

Details of District Social Welfare 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 Social Welfare Section.

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

Contact Details- Tele (03228) 263135

E-mail: dsw.purbamedinipur@gmail.com

Functions: After bifurcation, since 2002 the Social Welfare Section started functioning as an entity under the establishment of the District Magistrate & Collector, Purba Medinipur. The branch Social Welfare under Department of Women & Child Development and Social Welfare have a special relationship with the public, particularly vulnerable segments of our society namely Disabled Persons, Old Age and Infirm, Widow, Mother and Children in distress, trafficked and rape victim women & girls, tortured women & children and others.

Officer & Staff Position:

Sl. No.	Designation of Officer/Staff	No. of posts sanctioned	Strength in position
01	DSWO	1	1
02	UDA	---	3
03	LDA	---	1 (Retired)
04	Gr.-D	---	1

Section 4 (1) (b) (ii)

Powers and duties of officers and employees:

Sl. No.	Designation	Powers and Duties
01	DSWO	General supervision, direction and management of affairs of Social Welfare Section which receives prayers, appeals etc. and discharging duties as and when imposed by the District Magistrate & other higher authorities.
02	UDA	Dealing files related to this section.
03	LDA	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	Disbursement of Disability, Old Age and Widow pension under Department of Women & Child Development and Social Welfare.	Stage 1: Applying for pension. Stage 2: Verification of Application. Stage 3: Sanction of pension Stage 4: Payment of pension. Provision of Funds: Department of Women & Child Development and Social Welfare	Stage 1&2: BDO and E.O. of Municipality. Stage 3&4: District Magistrate
02	Scholarship to the Handicapped students below class IX.	Stage 1: Applying for pension Stage 2: Verification of Application Stage 3: Sanction of scholarship Stage 4: Payment of scholarship Provision of Funds: Department of Women & Child Development and Social Welfare	Stage 1&2: BDO and E.O. of Municipality. Stage 3: District Magistrate Stage 4: BDO and E.O. of Municipality.
03	Non-Institutional Care for Destitute Children	Stage 1: Applying for pension Stage 2: Verification of Application Stage 3: Sanction of scholarship Stage 4: Payment of scholarship	Stage 1&2: BDO and E.O. of Municipality. Stage 3: District Magistrate

		Provision of Funds: Department of Women & Child Development and Social Welfare	Stage 4: BDO and E.O. of Municipality.
04	Cottage Scheme	Stage 1: Proposal for New Project/Renewal Stage 2: Verification of Project proposal Stage 3: Recommendation of Project proposal Stage 4: Sanction of Project proposal Provision of Funds: Director of Social Welfare, West Bengal	Stage 1: BDO Stage 2: BDO & SDO Stage 3: District Magistrate Stage 4: Director of Social Welfare
05	Prosthetic Aids	Stage 1: Applying for Prosthetic Aids Stage 2: Verification of Application Stage 3: Recommendation of Application Stage 4: Sanction of Prosthetic Aids Stage 5: Distribution of Prosthetic Aids. Provision of Prosthetic Aids: Commissioner (Disabilities)	Stage 1 & 2: BDO & E.O. of Municipality Stage 3: District Magistrate Stage 4: Commissioner (Disabilities) Stage 5: District Magistrate and Commissioner (Disabilities)
06	NHFDC Loan	Stage 1: Applying for NHFDC Loan Stage 2: Enquiry Stage 3: Recommendation of Application Stage 4: Sanction of loan	Stage 1&2: BDO Stage 3: District Magistrate Stage 4: West Bengal Women Development Undertaking
07	Day Care Centre for Aged Person	Stage 1: Proposal for New Project/Renewal Stage 2: Verification of Project proposal Stage 3: Recommendation of Project proposal Stage 4: Sanction of Project proposal Provision of Funds: Ministry of Social Justice and Empowerment, Govt. of India,	Stage 1 & 2: BDO Stage 3 : District Magistrate and Director of Social Welfare Stage 4: Ministry of Social Justice and Empowerment, Govt. of India

