

**SUOMOTO DISCLOSURE OF INFORMATION IN RESPECT OF I.C.D.S,PROJECT
NABARANGPUR AS STIPULATED UNDER SECTION 4(1) OF THE R.T.I.
ACT,2005 (AS ON 28.06.2011)**

Chapter – 2 (Manual – 1)

Particulars of Organization, function and duties

1. Aim and objectives of the organization.

a. For field level implementation of ICDS programmes such as --

1. Supplementary Nutritional programme,
2. Referral services for malnutrition & sick children under RLTAAP & CMRF schemes
3. Health check of 0-6 year children & pregnant and Lactating mothers
4. Immunization.
5. Pre -school education.
6. to educate mothers about food & nutrition and sanitation.
7. Kishori Shakti Yojana (10-19 years adolescent girls)
8. Emergency Feeding Programme
9. Positive deviance
10. Mission Shakti (empowerment of mothers through S.A.Gs)

b. Preparation of bills of employees of ICDS Project, Nabarangpur 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).

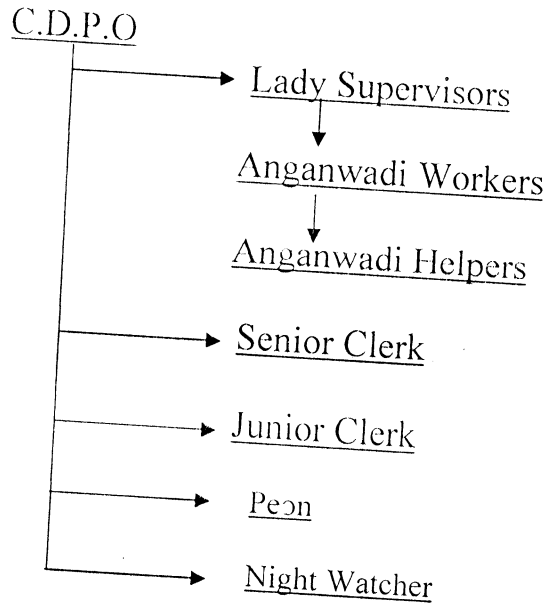
b. to reduce mortality, morbidity and malnutrition.

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, Nabarangpur has started functioning w.e.f. 01.04.1992. The C.D.P.O, Nabarangpur 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 the schemes through its field functionaries.

4. Organization charts.



5. Allocation of business

-NA-

6. Duties to be performed to achieve the mission.

As mentioned at sl. 1 above.

7. Details of Service rendered

1. Supplementary Nutritional programme.
2. Referral services for malnutrition & sick children under RL.TAP & CMRF schemes
3. Health check of 0-6 year children & pregnant and Lactating mothers
4. Immunization.
5. Pre -school education.
6. to educate mothers about food & nutrition and sanitation.
7. Kishori Shakti Yojana (10-19 years adolescent girls)
8. Emergency Feeding Programme
9. Positive deviance
10. Mission Shakti (empowerment of mothers through S.H.Gs)

8. Citizens interaction

As and when public comes for any clarification or information in respect of subject dealt in the office, they have been rendered service at once.

9. Postal address of the main office attached / Sub-ordinate office / field units etc.

1.C.D.P.O, I.C.D.S. Project, AT/Post/Dist:Nabarangpur.

2.Address of the Anganwadi Centres in rural areas:

