

DISTRICT SOCIAL WELFARE OFFICER, GANJAM, CHATRAPUR.							
Manual -1							
Particulars of Organization Functions and duties							
(Section 4(1) (b)(1))							
1	Aims and objectives of the organization.	The Dist. Social Welfare Officer, Ganjam, Chatrapur to provide all benefits to the pregnant and nursing mother and children 7 month to 3 years for provision of Govt. WCD&M.S Deptt. Odisha ,BBSR. and the scheme launching by Govt. by time to time.					
2	Mission / Vision.	1. For financial Development of mother 18 year to 42 years SHGs members ,(W&CD and Mission Shakti Deptt. Odisha), Child Development and Women empowerment Work/Pre-School Education /Nutrition Programme /M.P and N.M Scheme Work etc. All the Anganwadi Workers /Helpers / Lady Supervisors and CDPOs are engaged in the work under the control of DSWO, Ganjam .					
3	Brief History and back ground for its establishment .	Since inception of scheme all the services providing to all beneficiaries . as well as the Nutrition programme etc. (as Govt.Guideline)					
4	Organization chart	Collector and District Magistrate / Adl. District Magistrate /DSWO /ADSWO/Section Officer/ Sr.Rev.Astt./ Jr.Rev.Astt./Lady Supervisor / Anganwadi Workers /Anganwadi Helpers etc.					
5	Allocation of business	The Collector and District Magistrate/Adl. Dist. Magistrate and DSWO are decision making authority on all the subject and schemes as per Govt. Guideline.					
6	Duties to be performed to achieve	All the Official staffs are deployed					

	the mission.	from Rev.Deptt. for <i>Official</i> work i.e Estt.Matter and other Correspondence etc. all other field functionaries under the DSWO(W&CD Deptt.)are field work i.e AWWs/Mini AWWs are look after the pre-school activities /Nutrition programs /Hut cook mill /HCM Programme /HND/weight /Hight and proper care of the N.M.P.M etc. and AWHs to help the AWWs every work at their working place.						
7	Details of services rendered citizens interaction.	<p>The Dist. Social Welfare Officer, Ganjam, Chatrapur dealing with all the 6 package relating to W&CD and Mission Shakti Deptt. Odisha.</p> <ol style="list-style-type: none"> 1. SNP, 2. Pre-school education, 3. Growth monitoring. 4.Referal service. 5. Immunization . 6.NHED. <p>Mission Shakti (Empowerment of woman under the age group 18 to 42 Years.)</p>						
8	Citizens interaction.	The information on functioning of the office is open as per the provisions of Right to Information Act-2005 and Orisha Rules . The citizens are free to approach the section in every working day during office hour.						
9	Postal Address of this office.	District Social Welfare Officer, Ganjam ,Chatrapur.Pin-761020.						
10	Map of the Office location.	The office is situated in the old Collectorate ,building on the ground floor, Office of the Ganjam Collectorate, Chatrapur.						

11	Working Hours both for Office and public.	The Office is functioning at 10.00 A.M to 5.30 P.M on all working days (Lunch break -13.30 to 14.00).						
12	Working Hours both for Office and public.	The Office is functioning at 10.00 A.M to 5.30 P.M on all working days (Lunch break -13.30 to 14.00).						
13	Grievance redressal mechanism.	A responsive Grievance redressal mechanism has been adopted. Grievance petitions received from the Grievance Cell of the Collector and District Magistrate of from any other sources is given prime importance.						

Power and duties of the Officers and employees

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

ANNEXURE-2

Powers and duties of officers and staff .

Sl.No	Designation of post.	Administrative .	Financial	Statutory	Others	Duties attached
1	Collector & District Magistrate,	Overall control on functioning of the Office.	Overall control and sanctioning Authority	The statutory power given by any Act. as District Magistrate and that of a Collector .	-	-
2	Addl. District Magistrate.	Control on functioning of the Section	Endorsing	The statutory power given by any Act. As Addl. Dist. Magistrate.	Supervisory	-
3	DSWO	Control on functioning of the Section/ Field /Project /AWCs etc.	Overall control and sanctioning Authority	The statutory power given by any Act. under the (W&CD Deptt.)	Supervisory	-

4	ADSWO	Overall visit /supervision of the field functionary	Endorsing	Overall visit / supervision of	Supervisory	-
5	Section officer	-	-	-	-	Supervision and monitoring of office work.
6	Senior Revenue Astt.	-	-	-	-	Files and correspondence Estt./Accountant / Bill and Budget / Nizarat /File & Registers G.F etc.
7	Junior Revenue Astt.	-	-	-	-	Receive / Issue / Computerized / Download /Upload other Files/Stock and store /File & Registers etc.
8	Peon	-	-	-	-	All the Local Dak distribution Office to other office /Dak post.etc.
9	Night watcher					N.W (Chaukidar)
10	Lady Supervisor	-	-	-	-	All the allotted sector work/visit to AWCs/meeting / report return e-pragati etc.