08	Old Age Home	<p>Stage 1: Applying for New Project Proposal /Renewal</p> <p>Stage 2: Verification of Project Proposal / Renewal Proposal and enquiry into the matter</p> <p>Stage 3: Recommendation of the proposal</p> <p>Stage 4: Approval of the New Project Proposal and Renewal Proposal</p> <p>Provision of Fund: Ministry of Social Justice & Empowerment, Govt. of India</p>	<p>Stage 1: NGO</p> <p>Stage 2: BDO & SDO</p> <p>Stage 3: District Magistrate</p> <p>Stage 4: Director of Social Welfare, West Bengal.</p> <p>Stage 5:Ministry of Social Justice & Empowerment, Govt. of India</p>
09	Swabalamban	<p>Stage 1: Applying for New Project Proposal /Renewal</p> <p>Stage 2: Verification of Project Proposal / Renewal Proposal and enquiry into the matter</p> <p>Stage 3: Recommendation of the proposal</p> <p>Stage 4: Approval of the New Project Proposal and Renewal Proposal.</p> <p>Provision of Fund: West Bengal Women Development Undertaking.</p>	<p>Stage 1: BDO</p> <p>Stage 2: BDO & SDO</p> <p>Stage 3: District Magistrate</p> <p>Stage 4: West Bengal Women Development Undertaking</p>
10	Swadhar Shelter Home	<p>Stage 1: Applying for New Project Proposal /Renewal</p> <p>Stage 2: Verification of Project Proposal / Renewal Proposal and enquiry into the matter</p> <p>Stage 3: Recommendation of the proposal</p> <p>Stage 4: Approval of the New Project Proposal and Renewal Proposal.</p> <p>Provision of Fund: Ministry of Social Justice & Empowerment, Govt. of India</p>	<p>Stage 1: BDO</p> <p>Stage 2: BDO & SDO</p> <p>Stage 3: District Magistrate</p> <p>Stage 4: Ministry of Social Justice & Empowerment, Govt. of India</p>
11	Child Welfare Commitee	<p>Stage 1: Applying for the Children upto 18 years Need Care and Protection.</p> <p>Stage 2: Convene CWC Meeting</p>	<p>Stage 1 & 2: CWC</p> <p>Stage 3: CWC, JJ Act Home, JJB</p>

		<p>Stage 3: Restoration at home/Produce to JJB if conflicted with law.</p> <p>Provision of Fund: State Child Protection Society</p>	
12	Juvenile Justice Board	<p>Stage 1: Applying for the Children upto 18 years Need Care and Protection and conflicted with law.</p> <p>Stage 2: Decision taken</p> <p>Provision of Fund: State Child Protection Society</p>	Stage 1 & 2: JJB
13	E.R.Grant for the Adult Persons with disabilities	<p>Stage 1: Applying for the E.R.Grant</p> <p>Stage 2: Verifying and Enquiry into the matter</p> <p>Stage 3: Recommendation</p> <p>Stage 4: Sanction the grant</p> <p>Stage 5: Disbursement the grant</p> <p>Provision of Fund: Commissioner (Disabilities), West Bengal</p>	<p>Stage 1 & 2: BDO & E.O. of Municipality</p> <p>Stage 3: District Magistrate</p> <p>Stage 4: Commissioner (Disabilities), West Bengal</p> <p>Stage 5: Commissioner (Disabilities), West Bengal and District Magistrate</p>
14	CHILDLINE	<p>Stage 1: Information Received</p> <p>Stage 2: Action Taken</p> <p>Stage 3: Produce to CWC</p>	<p>Stage 1 & 2: CHILDLINE</p> <p>Stage 3: CHILDLINE and CWC</p>
15	Protection of Women from Domestic Violence Act, 2005	<p>Stage 1: Prayer for protection</p> <p>Stage 2: Hearing for taking submission from both the parties.</p> <p>Stage 3: Case referred to the Court, if necessary</p> <p>Provision of Fund: Department of Women & Child Development and Social Welfare</p>	<p>Stage 1 & 2: Protection Officer</p> <p>Stage 3: Ld. Court</p>

Section 4 (1) (b) (iv)

Norms set for discharge of functions in District Social Welfare Section:

The Section functions as per the West Bengal Pension Scheme, 2010 under Department of Women & Child and Social Welfare, Women & Children Institution (Licensing) Act, 1956, West Bengal Women's & Children's (Licensing) Rules, 1958, P.W.D Registration Act, 1995, Protection of Women from Domestic Violence Act, 2005, J.J.Act, 2000, Right of Person with Disabilities, 2011, National Trust Act, 1999 as amended from time to time.

Section 4 (1) (b) (v)

List of the rules / regulation / instructions / manuals / records held in District Social Welfare Section for discharging its functions:

1. West Bengal Pension Scheme, 2010,
2. Women & Children Institution (Licensing) Act, 1956,
3. West Bengal Women's & Children's (Licensing) Rules, 1958,
4. P.W.D Registration Act, 1995,
5. Protection of Women from Domestic Violence Act, 2005,
6. J.J.Act, 2000,
7. Right of Person with Disabilities, 2011,
8. National Trust Act, 1999,
9. Reports / Orders of Department of Women & Child Development and Social Welfare and Directorate of Social Welfare,
10. Other relevant Acts and Rules.

Section 4 (1) (b) (vi)

Statement of the categories of documents held by District Social Welfare Section:

Sl.No.	Subject	Type of Document File	Particulars	Periodicity
1	Issue	Register	Issue letters with Memo No. & Date related to D.S.W. Section	At the earliest as possible
2	Receipt	Register	Receipt letters with Docket	Receipt on

