

RIGHT TO INFORMATION

A MANUAL

OF

THE OFFICE OF THE CHILD

DEVELOPMENT PROJECT OFFICER

KHATARSHNONG - LAITKROH

INTEGRATED

CHILD DEVELOPMENT SCHEME

SOCIAL WELFARE DEPARTMENT

CONTENTS

<u>CHAPTER</u>	<u>TOPIC</u>	<u>PAGE NO.</u>
1.	Introduction	1
2.	Particulars of Organization, function and duties	
3.	Power and Duties of Officers and Employees	
4.	A Statement of Rules, Regulation, Instructions, Manual and Records for Discharging function etc.	
5.	A Statement of board, Council, Committees and other bodies Constituted as its part.	
6.	The name, Designations and other particulars of the public information Officer.	
7.	Procedure followed in decision Making Process.	
8.	Directory of Officers and Employees at the Administrative level.	
9.	The Monthly remuneration received by each of its Officers and Employees at the Administrative level.	
10.	The Budget allocated to each Agency/Sector/Head etc.	
11.	Norms set by the Government for discharge of its function.	
12.	Information available for discharge of its function.	
13.	Particulars of the facilities available to citizens for obtaining for information.	
14.	Other useful information.	

CHAPTER – 1

Right to Information Acts 2005 – Background.

This Handbook is published for the purposed 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 Khatarshnong Laitkroh ICDS Project East Khasi Hills of the Department of Social Welfare Government.

1.2 Objective/Purpose of the handbook

Its objectives/purposes 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 Organization of the information's in his handbook.

As per index on the front page.

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

Child Development Project Officer Khatarshnong Laitkroh 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	Khatarshnong Laitkroh ICDS Project	Existing-56 Mini -12	Existing – SMC-NIL-MC-2100, PM/NM-722. 0 – 3 year, 2089, AWWs /Helpers/112 nos. Mini – SMC-NIL MC-220 Nos.PM/NM-116 nos. 0-3yrs-175, Mini AWWs – 12 nos. RGSEAG“SABLA”-11Years-18Years-OOS-309 14Years – 18Years-SG-949

The prescribed Nutritional Norms:

Beneficiaries	Calories (Cal K)	Protein (g)
Children 0-3 yrs.	300	8-10
Children 3-6 yrs.	300	8-10
Severely malnourished children on medical advice after health check-up	Double of the above.	
Pregnant and lactating (P&L) mothers	500	20-25
Adolescent (Ages)	500	20-25

CHAPTER – 2

Particulars of Organization, Function and Duties.

2.1 Brief history of the public authority and context of its formation.

The Office of the Child Development Project Officer Khatarshnong Laitkroh ICDS Project was started in the year 2006-2007

2.2 Duties of the public authority.

- i) To monitor and supervise the 68 Anganwadi Centers under Khatarshnong -Laitkroh ICDS Project.
- ii) To monitor and supervise the Construction of Anganwadi Building.
- iii) To Co-ordinates with others Department for effective implementation of the ICDS Programme and is responsible for Managing the Project.
- iv) To provide Basic Health Care Services such as immunization, Child Care, nutrition for Women and Children below 6 years through ICDS Programme.
- v) To impart in-services training to Anganwadi workers and Helper from time to time.

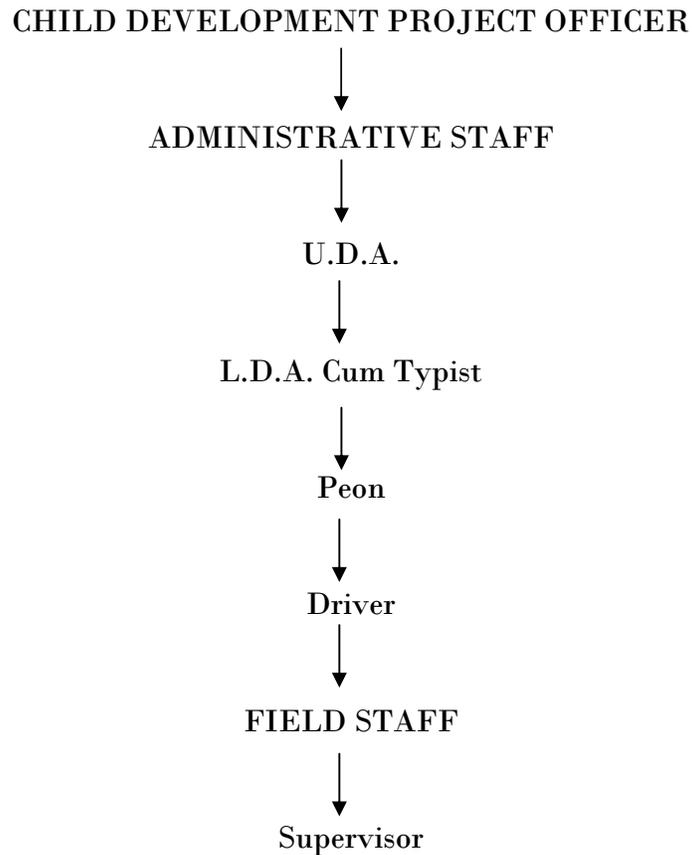
2.3. Main activities/Function of the Public authority.