Sl.No	Name of the A.W.C	GP/Post	At/VILLAGE
1	Chakachhapar	Agnipur	Chakachhapar
2	Chutiguda		Chutiguda
3	Daspur		Daspur
4	Khandaguda		Khandaguda
5	L D pur Sasan		L D pur Sasan
6	Hirly		Hirly
7	Nua hirly		Nua hirly
8	Purniguda		Purniguda
9	R Beheraguda		R Beheraguda
10	R Majhiguda		R Majhiguda
11	T Ambaguda		T Ambaguda
12	Pujariguda	Pujariguda	Pujariguda
13	Menjor		Menjor
14	Dedaspalli		Dedaspalli
15	kusumi		kusumi
16	Bangapalli		Bangapalli
17	Butipodar		Butipodar
18	D Beheraguda		D Beheraguda
19	S Kusimi		S Kusimi
20	S Maliguda		S.Maliguda
21	Sindhigam I		Sindhigam I
22	Sindhigam II		Sindhigam II
23	Sindhigam III		Sindhigam III
24	Khandiguda		Khandiguda
25	Kumjhar		Kumjhar
26	Farasiguda		Farasiguda
27	Semalaguda		Semalaguda
28	Churahandi I		Churahandi I
29	Churahandi II		Churahandi II
30	Gumaguda	Taragaam	Gumaguda
31	Pilika		Pilika
32	Pilika m		Pilika m
33	patramunda		patramunda
34	Bodamunda		Bodamunda
35	Taragam		Taragam
36	Badakumuli-I	Badakumuli-I	Badakumuli-I
37	Badakumuli-II		Badakumuli-II
38	Chikili Adv		Chikili Adv
39	Chikili H		Chikili H
40	Dharnabeda I		Dharnabeda I

41	Dharnabeda I:		Dharnabeda II
42	Atakabeda		Atakabeda
43	S Kumuli		S Kumuli
44	Sonuguda		Sonuguda
45	Urdhi		Urdhi
46	Phatakote		Phatakote
47	Teliguda		Teliguda
48	Mantriguda I	Mantriguda I	Mantriguda I
49	Mantriguda II		Mantriguda II
50	Pokhanaguda		Pokhanaguda
51	Saranapur		Saranapur
52	Saranapur m		Saranapur m
53	Sanyasiguda		Sanyasiguda
54	Baghasiuni- I	Baghasiuni- I	Baghasiuni- I
55	Baghasiuni- i		Baghasiuni- I
56	Gandaguda		Gandaguda
57	Jambaguda		Jambaguda
58	Baminikote(Mini)		Baminikote
59	Kadalijaba		Kadalijaba
60	Kesariguda		Kesariguda
61	Kurlughati		Kurlughati
62	Tanda I		Tanda I
63	Tanda II		Tanda II
64	vaatigam		vaatigam
65	Badamosigam-I	Badamc sigam-I	Badamosigam-I
66	Badamosigam-Ii		Badamosigam-Ii
67	Ambodola		Ambodola
68	Bhatigam-I		Bhatigam-I
69	Bhatigam-II		Bhatigam-II
70	Bhatigam-III		Bhatigam-III
71	Bhatiguda		Bhatiguda
72	Debraguda		Debraguda
73	Kodriguda		Kodriguda
74	Dudriguda		Dudriguda
75	S-Mosigam-I	S-Mosigam-I	S-Mosigam-I
76	S-Mosigam-II		S-Mosigam-II
77	M-Padar-I		M-Padar-I
78	M-Padar-II		M-Padar-II
79	Chirmapondi		Chirmapondi(mini)
80	Danaguda		Danaguda
81	Bhatrasiuni-I	Bhatrasiuni-I	Bhatrasiuni-I
82	Bhatrasiuni-II		Bhatrasiuni-II
83	Sirisi-I		Sirisi-I
84	Sirisi-II		Sirisi-II
85	Bhatra		Bhatra
86	Bhimaguda		Bhimaguda
87	kukuguda		kukuguda

88	Chatahandi-I	Chatahandi-I	Chatahandi-I
89	Chatahandi-II		Chatahandi-II
90	Chatahandi-III		Chatahandi-III
91	Chatahandi-IV		Chatahandi-IV
92	Chatahandi-V		Chatahandi-V
93	Chatahandi-VI		Chatahandi-VI
94	Chatahandi-VII		Chatahandi-VII
95	Kachiyaguda		Kachiyaguda
96	Malikote		Malikote
97	Taraguda		Taraguda
98	Tikraguda		Tikraguda
99	Baghniguda		Baghniguda
100	Adamchua		Adamchua
101	H.Majhiguda(mini)		Chattahandi
102	P.Boxaguda(Mini)		Chattahandi
103	Bikrampur-I	Bikrampur-I	Bikrampur-I
104	Bikrampur-II		Bikrampur-II
105	Deula-I		Deula-I
106	Deula-II		Deula-II
107	Dangiriguda		Dangiriguda
108	Telengaguda		Telengaguda
109	Bagdari		Bagdari
110	Baramasi		Baramasi
111	Basini-I		Basini-I
112	Basini-II		Basini-II
113	Bhurbusi		Bhurbusi
114	Dumarmunda		Dumarmunda
115	Kusumiguda		Kusumiguda
116	Amdangiriguda		Amdangiriguda
117	Tangajhari		Tangajhari
118	betalo		Betalo

