

Manual-1
Particulars of Organization, Function and duties
(Section 4(1)(b)(i))

1. 1. *Aims & Objective of the Organisation* : Welfare of SC/ST/Minorities & S & EBC
2. 2. *Mission & Vision* :

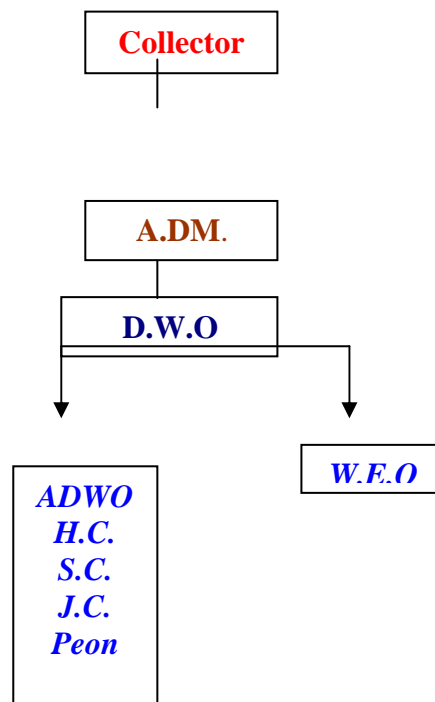
Smooth execution of S.T. and S.C. and S.E.B.C. Scheme/ Protective Legislation/ Distribution of Stipend/ Supervision of Different Scheme/ Organisation.

3. 3. *Brief history and background its establishment* :

The District Welfare Office started functioning w.e.f. from . .19 after creation of Ganjam District .

4. 4.

Organisation chart



5. *Allocation of Business* :

Smooth execution of S.C./ S.T./ Minorities & S. & E.B.C. Schemes/ Distribution of Stipends/ Supervision of Different Schemes/ Inspection of Offices as per O.R.V. Act.

6. *Duties to be performed to achieve the mission* :

- i. Supervision & Monitoring of Loan Scheme.
Supervision and Monitoring of Pre-Matric Scholarship/ Post Matric Scholarship/ Merit-cum-Poverty Scholarship.
- ii. Inspection of Activities of N.G.O. receiving G.I.A. from Government
- iii. Inspection of Offices as per O.R.V. Act as per program.
- iv. Distribution of monetary relief to S.C./ S.T. Victim under Atrocity cases.
Inspection of High School/ Ashram School/ Sevashram running under S.T. & S.C. Develop Department.
- v. Implementation of Forest Right Act to SC/ST & other traditional Forest Dwellers.

7. *Details of service rendered* : Welfare of S.C./ S.T./ Minorities S& E.B.C.
8. *Citizens interaction* : As and when necessary.
9. *Postal address of the main Office, Attached/ Subordinate Office/ Field Units etc.*
- Main Office : S.T. & S.C. Development Department, Bhubaneswar, Orissa.
 Sub-Ordinate Office : District Welfare Office, Ganjam.
 Sub.Collector, Chhatrapur
 Sub.Collector, Chhatrapur
 Sub.Collector, Chhatrapur
 T.D.A. Tumba, At/po.- Tumba, Dist.- Ganjam
 B.D.O. Chhatrapur, At/PO- Chhatrapur, Dist- Ganjam
 B.D.O. Ganjam, At/PO- Ganjam, Dist- Ganjam
 B.D.O. Khalikote, At/PO- Khalikote, Dist- Ganjam
 B.D.O. Beguniapada, At/PO- Behuniapada, Dist- Ganjam
 B.D.O. Polasara, At/PO- Polasara, Dist- Ganjam
 B.D.O. Purusottampur, At/PO- Purusottampur, Dist- Ganjam
 B.D.O. Kabisurya Nagar,, At/PO- K.S.Nagar, Dist- Ganjam
 B.D.O. Buguda, At/PO- Buguda, Dist- Ganjam
 B.D.O. Belanguntha, At/PO- Belanguntha, Dist- Ganjam
 B.D.O. Bhanjanagar, At/PO- Bhanjanagar, Dist- Ganjam
 B.D.O. Sorada, At/PO- Sorada, Dist- Ganjam
 B.D.O. , J.N.Prasa At/PO- J.N.Prasad, Dist- Ganjam
 B.D.O. Seragada, At/PO- Seragada, Dist- Ganjam
 B.D.O. Dharakote, At/PO- Dharakote, Dist- Ganjam
 B.D.O. Aska, At/PO- Aska, Dist- Ganjam
 B.D.O. Digapahandi, At/PO- Digapahandi, Dist- Ganjam
 B.D.O. Sanakhemundi, At/PO- Sanakhemundi, Dist- Ganjam
 B.D.O. Chikiti,, At/PO- Chikiti, Dist- Ganjam
 B.D.O. Patrapur, At/PO- Patrapur, Dist- Ganjam
 B.D.O. Rangeilunda, At/PO- Rangeilunda, Dist- Ganjam
 B.D.O. Kukudakhandi, At/PO- Kukudakhandi, Dist- Ganjam
 B.D.O. Hinjili At/PO- Hinjili, Dist- Ganjam
10. *Map of office location* : The Map of Office location available in District Office.
11. *Working hours both for office and public* : 10 A.M. to 1.30 P.M. Working hour.
 1.30 P.M. to 2 P.M. Lunch hour.
 2 P.M. to 5 P.M. working hour.
12. *Public interaction, if any* : As per requirement of Public.
13. *Grievance redress mechanism* : Any grievances received are disposed of priority basis.

