

District Office, Mayurbhanj: Baripada.

(Social Welfare Section)

(For the year 2019-20)

Proactive Disclosures under section 4(1) (b) and (c) under RTI Act-2005

(i) The particulars of its organization, functioning and duties:-

This is the social Welfare office, Mayurbhanj started functioning from 1972 headed by the District Social Welfare Officer. It is functioning in the building of Collectorate , Mayurbhanj situated behind the office of the Sub-Collector, Baripada. This office is under the administrative control of the Collector and District Magistrate, Mayurbhanj. The duties/ works of this organization is to provide Social Welfare Services to the eligible beneficiaries through the following 6 ICDS packages of services as per the guidelines, instructions order of Govt. W & C D Deptt. Orissa Bhubaneswar and as per the instruction of the Collector and District Magistrate, Mayurbhanj and the D.S.W.O Mayurbhanj. Besides this 6 packages of services the benefit is providing to the eligible beneficiaries through the service scheme like Mission Shakti ,MAMATA etc.

Six packages of ICDS Services.

1 Supplementary Nutrition Programme (SNP):- Under this scheme the children under the age group 6 months to 3 years, pregnant women, ,nursing mothers, Adolescent girls are providing THR chhatua, once in a month .The children under the age group 3 years to 6 years are providing Hot Cook meals and morning snacks in the pre-school activities . Besides this the children under the age group 6 months to3 years who are under malnourished are providing THR chhatua and Rasi ladu

2. Immunization:- Under this scheme all 0 month to 6 years children are to be Immunized for different disease like BCG,PENTA,ROTA,HEP-B,MR,JE,DPT, Measles etc. From birth to 1 years of child to be completed all the vaccination. Only Buster dose gives to 1 to 6 years children, Pregnant women are also be provided T.T 2 nos. within one month gap between the stipulated period. The immunization work is conducting in the concerned AWC by the ANM /Health Worker, with proper co-ordination of LS,AWW ,ASHA , AWH.

3. Pre-School activities:- The main objective of this programme is to develop the mental & social Outlook of the children within the age group of 3 years to 6 years. In this programme the AWWs have been supplied the teaching materials and playing materials & Uniform from the Project to attract the children in Pre-School Education. The work book and Nua- Arunima Pustika is also providing to the AWW for this purpose.

4. Health Check up:- This scheme covers the health check-up of pregnant and nursing mothers and children up to 6 years in the AWC of the concerned AWC areas.

5. Referral Service:-Under this scheme only Sever Malnourished children i.e. Moderate, Under-weight, Sever Underweight and Sever Acute Malnutrition (SAM) are getting the benefit.

6. Nutrition and Health Education demonstration-The main objective of this scheme is to bring awareness among the village women on the subject of Health, Nutrition Education and Sanitation etc. The Anganwadi Workers have been assigned with the work to educate the women regarding health, nutrition and child care. For awareness of the women, demonstration of nutrition and health education camps are being conducted with the Co-operation of health personnel in the sector area.

Mission Shakti

This is one of the vital programme of Govt. Of Odisha for overall Empowerment of Women in the age group of 18 years to 65 years. Under this scheme from inception to till now 39345 nos. of WSHGs are formed in this district which includes 420553 members. Total pass book opened by the WSHGs are 34460 . Total 19427 nos. of WSHGs have been credit linked with banks for Rs-623.57 lakhs. Major income generating activities of the SHGs on Sabai products, Khali stitching , Sal leaf plate and cup making, Rice processing, Non- timber forest products, Bamboo crafts, Horticulture , Agriculture , etc. Besides this groups are involved in Govt. schemes like MDM , Chhatua production and supply to AWCs and supply of vegetable to SC,ST schools. Govt. has provided financial assistance @ of Rs 10000/- each to 11734 nos of WSHGs under Revitalization programme during the financial year 2016-17 and 2017-18.

