

District Office. Mayurbhanj: Baripada
(Social Welfare Section)

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

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/ work 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 and order of Govt. W & CD 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, are providing THR chhatua, Badam Ladu once in a month and boiled egg in 12 nos in a month like 3 boiled egg per week i.e, Wednesday, Fry day, and Saturday. The children under the age group 3 years to 6 years are providing Hot Cook meals and morning snacks in the pre-school activities and malnourished children of 3-6 years also receiving THR Chhatua, and besan ladu. Besides this the children under the age group 6 months to 3 years who are under malnourished are providing THR chhatua Fry Suji, Badam Chiki and Besan Atta ladu. and Rasi ladu.
2. **immunization:-** Under this scheme all 0 month to 6 years children are to be immunized for different diseases like BCG DPT POLIO, Measles Hepatities, Rubella etc. from birth to 1 year to be completed all the vaccination. Only Buster dose gives to 1 to 6 years children, Pregnant women are also 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, AWW, ASHA, AWH.
3. **Pre-School activities.-** The main objective of this programme is to develop the mental, Physical, language & social outlook of the children within the age group of 3 to 6 years. In this programme the AWWs have been supplied the teaching materials and playing materials from the Project to attract the children for 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 Adolescent girls and children up to 6 years in the AWC of the concerned AWC areas.
5. **Referral Service:-** Under this scheme only SAM and severe malnourished children, i.e. Grade-III & IV are getting the benefit.

6 Nutrition and Health Education demonstration.

The main objective of this programme is to bring awareness among the village women on the subject of Health Nutrition Education and Sanitation. The Anganwadi Workers have been assigned with the work to educate rural women regarding health, nutrition and child care. For awareness of the rural 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 39456 nos. of WSHGs are formed in this district which includes 421118 members. Total passbook opened by the WSHGs are 39456. Total 23105 nos of WSHGs have been credit linked with banks for Rs-65811 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. Now during 18-19 for 19002 nos. of new WSHGs and 1291 existing SHGs seed money has been released @ 15000/- per group.

Scheme for Adolescent Girls:-

In this scheme out of School Adolescent girls in the age group of 11 to 14 years are included. Only IFA supplementation is being providing to these Adolescent girls.

MAMATA:- To address the nutrition situation & alleviate the problems of maternal & infant under nutrition, Govt. of Odisha (Department of Women & Child development) launched a state specific scheme for pregnant & lactating mothers called ,MAMATA, a conditional cash transfer maternity benefit Scheme in 2011. . MAMATA is a conditional cash transfer Scheme for pregnant & lactating women of 19years 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 . Kusuma Mala Mishra. D.S.W.O Mayurbhanj is the head of this Office with administrative and controlling power is also drawing and disbursing officer.

2 Smt. Sanjukta Majhi . Programme Officer (ICDS Cell) Performing the duties as per the Job responsibility and work assigned by the DSWO, like monitoring, supervision of the section, scheme, training under ECCE, , Child marriage, and work of Swadhari Gruha and Ujjala etc. & is also designated as protection officer of Domestic violence cases.

3. Sri Sadhan Chandra Das ADSWO:- Performing the duties as per the Job Responsibility and the Work assignment by the DSWO like monitoring and supervision of section SNP / AWC building etc and designated as Public information Officer of this office.

4- Miss. Mamata Das:- Head Clerk:- Performing the duties as per the Job Responsibility and overall supervision of all the section, like establishment, Cash, Bill Budget.Audit, RTI as APIO etc.

5. Salkhu Mahali, Statistical Assistant- Performing the duties as per the Job Responsibility and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, the work like sanction and release order of funds under SNP / THR / SABALA / AWC buildings. Prepare the bills under SNP / THR / SABALA etc. feeding scheme and timely payment to AWCs / WSHGs as per bill submitted by the concerned CDPOs. Prepare MPR report and returns as and when enquired by the Govt., higher officer, and for meeting for timely submission.

6. Gunanidhi Dharua, Statistical Assistant:- Performing the duties as per the job Responsibility and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO, the work of ICDS scheme, Aadhar enrolment, DBT, AKBY etc and prepare MPR report and returns as and when required by the Govt., higher office, and for meeting for timely submission and section related works.

7, Bhramarabar Marndi Senior Clerk:- Performing the duties as per the job Responsibility and as per instruction of Govt. W & C D Deptt. Orissa Bhubaneswar and suitable instruction by the DSWO. He is in charge of office establishment of all the staff and all ICDS Projects including Dp case.

8. Miss Ipsita Nag Senior Clerk:- 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 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.

9 . Sandip Kumar saha:- cashier, performing the duties as per the job responsibility and the work assigned maintenance of Cash book, preparation of bill, budget, payment and cash related all work.

10 .Miss Priyanka Priyadarshini Junior Clerk:- Per-forming the work assigned like issue,received, dispatch.

11..Peon:- Performing the duties as per the Job responsibilities.

12 .Driver:- Performing the duties as per the job responsibilities.

13.. Sri Harish Chandra Dhal, District Nutrition Manager, performing his duty 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.

14. Manorath Jaganath, DISTRICT PROGRAMME COORDTNATOR 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.

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

The decision making as per the instruction, guidelines, order of Govt. in W & C DDeptt. Orissa Bhubaneswar, Collector & District Magistrate Mayurbhanj and DSWO,Mayurbhanj. The Programme Officer, ADSWO, Head Clerk are the supervising the section allotted .The dealing assistant and the entire related officer are 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 Collector and District Magistrate Mayurbhanj and DSWO Mayurbhanj.