Manual-2
Power and duties of officers and employees
(Section 4 (I0(b)(ii))

Powers and duties of officers and staff

Sl. No.	Designation of Post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	D.W.O.	Submission of Budget Estimate in respect of S..T./ S.C./ O.B.C. Welfare Scheme	D.D.O.	Protective, Legislation, Supervision, Maintenance of Registers and Records categorically submission of report and returns/ compliance report inspection of Institution/ Office/ Block/ C.C.R. enforcement of Act. And regulations/ formulation of special Schemes etc.		
2.	A.D.W.O.	To assist D.W.O. in all day to day activities				
3.	Head Clerk					Supervision of Office Establishment/ Preparation of reply to Assembly Question / F.C.R./ Parameter Performance and Checking of Cash Book.
4.	Senior Clerk-I					Preparation of Bill Budget Establishment Audit.
5.	Senior Clerk-II					Sanction and disbursement of Post Matric Scholarship to Colleges, Merit-cum-Poverty Scholarship to S&EBC students of High Schools, Pre-matric Scholarship for Children of un-cleaned occupation/ Pre-matric Scholarship of Ashram School /ST Girls' Hostels of Deogarh District.
6.	Junior Clerk					Receive, Issue and Despatch of letters and Maintenance of Postage Stamp Accounts. Issue

						of Caste Certificate/ Compliance to Inspection Reports/ Preparation of Meeting Information relating to Development and Miscellaneous nature. Preparation of information for Holding Quarterly Review Meetings and Correspondence on Development and Miscellaneous affairs/ Preparation of O.R.V. Inspection Reports.
7.	Peon					Delivery of letters and other Official works.
8.	Night Watcher					To keep watch of D.W.O. Office at Night.

Note: *Substantive powers and duties for each position may be defined.*

Manual-3
Procedure followed in decision making process
(Section 4(I0(b)(iii))

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of disposal of letters.

Flow process chart for disposal of letters

Sl. No.	Activity	Level of action	Time frame
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	To receive letters/ applications coming from different quarters	Counter Clerk	Same day
2.	To mark letter/ application to concerned Dealing Assistant after initial of D.W.O.	Head Clerk	Same day
3.	To put diary number on the letter or application after marking of Head Clerk and handover the same to concerned Dealing Assistant.	Received Clerk	Same day

4.	To enter the letters/ applications in the log book.	Concerned Dealing Assistant	Same day
5.	To put up the letter/ application in file by the Dealing Assistant before Head Clerk	-do-	Urgent letters on the same day and other letters within 2-3 days.
6.	To send the file before D.W.O. with notes	Head Clerk	-do-
7.	(a) To dispose of file (b) To send the file to A.D.M. if required	D.W.O.	Same day/Next day
8.	After approval of A.D.M. then file move to Collector for final disposal	A.D.M.	Same day/Next day

The charts may be prepared for major functions.

Manual-4

Norma set for the discharge of functions (Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustrations.