Scheme for Adolescent Girls:-

For empowerment of Adolescents girls under the age group 11years to 18 years are being provided with Nutritional and Non- Nutritional Services. Total Adolescent girls in the district are 127888. Under Nutritional component 57671 nos . of Adolescent girls from the age group of 11 years to 14 years (Out of school) and 15 years to 18 years (All girls) are benefited. Chhatua as THR is provided to them under Nutritional component. In non-Nutrition component 24353 nos of out of school adolescent girls provided with IFA tables.. 21949 nos. of Adolescent girls received health check-up. 390 nos. of adolescent girls in the age group of 16 to 18 years received vocational trainings. In Saturday session 16924 nos. of adolescent girls are provided with nutrition and health education.

MAMATA:-

To address the nutrition situation & alleviate the problems of maternal & infant under nutrition, Govt. of Odisha (Department of Women & Child Development) lunched a state specific scheme for pregnant & lactating mothers called '**MAMATA**' is a conditional cash transfer maternity benefit Scheme in 2011.

MAMATA is a conditional cash transfer Scheme for pregnant & lactating women of 19 years of age or above for their first two live Births. However all employees of state/Central Govt. & public sector undertakings (Central & State) & their wives are excluded. This two live birth norm is relaxed for pregnant women of Particularly Vulnerable Tribal Groups (PVTGs.) The beneficiary shall be given a total of Rs. 5,000.00 in two installments. Subject to the fulfillment of certain conditions.

(ii) **The powers and duties of its officers and employees:-**

1. **Smt. Anasuya Sahu**, D.S.W.O Mayurbhanj is the head of this Office with administrative and controlling power is also drawing and disbursing officer.
2. **Sri Sadhan Chandra Das**, ADSWO, Performing the duties as per the Job responsibilities and the Work assignment by the DSWO like monitoring and supervision of section SNP / AWC building OMBADC etc and designated as Public Information Officer of this office.
3. **Sri Abhiram Sahu**, Section Officer:- Performing her duties as per the Job responsibilities. . He is in overall supervision of Establishment of this office as well as 26 ICDS Projects.
4. **Sri Salkhu Mahali**, Statistical Assistant- Performing his duties as per the Job responsibilities and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, He is dealing section like SNP / THR / SABALA / AWC buildings/OMBADC related etc. Timely payment towards monthly / By-monthly of THR bill to 56 Nos of WSHGs THR Units as per their claim bill submitted by the concerned CDPOs. Prepare MPR, reports, and returns of his related section.
5. **Sri Gunanidhi Dharua**, Statistical Assistant:- Performing the duties as per the job responsibilities and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, the work of ICDS scheme, RRS, E-Pragat MPRs,AWC related works etc and Prepare MPR report and returns as and when required by the Govt., higher office, and organizing various meeting and timely submission of reports and section related works.
6. **Smt Sasmita Mohanrty**, District Mission Shakti Co-Ordinator, She is Performing the duties as per the job responsibilities and making Co-ordination of Mission Shakti work.
7. **Miss, Ipsita Nag Senior Revenue Assistant** :- She is Performing the duties as per the job responsibilities and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, the work like Protection of Child Marriage, Domestic Violence, NGOs work (Rural Development Action Sale, Baripada and Bharatiya Adimjati Sebak Sangha, Udala) and the work of ICC, LCC.etc.
8. **Smt.Geeta Hansda Senior Revenue Assistant:-** Performing the duties as per the job responsibilities and as per instruction of Govt W & CD Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, performing the work of establishment of all the staff of this establishment and ICDS Projects including DP case.
9. **Sri Sandip Kumar Saha Senior Revenue Assistant** :- Cashier, Performing the duties as per the job responsibilities and the work assigned maintenance of Cash book, preparation of bill, budget, payment and cash related all work
10. **Miss. Priyanka Priyadarsini , Junior Revenue Assistant** :- Performing the work assigned like issue, received, dispatch.etc.
11. **Sri Guruchandra Dutta Peon** Performing the duties as per the Job responsibilities
12. **Sri Guruchandra Dutta Peon** Performing the duties as per the Job responsibilities
13. **Driver:-** Performing the duties as per the job responsibility.

14.. Sri Harish Chandra Dhal, District Nutrition Manager,(NOP) performing his duties as follows.

