

**Obligations of Public Authorities under Section- 4 (1) (b)
of RTI Act, 2005**

Introduction

**Manual - 1
Particulars of Organization, Functions & Duties**

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

1. Objective/purpose of the public authority.

- Development of welfare activities for ST & SC like enhancement of quality education, award of cash incentives to inter caste married couples, implementation of POA/PCR Act, Pre recruitment training for unemployed ST youths, implementation of income generating schemes, etc

2. Mission / Vision Statement of the public authority.

- Upliftment of ST & SC families that is eradication of poverty by means of education, income generation and safeguard the interest of ST & SC community

3. Brief history of the public authority and context of its formation.

- Initially this Public authority was functioning centrally for undivided Koraput district. Then it has been divided into 4 district i.e. Koraput, Rayagada, Nabarangpu & Malkangiri and each district has its own DWOs w. e. f. 1992

4. Duties of the public authority.

- Proper implementation of the schemes and projects as mentioned above.

5. Main activities/functions of the public authority.

- Award of pre and post Matric scholarship to ST & SC students
- Award of pre and post Matric scholarship to OBC and SEBC students from 2008-09
- Achievement of IGS for ST, SC & OBC communities
- Organizing awareness camps for ST & SC communities on different rules and regulations
- Organizing training programs for teachers on enhancement of quality education under UNICEF sponsored programs
- Organizing pre recruitment training to unemployed ST youths
- Supervision and monitoring of educational institutions / projects

6. List of services being provided by the public authority with a brief write-up on them.

- Effective steps are being taken for health check up of ST & SC students, to increase literacy rate among ST & SC students and to reduce BPL rate among ST & SC families by implementing IGS and to safeguard the interest of ST & SC community

7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

Commissioner cum Secretary, SSD Dept, Govt Odisha, BBSR

Additional Sec, SSD Dept, Govt Odisha, BBSR

Director (ST/SC), SSD Dept, Govt Odisha, BBSR

Director (OBC), SSD Dept, Govt Odisha, BBSR

Joint Director, SSD Dept, Govt Odisha, BBSR

Deputy Sec, SSD Dept, Govt Odisha, BBSR

Under Sec, SSD Dept, Govt Odisha, BBSR

Collector & District Magistrate, Nabarangpur

Additional District Magistrate, Nabarangpur

Project Administrator, ITDA, Nabarangpur

District Welfare Officer, Nabarangpur

Welfare Extension Officer (in 10 Blocks)

8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- Cordial. However General Public should interact with concerned above departmental officers regarding their needs and deficiency in service

9. Arrangements and methods made for seeking public participation/ contribution.

- Awareness camps for ST & SC communities for proper implementation of different projects and programs

10. Mechanism available for monitoring the service delivery and public grievance resolution.

- Grievance cell is functioning on every Saturday

11. Working hours both for office and public.

- **Morning hours of the office** : 10 AM
- **Closing hours of the office** : 5 PM (with lunch break of Half an hour- 1.30 – 2 PM)

Manual - 2

Powers & Duties of Officers & Employees

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

- Please provide details of the powers and duties of officers and employees of the organization.

Name	Sri Mukund Nial, O.W.S.-II	
Designation	District Welfare Officer	
Powers	Administrative	1. Maintenance of register and records relating to welfare section
		2. Submission of report and returns
		3. Inspection of educational institutions under SSD Dept
		4. Execution of ST, SC, OBC and SEBC welfare schemes
		5. Inspection of own office and welfare wing of block
	Financial	1. Acts DDO of welfare section
		2. Clearance of DC Bills
		3. Submission of User Certificates
	Others	1. Distribution of scholarships and RW materials
2. Submission of CCRs		
3. Execution of enforcement acts and regulations		
Duties	1. Convening of different district level committee meeting relating to welfare of ST	

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

Not Found

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

Sl. No	Activity	Time Frame / Norms	Remarks
1	2	3	4
1	Diary of letters	3 minutes per letter	Registered dak including entry in messenger book
2	Dispatch of letters	5 minutes per letter	-
3	Typing job	50 pages per day	-
4	Preparing of Budget	3 days	-
5	Budget Estimate	3 days	-
6	Annual budget	Annually	

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

Sl. No.	Name/ Title of the Document.	Type of Documents	Brief write up of the Documents.	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1	Orissa Revenue Manual	Disposing of letters, keeping of files & records	Government instructions	Office of DWO	District Welfare Officer, Collectorate, Nabarangpur., Phone: 06858-222461	
2	ORV, Act	Reservation Policy on ST, SC & BC and minority students	Following of reservation policy of Orissa government and Betterment of students	do	do	
3	Hand book on Recruitment for Service & Employment	Procedure for recruitment / promotion of teaching & non-teaching staff		do	do	