Illustration

Sl. No.	Activity	Time frame/Norm	Remarks
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	Diary of letter	3 minutes per letter	
2	Despatch of letter	5 minutes per letter	Registered dak including entry in messenger book

Manual-5

Rules, Regulations, Instructions, Manuals & Records for discharging functions (Section 4(1)(b)(v))

Prepare a list of Rules, Regulations, Instructions, Manuals and Records for discharging functions available with the public authority for the smooth discharge of its functions.

List of Regulations, Instructions, Manuals and Records

Sl. No.	Name of the Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	S.C. & S.T. Manual	i. O.R.V. Act.1975 ii. P.O.A Act. 1989 with Rules 1995 iii. Orissa Caste Certificate (S.C. & S.T.) Rules 1980		

Manual-6

**A statement of the categories of documents that are held by it for under its control
(Section 4(1)(b)(vi))**

Details of the Records, available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit/ Section where available	Retention period, where available
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	Receive Register	D.W.O. Office	Issue/Receive	Three Years
2.	Issue Register	-do-	-do-	Three Years
3.	Despatch Register	-do-	-do-	Three Years
4.	Postage Stamp Account Register	-do-	-do-	Three Years
5.	Peon Book	-do-	-do-	Three Years
6.	Caste Certificate Register	-do-	Development	Three Years
7.	Atrocity Case Register	-do-	-do-	Three Years
8.	Allotment-cum-U.C. Register on MADA & Article-275 (i)	-do-	-do-	Three Years
9.	Allotment-cum-U.C. Register on Monetary Relief	-do-	-do-	Three Years
10.	Allotment-cum-U.C. Register on Scholarship	-do-	Scholarship	Three Years
11.	Sanction-cum-Bill Register on Prematric Scholarship for Kusapalli Ashram School	-do-	-do-	Three Years
12.	Sanction-cum-Bill Register on Prematric Scholarship for Rudhapadar Ashram School	-do-	-do-	Three Years
13.	Sanction-cum-Bill Register on Prematric Scholarship for Gouduni Ashram School	-do-	-do-	Three Years
14.	Sanction-cum-Bill Register on Merit-cum-Poverty Scholarship	-do-	-do-	Three Years
15.	Sanction Register on Pre- Metric Scholarship for S.T. Boarders of ST girls Hostel	-do-	-do-	Three Years
16.	Sanction Register on Pre- Metric Scholarship to the children of those parent engaged in unclean occupation for S.C/ST. Students	-do-	-do-	Three Years
17.	Bill Register of Post Metric for S.T. Student	-do-	-do-	Three Years
18.	Bill Register of Post Metric for S.C. Student	-do-	-do-	Three Years
19.	Loan Ledger	-do-	Loan Section	Three Years
20.	Attendance Register	-do-	Establishment	Three Years
21.	Pay Acquaintance for Gazetted Officer	-do-	Cash Section	Three Years
22.	Pay Acquaintance for Non-Gazetted (Ministerial Staff)	-do-	-do-	Three Years
23.	Pay Acquaintance for Sevak	-do-	-do-	Three Years
24.	Bill Register	-do-	-do-	Three Years
25.	Book of Drawal	-do-	-do-	Three Years
26.	Cash Book for District Welfare Office	-do-	-do-	Three Years
27.	Cash Book for D.W.O.-cum-D.M., OSFSDC	-do-	-do-	Three Years
28.	Cash Book for D.W.O.-cum-D.M., OBCFDCC	-do-	-do-	Three Years
29.	T.E. Acquaintance Roll	-do-	-do-	Three Years
30.	Contingent Bill Register	-do-	-do-	Three Years

31.	Increment Register	-do-	-do-	Three Years
32.	Service Book Register	-do-	-do-	Three Years
33.	Acquaintance Roll for disbursement Monitory Relief to S.C./S.T. Victim	-do-	-do-	Three Years
34.	Roster Register of O.R.V. Act.	-do-	Establishment	Three Years

Manual-7

Particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy of implementation.

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

Details of consultative committee and other bodies with which consultations are held.