3.Address of the Anganwadi Centres under Urban area:

Sl.No.	Ward No.	Name of AWC	At/Post/Dist:
1	W. No.-1	Harijan sahi-1	Nabarangpur
2		Harijan sahi-2	Nabarangpur
3		Dhakad sahi	Nabarangpur
4		Jani Sahi	Nabarangpur
5	W. No.-2	Eswar Mandir Sahi	Nabarangpur
6	W. No.-3	Dhoba Sahi	Nabarangpur
7	W. No.-4	Soura Sahi	Nabarangpur
8		Parajapali	Nabarangpur
9	W. No.-6	Badaf arijan Sahi	Nabarangpur
10	W. No.-7	Dasarapada	Nabarangpur

11	W. No.-8	Dandasi Sahi	Nabarangpur
12	W. No.-10	Keuta Sahi	Nabarangpur
13	W. No.-13	Mangaraj Sahi	Nabarangpur
14		Sastri Club	Nabarangpur
15		Gas Company	Nabarangpur
16		Jhikar Mill	Nabarangpur
17		PasuChikischalaya	Nabarangpur
18	W. No.-14	Senapati sahi	Nabarangpur
19	W. No.-15	Tota Sahi	Nabarangpur
20		Gal rialguda	Nabarangpur
21	W. No.-16	Reli Sahi	Nabarangpur
22		Balaram Sahi	Nabarangpur
23		Gandhi Chhaka	Nabarangpur
24		Kandhasahi	Nabarangpur
25		Hirly dangar	Nabarangpur
26		Satyasai Mandir	Nabarangpur
27	W. No.-17	Gramadevi Mandir	Nabarangpur
28		School Pakho	Nabarangpur

10. Map of Office location.

Not applicable.

11. Working hours both for office and public.

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM during day office and from 7.00 AM to 1.00 PM during morning office. The office functions on all working days as provided in Government Calendar printed and published by the Government of Orissa. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. Public Interaction if any

The public is welcomed cordially and extended every possible assistance as per their requirement.

13. Grievance redressal mechanism

Any grievance petition related to ICDS Project is being redressed keeping in view the Acts/Rules/Manuals and Government instructions in force.

Manual-2

Powers and duties of Officer and employees (Section 4(1)(b)(ii)) Powers and duties of Officers and Staff.

Sl. No	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
01	Child Development Project Officer.	Over all supervision	--	--	--	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, Nabarangpur & Collector, Nabarangpur, ensure proper implementation of different schemes/ render tours to field etc.
02	Supervisors(6)	--	--	--	--	overall supervision of different schemes smooth functioning of A.W.C centres /preparation of reports etc.
03	Senior Clerks(1)	--	--	--	--	Dealing with RTI Act/Establishment matters/ Cash & Cash Books, Bill/Budget etc.
04	Junior Clerks(1)	-	-	-	-	Dealing with Receipt and Issue, Angawadi establishment
05	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	Letter received (except letter received in the last hour) put for perusal 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 the office	Same day

Manual-4

Norms set for the 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

Rule, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

- Orissa Record manual,1964
- Orissa Budget Manual
- Orissa Leave Rules
- Orissa Service Code
- 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 (Commutation 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.
- p) Any other Notifications/Resolutions/orders of Government in General Administration Department/W & CD Department/ Finance Department and other departments received from time to time.