11	Anganwadi worker	-	-	-	-	All the pre-school activities /Nutrition programs at Anganwadi Centre level/survey/PP/ HCM /Egg/THR distribution etc.
12	Anganwadi Helper	-	-	-	-	AWH to help to the Angnwadi worker in the work place. (Cooking/ Cleaning) etc.

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Procedure Followed in decision making process

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

Sl.No	Activity	Level of action	Time frame
1	Receipt of application/ Letters	Level of action Diary clerk	Same day.
2	perusal of Daks.	DSWO	Same day.
3	Marking of Daks	Section Officer/SRA	Same day.
4	Diary and delivery	Diary Clerk	Same day.
5	Entering of the letter in the log book and put up in the file. in the log book	D.A concerned	Three days (immediate in case of matter of urgent nature) one day.
6	File endorse to the DSWO for approval / Rejected.	Section Officer	One day
7	File endorse to the DSWO for approval / Rejected.	Section Officer	One day
8	If approval /return for dispatch	Despatch Clerk	One day

Manual – 4.								
Norms set for the discharging of functions								
(Section -4(1)(b) (iv))								
Details of norms and standard 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 / Norms	Remarks.					
1	Diary of Letter	3 Minut per letter	The norms are that mentioned in ORM 1964 and is managed with the existing resource and men power.					
2	Dispatch of letter	5 minutes per letter	0					
3	Typing of the fair copy	20 page per day	0					
4	Put up the letter	Within three days in ordinary cases ,in urgent it is within 24 hours .						
Manual - 5 , (Section -4(1)(b)(iv).								
Rules,regulations, instructions,manuals and records for discharging functions								
List of regulations, instructions,manuals and records								
SI No.	Name of the Act,Rules Regulations	Brief gist of the contents	Reference number if any	Price in case of priced publications				
1	Domastic Violence Act-2005	Protection of woman from domestic Violence/ copmlete knowledge of the process of the court in the state/india.	0	0				
2	sexual Harrashment Act.2012	public awarness about of Act./Monitoring of impementation of act.power of make rules.	0	0				
3	Prohibition of Child Marrage Act.2006	Prihibition of child marriage/ child marriage complaint- how to copmlaint against child marriage / age of marriage to know the public etc. .	0	0				

4	W&CD and Mission Shakti Deptt.Odisha	The Dist. Social Welfare Officer, Ganjam, Chatrapur dealing with all the 6 package relating to W&CD and Mission Shakti Deptt. Odisha. 1-SNP.2.Pre-school Education.3Gowth Monitoring .4.Referal Service .5.Immuniz.6.NHED	0	0				

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A statement of the categories of documents that are held by it for under its control

Section 4(1)(b)(VI)

SI No.	Nature of Records	Categories of record	unit/section where available	Retention period where available
1	2	3	4	5
1	PWDV Act-13	Domestic violence	D.A concedrned	Class"B"as per provision of ORM Act-1964.
2	Correspondance file	Prohibition of Child mriage	D.A concedrned	Class"B"as per provision of ORM Act-1964.
3	Child marriage-2013	Domestic Violence cases	D.A concedrned	Class "B"as per provision of ORM Act-1964.
4	Misc. correspondance	Correspondance file & Note sheet	D.A concerned	As per provision of Record Manual 1964

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Particulars 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(1)(b)(vii)

SI No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

1		Not administered.						
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A statement of boards,council,committees and other bodies constituted

Section 4(1)(b)(viii)

List of Boards ,councils, committees etc.

SI No.	Name and address of the body	Main function of the body	Constitution of the body	Date of Constitution	Date up to which valid	Wheather meetings open to public	wheather minutes accessible to public	Frequency of meeting
1		Not administered						

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Directory of Officers and Employees

Section 4(1)(b)(ix)

SI No.	Name & Designation	Office Phone No.	E-mail address
1	Collector and Dist.Magistrate	06811-263700	dm-ganjam@nic.in
2	Addl.District Magistrate	06811-263927	0
3	DSWO	06811-263968	dswoGANJAM@nic.in
4	ADSWO	0	0
5	Sectio Officer	0	0
6	SRA	0	0
7	JRA	0	0
8	Peon	0	0

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

Section 4(1)(b)(x)