Sl. No.	Name and address of the consultative committees/bodies	Constitution of the committee/body	Role & responsibility	Frequency of meetings
1	2	3	4	5
1.	District Level standing Committee of Ganjam on Prime Minister 15 Points Programme	1. Collector, Chairman. 2. Superintendent of Police, Member. 3. Project Director, D.R.D.A., Member. 4. Sub-Collector, Member. 5. District Employment Officer, Member. 6. D.I.&P.R.O., Member. 7. C.I. of Schools, Member. 8. 4 nos. of Non-Official Member nominated by the Committee. 9. D.W.O., Member Secretary.	Review of 15 Points for Welfare of minorities	Quarterly
2.	District Level Taskforce Committee, Ganjam	1. Collector, Chairman. 2. Superintendent of Police, Member. 3. Project Director, D.R.D.A., Member. 4. D.F.O.(T), Member. 5. District Registrar, Member 6. Sub-Collector, Member. 7. 3 tribal representative nominated by R.D.C. 8. D.W.O., Member Convener.	Review and monitor implementation of various Rules and regulations concerning welfare of the S.T. & to prevent their exploitation.	Quarterly
3.	District Level Vigilance and Monitoring Committee Meeting Ganjam	1. Collector, Chairman. 2. M.P., Member 3. M.L.A., Member 4. Superintendent of Police, Member. 5. 3 nos. of Group-A Gazetted Officer belonging to S.C./ S.T. category, Member 6. 5 nos. of non-officials member belonging to S.C. & S.T. category, Member 7. 3 nos. of other category having association with N.G.Os., Member. 8. D.W.O., Member Secretary.	Review the implementation of the Act., Relief and Rehabilitation.	Quarterly
4.	District Level purchase	1. Collector, Chairman. 2. Inspector of Schools/ Deputy Inspector of Schools/ D.I. of Schools of S.C./ S.T.	Decision on purchase of reading and	During the June of the

	Committee Meeting, Ganjam	Development, Member. 3. Head Master of High School under S.C./ S.T. Development, Member 8. D.W.O., Member Convener.	writing materials etc.	Each Year
5.	District Selection Committee (Loan), Ganjam	1. Collector, Chairman. 2. S.T./ S.C. M.L.A. nominated by Collector, Member 4. Concerned District Level Officer, Member. 5. D.W.O.-cum-D.M., Member Secretary.	Selection of beneficiaries for sanction of loan as per guideline.	Once in a year.

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunani, interaction with resident welfare associations etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

Manual-8

**A statement of Boards, Council, Committees and Other Bodies Constituted
(Section 4(1)(b)(viii))**

List of Boards, Councils, Committee etc.

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9
1.	District Level standing Committee of Ganjam on Prime Minister 15 Points Programme	Review of 15 Points for Welfare of minorities	1. Collector, Chairman. 2. Superintendent of Police, Member. 3. Project Director, D.R.D.A., Member. 4. Sub-Collector, Member. 5. District Employment Officer, Member. 6. D.I.&P.R.O., Member. 7. C.I. of Schools, Member. 8. 4 nos. of Non-Official Member nominated by the Committee. 9. D.W.O., Member Secretary.	09.04.2003	--	Yes	Quarterly	
2.	District Level Taskforce Committee, Ganjam	Review and monitor implementation of various Rules and regulations concerning welfare of the S.T. & to prevent their exploitation.	1. Collector, Chairman. 2. Superintendent of Police, Member. 3. Project Director, D.R.D.A., Member. 4. D.F.O.(T), Member. 5. District Registrar, Member 6. Sub-Collector, Member. 7. 3 tribal representative nominated by R.D.C. 8. D.W.O., Member Convener.	02.02.2005	--	Yes	Quarterly	
3.	District Level Vigilance and Monitoring Committee Meeting Ganjam	Review the implementation of the Act., Relief and Rehabilitation.	1. Collector, Chairman. 2. M.P., Member 3. M.L.A., Member 4. Superintendent of Police, Member. 5. 3 nos. of Group-A Gazetted Officer belonging to S.C./ S.T. category, Member 6. 5 nos. of non-officials member belonging to S.C. & S.T. category, Member 7. 3 nos. of other category having association with N.G.Os., Member. 8. D.W.O., Member Secretary.	11.08.2000	--	Yes	Quarterly	