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

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1	Accounts Documents (Accounts Branch)	Cash book, Money Receipt, Savings Account, Bills & Vouchers	Accounts Section	Office of DWO

2	Establishment and Correspondence Branch	General Correspondence and Service Records etc.	Establishment Section	do
3	Loan Document under IGS	Loan Demand & Recovery position of loan under OSFDC	OSFDC, Ltd	Office of DWO cum DM

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

Sl.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	District Level Task Force Meeting	Yes	As per government instruction
2	Primary Minister's new 15 point program	Yes	As per government instruction
3	District Level Vigilance & monitoring Committee on review of welfare activities	Yes	As per government instruction
4	Right to Education ACT (New one and going to be commenced its first meeting from 31.12.10)	Yes	As per government instruction

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

Not Found

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

Sl.No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Mukunda Nial	DWO	06858	222461			dwonaba.or@nic.in	Collectorate, Nabarangpur (ST & SC Development Section)
2	Sri Birendra Kishore Ball	HC	do	do			do	do
3	Sri Ajay Ketan	Sr. Clerk	do	do			do	do

	Das						
4	Sri Dhruba Moharana	do	do	do		do	do
5	Sri Maharaj Ukil	do	do	do		do	do
6	Sri Sarat Ku. Khandpan	Jr. Clerk	do	do		do	do
7	Sri Sarada Prasad Pradhan	do	do	do		do	do
8	Smt. Sasi Bhatra	Peon	do	do		do	do
9	Sri Trinath Patra	NWS	do	do		do	do

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

Sl. No.	Name	Designation	Monthly Remuneration	Scale	Grade Pay
1	Sri Mukunda Nial	DWO	31438	9300-34800	4600
2	Sri Birendra Kishore Ball	HC	26926	Do	4200
3	Sri Ajay Ketan Das	Sr. Clerk	17318	5200-20200	2400
4	Sri Dhruba Moharana	do	17212	do	do
5	Sri Maharaj Ukil	do	20670	do	do
6	Sri Sarat Ku. Khandpan	Jr. Clerk	10614	do	1900
7	Sri Sarada Prasad Pradhan	do	11656	do	do
8	Smt. Sasi Bhatra	Peon	8584	4440-7440	1400
9	Sri Trinath Patra	NWS	8323	do	do

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

Non Plan Budget

Sl. No.	Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the current year
1	112225 -02-277-2367-40004-0-1-0	Pre-Matric Scholarship for ST Boarder students of AS & RS	Rs 13808800/-	Rs 13808800/-	Nil	2010-2011
2	112225 -01-277-2365-40004-0-1-0	Pre-Matric Scholarship for SC Boarder students of AS & RS	Rs 1340000/-	Rs 1340000/-	Nil	do
3	112225 -0-2-277-2367-40004-1-1-2	Pre-Matric Scholarship for 100 seated ST Boarder students	Rs 40121000/-	Rs 40121000/-	nil	do
4	112225 -0-2-277-2365-40004-1-1-2	Pre-Matric Scholarship for 100 seated SC Boarder students	Rs 3884900/-	Rs 3884900/-	nil	do
5	112225 -0-2-277-2367-40004-0-1-0	Pre-Matric Scholarship for KBK 40 seated ST Boarder students	Rs 11872000/-	Rs 11872000/-	nil	do
6	112225 -0-2-277-2367-40004-544-0-1-0	Post-Matric Scholarship for ST students	Rs 2486000/-	Rs 2486000/-	do	do
7	112225 -0-1-277-2365-40004-544-0-1-0	Post-Matric Scholarship for SC students	Rs 2266000/-	Rs 2266000/-	do	do
8	11-2225-80-001-0380-01003-0-1-0	Pay	Rs 1373000/-	Rs 1373000/-	do	do
A	do	Arrear pay	Rs 181000/-	Rs 181000/-	do	do
B	do	DA	Rs 522000/-	Rs 522000/-	do	do
C	do	HRA	Rs 56300/-	Rs 56300/-	do	do
D	do	OA	Rs 480/-	Rs 480/-	do	do
E	do	RCM	Rs 3000/-	Rs 3000/-	do	do

