

# Details of District ICDS Cell Section under control of District Magistrate & Collector, Purba Medinipur under Section 4 of Right to Information Act, 2005

## Section 4 (1) (b) (i)

### **Particulars of the organization, functions and duties:**

**Name of the Section-** District ICDS Cell Section.

**Address-** Office of the District Magistrate & Collector, Purba Medinipur, and P.O. - Tamluk, Dist. - Purba Medinipur.

**Contact Details-** Tele (03228) 263015

**E-mail:** [dpo.icds.purm@gmail.com](mailto:dpo.icds.purm@gmail.com)

**Functions:** After bifurcation, since 2002 the ICDS Cell Section started functioning as an entity under the establishment of the District Magistrate & Collector, Purba Medinipur. The branch ICDS Cell under Department of Women & Child Development and Social Welfare works for all round development of Mother & Children & Adolescent girls. ICDS Services are Supplementary Nutrition Programme, Immunization, Health check-up, Referral Service, Pre-School non formal education, Nutrition of Health education for children and Pregnant and Lactating mother.

### **Officer & Staff Position:**

Sl. No.	Designation of Officer/Staff	No. of posts sanctioned	In position
01	DPO	1	1
02	H.A	1	0
03	UDA	1	1
04	LDA	1	0
05	S.A	1	0
06	Gr.-D	1	1

## Section 4 (1) (b) (ii)

### **Powers and duties of officers and employees:**

Sl. No.	Designation	Powers and Duties
01	DPO	1) To Supervise and Monitor 27 ICDS Projects in the District. 2) To implement Maintenance and Welfare of Parents and Senior Citizens Act'2007 and Rule 2008.
02	UDA	Dealing files related to this section.
04	Gr.-D	Usual works of a Gr.-D employee

## Section 4 (1) (b) (iii)

### **Procedure followed for disposal:**

Sl.No.	Details of Activity in the section	Process of working	Authority Responsible for the activity
01	Monitoring of the activities of 27 ICDS Project offices and 5969 AWCs of this District.	Through file works, inspection, trainings.	DPO ( ICDS)

### **Norms set for discharge of functions in District ICDS Cell Section:**

The Section functions since 2002 under Department of Women & Child and Social Welfare,

## Section 4 (1) (b) (v)

### **List of the rules / regulation / instructions / manuals / records held in District ICDS Cell Section for discharging its functions:**

1. Recruitment guideline of Voluntary Workers.
2. West Bengal Service and Financial rule.
3. Construction of AWCs(record)
4. Allotment of Fund (record)
5. RTI Act,2005
9. Reports / Orders of Department of Women & Child Development and Social Welfare and Directorate of Social Welfare, regarding ICDS Scheme.
10. Maintenance and Welfare of Parents and Senior Citizens Act'2007 and Rule 2008

## Section 4 (1) (b) (vi)

### **Statement of the categories of documents held by District ICDS Cell Section:**

Sl.No.	Subject	Type of Document File	Particulars	Periodicity
1	Letter Issue register	Register	Issue letters with Memo No. & Date related to ICDS Cell.	At the earliest possible time.
2	Letter Receipt register	Register	Receipt letters with Docket No. and serve those to the concerned Dealing Assistants	Receipt on the day and serve after endorsing by the officer
3	NGO ICDS Projects	Files	Prayer forwarded to Dept. of WCD & SW , W.B for	At the earliest

			approval /Renewal of NGO and report about their activities.	possible time.
4	RTI Act	Files	Matter related to RTI in DPO(ICDS) Section	Specific time limit as per RTI Act
5	KSY	File	11-18 year adolescent girls training programme.	At the earliest possible time.
6	AKBY	File	Social security scheme for Anganwadi Workers and Helpers.	Yearly renewal.
7	Stationery	Files	Requirement of stationery articles, Allotment, Approval of stationery articles	In the Financial year
27	Complaints	Files	Complaints, Enquiry and action taken on the basis of enquiry.	Specific time limit .
	Allotment	Files	Received from Director of Social Welfare, W.B issued to Project time to time.	Financial year wise.
	Construction of AWCs	Files	Donated land received from Project office sent to Dept. & others dept. after sanction of fund construction of AWCs are done.	Specific time limit as per order.
	Court Case	Files	Received W.P from Hon'ble Court and engaged Govt. Ld. Pleader for defending cases .	Specific time limit as per order.
	Foodstuffs(SNP)	Files	Requisition received from Project office and supply order issued to concerned supplier engaged by the Dept. of WCD & SW, W.B	Specific time limit as per order.
28	Audit	Files	Audit Queries, Audit Report, Reply of Audit Report.	Specific time limit as per order by Auditor.
32	Miscellaneous	Files	Miscellaneous matter	-Do-

### Section 4 (1) (b) (vii)

The primary function of this section is public in nature. Individual or group of persons especially those SHGs/AWWs and AWHs can correspond with this section as and when required. In case of Payment of foodstuff ,Honorarium, quality of foodstuff the proposal of concerned ICDS takes priority for action taken.

