

**DISTRICT SOCIAL WELFARE SECTION
GANJAM COLLECTORATE**

Manual - 1

**Particulars of Organization, functions and duties
{Section 4(1)(b)(i)}**

01	Aims and objectives of the organization.	DSWO Section deals with all welfare activities of children and women/Mission Shakti/MBPY/ MDM/ SNP programme/ Anganwadi Programme.
02	Mission/Vision.	To function the routine works of Social Welfare matter with ultimate sincerity and regularity.
03	Brief history and background for its Establishment.	An integral section of the Collectorate Ganjam since inception.
04	Organization Charts.	1) Collector & District Magistrate, 2) Additional District Magistrate, 3) D.S.W.O. 4) Head Clerk, 5) Dealing Clerks viz-Lady Supervisor, SEO, SA, LVLW, Sr. Clerk, Jr. Clerks, Senior Clerk , 6) Class IV Staffs.
05	Allocation of business.	The Collector & District Magistrate is the supreme authority and decision making authority on all subjects dealt in the section. All activities are rotated basing on the decisions/resolutions received from the Govt. in Women & Child Development Department, Orissa.
06	Duties to be performed to achieve the Mission.	All Staffs of the section perform the tasks assigned to them and the combined effort of all results in achieving the Mission to impart the immediate services.
07	Details of services rendered	Women & Child Development activities/Mission Shakti / SHG Activities / Anganwadi Programme / MDM & SNP Programme / Establishment of SEO / SA / LVLW and staffs of DSWO Section/OAP MBPY
08	Citizen's interaction.	The information on functioning of the office is open as per the provisions of Right to Information Act & Orissa Rules.
09	Postal address of the office.	District Social Welfare Office, Collectorate, Ganjam At. Chatrapur Dist. Ganjam, PIN:761020
10	Map of office location.	Office of the D.S.W.O., Ganjam, Chatrapur is located in the Ground Floor of Collectorate Building.
11	Working hours both for office and public.	10.00 AM. To 5.00 PM. (Lunch Break from 13:30 to 14:00) on all working days except on summer time the timing is from 07.00AM to 01.00PM.
12	Public interaction, if any.	Grant of I. Cards to the Physical Handicapped persons / Rehabilitation of destitute Women, Orphan Children / Protection of Women from domestic violence, Women and child welfare of Ganjam District.

13	Grievance Redressal mechanism	A responsive grievance Redressal mechanism has been adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays (Except 2 nd Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities.
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Powers and duties of Officers 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	
01.	Collector & District Magistrate	Overall Control on the Functioning of the Section	Overall Control and Sanctioning Authority	The statutory power given by any Act as District Magistrate and that of a Collector		
02	Additional District Magistrate	Control on the Functioning of the Section.	Endorsing	The statutory power given by any Act as Additional District Magistrate	Supervisory	
03	District Social Welfare Officer	--	--	--	Supervisory	Endorsing action on all matters all Women & child Welfare activities & Establishment matters of SEO/ LVLW/SA / Office Staffs
04	Programme Officer, ICDS Cell	--	--	--	Programming of ICDS Works	
05.	Head Clerk (Vacant)	--	--	--	--	Supervision & Monitoring of office work
06.	SEO (Hqs) / SEO/SA/Lady Supervisor/ LVLWs	--	--	--	--	Dealing with Schemes/Social Welfare ICDS/OAP / MBPY/MDM/ SNP etc.
07	Sr. Clerk	--	--	--	--	Cash Section

08.	Junior Clerk	--	--	--	--	Bill, Budget, Issue / Receipt Establishment
07.	Peon	--	--	--	--	To carry files from seat to seat/ Distribution of Dak

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Procedure followed in decision making process
{Section 4(1)(b)(iii)}

Sl. No.	Activity	Level of action	Time frame
01.	Receipt of application/ Letters.	Head Clerk	Same day
02.	Perusal of Daks.	D.S.W.O.	Same day.
03.	Marking of Daks.	Head Clerk	Same day.
04.	Dairy & Delivery	Diary Clerk	Same day.
05.	Entering of the letter in the log book & put up in the file	D.A. Concerned	3 days(Immediately in case of matter of urgent nature)
06.	File endorse to D.S.W.O.	DA Concerned	1 days.
07.	Approval or Rejected or endorsed to ADM/Collector	D.S.W.O.	Immediately in case of matter of urgent nature.

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Norms set for the discharge 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/Norm	Remarks.
01.	Diary of letter	3 minutes per letter.	The norms are as that mentioned in ORM 1964 and is managed with the existing resource and manpower.
02.	Despatch of letter	5minutes per letter.	
03.	Typing of fair copy.	20 pages per day	
04.	Put up of letter.	Within 3 days in ordinary cases In urgent it is within 24 hours.	

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{Section 4(1)(b)(iv)}

The Rules, Regulations, Instructions, Manuals & Records held by it or under its control or used by its Employees for discharging its functions.

Sl. No.	Subject of Rule
1	Hand Book on concession & facilities for Disabled persons in India
2	Guideline for selection of Anganwadi Workers/Helpers
3	Instruction of cooked meals in all eligible schools / Institutions under MDM Programme from 1 st September 2004

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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)}

A statement of the categories of documents held.

Sl. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available.
01	Allotment, Bill, Contingent Registers	Details of funds received and expenses	D.A. Concerned	Permanent
02	Allotment, Bill, Contingent Registers Schemes	Details of funds received and expenses	D.A. Concerned	Permanent
03	Correspondence Files	Correspondence papers / letter & note sheets	D.A. Concerned	As per provision of Orissa Records Manual 1964.