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

2.4 List of Services being provided.

Integrated Child Development Services Scheme (ICDS), Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) – ‘SABLA’.

2.5 Organizational Structure.



2.6 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. Moreover, the public may suggest right approach and any initial appreciation would be an affective step rather than disturbing the present arrangement.

2.7 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 Clippings and write-up, seminars and workshops, radio talk and any other means of Communication.

2.8 Mechanism available for monitoring the services delivery and public grievance resolution.

- i) The various organization 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.

2.9 Address of the Main Office:

Block Level/Project Head Quarter
Child Development Project Officer
Khatarshnong - Laitkroh ICDS Project
East Khasi Hills.

- 2.10 Morning hour of the Officer: 10:00 A.M.
Closing hour of the Office 1) 4:30 P.M. From 1st Nov, to 15th Feb.
2) 5:00 P.M. From 16th Feb to 31st Oct.

CHAPTER – 3

3.1 Designation Child Development Project Officer.

- | | | | |
|-------|----------------|-----|--|
| Power | Administrative | (1) | Grant of Casual Leave of the Staff of the Office. |
| | | (2) | Monitoring of ICDS Scheme (RGSEAG) 'SABLA' (Adolescent Construction of Anganwadi Building, P.M. Pilot Project) Implemented by the Department). |

Finance As per Scheduled II of D.E.P. Rules.

- | | | |
|--------|----|--|
| Duties | 1) | Over incharge of the Office of the Child Development Project Office Khatarshnong Laitkroh. |
| | 2) | Co-Ordination with all the concerned department. |
| | 3) | Submission of Proposal to the Directorate in respect of Scheme, Annual Budget. |

3.2 Designation U.D.A.

- | | | |
|--------|-----|---|
| Duties | 1) | Dealing with approval and sanction of find for contingency, medical re-imburement. |
| | 2) | Maintaining records regarding construction of Anganwadi Building. |
| | 3) | Budget Estimate. |
| | 4) | Proposal on required of fund. |
| | 5) | Leave, Services Book, Leave Account Statement of the Staff of CDPO Office Khatarshnong Laitkroh |
| | 6) | Preparing contingent Bill, Office Expenses, etc. |
| | 7) | Maintaining of cash book including discharging of duties as a Cashier. |
| | 8) | Preparing Monthly Expenditure Statement, Quarterly Report. |
| | 9) | Dealing with maintenance of Vehicle. |
| | 10) | G.P.F. |

- 11) Maintenance of Record and Registers regarding contingency, Office expenses, maintenance of Vehicle etc.

Designation L.D.A.

- Duties**
- 1) Issue and receipt of letters.
 - 2) General Correspondence.
 - 3) Preparing of T.A of Anganwadi Workers and Helpers.
 - 4) Typing work.

Designation Supervisor.

- Duties**
- 1) Supervision and monitoring of ICDS Centers, NSS.
 - 2) Compilation of Monthly Progress Report, Quarterly Progress Report.
 - 3) Preparing indent of foodstuff under SNP and SNP (RGSEAG) 'SABLA'.

CHAPTER – 4

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

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 Khatar shnong Laitkroh ICDS Projects.
2.	Rules	The Meghalaya Treasury Rules, 1985	-do-	
3.	Rules	The Meghalaya Traveling 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	GPF	-do-	

The ICDS Programmes aims to deliver an integrated package of basic services to Children under 6 years of age to pregnant women and to Nursing Mother/Adolescent girls (11-18) in their own villagers or location; objective of the ICDS Scheme are :-

- 1) To improve the Nutritional and Health Status of Children under (6) Six P.M./NM and AGS.
- 2) To lay the foundation for the proper Psychological, Physical & Social development of the Child.
- 3) To reduce the incidence of Mortality, Morbidity, Mal-nutrition and School dropped out.
- 4) To achieve effective co-ordination of policy and implementation among the various Deptt. Promoting Child Development.
- 5) The enhance the capability of the Mother to look after the normal health and nutritional needs of the Child through proper nutrition & Health Education.

The following services are provided to Children Pregnant & Nursing Mother in ICDS Project areas.

- 1) Supplementary Nutrition.
- 2) Immunization.