4.	District Level purchase Committee Meeting, Ganjam	Decision on purchase of reading and writing materials etc.	1. A.D.M., Chairman. 2. Inspector of Schools/ Deputy Inspector of Schools/ D.I. of Schools of S.C./ S.T. Development, Member. 3. Head Master of High School under S.C./ S.T. Development, Member 8. D.W.O., Member Convener.	--	--	Yes	During June of each Year	
5.	District Selection Committee (Loan), Ganjam	Selection of beneficiaries for sanction of loan as per guideline.	1. Collector, Chairman. 2. S.T./ S.C. M.L.A. nominated by Collector, Member 4. Concerned District Level Officer, Member. 5. D.W.O.-cum-D.M., Member Secretary.	22.02.2005	--	Yes	One in a year	

Please attached copies of detailed notification/orders for their constitutions.

Manual-9
Directory of Officers and Employees
(Section 4(1)(b)(ix))

Directory

Sl. No.	Name & Designation	Office Phone No.	E-Mail address
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	Sri Biswadarsi Sahu, D.W.O.	06811 – 263977	
2.	Sri Bijaya Kumar Mohanty, ADWO	-do-	
3.	Sri Purna Ch.Panda, Senior Clerk	-do-	
4.	Sri Gagan Chand Pradhan, Senior Clerk	-do-	
5.	Smt. Kamini Dalei, Senior Clerk	-do-	
6.	Sri Dilip Kumar Nahaka, Junior Clerk	-do-	
7.	Sri V.Srinibash, Junior Clerk	-do-	
8.	Kum. Deepti Mayee Patnaik, Junior Clerk	-do-	
9.	Sri A.R.Khan, Peon	-do-	
10.	Sri Bidesi Nahak, Attendant	-do-	
11.	Sri Raghunath Gouda, Attendant	-do-	
12.	Sri Rama Nath Panda, Night watcher	-do-	

Manual-10

The monthly Remuneration received by each of the Officers and Employees,
including the system of compensation as provided in the deregulations
(Section 4(1)(b)(x))

Sl. No.	Name & Designation	Pay Scale/ Monthly Remuneration (As on 01.01.2009)	
<i>1</i>	<i>2</i>	<i>3</i>	
1.	Sri Biswadarsi Sahu, D.W.O.	9,300/- 34,800/-	24,645/-
2.	Sri Bijaya Kumar Mohanty, ADWO	9,300/--34,800/-	25,384/-

3.	Sri Purna Ch.Panda, Senior Clerk	5,200/--20,200/-	17,424/-
4.	Sri Gagan Chand Pradhan, Senior Clerk	5,200/--20,200/-	15,986/-
5.	Smt. Kamini Dalei, Senior Clerk	5,200/--20,200/-	15,986/-
6.	Sri Dilip Kumar Nahaka, Junior Clerk	5,200/--20,200/-	13,161/-
7.	Sri V.Srinibash, Junior Clerk	5,200/--20,200/-	9,868/-
8.	Kum. Deepti Mayee Patnaik, Junior Clerk	5,200/--20,200/-	9,372/-
9.	Sri A.R.Khan, Peon	5,200/--20,200/-	10,996/-
10.	Sri Bidesi Nahak, Attendant	5,200/--20,200/-	10,996/-
11.	Sri Raghunath Gouda, Attendant	5,200/--20,200/-	10,996/-
12.	Sri Rama Nath Panda, Night watcher	5,200/--20,200/-	11,141/-

Note : *Details about system of compensation provided in regulations may be given*

Manual-11
The budget allocated to each Agency
(Section 4(1)(b)(xi))

Non-Plan Budget
For Feeding Programme

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for last year
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
11-2225	Pay	5,25,790/-	5,25,790/-	--	5,36,430/-
	D.A.	3,36,506/-	3,36,506/-	--	2,78,943/-
	H.R.A.	21,459/-	21,459/-	--	22,112/-

Plan Budget

Name of the Plan/Scheme	Activities to be undertaken	Date of commencement	Excepted date for completion	Amount sanctioned	Amount disbursed/spent
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
N I L					

