drop-out, morbidity and mortality of children, cause of maternal mortality, overall functioning of AWC. Inspect Supervisor Head Quarters, epidemic control, act as convener of Block Level Selection Committee, take responsibility for timely payment to official staff as well as to AWWs & Helpers.	
2	Designation	Lady Supervisor	
	Powers	Administrative	
		Financial	
		Others	To submit absentee statement of AWWs & Helpers.
	Duties	Lady Supervisor will act as friend philosopher and guide of AWW. Cross check family survey, identification of beneficiaries under ICDS, monitor SNP, act to protect starvation death through EFP feeding, act as convener of monthly Sector Meeting, keep data base information on immunization, mal-nourished children, pregnant mother, referral services, enhance the capability of mothers through NHED towards institutional delivery child survival, eradicate malnutrition and she is assigned to assist the CDPO whenever and wherever necessary. She will act as liaison with field functionaries with ICDS project. Overall they are responsible for women empowerment and elimination programme through Self Help Group movement under Mission Shakti.	
3	Designation	Senior Clerk	
	Powers	Administrative	
		Financial	
		Others	Receive & issue all correspondences of ICDS,
	Duties	Prepare monthly salary bills of all the staff, prepare Honorarium of AWWs & Helpers, deal establishment matters, maintain cash book, prepare budget provisions.	

MANUAL-3

Procedure followed in decision making process

[Section 4(1)b(iii)]

Sl.No.	Activity	Level of action	Time limit
1	Letters received (except letter in the last hour) put for persusal of Head of the Office	Sr.Clerk	Instantly
2	Process of urgent letter for action	Dealing Assistants	Same day
3	Approval of proposed action	Head of Office	Same day

MANUAL-4

Norms set for discharge of functions

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

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

MANUAL-5

Rule, Regulations, instructions, manuals and records for discharging function.

[Sectioin 4(1)b(v)]

- a) Orissa Records Mannual,1964
- b) Orissa Budget Mannual
- c) Orissa Leave Rules
- d) Orissa Service Code
- e) Orissa G.P.F.Rules.
- f) Orissa General Financial Rules
- g) Orissa Treasury code
- h) Orissa Civil Service(Classification,Control & Appeal)Rules,1962
- i) Orissa Civil Service(Rehabilitation Assistance)Rules,1990
- j) Orissa Civil Service(Pension)Rules,1992
- k) Orissa Civil Service(Commutatioin of Pension)Rules,1992
- l) Newly Defined Pension Scheme
- m) Orissa Right to Information Rules,2005
- n) Orissa Right to Information Act,2005
- o) Orissa Revised Scale of Pay Rules.

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A Statement of categories of document that are held by it or under its control

[Section 4(1)b(vi)]

- a) Service Books
- b) Cash Books
- c) Acquittance Roll under different units
- d) Attendance Register
- e) Log Book of dealing assistants
- f) Bill Register
- g) Book of Drawal
- h) Annual periodical increment register
- i) Suspension Register
- j) Register of letters received
- k) Register of letters issued
- l) Register of Registered letters received
- m) Register of Assembly Questions/Parliamentary Questions
- n) Index Register
- o) Peon Book

MANUAL-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation.

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

- NA -

MANUAL-8

A statement of Boards councils and other bodies constituted

[Section- 4(b)(viii)]

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

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Directory of Officers and Employees

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

- a) Sri Birasen Pradhan, BDO-Cum-CDPO Mathili Block
- b) Smt. Jema Toppo, Lady Supervisor
- c) Smt.Nirmala Dei, Lady Supervisor
- d) Smt.Tutu Ratha, Lady Supervisor
- e) Smt.Gangi Srigam, Lady Supervisor
- f) Smt.Charulata Das, Lady Supervisor(Contractual)
- g) Smt.Billu Biswas, Lady Supervisor
- h) Smt Latamangajula Pradhan, Lady Supervisor
- i) Smt Laxmi Priya Behera, Sr Clerk
- j) Sri Laben Soren, Junior Clerk
- k) Sri Lodu Kishor Pradhan. Peon
- l) Sri Susanta Kumar Nayak Driver(Contractual)
- m) Sri Chandra Bhumia Paid Night Watcher.

MANUAL-10

The monthly remuneration received by each of the officers and employees including the system of compensation as provided in regulations

[Section 4(1)b(x)]

Name	Designation	Total Salary (in Rs.)
Sri Birasen Pradhan	CDPO	39064
Smt. Jema Toppo	Lady Supervisor	27105
Smt.Nirmala Dei	Lady Supervisor	27815
Smt.Tutu Ratha	Lady Supervisor	22574
Smt.Gangi Srigam	Lady Supervisor	22355
Smt.Charulata Das	Lady Supervisor	9300
Smt.Billu Biswas	Lady Supervisor	22355
Smt Latamangajula Pradhan	Lady Supervisor	27362
Smt Laxmi Priya Behera	Sr. Clerk	17325
Sri Laben Soren	Jr Clerk	10325
Sri Lodu Kishor Pradhan	Peon	13166
Sri Susanta Kumar Nayak	Driver	5200
Sri Chandra Bhumia	Night Watcher	2275

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The Budget allocated to each category

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

Pay	1336149
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DA	734879/-
HRA	26520/-
OA	1250/-
RCM	25000/-
T.E	25000/-
Electricity Dues	8000/-
Telephone Charges	10000/-
Water Charges	5000/-
Motor Vehicle	60000/-
Other Contingency	30000/-
Honorarium	3998250/-
Addl.Honorarium	1611000/-

MANUAL-12

Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes

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

Not applicable

MANUAL-13

Particular of recipient of compensations and permit or authorisation granted

[Section 4(1)b(xii)]

Not applicable

MANUAL-14

Details of information held reduced 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)]

Sl.No.	Facility available	Nature of information available	Working hour
1	Notice Board	Quotations, tender notice	10AM to 5 PM(day office) 7AM to 1 PM(Morning Office)
2		--	--

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Name, Designation and other particulars of Public Information Officers

[Section 4(1)b(xvi)]

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	Smt Jema Toppo	I/C CDPO	06864265288	-	-
LIST OF ASST. PUBLIC INFORMATION OFFICERS					
1	Smt L.P Behera	Senior Clerk	9438060893		-
FIRST APPELLATE AUTHORITY WITHIN THE DEPARTMENT					
1	Sri Loknath Mandia-OAS-I(SB)	Sub Collector, Malkangiri		-	-

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Other information as may be prescribed

[Section 4(1)b(xvii)]

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Child Development Project Officer,
Mathili,
Dist: Malkangiri.