

## DATE OF UPDATION AS ON 31.07.2013

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	0
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 (on deputation)	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	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)	51656.00
3	Puspita Barik, Peon	13459.00

The salaries and allowances payable to –

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

(b) 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 2013-14 (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	914500.00	318063.00	599437.00
2	T.E	12500.00	00	12500.00
3	Contg.	10000.00	00	10000.00
4	Telephone	00	5481.00	(-)5481.00
5	SNP(Food)	1000000.00	675312.00	324688.00

### 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,

## 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.

### **DISTRICT PROFILE**

#### **MONTHLY PROGRESS REPORT IN DIFFERENT ICDS PROJECT OF PURBA MEDINIPUR DISTRICT FOR THE MONTH OF JUNE'13 (FORMAT-I)**

Name of the Project	AWCs			CDPO		ACDPO		Supervisors		AWWs		AWHs	
	Sanctioned	Operational	reporting	Sanc	In Position	Sanc	In Position	Sanc	In Position	Sanc	In Position	Sanc	In Position
BHAGWANPUR-I	271	271	271	1	1	1	0	12	5	271	260	271	251
MOYNA	281	281	281	1	1	0	0	12	5	281	207	281	180
PANSKURA-II	339	339	339	1	0	2	0	15	9	339	327	339	166
TAMLUK-II	229	229	229	1	1	0	0	10	6	229	170	229	214
KHEJURI-II	198	198	198	1	0	0	0	8	3	198	196	198	185
SUTAHATA-I	181	181	181	1	1	0	0	8	3	181	177	181	173
EGRA-II	220	220	220	1	0	0	0	11	7	220	153	220	159
NANDIGRAM-I	244	244	244	1	0	0	0	11	5	244	230	244	237
BHAWANPUR-II	231	231	231	1	1	0	0	9	5	231	219	231	217
CONTAI-I	204	204	204	1	1	0	0	10	5	204	142	204	144
CONTAI-II	203	203	203	1	1	0	0	10	6	203	193	203	193
CONTAI-III	185	185	185	1	1	0	0	7	3	185	176	185	177
EGRA-I	220	220	220	1	1	0	0	9	3	220	220	220	219
KHEJURI-I	172	172	172	1	1	0	0	6	4	172	161	172	161
MAHISADAL-II	245	245	245	1	1	1	0	12	7	245	173	245	153
MAHISADAL-I	312	312	312	1	1	0	0	12	8	312	292	312	289
NANDIGRAM-II	142	142	142	1	1	0	0	6	4	142	114	142	56
NANDIGRAM-III	212	212	212	1	0	0	0	8	5	212	193	212	199
PANSKURA-I	455	455	455	1	1	0	0	18	5	455	424	455	266
PATASHPUR-I	207	207	207	1	0	0	0	8	2	207	204	207	203
PATASHPUR-II	208	208	208	1	0	0	0	8	2	208	200	208	201
RAMNAGAR-I	197	197	197	1	0	0	0	8	5	197	192	197	189

RAMNAGAR-II	185	185	185	1	1	0	0	7	3	185	180	185	185
SUTAHATA-II	148	148	148	1	1	0	0	7	4	148	146	148	141
TAMLUK-I	300	300	300	1	1	0	0	11	5	300	284	300	278
CONTAI(U)	66	66	66	1	1	0	0	2	1	66	65	66	66
HALDIA(U)	114	114	114	1	0	0	0	5	1	114	110	114	103
<b>Total</b>	<b>5969</b>	<b>5969</b>	<b>5969</b>	<b>27</b>	<b>18</b>	<b>4</b>	<b>0</b>	<b>250</b>	<b>121</b>	<b>5969</b>	<b>5408</b>	<b>5969</b>	<b>5005</b>