(v) The rules, regulations instructions, manuals and records, held by it or under itscontrol 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 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 two or of 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: _

SL NO	Name of Officer/ Employees	Designation	Date of joining in this office.
1	Smt. Kusuma Mala Mishra	District Social welfare officer	15.10.2014
2	Smt. Sanjukta, MaJhi	Programme Office	06.07.2016
3	Sadhan Chandra Das	ADSWO	09.02.2016
4	Sri Salkhau Mahali	Statistical Assistant	12.02.2009
5	Sri Gunanidhi Dharua	Statistical Assistant	20.06.2016
6	Sri Milan Kumar Ray	Head Clerk (Deployed to PRM medical College. Baripada	28.07.2017
7	Miss Mamata Dash	Head Clerk	01.11.2017
8	Sri Bhramarbar Marndi	Senior Clerk	30.06.2012
9	Sri Sandip Saha	Senior Clerk	25.05.2015
10	Miss Ipsita Nag	Senior Clerk	18.06.2018
	Smt. Sasmita Mohanty	DMSC	6.7.2012
11	Priyanka Priyadarshini	Jr.Clerk	20.08.2018
12	Sri Gurucharan Datta	Chaukidar/ Peon	27.10.1989
13	Abala Das	Peon	02.02.1979
14	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**

SL NO	Name of Officer/ Employees	Designation	Pay	DA	HRA	OA	Total
1	Smt. Kusuma Mala Mishra	District Social welfare officer	80000	5600	2948	0	88548
2	Smt. Sanjukta, MaJhi	Programme Office	67000	4690	2455	0	74145
3	Sadhan Chandra Das	ADSWO	62200	4354	2306	0	68860
4	Sri Salkhau Mahali	Statistical Assistant	67000	4690	2455	0	74145
5	Sri Gunanidhi Dharua	Statistical Assistant	53600	3752	2068	0	59420
6	Sri Milan Kumar Ray	Head Clerk (Deployed to PRM medical College. Baripada	49000	3430	1800	0	54230
8	Sri Bhramarbar Marndi	Senior Clerk	44100	3087		0	47187
9	Sri Sandip Saha	Senior Clerk	42800	2996	1584	0	47380
10	Miss Ipsita Nag	Senior Clerk	25500	1785	0	0	27285
11	Priyanka Priyadarshini	Jr.Clerk (consolidated remuneration)	8880	0	0	0	8880
12	Sri Gurucharan Datta	Chaukidar/ Peon	29700	2079	1114	24	32917
13	Abala Das	Peon	31100	2177	1153	0	34430
14	Gura Murmu	Driver	46100	3227	1701	0	51028

**REMUNERATION PARTICULARS OF EMPLOYEES WORKING UNDER
DSWO, MAYURBHANJ.**

SLNO	Name of the Employee	Designation	Rate of Remuneration
1	2	3	4
1	Sri Harish Chandra Dhal	DPM, (NOP)	@ 30,000/-
2	Sri Manorath Jagannath	DPC, MAMATA	@ 35000/-

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 2018-19

Scheme	Pay	DA	HRA	OA
DSWO & Staff	2543000	231690	86000	3500
ICDS Cell & Staff	1970833	195833	59583	1500
PO and SA	2568000	277000	107000	3000
ADSWO & LVLW	748547	79095	23060	0
Contractual L S				
SNP Scheme			6415600	
Construction of AWC Building under MGNREGS18-19	576569000			
Construction of AWC Building under State Plan			0	
Uniform to pre-school Children			2800000	
Arunima Abhyaspustika			25742000	
Pre-School Kits			2928000	
Swadhar Gruha Scheme			12200000	
Ujwala Scheme			0	
			0	

Expenditure Made

Scheme	Pay	DA	HRA	OA
DSWO & Staff	2113700	178632	71932	193
ICDS Cell & Staff	1940144	151463	52891	240
PO and SA	2568000	277000	107000	3000
ADSWO & LVLW	616600	53564	19512	0
Contractual L S	6415600			
SNP Scheme	435322867			
Construction of AWC Building under MGNREGS	0			
Construction of AWC Building under State Plan	2800000			
Uniform to pre-school Children	25742000			
Arunima Abhyaspustika	0			
Pre-School Kits	0			
Swadhar Gruha Scheme	0			
Ujawala Scheme	0			

Balance

Scheme	Pay	DA	HRA	OA
DSWO & Staff	429300	53058	14068	3307
ICDS Cell & Staff	30689	44370	6692	1260
PO and SA	0	0	0	0
ADSWO & LVLW	131947	25531	3548	0
Contractual L S	6415600			
SNP Scheme	141246133			
Construction of AWC Building MGNREGS	0			
Construction of AWC Building under State Plan	0			
Uniform to pre-school Children	0			
Arunima Abhyaspustika	2928000			
Swadhar Gruha Scheme	0			
Ujawala Scheme	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.
- 2 Funds allotted 2018-19 under SNP scheme Rs. 576569000
- 3.Nos of beneficiaries under SNp: 271656

(xiii) Particulars of recipients of concessions permits or authorizations granted by it:- SNP 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 citizen 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, and Miss Mamata Dash Head Clerk APIO of 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