1. Overall responsible for NOP related deliverable in the district.
2. Coordinate and monitoring different activities implemented under NOP & ICDS.
3. Provide supportive supervisions to AWWs and Lady Supervisors in the field visit.
4. Monitoring the block nutritional status based on the MPR and facilitate review, planning for reduction of child malnutrition.
5. Facilitate trainings for the ICDS functionaries as approved under ICDS and NOP.
6. Facilitate implementation of Positive Deviance Approach programme in the district.
7. Facilitate THR units for performing.
8. Other tasks assigned as per the need of the higher authority.

15 . Manorath Jaganath, DISTRICT PROGRAMME COORDINATOR under MAMATA scheme performing his duties as follows:

- Overall monitoring and supervision of the scheme.
- Coordinate with nodal bank at District level as well as state level.
- Coordination with health & other departments for smooth implementation of scheme.
- Preparation of reports, presentation & analysis each month for interdepartmental coordination meeting.
- Undertake periodic audits regarding financial aspects of the scheme.
- Ensuring all IEEC/BCC activities related to scheme.
- Other works assigned by higher authorities.

16. Smt Bharati Beshra, District Project Co-Ordinator Mission shakti ;- She is performing her duties as per Job Responsibility.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

The decision making as per the instruction, guidelines, order of Govt. in W & C D Deptt. Orissa Bhubaneswar, Collector & District Magistrate Mayurbhanj and DSWO, Mayurbhanj . The, ADSWO, Programme Officer ,Head Clerk are supervising the section allotted to them. The dealing assistant and all the related section officers / Assistants are performing their work as per their accountability.

(iv) The norms set by it for the discharge of its functions:-

Instructions, Guidelines, order of Govt. in W & C D deptt. Orissa Bhubaneswar and instruction of the Collector and District Magistrate Mayurbhanj and DSWO.Mayurbhanj.

(v) The rules, regulations instructions, manuals and records, held by it or under its control of used by its employees for discharging its function:-

Instructions, Guideline, Orders, Files, Guard file, and various manuals.

vi) **A statement of the categories of documents that are held by it or under its control:-**

Instructions, Guidelines, order of Govt. in W & C D deptt. Orissa Bhubaneswar, Instruction of the Collector and District Magistrate, Mayurbhanj, Instruction of DSWO, Mayurbhanj and referral documents are kept in the Guard file by the different dealing assistant working in this establishment.

(vii) **The particulars of any arrangement that exists for consultation with or representation by the members for the public in relation to the formulation of its policy in implementation thereof:-**

All the instructions guidelines, forms are displayed in the notice board of this office.

(viii) **A Statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public:-**

As per the RTI –Act-2005 and Rule

(ix) **A directory of its officers and employees:-**

Name of Officer/Employees	Designation	Date of joining
Smt. Anasuya Sahu	District Social Welfare Officer	24.07.2020
Sri Sadhan Chandra Das	ADSWO	09.02.2016
Sri Salkhau Mahali	Statistical Asst	12.02.2009
Sri Gunanidhi Dharua	Statistical Asst	20.06.2016
Sri Abhiram Sahu, Senior	Section Officer	10.06.2020
Smt. Geeta Hansda	Sr. Revenue Asst.	17.01.2020
Miss.Ipsita Nag	Sr. Revenue Asst	18.06.2018
Sri Sandip Saha	Sr. Revenue Asst	25.05.2015
Miss.Priyanka Priyadarsini	Jr. Revenue Asst	20.08.2018
Sri Guruchandra Dutta	Peon	27.10.1989
Sri Krushna CH. Mohanayak	peon	01.04.2018
Sri. Gura Murmu	Driver	12.12.2016

(x) **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-**

**SALARY PARTICULARS OF EMPLOYEES WORKING UNDER REGULAR ESTABLISHMENT OF
DSWO, MAYURBHANJ**

SI No.	Name of the Employee	Designation	Pay	DA	HRA	O.A.	Gross
1	2	3	4	5	6	7	8
1	Smt. Anasuya Sahu	District Social Welfare Officer	44900	7633	1390	0	53993
2	Sri. Sadhan Chandra Das	ADSWO	64100	10897	2306	0	77303
3	Sri Salkhu Mahali	Statistical Assistant	64100	10897	0	0	74997
4	Sri Gunanidhi Dharua	Statistical Assistant	53600	9112	2068	125	64905
5	Sri Abhiram Sahu,	Section Officer	47600	8092	1696	0	57388
6	Smt.Geeta Hansda	Sr. Revenue Asst	25500	4335	778	0	30613
7	Sri Sandip Kumar Saha	Sr. Revenue Asst	45400	7718	1584	0	54702
8	Miss.Ipsita Nag	Sr. Revenue Asst	26300	4471	0	0	30771