**MONTHLY PROGRESS REPORT IN DIFFERENT ICDS PROJECT OF PURBA MEDINIPUR FOR JUNE'2013(FORMAT-II)**

Name of the Project	No. of AWCs reporting	No. of AWCs Providing SNP for 21+days in a month	Total population within project		No of SNP Beneficiaries			No. of PSE Beneficiaries (3-6) years			Reported Live births	No. of death (0-lyrs)	No. of death (1-5 yrs)	Classification of Nutritional status				
			0-6 years.	Preg. & Lact. Women	6m-3 years	3-6 years	Preg. & Lact. Women	No. of AWCs providing PSE for 21+ days in a month	Boys	Girls				Normal	Moderately Underweight	Severely Underweight	Growth Related Disorders	Total no of children Weighed
BHAGWANPUR-I	271	243		4583	11436	9747	4583	261	4988	4759	284	3	0	13603	5916	550	32	20101
MOYNA	281	256		4456	10911	8824	4456	276	4498	4326	260	2	1	11858	4933	94	7	16892
PANSKURA-II	339	275		4223	10116	8322	181	284	4188	4134	314	4	0	12023	4018	115	38	16194
TAMLUK-II	229	226		3992	9179	7453	3992	226	3745	3708	194	1	0	9876	2886	150	8	12920
KHEJURI-II	198	195		3285	8481	6677	3285	195	3399	3278	224	1	1	8964	5654	218	3	14839
SUTAHATA-I	181	177		2493	5855	3788	2493	169	1821	1967	144	9	0	7593	2232	101	15	9941
EGRA-II	220	217		2248	5965	4833	2248	219	2488	2345	151	0	0	6633	3065	344	26	10068
NANDIGRAM-I	244	242		4816	12614	9490	4816	232	4823	4667	240	1	0	12173	5018	318	29	17538
BHAWANPUR-II	231	220		3245	8030	5943	3245	226	3006	2937	225	6	2	7039	5035	291	11	12376
CONTAI-I	204	194		2767	7117	5510	2767	200	2721	2789	185	2	0	8698	2916	387	44	12045
CONTAI-II	203	201		3310	7617	7149	3310	203	3636	3513	221	1	0	9141	3711	326	3	13181
CONTAI-III	185	175		3035	6687	7012	3035	183	3563	3449	266	5	1	8065	3403	343	29	11840
EGRA-I	220	215		3772	8494	8743	0	217	4435	4308	226	10	0	8968	4037	371	32	13408
KHEJURI-I	172	168		2707	6425	4897	181	170	2488	2409	226	0	0	6827	3811	164	9	10811
MAHISADAL-II	245	210		3958	9233	5840	3958	229	2910	2930	213	9	0	10869	2783	191	0	13843
MAHISADAL-I	312	312		5277	12513	10638	5277	312	5256	5083	275	5	1	14802	7341	152	87	22382
NANDIGRAM-II	142	139		2672	6668	5117	2672	138	2617	2500	173	3	0	6734	3291	95	72	10192
NANDIGRAM-III	212	212		4622	8000	8169	4622	212	4037	4132	282	4	0	9580	4513	278	77	14448
PANSKURA-I	455	439		5705	15000	14181	5705	450	7250	6931	350	4	1	15304	5377	316	47	21044
PATASHPUR-I	207	47		3024	7186	6659	181	206	3393	3266	195	8	17	6670	4447	200	1	11318
PATASHPUR-II	208	201		3072	8440	6850	181	202	3654	3196	181	8	1	7644	3731	78	19	11472
RAMNAGAR-I	197	197		3100	7349	5449	181	197	2778	2671	192	3	0	9530	2925	169	82	12706
RAMNAGAR-II	185	183		2541	6149	3961	181	184	1994	1967	193	2	2	7398	2218	139	5	9760
SUTAHATA-II	148	148		1670	4101	4418	181	148	2260	2158	125	1	1	5934	2064	95	0	8093
TAMLUK-I	300	296		5057	12601	11186	5057	298	5700	5486	259	7	1	14008	5466	412	59	19945
CONTAI(U)	66	66		761	1919	1142	761	68	560	582	75	1	1	3370	706	44	13	4133
HALDIA(U)	114	114		2055	6210	3063	2055	112	1516	1547	151	2	0	7071	1940	58	184	9253
<b>TOTAL</b>	<b>5969</b>	<b>5568</b>		<b>92446</b>	<b>#####</b>	<b>185061</b>	<b>69604</b>	<b>5817</b>	<b>###</b>	<b>91038</b>	<b>5824</b>	<b>102</b>	<b>30</b>	<b>###</b>	<b>103437</b>	<b>5999</b>	<b>932</b>	<b>####</b>