Manual-6

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 rolls under different units
 - d) Attendance Register
 - e) Log books of dealing assistants
 - f) Bill register
 - g) Book of drawal
 - h) GPF ledgers
 - i) Pension ledgers
 - j) Pension contribution ledger under newly defined pension scheme
 - k) GPF pass-Books
 - l) GIS pass-books
 - m) HBA advance pass-books
 - n) Annual periodical increment registers
 - o) Suspension register
 - p) Register of letters received
 - q) Register of letters issued
 - r) Register of registered letters received.
 - s) Register of Assembly questions/Parliamentary questions
 - t) Index register
 - u) Pending list of letters received
 - v) Pending list of letters issued
 - w) Peon Book
 - x) ORV register.
 - y) Files relating to the above matters
- Etc.

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(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 and Employees (Section 4(1)(b)(ix))

1. Smt. Manjushree Rath,
Child Development Project Officer, Nabarangpur.
2. Smt.Sanjulata Nayak,
Supervisor.
3. Smt.Binata Jethy,
Supervisor
4. Smt. Sasmita mohanty,
Supervisor(deputed to D.S.W.O Office,Nabarangpur)
5. Smt.Chandana Maharana,
Supervisor(Contractual)
6. Smt. Arati Nalini Nanda,
Supervisor(Contractual)
7. Sri K. Ashok Chakravarty,
Senior Clerk.
8. Miss Sabita Korkora,
Junior Clerk.
9. Sri D.Govinda Rao,
Driver, working on deputation from ICDS, Tentulikhunti
10. Sri Madhab Jani
Peon
11. Sri Madhab Harijan,
Night Watcher

Manual-10

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))

1.	Smt. Manjushree Rath, Child Development Project Officer, Nabarangpur.	...	Rs. 34,081.00
2.	Smt.Sanjulata Nayak, Supervisor.	...	Rs.28,236.00
3.	Smt.Binata Jethy, Supervisor	...	Rs.26,908.00
4.	Smt. Sasmita mohanty, Supervisor(deputed to D.S.W.O Office,Nabarangpur)	...	Rs.26,908.00
5.	Smt.Chandana Maharana, Supervisor(Contractual)	...	Rs.9,300.00
6.	Smt. Arati Nalini Nanda, Supervisor(Contractual)	...	Rs. 9,300.00
7.	Sri K. Ashok Chakravarty, Senior Clerk.	... App.	Rs.16,000.00
8.	Miss Sabita Korkora, Junior Clerk.	...	Rs.11,076.00
9.	Sri D.Govinda Rao, Driver, working on deputation from ICDS, Tentulikhunti	...Drawn by CDPO, Tentulikhunti	
10.	Sri Madhab Jani Peon	...	Rs.12,590.00
11.	Sri Madhab Harijan, Night Watcher	...daily wages @Rs.70/-per day	

Manual-11

The budget allocated to each agency (Section 4(1)(b)(xi))

Sl. No.	Head of Account	Pay	DA	HRA	RCM	Arr.Pay	Cons.Pay	Honorarium	OC
1	36- 2235- SS&W- CSP- 02-SW- 796- TSP- 0731	306000	137700	17850	--	--	91500	1314250	10000

2.	36- 2235- SS&W- State Plan- 02-SW- 796- TSP- 18023	--	--	--	--	--	--	338250	--
----	--	----	----	----	----	----	----	--------	----

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 authorization granted (Section 4(1)(b)(xiii))

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))

Nil

Sl no	Facility available	Nature of information available	Working hour
1	Notice board	Quotations, tender notice	10am to 5pm(day office) 7am to 1pm(Morning office)
2	Web site nabarangpura.nic.in	--	--

Manual-16

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.Manjushree Rath	C.D.P.O, Nabarangpur	06858- 222107	--	--
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
1	Sri K.Ashok Chakravarty,	Senior Clerk	06858- 223868		

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	Sri Rashmi Ranjan Sahu,OAS-I(JB)	Sub Collector, Nabarangpur(i/c)	06858- 222040		
---	----------------------------------	------------------------------------	------------------	--	--

Manual-17

Other information as may be prescribed (Section 4(1)(b)(xvii))

NA-

Child Development Project Officer,
Nabarangpur.