Manual-12

**The manner of execution of subsidy programme
(Section 4(1)(b)(xii))**

List of institutions given subsidy (S.T. Sector)2007-08

Sl. No.,	Name of Bank/Branch	Name of SHG	Name of Scheme	No. of Beneficiary	Subsidy Amount
1	2	3	4	5	6
1	ACCB., Sheragada	Individual		10	100,000.00
2	Andhra Bank, B.Karadabadi	Bagdevi SHG	Khalli Sticking	11	110,000.00
		Individual	Bamboo work	8	80,000.00
3	Andhra Bank, Badagada	Maa Mangala SHG	Goattery	13	125,000.00
		Maa Andhari SHG	Goattery	13	125,000.00
4	Andhra Bank, Chikiti	Maa Balakumari SHG	Goattery	10	100,000.00
		Gramadevati SHG	Goattery	13	125,000.00
5	Andhra Bank, Girisola	Maa Gajalaxmi SHG	Khalli Sticking with Bamboo	10	100,000.00
6	Andhra Bank, Mundamarai	Jagadish SHG	Bambooo work	14	125,000.00
7	Andhra Bank, Podamari	Individual		9	90,000.00
		Individual		8	80,000.00
8	Andhra Bank, Rambha	Individual		18	180,000.00
9	BOI., Badagada	Individual		10	100,000.00
10	Indian Bank, J.N.Prasad	Individual		6	60,000.00
11	IOB., Bhismagiri	Gopinath SHG	Goattery	12	120,000.00
12	IOB., Dengapadar	Maa Thakurani SHG	Goattery	12	120,000.00
13	IOB., Mujagada	Maa Tarini SHG	Goattery & Khalli	12	120,000.00
14	RGB., Asurabandha	Resaguda SHG	Stone Chips & Khalli	10	100,000.00
15	RGB., Balipada	Individual		9	90,000.00
16	RGB., Bomkei	Rameswar SHG	Stone Chips & Bamboo	9	80,000.00
		Mahakaleswar SHG	Stone Chips & Bamboo	14	105,000.00
17	RGB., Budhambo	Individual		7	70,000.00
18	RGB., Chirikipadasasan	Bahuti SHG	Goattery	10	90,000.00
19	RGB., Gate Bazar	Individual		14	140,000.00
20	RGB., Padmanavpur	Maa Bankeswari SHG	Goattery	10	100,000.00
		Bira Bajarangi SHG	Goattery	10	100,000.00
		Raghunath SHG	Goattery	10	100,000.00
21	RGB., Pratapur	Sunei SHG	Stone Chips & Mate Making	14	125,000.00
22	SBI., Balipadar	Maa Laxmi ASD	Khalli & Broom	12	120,000.00
		Maa Kali ASD	Khalli & Broom	12	120,000.00
23	SBI., Bhanjanagar	Individual		10	100,000.00
24	SBI., Gallery	Banadurga SHG	Goattery & Khalli	12	110,000.00
25	SBI., Karchuli	Byaghra Devi ASD	Khalli Sticking	10	100,000.00
		Brahmana Devi ASD	Khalli Sticking	10	100,000.00
		Individual		20	200,000.00
26	SBI., Suroda	Maa Kalua SHG	Stone Chips & Khalli	12	120,000.00
27	UBI., B.D.Pur	Maa Thakurani SHG	Stone Chips & Khalli	10	100,000.00

Total:				414	4,030,000.00
---------------	--	--	--	------------	---------------------

