

DISTRICT OFFICE: SUBARNAPUR

(SOCIAL WELFARE SECTION)

No. 1026 / Dated 4.5.2021

To

The PIO-cum-Under Secretary ,
Govt. W & CD and Mission Shakti Deptt.
Odisha, Bhubaneswar

Sub: Updation of Departmental Website with accordance to Sec.4 (1) (b) & (c) of RTI Act-2005.

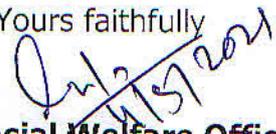
Ref: Letter no.6832/WCDMS dtd.16.04.2021 of the The PIO-cum-Under Secretary, Govt. W & CD and Mission Shakti Deptt. Odisha, Bhubaneswar.

Sir,

With reference to the letter on the subject cited above, I am to enclose herewith all available information as required under 17 points u/s 4(1) (b) & (c) of RTI Act-2005 for favour of information and necessary action.

Encl: As above

Yours faithfully


Dist. Social Welfare Officer
Subarnapur

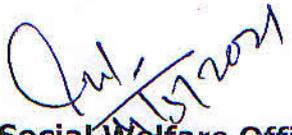
Memo No.

1027

Date.

4.5.2021

Copy forwarded to the DIO, NIC for information and necessary action. He is requested to upload the information in the District Website with accordance to Sec. 4(1) (b) & (c) of RTI Act-2005


Dist. Social Welfare Officer
Subarnapur

District- Subarnapur

1. a. All the records of Dist. Social Welfare Office Subarnapur under Department of W&CD and Mission Shakti Odisha have been cataloged and indexed. The same are being computerized so as to be uploaded in the website.

b.(i) The District Social Welfare wing of Subarnapur Collectorate was started functioning w.e.f. 01.04.1993, soon after creation of Subarnapur District with 4 ICDS Projects at Block headquarters Sonepur, Tarbha, Ullunda & Birmaharajpur. In other 2 Block headquarters of the district i.e. Binka and Dunguripali ICDS Projects have been created during the year 1995-96. The major functions and duties of this office are implementation of different schemes/ programmes for Child Welfare, Women Welfare, Women Empowerment in addition to the usual works on establishment and financial matters prescribed by concerned Department.

(ii) The powers and duties of officers and employees will be uploaded very soon.

(iii) In this Office decisions are taken after initiation of the matter duly processed from dealing assistant to SO to DSWO and then the process is completed at the level of DSWO. However important matters are submitted to the Hon'ble Collector for kind approval of the same.

(iv) The functions are being discharged followings the usual norms and rules.

(v) The following rules, regulations, instructions, manuals and records are followed for discharging functions.

- (1) OdishaServiceCode
- (2) OCS(CC&A)Rules1962.
- (3) Odisha Pension Rules & Other Rules

(vi) The documents which are held in this Department are as under :-

(1) Personal Files of Employees.

(2) Service Books of Employees and

(3) Other Records.

(vii) For formulation of policy and implementation thereof, the members of the Public are associated when rules require so.

(viii) The meeting of following Committees, open to the public are held as per rule.

(1) Covid Task Force Committee.

(2) Dist. Task Force Committee.

(3) Local Complaint Committee under Sexual harassment at work place.

(4) Dist. POSHAN (GMDS) Committee.

(5) Dist. Committee for Prevention of Trafficking of Women & children.

(6) Dist. Monitoring Committee for Shelter Home & CCI.

(7) Dist. Widow Cell.

(8) ICC under SHW Dist. Subarnapur.

(ix) The Directory of Officers and employees has been framed.

(x) For payment of monthly remuneration including other benefits documentation is done and specific registers are maintained.

- (xi) Each year budget Allocation item-wise has been prepared and approved.
 (xii) All subsidised programmes including amounts allocated are are being computerized so as to be uploaded in the website.
 (xiii) Steps are being taken to furnish particulars of recipients of concessions, permits or authorization.
 (xiv) Steps are being taken to transmit details of information in electronic form.

(xv) Under the provisions of RTI Act 2005, the concerned Citizens-cum-Applicants get information easily within the date line fixed. However there is no reading room for public use.

(xvi) The name, designation and other particulars of Public Information Officers of this Department are mentioned below :-

1. Name of the 1st Appellate Authority : Smt. Gourimani Hanshag, DSWO
 Tel No. - 9937350920

2. Name of the PIO : Smt. Anita Guru Programme Officer
 Tel No. - 9437984827

Name of the employee	Designation	Scale of Pay	Type of Job
Smt. Gourimani Hansdah	Dist. Social Welfare Officer	9300-34800	Regular
Smt. Anita Guru	Programme Officer	9300-34800	Regular
Sri Jyoti Ranjan Dani	Section Officer, (deputed to Sub-Collector Office Sonapur)	9300-34800	Regular
Smt. Manorama Mishra	Staistical Assistant (I/C)	9300-34800	Regular
Manasi Deep	Senior Revenue Assistant	5200-20000	Regular
Smt. Hira Purohit	Junior Revenue Assistant	5200-20000	Regular
Sri Kartik Ch. Nayak	D.P.C. Mission Shakti	Rs.60,000/- p.m.	Contractual
Smt. Suprabha Sahu	DPAcA Mission Shakti	Rs.25,000/- p.m.	Contractual
Sri Pratap Kishore Pradhan	D.P.C. MAMATA	Rs.35,000/- p.m.	Contractual
Sri Bikash Panda	DPA MAMATA	Rs.14,470/-p.m.	Out Sourcing

(xvii) New Scheme including six packages of service under ICDS like POSHAN, Vatsalya, MAMATA, Mission Shakti, Advika etc implementing by the Office under W & C.D & Mission Shakti Deptt. Govt. of Odisha.

[Handwritten Signature]
 Dist. Social Welfare Officer
 1st appellate authority, RTI
 Subarnapur