

RIGHT TO INFORMATION ACT, 2005
WELFAERE SECTION, COLLECTORATE, NABARANGPUR

Chapter – 2 (Manual – 1)
Particulars of Organization, function and duties

1. Aim and objectives of the organization.

To assist the District Collector in District Administration.

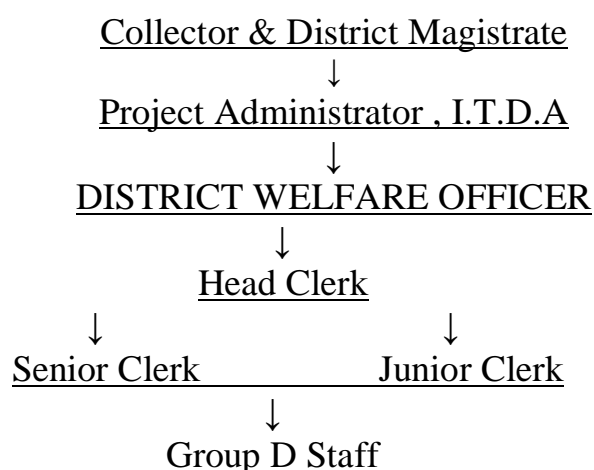
2. Mission / Vision

To facilitate the common citizen with the schemes of the Government.

3. Brief History of the Public Authority and context of its formation

This is branch office of the Collectorate functioning since the inception of the district i.e. from 2.10.1992

4. Organisation charts.



5. Allocation of business

The branch has been entrusted with the work of correspondence relating to the following subjects & the sub heads.

1. Assembly/ Lok sabha/ Rajya Sabha questions
2. Holidays/ Celebration
3. Inspection note of RDC (SD)/ Collector/ ADM.
4. Grievance petitions
5. Circulars/ Rules/ Orders/ Gazette notification Govt .SC/ST. Dev. Deptt.
6. Office procedure
7. Implementation of RTI Act
8. Miscellaneous

6. Duties to be performed to achieve the mission.

Duties are performed by the dedicated team of Officer and employees to achieve the mission 'STATE FACILITATOR'.

7. Details of Service rendered

As detailed in Manual 17

8. Citizens interaction

As and when public comes for any clarification or information in respect of subject dealt in the section, they have been rendered service at once as per gravity of urgency.

9. Postal address of the main office attached / Sub-ordinate office / field units etc.

Collectorate, Nabarangpur.

10. Map of Office location.

Not administered.

11. Working hours both for office and public.

Day office: 10.00 AM to 5.00 PM.

Morning office: 7.00 AM to 1.00 PM (with out launch brake)

12. Public Interaction if any

The public is welcomed cordially and extended every possible assistance as per their requirement.

Manual-2**Powers and duties of Officer 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	
1	2	3	4	5	6	7
01	District Welfare officer	Over all supervision	-	-	-	Over all supervision of office / Disbursement of Pre Metric & Post Metric scholarship of all institution of ST/SC. Education Institutions / Inspection of ORV.Act 1975& Reg-2/56 activities / Supervision and monitoring of OSFDC & OBC- FDC. Schemes/Inspection of activities of NGOs for receiving Grant of aids from Govt. of India and State under ST/SC. Dev. Deptt /
02	Head Clerk	--	--	--	--	As per Orissa Record Manual
03	Sr.Clerks	--	--	--	--	Files submission to the DWO. through the Head Clerk
04	Jr.Clerk	-	-	-	-	Letters receipt and Issue in Central Receipt section.
04	Peon	-	-	-	-	Files/records movement from the Ministerial staff to the DWO. and vice versa/ Distribution of received Letters in Central Receipt section among the local Offices/ Sections of the Collectorate.

Manual-3**Procedure followed in decision-making process (Section 4(1)(b)(iii))**

Sl. No.	Activity	Level of action	Time frame
1	Letter received centrally (except letter received in the last hour) put for perusal of Head of the Office.	Office superintendent	Instantly
2	Process of letters for action	Dealing Assistant	Same day
3	Examination of contents of letters	Head Clerk	Same day
4	Proposal of action to be taken	D.W.O	Same day
5	Approval of proposed action	Head of the office	Same day

Manual-4**Norms set for the discharge of functions (Section 4(1)(b)(iv))**

Procedures laid down in Orissa Record Manual are duly followed as far as possible while correspondence taken up for action by the Head of the Office.

Manual-5**Rule, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))**

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No., if any.	
1	Orissa Record Manual 1964	Office procedures/ Duties of Ministerial staff, Office Superintendent/ Head of office with regard to preparation of records and disposal of correspondences	-	
2				
3				
4	RTI Act 2005	Right to Information		
5	Orissa RTI Rules 2005	-do-		

Manual-6**A statement of categories of document that are held by it or under its control (Section 4(1)(b)(vi))**

Sl. No.	Name of the record	Details of information available	Units / Section where available	Retention period where available
1	2	3	4	5
1	Staff Attendance Register	Attendance of Staff	Welfare section	Permanent
2	Index Register	Files on different subjects	-do-	-do-
03	Log Book	-do-s		

Manual-7**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))**

Not administered.