- 3) **Health Check-up.**
- 4) **Referral Services.**
- 5) **Nutrition & Health Education.**
- 6) **Non-formal Pre-School Education.**

As for the Rules, regulations, instructions, manual & records in available at the Child Development Project Office Khatarshnong Laitkroh 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
3rd 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 Scheme of the Department.

CHAPTER – 6

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

6.1: Public Information Officers.

Sl. No.	Name	Designation	STD Code	Phone No. Office	Phone No. Home	Fax	E-mail	Address
1.	Smti. H. R. Pyrtuh	Child Development Project Officer						Child Development Project Officer Khatarshnong Laitkroh ICDS Project.

6.2 : Department of Appellate Authority.

Sl. No.	Name & Designation	STD Code	Phone No. Office	Phone No. Home	Fax	E-mail	Address
1.	District Programme Officer	0364	2226964		2226964		District Programme Officer ICDS (Cell) D.T.O. Building Lower Lachumiere - 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 reference to the Meghalaya Delegation of Financial Powers Rule, 1981.

- 7.2 What are the arrangement's to communicate the decision to the Public?
Through the Print Media.
- 7.3 Who is the final authority that vets the decision?
The Director of Social Welfare Meghalaya, Shillong.

CHAPTER – 8

Directory of Officer's and Employees at the administrative Level, viz.
Department of Social Welfare.

8.1 Please provide information in following format. SL

Sl. No	Name	Designation	STD Code	Phone No. Office	Phone No. Home	Fax	E-mail	Address
1.	Smt. H.R. Pyrtuh	Child Development Project Officer	Nil	Nil	Nil			Office of the Child Development Project Officer Khatarshnong Laitkroh ICDS Project.
2.	Smt. B. Lyngdoh	UDA						
3.	Smt. R. Shyndiar	LDA						
4.	Smt. A. Bareh	Supervisor						
5.	Smt. L. Kshiar	Supervisor						
6.	Shri. G.G. Lyndem	Peon						
7.	Smt. H. Pahsyntiew	Driver						
8.	Shri. B. Nongbet	Chowkidar						

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 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.	Smt. H.R. Pyrtuh	C.D.P.O.	29,130/-		
2.	Smt. B. Lyngdoh	UDA	16,140/-		
3.	Smt. R. Shangdiar	LDA	Rs. 1200/-p.m Consolidated pay		
4.	Smt. A. Bareh	Supervisor	16,380/-		
5.	Smt. L. Kshiar	Supervisor	11,300/-		
6.	Shri. G.G. Lyndem	Peon	6,500/-		
7.	Smt. H. Pahsyntiew	Driver	8,500/- Consolidated pay		
8.	Shri. B. Nongbet	Chowkidar	Casual @ Rs. 120/- per day		

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 'SABLA'	57,51,506/-	57,51,506/-
SNP Schemes and (RGSEAG) 'SABLA'	49,54,948/-	49,54,948/-

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 Khatarshnong Laitkroh 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 expenditures 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 Year 2011-2012.

Template for Information Hand Book

Sl. No.	Name of the Scheme	Activities	Starting Date of the activity	Planned end Dated of the activity	Amount proposed	Amt. sanctioned need	Amt. Released/ Disbursed (No. of installment)	Actual Expenditure for the last year	Responsible Officer for the quality are complete executive of the work
1.	Main Scheme	Under ICDS (a) Office Administration & Establishment (b) Adolescent Scheme 'SABLA' (c) IEC Programme	Since 2006 2011-12	Continuing Scheme	Rs. 83,67,117/- is the proposed amount for the Year of 2012-2013 under Main Scheme.	Awaiting for sanction	(a) Amount released quarterly system & disbursement is being made monthly for Non-LOA & quarterly for LOA system.	Rs. 57,51,506/- is the actual expenditure during the Year 2011-2012 under Main Scheme	Child Development Officer Khatarshnong Laitkroh ICDS Project.
2.	Supplementary Nutrition Programme	(1) Supplementary Nutrition. (2) Immunization (3) Health Check-up. (4) Referral Services. (5) Nutrition & Health Education. (6) Non-formal pre-School Education.	Since 2006	Continuing Scheme	Rs.10,2,99,841/- is the proposed amount for SNP and special Honnorium Awws/ Helper. Rs. 30,000/- is the proposed amt. for wages of Casual employee under SNP.	Awaiting for sanction Rs. 30,000/-	Amt. Released & disbursed in quarterly system	Rs. 49,54,948/- is the actual expenditure during the Year 2011-2012 under SNP	

CHAPTER – 13

Particular of the facilities available to citizens for obtaining information.

13.1 Mean, method or facilitation available to the Public which are adopted by the Department for dissemination of information.

- Exhibition.
- Notice Board.
- Inspection of records in the Office.
- Printed Manual/Guidelines.
- Website of the Department.
- Through News Paper.
- Others means of advertising.