Manual-12

**The manner of execution of subsidy programme
(Section 4(1)(b)(xii))**

List of institutions given subsidy (S.C. Sector)2007-08

Sl.	Name of Bank/Branch	Name of SHG	Name of the	No. of	Subsidy
No.,			Scheme.	Beneficiary	Amount
1	2	3	4	5	6
1	ACCB, Sheragada	Sitala SHG	Goattery	10	100,000
		individual		6	60,000
2	ACCB., Buguda	Dadhibamana Swami SHG	Stone Chips	12	120,000
3	Allahabad Bank, Chatrapur	individual		10	100,000
4	Allahabad Bank, Pathara	Satya Narayana SHG	Fish Vending	12	120,000
		individual		15	150,000
5	Andhra Bank, B. Karadabadi	Ghata Tarini SHG	Chuda & Mudhi	10	100,000
		Indira Bikash SHG	Khalli Sticking	10	100,000
6	Andhra Bank, Badagada	Sidheswar SHG	Stone Chips & Khalli	12	120,000
		Laxmi Narayana SHG	Stone Chips & Khalli	11	110,000
7	Andhra Bank, Barracks	Saraswati SHG	Veg.Vending	12	120,000
		Maa Sarala SHG	Veg.Vending	12	120,000
		Maa Taratarini SHG	Veg.Vending	12	120,000
8	Andhra Bank, Bhanjanagar	Maa Durga SHG	Stone Chips & Khalli	12	120,000
9	Andhra Bank, Chatrapur	Maa Thakurani SHG	Stone chips	10	100,000
10	Andhra Bank, Chikiti	individual		18	180,000
11	Andhra Bank, Girisola	Gramadevati SHG	Bamboo work	11	110,000
		Maa Bana Durga SHG	Bamboo work	10	100,000
12	Andhra Bank, Gobora	Maa Santoshi SHG	Stone Chips & Veg.Vending	10	100,000
13	Andhra Bank, Gopalpur	Maa Mangala SHG	Keuda Flower	10	100,000
		Maa Tarini SHG	Stone Chips & Goattery	10	100,000
14	Andhra Bank, Gudiali	Maa Taratarini SHG	Goattery	12	110,000
		Tejeswini SHG	Goattery	12	100,000
15	Andhra Bank, Hanuman Bazar	Sri Krishna SHG	Veg. Vending	12	120,000
		Trishakti SHG	Veg. Vending	12	120,000
		Maa Sankata Tarini SHG	Veg. Vending	12	120,000
		Sidheswar SHG	Veg. Vending	12	120,000
		Maa Bhairabi SHG	Veg. Vending	12	120,000
16	Andhra Bank, Hinjili	Maa Kali SHG	Stone Chips	12	90,000
17	Andhra Bank, Kalabada	individual		15	150,000
		individual		15	150,000
18	Andhra Bank,	Maa Kali shg	Goattery	10	100,000

19	Kulada	Maa Laxmi SHG	Goattery	10	80,000
		Gramadevati SHG	Goattery	12	120,000
	Andhra Bank, Mundamarai	Mahamayee SHG	Goattery	12	120,000
		M/s Maa Kali SHG	Stone Chips & Khalli	12	120,000
		Gramadevati SHG	Veg. Vending	12	120,000
20	Andhra Bank, Nimina	Grama Devati SHG	Sstone Chips	12	80,000
		Jai Maa Laxmi SHG	Stone Chips	12	110,000
		Uchhabeswar SHG	Stone Chips & Cane Bamboo	16	125,000
21	Andhra Bank, Podamari	Sri Maa SHG	Goattery	10	100,000
		individual		9	90,000
22	Andhra Bank, Polosora	Balunkeswar SSD	Fish Business	12	120,000
		Maa Thakurani SHG	Goattery	13	125,000
23	Andhra Bank, Rambha		Goattery	10	100,000
		Dhabaneswar SHG	Khalli & Broom	10	90,000
24	Andhra Bank, Sheragada	Ghatagaon Tarini SHG	Goattery	11	110,000
25	Andhra Bank, Tulu	Sidha Bhairabi SHG	Keuda Flower	11	100,000
26	BOB., Berhampur	Maa Budhi Thakurani SHG	Dry Fish	12	120,000
		Dandakali SHG	Veg.Vending	10	85,000
27	BOI., Badagada	Matrushakti SHG	Stone Chips & Khalli	10	100,000
28	BOI., Berhampur	Saibaba SHG	Pampad & Pickel	12	120,000
		Jyoti SHG-I	Pampad & Pickel	12	120,000
		Jyoti SHG	Readymade Tailoring	10	100,000
		Jagannath SHG	Veg. Vending	10	100,000
29	BOI., Khetribarpur	Matrushakti SHG	Goattery	10	80,000
30	Canara Bank, Tanarada	Laxmi Nrusingha SHG	Stone Chips	10	70,000
31	CBI., Berhampur	Gada Bahini SHG	Veg. Vending	12	120,000
		Maa Gouri SHG	Veg. Vending	12	120,000
		Maluani SHG	Veg. Vending	12	120,000
32	CBI., Pitala	Maa Taratarini SHG	Fishery	15	100,000
		Trinath Thakura SHG	Goattery	10	100,000
33	Indian Bank, Buguda	Kamala ASD	Chuda & Mudhi	12	120,000
		Saubhagini ASD	Stone Chips	9	70,000
34	Indian Bank, Chatrapur`	Lingaraj SHG	Cement Product	13	100,000
		individual		5	50,000
35	Indian Bank, Gopalpur	Vivekananda SHG	Dry Fish	10	90,000
36	Indian Bank, J.N.Prasad	Jai Maa Santoshi SHG	Stone Chips & Khalli	10	100,000
		Maa Thakurani 'B' SHG	Stone Chips & Metal	10	100,000
37	Indian Bank, Khallikote	Bindumayee SHG	Khalli & Broom	10	100,000
38	IOB., Bhismagiri	Om Namah Sibaya	Stone Chips & Khalli	8	80,000
		Maa Kureisuni SHG	Stone Chips & Khalli	9	90,000
39	IOB., Dengapadar	Maa Parbati SHG	Goattery	10	100,000
40	IOB., Golonthara	Maa Taratarini SHG	Badi & Pampad	11	100,000
41	IOB., Jahada	Maa Santoshi SHG	Bamboo	12	120,000
		Baleswari SHG	Goattery	8	80,000
42	IOB., Kukudakhandi	individual		25	250,000