## Section 4 (1) (b) (viii)

### **Statement of Boards / Councils / Committees etc:**

There are no board and council. There are three committees named (1) District level Selection and Monitoring Committee for Selection of Voluntary Workers ( Selection of AWWs & AWHs), (2) District Level Monitoring and Review Committee, Block Level Monitoring and Review Committee and Anganwadi Centre Level Monitoring and Review Committee for review and monitoring of ICDS Programme and (3) District level Tender Committee (Selection of materials Carrying and storing rate etc.) .

## Section 4 (1) (b) (ix)

### **Directory of the officer and employees of District ICDS Cell Section:**

A directory of District ICDS Cell & employees is given below:

Sl. No.	Name & Designation	Telephone No.
1	Goutam Kumar Das, DPO(ICDS)	(03228) 263015
2	Tapan Kumar Paul, UDA	-Do-
3	Puspita Barik, Peon	-Do-

## Section 4 (1) (b) (x)

Details of remuneration of officer & employees:

Sl. No.	Name & Designation	Gross Salary
1	Goutam Kumar Das, DPO(ICDS)	50133.00
2	Tapan Kumar Paul, UDA	36690.00
3	Puspita Barik, Peon	13109.00

The salaries and allowances payable to –

(a) District Programme Officer gets salary same as other Junior Officers under Govt. of West Bengal.

(b) UDA gets salary same as other UDAs recruited by Govt. of West Bengal.

(c) Gr.-D gets salary same as others recruited by the Govt. of West Bengal.

## Section 4 (1) (b) (xi)

### **Budget Allocation, Expenditures and Report on Disbursement:**

Details of allocation of budget and disbursement made during the financial year 2012-13 (till 31/01/13) in the following format to comply with this section.

Sl. No.	Head of A/C	Allotment Received (Rs.)	Allotment Expenditure(Rs.)	Balance
1	Salary	674758.00	674052.00	706.00
2	T.E	180000.00	7928.00	172072.00
3	Contg.	80000.00	11040.00	68960.00
4	Telephone	10048.00	12416.00	(-)2368.00
5	P.O.L	130000.00	65184.00	64816.00
	SNP	1053340.00	0	1053340.00

## Section 4 (1) (b) (xii)

### **Details of manner of execution of subsidy programme in the section of District ICDS CELL:**

The Subsidiary programme is : To implement Maintenance and Welfare of Parents and Senior Citizens Act'2007 and Rule 2008. Hearing for maintenance is held at the office chamber of Sub Divisional Officers of all Sub Divisions and appeals are heard at office chamber of District Magistrate. Prayers from aggrieved persons are received by District ICDS Section and also by the office of SDOs. Summons are issued by SDOs.

## Section 4 (1) (b) (xiii)

### **Details particulars of recipient of concessions, permits or authorizations granted:**

Nil

## Section 4 (1) (b) (xiv)

### **Details of information available in electronic form:**

The vital information related to this section available in the Purba Medinipur District's Website [www.purbamedinipur.gov.com](http://www.purbamedinipur.gov.com).

## Section 4 (1) (b) (xv)

### **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

The section has no library or reading room. Officer and staff are available on phone and personally from 10.30 a.m. to 5.30 p.m. on all working days.

### Section 4 (1) (b) (xvi)

#### **The names, designation and other particulars of the Public Information Officers:**

State Public information officer is District Programme Officer(ICDS) and his name is Goutam Kumar Das, and one Senior UDA are acting as SAPIO and his name is Tapan Kumar Paul .

### Section 4 (1) (b) (xvii)

#### **Such other information as may be prescribed:**

In order to facilitate easy and quick disposal of files the District Magistrate & Collector issued an Office Memorandum vide Memo No. 142 (80)/Estt. Dated 10/02/2012.