9	Miss.Priyanka Priyadarsini	Junior Clerk	9770	0	0	0	9770
10	Sri Gura Murmu	Driver	48900	8313	1701	0	58914
11	Sri Guru Charan Dutta	Peon	32000	5440	1114	24	38578
12	Sri Krushna CH. Mohanayak	peon	32000	5440	1119	0	38558

REMUNERATION PARTICULARS OF EMPLOYEES WORKING UNDER DSWO, MAYURBHANJ

SI No.	Name of the Employee	Designation	Rate of Remuneration
1	2	3	4
1	Harish Chandra Dhal	District Nutrition Manager, NOP, Mayurbhanj	Rs 30,000/- .P.M.
2	Manorath Jagannath	District Programme Co-Originator, Mamata Scheme	Rs 35,000/-P.M.
3	Bikash Ch. Parida	District Programme Assistant,Mamata Scheme	Rs 14470/- P.M
4	Bharati Beshra	DPC, Mission shakti	Rs 60000/-PM
5	Gouri Soren	DPACA Mission shakti	Rs 25000/-PM

(xi) **The budget allocated to each of its agency indication the particulars of all plans proposed expenditure and reports on disbursements made:-**

Funds allotted for the year 2019-20

Scheme	Pay	DA	HRA	OA
DSWO & Staff	2610000	395000	208800	2000
ICDS Cell & Staff	2310000	360500	231000	1500
ADSWO & LVLW	770000	115500	61600	0
SNP Scheme	601988000			
Construction of AWC Building	1051500000			
Uniform to pre-school Children	24570600			
Swadhar Gruha Scheme	1503612			
Ujjawala Scheme	1815715			
Pre-School kit	12200000			
Posha abhijan	9760000			

Expenditure made

Scheme	Pay	DA	HRA	OA
DSWO & Staff	2331616	312571	137591	0
ICDS Cell & Staff	2249820	321644	56068	1500
ADSWO & LVLW	765400	101990	27672	0
SNP Scheme	601988000			
Construction of AWC Building	1051500000			
Uniform to pre-school Children	22161200			
Swadhar Gruha Scheme	1503612			
Ujjawala Scheme	1815715			
Pre-School kit	12200000			
Poshan abhijan	9760000			

Balance position

Scheme	Pay	DA	HRA	OA
DSWO & Staff	278384	824429	71209	2000
ICDS Cell & Staff	60180	38256	174932	0
ADSWO & LVLW	4600	13510	33928	0
SNP Scheme		0		
Construction of AWC Building		0		
Uniform to pre-school Children		2409400		
Swadhar Gruha Scheme		0		
Ujjawala Scheme		0		
Pre-School kit		0		
Poshan abhijan		0		

(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:-

1.SNP feeding / THR chhatua activities

Funds allotted 2019-20 under SNP Scheme Rs. 601988000

Expenditure made under SNP during 2019-20 Rs. 601988000

Nos of beneficiaries under SNP:- 271656

(xiii) Particulars of recipients of concessions permits or authorizations granted by it:-

SNP and SABALA beneficiaries are the recipients.

(xiv) Details in respect of the information available to or held by it reduced in an electronic form:- Not available.

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.

Reading room is available.

(xvi) The names designations and other particulars of the public Information Officers:-

Sri Sadhan Chandra Das, Additional District Social Welfare Officer, Mayurbhanj designated as PIO, in this office .

(xvii) Such other information as may be prescribed and thereafter update these every year:-

This will be update in every year.

PIO-CUM- A.D.S.W.O
Mayurbhanj.

District Social Welfare Officer
Mayurbhanj