Manual-8**A statement of Boards councils and other bodies constituted (Section 4(1)(b)(viii))**

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes assessable to public	Frequency of meetings.	Remarks
1	2	3	4	5	6	7	8	9	10
1	Dist. Level Task Force Committee	To monitor & review implementation of various rules and regulation concerning to the ST and to prevent their exploitation as per Govt. in ST & SC Dev. Deptt Resolution No.6792/25.2.04	Collector : Chairman S.P: Member PA, ITDA: Member DFO (T) : Member SubCollector:Member G.Majhi,Ex- MLA:Member Smt P.Bhatra:Member Smt. N.Majhi:Member DWO : Member convener	Dt: 01.09.04	Till date	Yes	Yes	Once in a quarter or more frequently	
2	Dist. Level vigilance monitoring committee	To review the implementation of the provisions of the SC & ST (Prevention of Atrocities) Rules1995. vide order No. 1291 dated 5.09.2006	Collector: Chairman M.P(Loka shaba)/M.L.As, Nabarangpur/ Dabugam/ Umerkote/ Jharigam/ S.P/P.A., ITDA/P.D., DRDA/Tahsildar, Nabararangpur/B.D.O, Nandahandi/ Sri Bhagaban Makhi, Ex- M.P, Rajya Sabha/ Gurubaru Majhi, Ex- M.L.A/Sri Rasananda Ghadei, Retired H.C/ Ramesh Panda, Retd. S.P at Pharsaguda in Kodinga Tahasil as member/ D.W.O, Nabarangpur as member- cum Secretary	5.09.2006	Till date	yes	yes	-do-	

Manual-9
Directory of Officers and Employees (Section 4(1)(b)(ix))

Sl. No.	Name and Designation	Officer Ph. No.	E-mail / Address
1	Miss Charulata Mallick, OWS-II, DWO,Nabarangpur	06858-222461	
2	Sri Umasankar Patnaik, Head Clerk	-	--
3	Sri Maharaja Ukil, Sr.Clerk	-	--
4	Sri Dhruba Maharana, Sr.Clerk	-	--
5	Sri Ajaya Ketan Das, Sr. Clerk	-	--
6	Sri Sarat Ch. Khandpan, Jr. Clerk	-	-

Manual-10

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))

Manual-11

The budget allocated to each agency (Section 4(1)(b)(xi))

NON PLAN BUDGET

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised	Expenditure for the last year
To be submitted by Establishment Section, Collectorate, Nabarangpur.					

PLAN BUDGET

Name of the Plan / Scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / spent

Manual-12**Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes (Section 4(1)(b)(xii))****TARGET & ACHIEVEMENT ON OSFDC DURING 2008-09**

Annual Target					No. of Loan Application sponsored					No. of loan application sanctioned by Bank					No. of loan Applications disbursed					Amount Disbursed			Amount Disbursed		
SC				SCA	SC				SCA	SC				SCA	SC				SCA	SC			SCA		
No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		Sub.	Loan	Total	Sub.	Loan	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
58	0	0	0	223	33	383	198	581	192	33	383	198	581	192	33	383	198	581	192	56.40	80.15	136.55	24.00	24.00	48.00

Manual-13**Particular of receipt of compensations and permit or authorization granted (Section 4(1)(b)(xiii))**

Not applicable

Manual-14**Details of information held reduced in an electronic form (Section 4(1)(b)(xiv))**

Nil

Manual-15**Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))**

Nil

Manual-16**Name, Designation and other particulars of Public Information Officers. (Section 4(1)(b)(xvi))**

Sl. 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	Head Clerk, District Welfare Officer, Nabarangpur	P.I.O, DWO Office, Nabarangpur	06858-222461		
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
1	Senior Clerk (DA, Estt.)	A.P.I.O., , DWO Office, Nabarangpur	06858-222461		

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	District Welfare Officer, Nabarangpur	District Welfare Officer, Nabarangpur	06858-222461		
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Manual-17**Other information as may be prescribed (Section 4(1)(b)(xvii))**

1. RTI Applications disposed.

Year: 2008

Sl. No	Date of application	Name & address of the applicant	Subject matter	Information supplied	Information denied	Application transferred to other public authority	
				Date	Date	Designation of the public authority	Date
1	2	3	4	5	6	7	8
1	18.02.08	Sadasiba Praharaj Gadabaguda, Nabarangpur	Information on ST/SC funds & Schools	-	-	-	-
2	01.03.08	Gobardhan Behera, Sankhari Street, Nabarangpur	List of 56 MCT teachers	10.03.08			
3	15.03.08	Sucheta Brahma, Nabarangpur	Vacancy position of B.A., B.Ed	-	-	-	-
4	09.06.08	H.S.Dash, Kodabhata	Merit list of PET	-	-	-	-
5	15.12.08	S.K.Sahu Advocate	CCA remuneration	-	-	PIO, ITDA, Nabarangpur	12.01 .09

RIGHT TO INFORMATION ACT, 2006
DISTRICT WELFARE OFFICE, NABARANGPUR

Chapter – 2 (Manual – 1)

Particulars of Organisation, function and duties

2.1 Objective / purpose of the public authority

To assist the District Collector in District Administration.

2.2 Mission / Vision Statement of the public authority

To facilitate the common citizen with the Schemes of the Government in ST & SC Development Department.

2.3 Brief History of the Public Authority and context of its formation

This is a branch office of the Collectorate functioning since the inception of the district i.e. from 2nd October 1992.

2.4. Organisation Charts:

Collector & District Magistrate
Project Administrator, ITDA
District Welfare Officer
Head Clerk
Sr.Clerks
Jr.Clerks
Group D staff:- Post vacant.

2.5. Duties of the Public Authority

The branch has been entrusted with the work of correspondence relating to the following subjects and the Sub heads.

2.6. Main activities/function of the public authority

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

2.6 Organisational structure, Diagram at various levels namely state, Directorate, region, District, Block etc (whichever is applicable)

2.7 Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency.

2.8 Arrangements and methods made for seeking public participation and contribution.

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

2.10 Addresses of the main Office and other Offices at different levels (please categorise the addresses district wise for facilitating the understanding by the user)

2.11 Morning Hours of the Office: From 10 A.M. to 1.30 P.M.
Closing Hours of the Office: From 2.00 P.M. to 5.00 P.M.

**Chapter 3 (Manual –2)
Powers and duties of Officers**

3.1 Please provide details of the powers and duties of the Officers and employees of the Organization

Designation	Power			Duties
	Administrative	Financial	Others	
D.W.O, Nabarangpur	Administrative	Financial		Distribution of Pre-Matric/Post Mastric Scholarship meant for ST & SC boarders students of all educational under ST &SC Dev Department
Head Clerk	-	-	-	
Senior Clerk				Assist to D.W.O regarding all correspondence file relating to this section
Head Masters of All Govt. SSD High Schools/ Girls High Schools (25 nos)	-	-	Head of the concerned Educational institution under ST & SC Development Department in respect of Nabarangpur district. (School wise details list is enclosed in Annexure-I	Teaching
Head Masters of Ashram Schools (2 nos)	--	-	Head of the educational institutions namely Bada- olma / Hatabharndi Ashram Schools	-do-
Head Sevaks of Residential Sevashram(13)	--	-	Head of the educational institutions of 13 Residential Sevashrams (List enclosed in Annexure-II)	-do-
Head Sevaks of Sevashram(40)	--	-	Head of the educational institutions of 43 Sevashrams(List enclosed in Annexure-(III)	-do-
Sevaks of 43 Sevashrams				-o-

Chapter-4 (Manual-3)

Rules, Regulations, Instructions, Manuals & Records, for discharging functions

4.1 Please provide list of Rules, Regulations, Instructions, Manuals & Records, held by public authority or under its control or used by its employees for discharging functioning as per the following format. This format is to be filled for each type of document.

Sl No	Name / title of the document	Type of the document	Brief write up of the document	From where one can get a copy of the Rules, Regulations, Instructions, Manuals & Records	Address, Telephone Number, Fax, E-mail and others	Fee charged by the Department for a copy of Rules and instructions, manuals and records if any
1	2	3	4	5	6	7

Chapter-5 (Manual-4)

Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation there of:

Implementation of Policy

5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following formats.

Sl No	Subject / Topic	Is it Mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	2	3	4

Chapter-6 (Manual-5)

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the Official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing. Others)

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
-	-	-	-	-
-	-	-	-	----
-	-	-	-	-
-	-	-	-	-

Not applicable.

Chapter. 7 (Manual 6)

A statement of boards, Council, Committees and other bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format

Name & address of the affiliated Body	
Type of the affiliated Body (Board, Council, Committee, Other Body)	
Brief introduction of the affiliated Body (Establishment year, Objectives, / main activities)	
Role of the Affiliated Body (Advisory/ Managing/Executive/Others)	
Structure & Member Constitution	
Head of the Body	
Address of the main Office and its Branches.	
Frequency of the Meetings	
Can Public participate in the meetings	
Are minutes of the meetings prepared	
Are minutes of the proceedings available to the public? If yes please provide information about the procedure to obtain them.	

Not applicable

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officer

8.1 Please provide contact information about the public Information Officers, Assistant Public Information Officers and Departmental Appellate authority of the Public authority in the following format.

Name of the Public Authority:

Asst. Public Information Officers

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
01	Sri Ajaya Ketan Das	Senior Clerk	-	06858-222461	-	-		

Public Information Officers

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
02	Sri Umashankar Pattanik	Head Clerk		06858-222461	-	-	-	

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Department Appellate Authority:

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
03	Miss. Charulata Mallick,OWS-II,	DWO, NABARANGPUR						

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

Sl No	Item of works	Process of Action
9.1	What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)	Not applicable
9.2	What are the documented procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	Not applicable
9.3	What are the arrangements to communicate the decision to public.	Not applicable
9.4	Who are the Officers at various levels whose opinions are sought for the process of decision-making?	Not applicable
9.5.	Who is the final authority that wets the decision?	

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	NIL
Guidelines / Direction, if any	
Process of Execution	

Designation of the Officers involved in the decision making	Not applicable
Contact information of above mentioned Officers	Not applicable
If not satisfied by the decision, where and how to appeal	

Chapter .10 (Manual –9)**Directory of Officers and Employees**

10.1 Please provide information district wise in following format

Sl .No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	Sri Devi Pr. Talli, OAS-J(I)	Incharge DWO	06858	222461				Collectorate, Nabarangpur
2.	Sri Umasankar Patnaik	Head Clerk						
3.	Sri Maharaja Ukil	Senior Clerk						
4.	Sri Dhruva Maharana	Senior Clerk						
5.	Sri Ajayaketan Dash	Senior Clerk						
6.	Sri Sarat Ch. Khandpan	Junior Clerk						

Chapter-11 (Manual.10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Sl .No.	Name	Designation	Monthly remuneration / Pay Scale	Compensation / Compensatory allowance	The Procedure to determine the remuneration as given in the regulation.
1.	Sri Devi Pr. Talli, OAS-J(I)	Incharge DWO	Not drawn in this office	-	Drawn at Estt Section, Collectorate, Nabarangpur
2.	Sri Umasankar Patnaik	Head Clerk	PB-II 9300-34800 + G.P.-4200	-	-
3.	Sri Maharaja Ukil	Senior Clerk	PB-I 5200-20200 + G.P.-2400	-	-
4.	Sri Dhruva Maharana	Senior Clerk	PB-I 5200-20200 + G.P.-2400	-	-
5.	Sri Ajayaketan Dash	Senior Clerk	PB-I 5200-20200 + G.P.-2400	-	-
6.	Sri Sarat Ch. Khandpan	Junior Clerk	PB-I 5200-20200 + G.P.-1900	-	-

Chapter 12 (Manual .11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public authorities responsible for development, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

S. No	Name of the Scheme/Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed)	Actual expenditure for the last year	Responsible Officer for the quality and the complete execution of the work
1	40 seated KBK ST Girls' Hostel	SSD Hostel	Since inception	10696000	10696000	10696000	10696000	DWO, Nabarangpur
2.	100 seated ST Girls' hostel	-do-	2007-08	39919000	39919000	38935350	38935350	-do-
3.	Ashram/Residential Sevashram Schools	-do-	1995-96	11814000	11814000	11813875	11813875	-do-
4.	Upgraded Girls' H/S (5 Nos) & 5 Residential Girls' H/S	-do-	2007-08 & 2008-09	9283800	9283800	9250455	9250455	-do-
5.	Post Matric Scholarship	SC/ST students of different colleges	Since inception	3129000	3129000	3079258	3079258	-do-
6.	Amenities like cots	To provide SSD Hostels	2008-09	3937000	3937000	3934700	3934700	-do-
7.	Pre recruitment training for ST/SC youths	To provide training to ST/SC youths	2008-09	375000	375000	375000	375000	-do-
8.	Medical expenses to boarders	SSD hostel	2008-09	339000	339000	339000	339000	-do-

For other public authorities

SI No	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total expenditure.

Chapter-13
The Manner of execution of subsidy programmes

Annual Target					No. of Loan Application sponsored					No. of loan application sanctioned by Bank					No. of loan Applications disbursed					Amount Disbursed			Amount Disbursed		
SC				SCA	SC				SCA	SC				SCA	SC				SCA	SC			SCA		
No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		No. of Gr.	No. of Benef.	Indiv	Total		Sub.	Loan	Total	Sub.	Loan	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
58	0	0	0	223	33	383	198	581	192	33	383	198	581	192	33	383	198	581	192	56.40	80.15	136.55	24.00	24.00	48.00

Chapter-14 (Manual-13)

Particulars of recipients of concessions, permits or authorization granted by it – NIL

Chapter-15 (Manual-14)

Norms set by it for discharge of its functions

15.1 please provide the details of the Norms/standard set by the Departments for execution of various activities /programmes – Norms set for discharge of its function implementation of different schemes for welfare of ST & SC people.

Chapter-16 (Manual-15)

Information available in an electronic Form

15.1 Please provide the details of information related to the various schemes which are available in the electronic format. NIL

Chapter-17 (Manual-16)

Particulars of the facilities available to citizens for obtaining information: The public will obtain detail of information related to various schemes implemented under ST & SC Development Department in respect of Nabarangpur District as per the above rule.

17.1 Means, Methods or facilitation available to the public which are adopted by the Deptt for dissemination of information like-

Notice Board
 Inspection of records in the office
 System of issuing of copies of documents
 Printed manual available
 Website of the public authority
 Other means of advertisement

Chapter-18 (Manual-17)

Other useful information :

STAFF POSITION-

Staff position of ST & SC Development section of Nabarangpur District is given below:-

Sl. No.	Category of post	Scale of pay + G.P	Sanctioned strength	Staff in position	No. of post lying vacant	Remarks
1	2		3	4	5	6
OFFICE STAFF						
1	D.W.O.	P.B-2 9300-34800/- + G.P 4600/-	1	1	0	
2	Head Clerk	P.B-2 9300-34800/- + G.P 4200/-	1	1	0	
3	Senior Clerk	P.B-1 5200-20,200/-+ G.P 2400/-	3	3	0	
4	Junior Stenographer	P.B-1 5200-20,200/-+ G.P 2400/-	1	0	1	
5	Junior Clerk	P.B-1 5200-20,200/-+ G.P 1900/-	3	1	2	
6	Peon	1-S 4440-7330 + G.P 1300/-	1	0	1	
7	Night Watcher	1-S 4440-7330 + G.P 1300/-	1	0	1	
	Total		11	6	5	

SEVASHRAMS (43 Nos.)

SI No.	Category post	Scale of pay + G.P	Sanctioned strength	Man in position	Vacancy	Rem arks
1	2		3	4	5	6
1	Head Sevak	P.B-1 5200-20,200/-+ G.P 2400	43	40	3	
1	Sevak	P.B-1 5200-20,200/-+ G.P 2200/-	86	83	3	
	Total		129	123	6	

RESIDENTIAL SEVASHRAMS (13 Nos.)

1	Head Sevak	Scale of pay + G.P	13	13	-	
2	Sevak	P.B-1 5200-20,200/-+ G.P 2200/-	39	38	1	
Total			52	51	1	

ASHRAM (2 Nos.)

1	B.A.B.Ed.	P.B-2 9300-34800/- + G.P 4200/-	2	2	-	
2	M.C.T.	P.B-1 5200-20,200/-+ G.P 2200/-	4	4	-	
3	Hindi Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	2	2	-	
4	Tailoring Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	1	1	-	
Total			9	9	-	

HIGH SCHOOLS(20 nos)

Sl. No.	Category post	Scale of pay + G.P	Sanctioned strength	Man in position	Vacancy	Remarks
1	Head Master	P.B-2 9300-34800/- + G.P 4200/-	15	15	0	-
2	T.G.T. B.A.B.Ed.	Reg.P.B-2 9300-34800/- + G.P 4200/- Cont 5000/-	27-Reg. 6-Cont	24-R 3-C	3-R 3-C	Dhodipani-1 abugam(GHS)-1, , Kodinga-1 ,Nishnahandi-2, Bikrampur-1
3	T.G.T. B.Sc. B.Ed.	Reg.P.B-2 9300-34800/- + G.P 4200/- Cont 5000/-	24-R 7-C	22-R 3-C	2 4-C	Bikrampur-1, ,Nishnahandi-1, Manigam-1, Badamasigam-1 Bhamini-1,Belgam-1(Due to promotion)
4	Sanskrit Teacher	Reg. P.B-2 9300-34800/- + G.P 4200/-	11-R 4-C	11-R 4-C	-	
5	Hindi Teacher	P.B-1 5200-20,200/-+ G.P 2800/-	13	13	0	
6	P.E.T.	P.B-1 5200-20,200/-+ G.P 2000/-	10	10	0	
7	Carpentry Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	3	3	0	
8	Tailoring Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	5	4	1	
9	Agriculture Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	3	3	0	
10	Music Mistress	P.B-1 5200-20,200/-+ G.P 2000/-	1	1	0	
11	I.A.C.T. Teacher	P.B-1 5200-20,200/-+ G.P 2400/-	8	7	1	Dhodipani
12	Matric C.T. Teacher	P.B-1 5200-20,200/-+ G.P 2200/-	28	28	0	
13	Jr. Clerk	Reg. P.B-1 5200-20,200/-+ G.P 2000/-, Cont. Rs. 3050/-	3(R) 4-C	2 4-C	1(R)	Belgam
14.	Duftary		10	10	0	
Total			182	169	13	

UPGRADED GIRLS' HIGH SCHOOL (5 Nos.)

Sl. No.	Category post	Scale of pay + G.P	Sanctioned strength	Man in position	Vacancy	Remarks
1.	Headmistress	P.B-2 9300-34800/- + G.P 4200/-	5	5	0	
2.	T.G.T. B.A.B.Ed.	Reg. P.B-2 9300-34800/- + G.P 4200-Cont. Rs. 5000/-	4-R 5-C	2-R 5-C	2	Jamrunda, Jodinga
3.	T.G.T. B.Sc. B.Ed.	Cont. Rs. 5000/-	9-C	9-C	0	
4.	Sanskrit	P.B-1 5200-20,200/-+ G.P 2800/-	5	5	0	

5.	Hindi Teacher	P.B-1 5200-20,200/-+ G.P 2400/-	4	4	0	
6.	PET	P.B-1 5200-20,200/-+ G.P 2200/-	5	4	1	Jodinga
7.	Tailoring Teacher	P.B-1 5200-20,200/-+ G.P 2000/-	1	1	0	
8.	Agriculture	P.B-1 5200-20,200/-+ G.P 2000/-	0	0	0	
9.	IA, CT	P.B-1 5200-20,200/-+ G.P 2400/-	0	0	0	
10.	MCT Teacher	P.B-1 5200-20,200/-+ G.P 2200/-	24	24	0	
11.	Junior Clerk	P.B-1 5200-20,200/-+ G.P 1900/-	5	5	0	
12.	Peon	1-S 4440-7440 +G.P 1300/-	3	3	0	
Total			70	67	3	

NEWLY OPENED GIRLS' HIGH SCHOOL (5 Nos.)

Sl. No.	Category post	Scale of pay Per month	Sanctioned strength	Man in position	Vacancy	Remarks
1.	Headmistress	P.B-2 9300-34800/- + G.P 4200/-	5	4	1	Jogendra Gurulia, HM, Kotraguda retired on dated 30.04.2009
2.	T.G.T. B.ABEd.(Cont.)	5000/-	10	10	0	
3.	T.G.T. B.Sc. B.Ed.(Cont.)	5000/-	10	4	6	
4.	Sanskrit	4500/-	5	5	0	
5.	Hindi Teacher(Cont.)	4500/-	5	5	0	
6.	PET(Cont)	3600/-	5	4	1	
7.	IA, CT	4500/-	5	5	0	
8.	Matric C.T. Teacher(Cont)	3600/-	5	4	1	
9.	Junior Clerk(Cont)	3050/-	5	5	0	
10.	Peon(Co(cont.)		5	5	0	
11.	Night Watcher(Cont)	2550/-	5	5	0	
12.	CCA(Cont.)	2720/-	25	16	9	
Total			90	72	18	

NON TEACHING STAFF

Sl. No.	Category post	Scale of pay + G.P	Sanctioned strength	Man in position	Vacancy	Remarks
1.	WEO	P.B-2 9300-34800/- + G.P 4200/-	10	10	0	
2.	AWEO	P.B-2 9300-34800/- + G.P 4200/-	10	6	4	
3.	Attendant	1-S 4440-7440 + G.P 1300/-	1	0	1	
Total			21	16	4	

**INFORMATION ON SALARY OF MISS CHARULATA MALLIK,
DISTRICT WELFARE OFFICER, NABARANGPUR**

Account No.	SI No	Name of the employee	Pay	GP	DA	HRA	OA	TOTAL
	1*	Miss Charulata Mallik, OWS-II DWO, Nabarangpur	14070	4600	4107			22777

**INFORMATION ON SALARY OF EMPLOYEES OF STAFF WORKING IN DISTRICT
WELFARE OFFICE**

Account No.	SI No	Name of the employee	Pay	GP	DA	HRA	OA	TOTAL
18611 MSD(O)	1*	SRI Umasankar Patnaik Head Clerk, GRADE-C(NT)	10,560	4,200	3,247			18,007
24090 LR(O)	1*	Sri Dhruba Maharana Sr. Clerk GRADE - C (NT)	9,120	2,400	2,534			14,054
24886 LR(O)	2	Sri Ajaya Ketan Das Sr. Clerk, GRADE - C (NT)	9,060	2,400	2,521			13,981
24238 LR(O)	3	Sri Maharaj Ukil Sr Clerk, GRADE - C (NT)	10,580	2,400	2,856			15,836
	1	Sri Sarat Kumar Khandpani Jr Clerk, GRADE - C (NT) Joined on Govt. Service on 10.09.2009 F.N.	5,200	1,900	1,562			8,662
	1	1 Post of Peon	VACANT					
	2	1 post of Night Watcher	VACANT					

INFORMATION ON SALARY OF EMPLOYEES OF ASHRAM SCHOOLS

Section - I 2 posts of Head Masters, Grade - C,N.Total -. Pay Rs. 9300/- to Rs. 34800-								
Account No.	SL NO	Name of the employee	Pay	GP	DA	HRA	OA	TOTAL
27349MSD(O)	1*	S.K.SWAIN GRADE - C	13,920	4,200	3,986			22,106
18680MSD(O)	2*	N.N. PADHY GRADE - C	13,020	4,200	3,788			21,008
Section - II 3 posts of Asst. Teachers Grade - C,N.Total -. Pay Rs.5200- to Rs. 20200-								
	1*	BISAMBAR NAIK GRADE - C	5,430	2,200	1,679			9,309
31554 MSD(O)	2	A.K.MISHRA GRADE - C	8,130	2,000	2,229			12,359
	3	RITA SARKAR GRADE - C	5,430	2,200	1,679			9,309
		Grand Total	45,930	#####	13,361	0	0	74,091
		<i>(Rupees Fifty Three Thousand Three Hundred Seventy Four Only)</i>						

INFORMATION ON SALARY OF EMPLOYEES OF RESIDENTIAL SEVASHRAMS

Section - I 13 posts of Head Sevak, Grade - C,N.Total -. Pay Rs.5200-20200								
Account No.	Sl No	Name of the employee	Pay	GP	DA	HRA	OA	TOTAL
18509MSD(O)	1*	DASARATHA BHATRA	10,410	2,400	2,818			15,628
		GRADE - C						
17487MSD(O)	2*	L.J.PATRO	10,410	2,400	2,818			15,628
		GRADE - C						
21848MSD(O)	3*	MONO PUJARI	10,500	2,400	2,838			15,738
		GRADE - C						
25899MSD(O)	4	TUMNATH NAIK	9,800	2,400	2,684			14,884
		GRADE - C						
28402MSD(O)	5*	BASANTA KU. DASH	10,200	2,400	2,772			15,372
		GRADE - C						
25900MSD(O)	6*	NARAYAN PANKA	9,580	2,400	2,636			14,616
		GRADE - C						
26524MSD(O)	7	BAYARAM NAIK	9,100	2,400	2,530			14,030
		GRADE - C						
28501MSD(O)	8*	AJAMBAR NANDA	10,200	2,400	2,772			15,372
		GRADE - C						
17489MSD(O)	9*	S.CH.TRIPATHY	10,200	2,400	2,772			15,372
		GRADE - C						
18190MSD(O)	10*	B.JAYA LAXMI	10,000	2,400	2,728	620		15,748
		GRADE - C						
24630MSD(O)	11*	UJALMANI TAKRI	9,800	2,400	2,684			14,884
		GRADE - C						
26401MSD(O)	12*	AMARENDRA KU. PANDA	10,410	2,400	2,818			15,628
		GRADE - C						
18375MSD(O)	13*	ARJUN PRADHANI	7,096	1,935	1,987			11,018
		GRADE - C						
Section - II 38 posts of SevakS, Grade - C,N.Total -. Pay Rs. 5200/- to Rs. 20200/-								
Account No.	Sl No	Name of the employee	Pay	GP	DA	HRA	OA	TOTAL
35325MSD(O)	1*	PHAGUNURAM GOND	8,960	2,200	2,455			13,615
		GRADE - C						
28301MSD(O)	2*	MRUGUPATI MAJHI	9,180	2,200	2,504			13,884
		GRADE - C						
35327MSD(O)	3*	JAGANNATH BHATRA	8,960	2,200	2,455			13,615
		GRADE - C						
	4*	PRATAP KU. NANDA	5,430	2,200	1,679			9,309
		GRADE - D						
28742MSD(O)	5*	SUBASH CH. PUJARI	9,360	2,200	2,543			14,103
		GRADE - C						
34037MSD(O)	6*	B.CH.KANHAR	9,180	2,200	2,504			13,884
		GRADE - C						
33533MSD(O)	7*	R.K.PATNAIK	9,180	2,200	2,504			13,884
		GRADE - C						
31558MSD(O)	8	DINABANDHU JANI	9,230	2,200	2,515			13,945
		GRADE - C						
35334MSD(O)	9	DURJAN BHATRA	8,960	2,200	2,455			13,615
		GRADE - C						
35361MSD(O)	10	G.BEHERA	8,960	2,200	2,455			13,615
		GRADE - C						
31305MSD(O)	11*	GEETA KU. RATH	Pay fixation not done					
35336MSD(O)	12*	SUNIL KU. PADHY	8,960	2,200	2,455			13,615
35126MSD(O)	13*	JOLLY MOHAPATRO	8,960	2,200	2,455			13,615
		GRADE - C						
30933MSD(O)	14*	SARAT CH. BAGH	10,200	2,400	2,772			15,372
		GRADE - C						
32315MSD(O)	15*	NABINA HARIJAN	9,230	2,200	2,515			13,945
		GRADE - C						
	16*	MONALISA PATNAIK	5,430	2,200	1,679			9,309

		GRADE - D						
31464 MSD(O)	17	DHANURJAYA NAIK	9,230	2,200	2,515			13,945
33497MSD(O)	18	SANTOSH KU. NAIK	9,180	2,200	2,504			13,884
		GRADE - C						
28718MSD(O)	19	K.CH.KABI	8,310	2,200	2,312			12,822
		GRADE - C						
28507 MSD(O)	20*	N.N.RAY	8,960	2,200	2,455			13,615
		GRADE - C						
35195MSD(O)	21*	RENUKA SAHU	8,960	2,200	2,455			13,615
		GRADE - C						
	22*	DAYAMAYA PADHI	5,430	2,200	1,679			9,309
27541MSD(O)	23*	MADHUSUDAN AMANATYA	8,760	2,200	2,411			13,371
		GRADE - C						
35324MSD(O)	24*	N.P.PANIGRAHI	8,960	2,200	2,455			13,615
		GRADE - C						
33789MSD(O)	25*	SESADEV TRIPATHY	9,180	2,200	2,504			13,884
		GRADE - C						
35157MSD(O)	26*	BISWAJIT MAHARANA	8,960	2,200	2,455	558		14,173
		GRADE - C						
	27*	SACHIN DAS	5,430	2,200	1,679			9,309
		GRADE - D						
29192MSD(O)	28*	BANASING NAIK	9,180	2,200	2,504			13,884
		GRADE - C						
25668 MSD(O)	29*	DASARATHA JANI	9,230	2,200	2,515			13,945
		GRADE - C						
28104 MSD(O)	30*	NABAKISHOR MATI	10,200	2,400	2,772			15,372
		GRADE - C						
31268MSD(O)	31*	TRILOKNATH BISSOYI	9,230	2,200	2,515	572		14,517
		GRADE - C						
33544MSD(O)	32*	SURESH CH. PATRO	9,180	2,200	2,504	569		14,453
		GRADE - C						
35335MSD(O)	33*	A. K. PANIGRAHI	8,960	2,200	2,455	558		14,173
		GRADE - C						
33800MSD(O)	34*	S.PANDA	9,180	2,200	2,504			13,884
		GRADE - C						
28814 MSD(O)	35*	MACHINDRA SABAR	9,360	2,200	2,543			14,103
		GRADE - C						
35193MSD(O)	36*	S.K.TRIPATHY	8,960	2,200	2,455	558		14,173
		GRADE - C						
31467MSD(O)	37*	ANANTA SADANGI	9,580	2,200	2,592			14,372
		GRADE - C						
28734 MSD(O)	38*	P.CH.MAHANKUDO	6,950	2,200	2,013			11,163
		GRADE - C						
Section - III 1 posts of Attendant , Grade - D,N.Total -. Pay Rs. 4440/- to Rs.7440/-								
28407MSD(O)	1*	TRINATH NAIK	6,550	1,400	1,749			9,699
		GRADE - D						
ABSTRACT								
		SECTION - I	127,706	30,735	34,857	620	0	193,918
		SECTION - II	321,550	81,800	88,741	2,815	0	494,906
		SECTION - III	6,550	1,400	1,749	0	0	9,699
		TOTAL	455,806	113,935	125,347	3,435	0	698,523

**Remuneration of CCA Working in R/S for the
month of August 2009**

SL.NO.	NAME OF CCA	Remuneration for the month of Aug 09
1	Sri Ghasiram Bhatra	2720
2	Sri Arjuna Bhatra	2720
3	Sri Matiram Bhatra	2720
4	Sri Buduram Gondo	2720
5	Sri Bilu Majhi	2720
6	Sri Nilambar Bhatra	2720
7	Sri Birsingh Gond	2720
8	Sri Dasratha Gond	2720
9	Sri Balsai Gond	2720
10	Sri Rabising Gond	2720
11	Sri Santibai Horijan	2720
12	Sri Bhagban Chalan	2720
13	Sri Laxman Amanatya	2720
14	Sri Bhagban Jani	2720
15	Sri Bhagban Pujari	2720
16	Sri Chhaiban Jani	2720
17	Sri Sunaram Pujari	2720
18	Smt. Kamala Gond	2720
19	Sri Laxmi Ch Bhatra	2720
20	Sri Narsing Bhatra	2720
21	Sri Santosh Gond	2720
22	SriSomanath Gond	2720
23	Sri Balabhadra Horijan	2720
		62560

**Remuneration of CCA Working in
A/S for the month of September 2009**

SL.NO.	NAME OF CCA	Amount
1	Smt. Nirupama Bhatra	2805
2	Tuleswar Naik	2805
3	Rajendra Naik	2805
4	Golapi Pradhan	2805
5	Chainuram Gond	2805
6	Omprakash Halwa	2805
7	Damu Bhatra	2805
8	Jagabandhu Pujari	2805
9	Kamala Bhatra	2805
10	Shyam Jani	2805
11	Narshing Gond	2805
12	Damburu Pujari	2805

LIST OF SCHOOLS/HOSTELS FUNCTIONING UNDER WELFARE DEPARTMENT OF NABARANGPUR DISTRICT

TYPE OF SCHOOL	NAME OF THE BLOCKS									
	NABARANGPUR	NANDAHANDI	TENTULIKHUNTI	PAPADAHANDI	KOSAGUMUDA	DABUGAM	UMERKOTE	RAIGHAR	CHANDAHANDI	JHORIGAM
Higher Secondary School	-	-	-	-	-	-	-	-	1. Dhodipani	-
Ekalabya Model Residential School	Hirli	-	-	-	-	-	-	-	-	-
High School	1. Badamasigam 2. Bikrampur	1. Nishnahandi	1. Patra Put	1. Manigam	1. Bada Amada 2. Kodinga	1. Dabugam	1. Bhamini 2. Singsari 3. Badabharandi	1. Raighar 2. Timanpur	1. Dhodipani	1. Belgam
Ashram School	-	-	-	-	-	Bodo Olma	-	Hatabharandi	-	-
Upgraded Girls' High School	-	-	-	-	Karchamal	-	Jamrunda Naik Guda	Jodinga	-	Bhimaguda
Residential Sevashrams	-	-	Kujajaniguda	Khorki	Santoshpur Kerandimal	-	Batibeda Kesaribeda Badabharandi	Khudku Rajaputi Nuapara	-	Bodoni B.S.Padar Dhodra
Sevashrams	Bhatrasiuni Bhatrasirisi Bagasiuni Basini Badamasigam Betel Malekote	Nishnahandi Binjiguda	Patraput Dengaguda	Bhatikote Chandrapur Dolaiguda Dhansuli Gorudaguda Jatabal Labanyapadar Manigam Gadabakotra Patri	Bada Amada Bodo Gumuda Belputi Churchunda Karchamal	Bodo Olma Bori Padar	Sunabeda Bhamini	Hatabharandi Nakti Simada Timanpur	Anakabeda Chandahandi Junapani Khopra Dihi Motigam Malgam Polsapara	BodTemra Palia Jambaguda
Newly opened Girls' High School	Bhatrasiuni	Kotraguda	Bijraguda	Papadahandi					Dalbeda	