			No. and serve those to the concerned Dealing Assistants	the day and serve after endorsing by the officer
3	NGO	Files	Approval of Managing Committee, Approval /Renewal of New Project, Renewal of License etc.	Not yet decided
4	RTI Act	Files	Matter related to RTI in DSW Section	Specific time limit as per RTI Act
5	Annual Administrative Report	Files	Annual Report related to administration	Not yet decided
6	Admission to Destitute Home	Files	Application , Inspection Report, Addmission Order	-Do-
7	Stationery	Files	Requirement of stationery articles, Allotment, Approval of stationery articles	-Do-
8	NHFDC Loan	Files	Application for NHFDC Loan, Enquiry Report, Recommendation of Application, Sanction of loan	-Do-
9	Prosthetic Aids	Files	Application for Prosthetic Aids, Enquiry Report, Recommendation	-Do-
10	DCPS	Files	Recruitment details under DCPS	-Do-
11	LLC	Files	Application for Legal Guardianship, Enquiry Report, Decision of Local Level Committee	-Do-
12	Allotment	Register	Allotment Receipt, Sub-allotment/Disbursement	-Do-
13	CWC	Files	Allotment Receipt, Various types of Information related to CWC	-Do-
14	JJB	Files	Allotment Receipt, Various types of Information related to JJB, Payment of JJB members and staff	-Do-
15	ER Grant	Files	Application for ER Grant,	-Do-

			Enquiry Report, Recommendation, Sanction	
16	Scholarship	Files	Application for Scholarship, Recommendation, Sanction, Disbursement of Scholarship	-Do-
17	NIC	Files	Application for NIC, Recommendation, Sanction, Disbursement of NIC.	-Do-
18	Meeting File	Files	Notice of Meeting, Proceeding of the Meeting, Service of Proceeding	-Do-
19	Pension	Files	Application for pension, Enquiry Report, Recommendation for pension, Sanction of pension.	-Do-
20	ADIP	Files	Application for ADIP, Enquiry Report, Recommendation	-Do-
21	PWDV Act	Files	Application for protection, Hearing Notice, Decision etc.	-Do-
22	Women Commission	Files	Information of visit, Visit Programme, Other information related to Women Commission	-Do-
23	Assembly Question	Files	Assembly Question, Forwarding to concerned department for collecting reply, Reply send to the Department	-Do-
24	Award	Files	Information from the Department, Intimation to the selected candidates	-Do-
25	Childline	Files	Correspondance to Childline, Notice of CAB Meeting, Proceeding of CAB Meeting	-Do-
26	Human Right	Files	Matter related to Human	-Do-

	Commission		Right	
27	Complaints	Files	Complaints, Action Taken Report	-Do-
28	Audit	Files	Audit Queries, Audit Report, Reply of Audit Report	-Do-
29	Dowry Prohibition Act	Files	Information Receipt, Action Taken Report	-Do-
30	Childmarriage	Files	Information of Childmarriage, Action Taken Report	-Do-
31	Protection of Women	Files	Complaint receipt, Action Taken Report	-Do-
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 Physical Handicapped and weaker section of the societies can correspond this section as and when required. In case of pension, scholarship, loan, NIC Grants the proposal of concerned block takes priority for action taken.

Section 4 (1) (b) (viii)

Statement of Boards / Councils / Committees etc:

There are one Board named Juvenile Justice Board comprising one Principle Magistrate and other two members, some committees such as Child Welfre Committee comprising a Chairperson and four other members to look into the matter of children below 18 years forwhom need, care and protection is needed, District Level Committee for Legal Guardianship, Apart from District Legal Service Authority, Child Advisory Board etc. are functioning.

Section 4 (1) (b) (ix)

Directory of the officer and employees of District Social Welfare Section:

A directory of District Social Welfare Officer & employees is given below:

Sl. No.	Name & Designation	Telephone No.
1	DSWO(Vacant)	(03228) 263135
2	Mala Chatterjee, UDA	-Do-
3	Sankar Maity, UDA	-Do-
4	Pintu Das, UDA	-Do-
5	Dulal Ch. Adhikary, LDA (Retired employee)	-Do-
6	Pradip Ghosh, Gr.-D	-Do-

Section 4 (1) (b) (x)

Details of remuneration of officer & employees:

The salaries and allowances payable to –

(a) District Social Welfare 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) LDA gets remuneration same as others engaged on contractual basis according to government provision.

(d) 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 04/01/13) in the following format to comply with this section.

Sl. No.	Scheme/Project	Allotment Received (Rs.)	Allotment Released/Disbursement(Rs.)	Remarks
1	Disability Pension	1,17,81,000/-	82,96,500/-	
2	Widow Pension	1,12,83,300/-	49,54,250/-	

3	Old Age Pension	2,13,25,500/-	1,37,02,500/-	
4	Scholarship to the students below class IX	3,46,500/-	NIL	Disbursement will be made with in the financial year 2012-13
5	Cottage Scheme	21,26,700/-	19,25,100/-	
6	J.J.Act Home	63,83,762/-	46,79,282/-	
7	CWC	4,14,000/-	66,228/-	
8	JJB	2,94,000/-	2,37,000/-	
9	Office Expenses	8,166/-	2,722/-	
10	Other Charges	11,374/-	3,791/-	

Section 4 (1) (b) (xii)

Details of manner of execution of subsidy programme in the section of District Social Welfare:

This section does not implement any subsidy programme.

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.

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:

District Social Welfare Officer and one Senior UDA are acting as SPIO and SAPIO respectively for the section.

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.