F	do	TE	Rs 15000/-	Rs 15000/-	do	do
G	do	MV	Rs 210000/-	Rs 210000/-	do	do
H	do	OC	Rs 75000/-	Rs 75000/-	do	do
I	do	Telephone	Rs 6000/-	Rs 6000/-	do	do
J	do	Electric	Rs 35000/-	Rs 35000/-	do	do
K	do	RRT	Rs 16000/-	Rs 16000/-	do	do
L	do	Water Charges	Rs 2000/-	Rs 2000/-	do	do
M	do	FA	Rs 60000/-	Rs 60000/-	do	do
22	11-2225-02-277-0047-01003-0-1-0	Pay	Rs 4500000/-	Rs 4500000/-	do	do
A	do	Arrear Pay	Rs 1400000/-	Rs 1400000/-	do	do
B	do	DA	Rs 1875000/-	Rs 1875000/-	do	do
C	do	HRA	Rs 117000/-	Rs 117000/-	do	do
D	do	RCM	Rs 11000/-	Rs 11000/-	do	do
E	do	OA	Rs 20/-	Rs 20/-	do	do
F	do	TE	Rs 6000/-	Rs 6000/-	do	do
G	do	FA	NIL	NIL	do	do
H	do	Electric	Rs 77000/-	Rs 77000/-	do	do
I	do	Remuneration of CCA	Rs 350202/-	Rs 350202/-	do	do
J	do	Consolidated Pay	Rs 906250/-	Rs 906250/-	do	do
23	11-2225-01-277-1274-01003-N.P.	Pay	Rs 31484000/	Rs 31484000/		
A	do	Arrear Pay	Rs 4200006/-	Rs 4200006/-		
B	do	DA	Rs 10944000/-	Rs 10944000/-		
C	do	HRA	Rs 184600/-	Rs 184600/-		
D	do	RCM	Rs 20000/-	Rs 20000/-		
E	do	OA	Rs 4500/-	Rs 4500/-		

F	do	TE	Rs 5000/-	Rs 5000/-		
G	do	FA	NIL	NIL		
H	do	Electric	NIL	NIL		
I	Do	OC	Rs 4000/-	Rs 4000/-		
24	11-2225-01-277-1274-01001-N.P.	Remuneration of CCA	Rs. 798500/-	Rs. 798500/-		
A	do	Consolidated Pay	NIL	NIL		

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

Sl. No	Head	Reading Writing Material	Amount	Current Year
1	11-2225-02-277-2367-20002-000-0-1-0	Reading writing material for ST boarder students	Rs 146000/-	2010-11
2	11-2225-01-277-2365-20002-000-0-1-0	Reading writing material for SC boarder students	Rs 48600/-	do
3	11-2225-01-277-2365-20002-000-1-1-2	Transportation charges of text books	Rs 14700/-	do
4	11-2225-80-800-2515-78326-000-1-1-2	Promotion of Archery Training center in Nodal School of KBK	Rs 250000/-	do
5	11-2225-80-800-2515-78346-000-1-1-1	Block level - zonal level science exhibition	Rs 245875/-	do
6	11-2225-01-800-2368-41121-373-1-1-1	Monitoring relief to SC & ST victims of atrocity	Rs 100000/-	do
7	11-2225-80-800-2515-78344-1-1-1	Promotion of sports and games, block level	Rs 150000/-	do
8	11-2225-80-800-1317-78329 SP	Supply of cooking gas(LPG) and equipment to hostel	Rs 750000/-	Do
9	11-2225-80-800-1317-25009 SP	Medical expenses for treatment of boarders in hostel	Rs. 339000/-	do

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

Not Applicable

Manual - 14
Information Available in an Electronic Form
[Section- 4 (1) (b) (xiv)]

Available in District Level nic

Manual – 15

Particulars of Facilities Available to Citizens for Obtaining Information
[Section- 4 (1) (b) (xv)]

- Through News paper
- Notice Board
- Inspection of Records in the Office
- Website of the Public Authority

Manual - 16

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

Asst. Public Information Officers:

Sl. No.	Name	Designation	STD Code	Office	E-mail	Address
1	Sri Ajay Ketan Das	Sr. Clerk	06858	222461	dwonaba.or@nic.in	Collectorate, Nabaragpur (ST & SC Development Section)

Manual - 17

Other Useful Information
[Section- 4 (1) (b) (xvii)]

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Office	E-mail	Address
1	Sri B.K. Ball	HC	06858	222461	dwonaba.or@nic.in	Collectorate, Nabaragpur (ST & SC Development Section)

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Office	E-mail	Address
1	Sri Mukunda Nial	DWO-II	06858	222461	dwonaba.or@nic.in	Collectorate, Nabaragpur (ST & SC Development Section)