SI No.	Designation	Name	Level (as per ORSP Rule,2017)
1	DSWO,	Smt.Surekha Sundari Mallick	Level-12
2	ADSWO	Sri.Sadhan Ch.Das	Level-11
3	Section Officer	Smt.kuni Devi	Level-10
4	Sr.Rev.Astt.	Sri.Biswajeet Sahu	Level-7
5	Sr.Rev.Astt.	Sri Subash Ch.Sethy	Level-7
6	Junior Rev.Astt.	Sri Sanjay Ku.Rath	Contractual

7	Junior Rev.Astt.	Smt.D.Kamala Reddy	Level-12				
8	Peon	Sri Arun Pr.Choudhury	Level-2				
9	Peon	Smt.Laxmi Das	Level-3				
10	Peon	Sri Pramod Ku.Gouda	Level-3				
11	Night Watcher	0	Post vacant. Field staff at project Level.				
12	Lady Supervisor	162					
13	Anganwadi Worker	5141-centre ,In position-5072	at AWCs level	[1]			
14	Anganwadi Helper	in position-5060	at AWCs level				

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The Budget allocated to each agency

Section 4(1)(b)(xi)

Non-plan Budget and plan Budget

Major Head	Activities to be performed	Sanction budget	Budget estimate	Revised Estimate	Expenditure for the last year
1	36-2235-02-102-3259-01003-21-1-2		136-pay-2000000	2356800	2356800
			156-D.A-700000	386064	386064
			403-HRA-300000	17628	17628
			523-OA-6000	1200	1200
			RCM-6000	6000	6000
			855-Arreae Pay-132681	159670	159670
2	36-2235-02-102-0729-01003-23-1-2		136-pay-1500000	235680	2356800
			156-D.A-375000	659904	659904
			403-HRA-100000	48744	48744
			523-O.A-50000	3120	3120
			516-RCM-40000	10000	10000
			855-Arrear-Pay-353400	554199	554199
3	36-2235-02-102-3259-01003-136-21-1-2.		000-Pay-117240	117240	117240

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The manner of execution of subsidy program

Section 4(1)(b)(xii)

List of institutions given subsidy

SI No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous year achievement
		Not admistered				
List of individual given subsidy						
SI No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme & Criterian for selection	No. of time subsidy given in past with purpose	
		Not admistered				
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Particulars of receipts of concessions,permits or authorizations granted						
Section 4(1)(b)(xiii)						
List of beneficiaries						
SI No	Name & address of the beneficiaries	Nature of concession/permit/authorization provided	purpose for which granted	Scheme and criterion for selection	No. of time similar concession given in past with purpose	
		Not admistered				
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Information available in an electronic form						
Section 4(1)(b)(xiv)						
SI No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base		
1	information that is available in the Computer can be obtained as print out and the proactivedisclosure of thsis section is available in the information.					
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Particulars of facilities available to citizens for obtaining information						

Section 4(1)(b)(xv)

Facilities available for obtaining information

SI No.	Facilities available	Nature of information available	Working hours
1	District Website http://ganjam.nic.in other notice Board.	About District profile & information of other deptt. Monthly Progress Report /E-Pragati E-manadey/other information relating to District information etc. Displayed from time to time.	During Office Hours i.e from 10.00 A.M to 5.30 P.M

Manual-16**Name ,designation and other particulars of Public Information Officers****Section 4(1)(b)(xvi)****List of Public Information Officers**

SI 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.Kuni Devi,Section Officer	District Social Welfare Office,Ganjam Pin-761020	06811-260968	dswoganjam@nic.in	0

List of Asst.Public Information Officers

SI No	Designation of the officer designated as Asst. PIO	Postal address	Telephone No.	E-mail address
1	0	District Social Welfare Officer,Ganjam 761020	0	0

First appellate authority within the department

SI No	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address
1	Smt. Surekha Sundari Mallick,DSWO	District Social Welfare Officer,Ganjam 761020	06811-260968	dswoganjam@nic.in

Manual-17**Other information as may be prescribed****Section 4(1)(b)(xvii)****GEOGRAPHY & DEMOGRAPHY OF GANJAM DIST.**

1	Location	Latitude :19.5859712.	Longitude :84.6897495
2	Geographical Area	8,070.6 K.M(2)	(3,116.1sq mi)
3	Average rain fall	1295m.m	

4	No. of Tahasils	23 Nos						
5	No of Blocks	22 Nos.						
6	No. of G.P.s	475 Nos.						
7	No of Sub-Division	Chatrapur /Berhampur and Bhanjanagar						
7	Total no. of villages	3212 Nos.						
7	No. of Municipalities	Berhampur ,Municipal corporation-1,Hinjilicut Municipality-1						
8	NO. of NACs	16 Nos						
9	No of Parliamentary	3 Nos.						
10	Population	3520,151 As per Cencus (2011)						
11	Sex Ratio	981 (Number of females per 1000 Males)						

[1] Author: