

RIGHT TO INFORMATION  
A MANUAL  
OF THE OFFICE OF THE  
CHILD DEVELOPMENT PROJECT OFFICER  
URBAN ICDS SHILLONG  
INTEGRATED CHILD DEVELOPMENT SCHEME

SOCIAL WELFARE DEPARTMENT

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## Chapter – I

### 1.1 Right to information Acts 2005 – Background.

This Handbook is published for the purpose of implementing the Right to Information Acts, 2005 with the main Aim of giving information to the public in relation to this public authority being the Office of the Child Development Project Officer Urban ICDS Project, East Khasi Hills District of the Department of Social Welfare Government.

### 1.2 Objective/Purpose of the handbook.

Its objectives/purpose are as follows :

- 1) To provide particulars of the Department, its functions and duties.
- 2) To spell out the powers and duties of officers and employees of the Department.
- 3) To provide information as spelled out in sanction 4 of the Right to Information Act, 2005.

### 1.3 Intended user of this handbook.

The citizen of the country.

### 1.4 Organisation of the information's in his handbook.

As per index on the front page.

### 1.5 Contact person incase somebody wants to get more information on topic covered in the handbook as well other information's also.

Child Development Project Officer Urban ICDS Project, East Khasi Hills.

### 1.6 Basic data under Supplementary Nutrition Programme.

District	Name of Project	No. of Anganwadi Sanctioned	No. of Beneficiaries.
East Khasi Hills District	Urban ICDS Project, Shillong.	132	(1) MC – 6 mths – 3 yrs – 5240 (2) 3 yrs – 6 yrs – 6950 (3) P & NM – 1000 (4) AWW & AW/Helpers – 264 (5) Adolescent Girls – 3678 (11 to 18 years)

The Prescribed Nutritional Norms :-

Beneficiaries	Calories (Cal K)	Protein (g)
Children 6 mths-3 yrs.	300	8-10
Children 3-6 yrs.	300	8-10
Pregnant and lactating (P & L) mothers	500	20-25
Adolescent (AGS)	500	20-25

## Chapter – 2

### Particulars of Organisation, Function and Duties.

#### 2.1 Objective/purpose of Public authority.

Its objective/purpose are follow :-

- i. To provide particulars of the Department, its functions and duties.
- ii. To spell out the powers and duties of Officers and Employees of the Department.
- iii. To provide detailed of Information available in the Department to Citizen as and when asked for.

#### 2.2 Mission/Vision Statement of the public authority.

Access to Right to Information within the ambience of the Act will make the Department to be more responsible in disseminating such information as desired by Citizen and that the information should be authentic, reliable and correct.

#### 2.3 Brief history of the public authority and context of its formation.

The Office of the Child Development Project Officer Urban ICDS Project was started in the year 2008.

#### 2.4 Duties of the Public authority.

- i. To monitor and supervise the 132 Anganwadi Centres under Urban ICDS Project.
- ii. To co-ordinate with other Department for effective implementation of the ICDS programme and is responsible for managing the Project.
- iii. To provide basic health care services such as immunization, Child Care, nutrition for women and children below 6 years through ICDS Programme and provide Training/SNP for Adolescent Girls under SABLA.
- iv. To impart in-services training to Anganwadi workers and Helpers and Adolescent Girls from time to time.

2.5 Main activities/Function of the public authority.

The main activities of the Office are to see that all the Schemes are being implemented in a meaningful and benefiting manner.

2.6 List of services being provided.

Integrated Child Development services Scheme (ICDS), Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) and Chief Minister's Assistance Scheme for Infirms/widows and disabled 2012.

2.7 Organisational Structure.



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The general public may play a more constructive and positive role in improving the present functions and duties. More over, the public may suggest right approach and any initial appreciation would be an effective step rather than disturbing the present arrangement.

2.9 Arrangement and methods made for seeking public Participation/Contribution

Public Participation/Contribution may be made in the forms of letter of suggestion addressed directly to the public Authority, Press Clipping and write up, seminars and workshops, radio talk, Video conferencing and any other means of Communication.

- 2.10 Mechanism available for monitoring the services delivery and public grievance resolution.
- i. The various organisation set-up right from top to the grass root levels are expected to cater to services delivery and public grievance solution.
  - ii. Monthly progress Report and Quarterly progress report.
  - iii. Spot Inspection.
  - iv. Village Level Co-ordination Committee (VLCC) formed in all the AW/centres.
- 2.11 Address of the main Office.
- Block level/Project Head Quarter.  
Child Development Project Officer.  
Urban ICDS Project,  
Lower Lachumiere, East Khasi Hills, Shillong – 793 001.
- 2.12 Morning hour of the office : 10:00 A.M.  
Closing hour of the Office 1) 4:30 P.M. From 1<sup>st</sup> Nov. To 15<sup>th</sup> Feb.  
2) 5:00 P.M. From 16<sup>th</sup> Feb. To 31<sup>st</sup> Oct.

### Chapter – 3

#### Particulars of Organisation, Function and Duties.

3.1	Designation	<u>Child Development Project Officer.</u>
Power	Administrative	(1) Grant of Casual Leave of the Staff of the Office (2) Monitoring of ICDS Scheme RGSEAG (Adolescent Scheme) and Chief Minister's Assistance Scheme for Infirms/widows and disabled 2012.
	Finance	As per Scheduled II of D.E.P. Rules.
Duties		1. Over incharge of the Office of the Child Development Project Office Urban ICDS Project. 2. Co-ordination with all the concerned department. 3. Submission of Proposal to the Directorate in respect of Scheme, Annual Budget.

3.2 Designation  
Duties

U.D.A.

1. Dealing with approval and sanction of fund for contingency, medical re-imburement.
2. Budget estimate.
3. Proposal on required of fund.
4. Leave, Service Book, Leave Account Statement of the Staff of CDPO Urban ICDS Project.
5. Preparing contingent Bill, Office expenses, etc.
6. Maintaining of cash book including discharging of duties as a Cashier.
7. Preparing monthly expenditure statement, quarterly report.
8. G.P.F.
9. Maintenance of Record and Registers regarding contingency, Office expenses.

Designation  
Duties

L.D.A.

1. Issue and receipts of letters.
2. General Correspondence.
3. Maintenance of Basic Equipment stock/Medicine Kits etc.
4. Preparing of T.A. of Anganwadi Workers and Helpers.
5. Typing work.

Designation  
Duties

Supervisor

1. Supervision and monitoring of ICDS Centres, NSS.
2. Compilation of Monthly Progress Report, Quarterly Progress Report.
3. Preparing indent of foodstuff under SNP/SABLA.

## Chapter – 4

A Statement of Rules, Regulations, Instructions, manual and records, held by the Department of Social Welfare for discharging its function etc.

- 4.1 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. Secretariat level Directorate level, other (Pl. mention the level in place of writing other).

Sl. No.	Category of Document	Name of the Document and its introduction one line	Procedure to obtain the document	Held by under control of
1.	Rules	The Meghalaya Financial Rules, 1981	-Do-	Child Development Project Officer Urban ICDS Projects.
2.	Rules	The Meghalaya Treasury Rules, 1985	-Do-	
3.	Rules	The Meghalaya Travelling Allowance Rules, 1985	-Do-	
4.	Rules	The Meghalaya Fundamental Rules and Subsidiary Rules, 1984	-Do-	
5.	Rules	Guide books to Anganwadi Workers	-Do-	
6.	Rules	General Provident Fund	-Do-	

The ICDS programmes aims to delivered and integrated packages of basic services to Children under 6 years of age to pregnant women Nursing Mother and Adolescent Girls between 11-18 years right in their own villages or location; objective of the ICDS Schemes are :-

1. To improve the Nutritional and Health Status of Children under (6) six.
2. To lay the foundation for the proper Psychological, Physical and Social development of the Child.
3. To reduce the incidence of Morality, Morbidity, Mal-nutrition and School drop out.
4. To achieve effective co-ordination of policy and implementation among the various Department promoting Child Development.
5. To enhance the capability of the Mother to look after the normal health and nutritional needs of the Child through proper nutrition & Health Education.



6. To empower the AGS both school going/out of school and drop out through various Training programmes.

The following services are provided to Children Pregnant and Nursing Mother and Adolescent Girls in ICDS Project areas.

- 1) Supplementary Nutrition.
- 2) Immunization.
- 3) Health Check-up.
- 4) Referral Services.
- 5) Nutrition and Health education.
- 6) Non formal Pre-School Education (3-6 yrs.)

As for the Rules, regulations, instructions, manual & records is available at the Child Development Project Office Urban ICDS Project.

## Chapter – 5

A Statement of Board, Council, Committee and other bodies constituted as its parts.

### 5.1 Name & Address of the Affiliated Body.

Director of Social Welfare  
3<sup>rd</sup> Floor Bawri Mansion  
Dhankheti, Shillong.

### 5.2 Role of the Affiliated Body (Adviser/Managing/Executive/Others)

The Role of the Director of Social Welfare is execution/monitoring of Schemes of the Department.

## Chapter – 6

The name Designations and other particular of the Assistant Public Information Officer's.

### 6.1. Assistant Public Information Officers.

Sl. No.	Name	Designation	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
1.	Smti N. Umdor	Child Development Project Officer		94361-05666				Child Development Project Officer, Urban (ICDS) Project.

### 6.2. Public Information Officers.

Sl. No.	Name & Designation	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
1.	District Programme Officer						District Programme Officer ICDS, Lower Lachumiere

### Department of Appellate Authority

Sl. No.	Name & Designation	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
1.	Director of social welfare Meghalaya, Shillong.						3 <sup>rd</sup> Floor Bawri Mansion Dhanketi Shillong.

## Chapter – 7

Procedure followed in decision making process.

- 7.1 What is the procedure followed to take a decision for various matters. (A reference to the Secretariat manual Rule of Business Manual and Other Rules) Regulation's etc. can be made.

Financial : The Department shall obtain the approval of the Director of Social Welfare, Meghalaya, Shillong for all the scheme under Plan category which are not within the power of the head of the Department taking references to the Meghalaya Delegation of Financial Powers Rule, 1981.

7.2 What are the arrangements to communicate the decision to the Public?  
Through Print Media.

7.3 Who is the final authority that vets the decision?  
The Director of Social Welfare, Meghalaya, Shillong.

### Chapter – 8

Directory of Officers and Employees at the administrative Level.  
Viz., Department of Social Welfare.

8.1 Please provide information in the following Format SL.

Sl. No.	Name	Designation	STD Code	Phone No. Office	Phone No. Home	Fax	Email	Address
1.	Smti N. Umdor	Child Development Project Officer	0364		9436-05666			Office of the Child Development Project Officer, Urban (ICDS) Project.
2.	D. Nongpluh	UDA			9774884183			
3.	B. Lyting	LDA			97744-58431			
4.	B. Gayang	Supervisor			9612001049			
5.	P.Kharwanlang	Supervisor			8974112711			
6.	J. Lyndem	Supervisor			9774281972			
7.	S. Marbaniang	Supervisor			9615977898			
8.	C. Shylla	Supervisor			8014043796			
9.	I. Mawrie	Peon			9615870322			

## Chapter – 9

The monthly remuneration received by each of its Officers & Employees at the Administrative Level Viz., Social Welfare Department.

9.1 Please provide information in the following Format.

Sl. No.	Name	Designation	Monthly remuneration showing the basic pay	Compensation, compensatory Allowance	The procedure to determine the remuneration given in the regulation.
1.	Smti N. Umdor	C.D.P.O.	₹. 27,610		
2.	D. Nongpluh	UDA	₹. 13,620		
3.	B. Lyting	LDA	₹. 11,410		
4.	B. Gayang	Supervisor	₹. 21,000		
5.	P.Kharwanlang	Supervisor	₹. 17,000		
6.	J. Lyndem	Supervisor	₹. 16,500		
7.	S. Marbaniang	Supervisor	₹. 15,780		
8.	C. Shylla	Supervisor	₹. 11,300		
9.	I. Mawrie	Peon	₹. 6,820		

## Chapter – 10

The Budget allocated to each Agency/Sector/Head, etc.

### Centrally Sponsored Scheme

Major/Minor/Sub-Head	Budget Provision	Expenditure 2011-2012
102. Child Welfare		
(05) Integrated Child Development Services Schemes, Main Scheme.	₹. 1,15,62,445	₹. 1,15,20,887
(1) SNP Scheme	₹. 1,10,46,180	₹. 1,10,46,180
(2) Wages (Non-Plan)	₹. 60,000	₹. 60,000
(3) SABLA	₹. 6,73,363	₹. 6,73,363

## Chapter – 11

Norms set by it for the discharge of its function.

- 11.1 Details of the norms/standards set by the Department for execution of various activities/programme.

For execution of various activities and programme the Office of the Child Development Project Office Urban ICDS Project followed the Rules, instructions guide lines circular issued by the Competent Authority of the State & Central Government from time to time.

## Chapter – 12

The Budget allocated to each Agency.

(Particulars of all Plans, proposed expenditure and report on disbursement made).

- 12.1 Please provide information about the details of the Budget for different activities under different Schemes in the given format 2011-2012.