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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)]

S.I No.	Subject /Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
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.

Sl No.	Name and address of the Body, Committee	Main functions of the body, Committee	Constitution of the body by	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	Child Welfare Committee	Welfare of Child	W&CD Dept.	27.2.2007	3 year	Yes	--	As per the date fixed by Chairperson	
2	Juvenile Justice Board Dist. level		W&CD Dept.	10.01.2007	3 Year	Yes	--	As per the date fixed by Chairperson	
3	Committee on Sexual Harassment of women in work place	Welfare of Women at work place	Collector, Ganjam	2009	1 Year	No	No	As per the date fixed by Chairperson	

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Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Sl. No.	Name and Designation of Officers & Employees	Office Phone No.	E_mail address
01	Collector & DM	06811-263700	dmganjam@ori.nic.in
02	Addl. District Magistrate(Rev)	06811-263948	--
03	District Social Welfare Officer, Ganjam	06811-263968	dswoganjam@ori.nic.in
04	Head Clerk	06811-262460	--
05	SEO, Lady Supervisor, SA, LVLWs	--	--
06	Senior Clerk	--	--
07	Junior Clerk	--	--
08	Driver	--	--
09	Peons	--	--

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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)]

Sl. No.	Designation	Name	Pay Band	Grade Pay
1	D.S.W.O., Ganjam	Smt. Mrudubhasini Pattnaik	9300-34800	4600
2	Head Clerk	Sri Dasarathi Sethi	9300-34800	4200
3	SEO	1. Sri Surya Narayan Das 2. Sri Subhranshu Ku. Maharana	9300-34800	4200
4	Stastical Assistant	Sri Prafulla Ku. Panigrahy	9300-34800	4200
	Lady Supervisor	Smt. Geetarani Raula	9300-34800	4200
	LVLW	1. Smt. Sanjukta Mishra 2. Smt. S. Rajeswari 3. Smt. Sagnika Sahu	5200-20200	2000
	Sr. Clerk	Sri Radha Charan Pati	5200-20200	2000
4	Junior Clerk	1. Smt. Minarva Das 2. Sri Rajendra Ku. Mahara	5200-20200 5200-20200	2000 1900
5	Peon	1. Sri Kishore Ch. Muni 2. Sri Pramod Ku. Gouda 3. Sri Arun Prasad Choudhury 4. Smt. Sakuntala Polai	4440-7440 4440-7440 4440-7440 4440-7440	1400 1300 1300 1300
9	Night Watcher	Sri Jitendra Ku. Raula	4440-7440	1300

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The Budget allocated to each agency

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

Non-Plan Budget & Plan Budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year

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The manner of execution of subsidy program

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

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Not Administered						

List of individual given subsidy

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

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**Particulars of recipients of concessions, permits or authorizations granted
[Section 4 (1) (b) (xiii)]**

List of beneficiaries

Sl. No.	Name and 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 Administered					

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**Information available in an electronic form
[Section 4 (1) (b) (xiv)]**

Sl. 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	2	3	4	5
The information that is available in the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

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**Particulars of facilities available to citizens for obtaining information
[Section 4 (1) (b) (xv)]**

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of information available	Working hours
1	District Website http://ganjam.nic.in	Works under taken by W&CD Deptt. at Dist. level	24 hours
2	RTI Cell of the Dist.	During Office hours information as desired by the applicant.	During office hours i.e. from 10AM to 5PM

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Name, designation and other particulars of Public Information Officers
[Section 4 (1) (b) (xvi)]
List of Public Information Officer

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	Sri Muralidhar Naik, OAS	Dy Collector (G&M) Collectorate, Ganjam	--	--	--

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
1	Smt. Mrudubhasini Pattnaik, DSWO, Ganjam, Chatrapur	D.S.W.O., Ganjam, Chatrapur	06811-263968	dswoganjam@ori.nic.in

First appellate authority with in the department

Sl. No	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one appellate authority is there
1	Dr Sashi Bhusan Padhy, OAS (S)	Additional District Magistrate (Revenue) Collectorate, Ganjam	06811-263948	--	--

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Other information as may be prescribed
[Section 4 (1) (b) (xvii)]
GEOGRAPHY & DEMOGRAPHY OF GANJAM DISTRICT

1. Location : 84-7' E to 85-12'E longitude & 19-7' S to 20-17' S latitude
2. Geographical Area : 8206 Sq.Km.
3. Average Rain Fall : 1295.6 MM
4. No. of Sub-Division : 3 (Chatrapur, Berhampur & Bhanjanagar)
5. No. of Tahasils : 22
6. No. of Blocks : 22
7. No. of G.Ps : 475
8. Total no. of villages : 3212 (Habited:2812, Uninhabited: 400)
9. No. of Municipality : 1
10. No. of N.A.Cs : 17
11. No. of Parliamentary : 3(19-Aska:7 full segments, 20-Berhampur Constituencies 5 full segments, 13-Kandhamal:1 full segment)
No. of Assembly : 13 full
Constituencies
12. Population : Male= 15,81,986
(As per 2001 Census) Female= 15,78,649
Total= 31,60,635
SC= 5,86,798
ST= 90,919
13. Total No. of Voters
(As per finally published
E. Roll in 15-01-09) : Male : 11,14,264
Female : 10,43,409
Total : 21,57,673
14. Decadal Population Growth : 16.88
(1991-2001)
15. Sex Ratio : 998 (Number of females per 1000 males)
16. No. of CDPO Offices : 23
17. No. of Anganwadi Centres : 4933