43	I.O.B., Mujagada	Maa Saradevi SHG	Stone Chips & Khalli	12	100,000
44	I.O.B., Narandrapur	Durga Madhaba SHG	Cement Product	10	100,000
		Maa Taratarini SHG	Goattery	10	75,000
		Maa Bhairabi SHG	Khalli, Badhipampad	10	100,000
45	PNB., Berhampur	Sibani SHG - 1	Veg/ Vending	12	120,000
		Sibani SHG	Veg/ Vending	12	120,000
		Parbati SHG	Veg/ Vending	12	120,000
		Parbati SHG - 1	Veg/ Vending	12	120,000
		Satabhauni SHG	Veg/ Vending	12	120,000
46	RGB., Asurabandha	Maa Kandhunidevi SHG	Stone Chips & Khalli	11	110,000
		Maa Saraswati SHG	Stone Chips & Khalli	11	110,000
47	RGB., Badabarsingi	individual	Khali Sticing	6	60,000
48	RGB., Balipada	individual		11	110,000
49	RGB., Banka	individual		10	100,000
50	RGB., Bhanjanagar	Maa Badaraula SHG	Stone Chips & Khalli	14	100,000
		individual		9	90,000
51	RGB., Bomkei	Jai Maa Mangala SHG	Stone Chips & Brick	12	115,000
52	RGB., Bondhaguda	Sri Jagannath SHG	Bamboo work & Autorickshaw	13	90,000
		Maa Mangala SHG	goattery	10	70,000
		Gramadevati SHG	Goattery	15	125,000
53	RGB., Dengausta	individual		10	100,000
54	RGB., Dhunkapada	Balunkeswar SHG	Goattery	12	90,000
55	RGB., Digapahandi	Maa Bankeswari SHG	Goattery & Khalli	10	100,000
		Maa Grama Devati SHG	Goattery & Khalli	10	100,000
56	RGB., Gangapur	Maa Sidheswari SHG	Stone Chips	11	110,000
57	RGB., Gayaganda	Maa Grama Devati SHG	Goattery	12	120,000
58	RGB., Goutumi	Maa Saraswati SHG	Stone Chips & Goattery	10	100,000
		individual		10	100,000
59	RGB., Gurunthi	individual		21	210,000
60	RGB., Hatiatto	Rani Jhansi SHG	Goattery	10	100,000
61	RGB., Jamuni	Sri Hari SHG	Stone Chips & Goattery	11	110,000
62	RGB., Jarada	Maa Taratarini SHG	Dry Fish	15	120,000
63	RGB., Kadua	Maa Baghdevi SHG	Stone Chips & Khalli	12	120,000
64	RGB., Keshapur	Maa Saraswati SHG	Fish & Dry Fish Vending	10	90,000
65	RGB., Kodola	Maa Thakurani SHG	Goattery	10	80,000
		individual		10	100,000
66	RGB., Korapalli	Maa Sarala SHG	Keuda Flower	13	110,000
67	RGB., Mahanadapur	Sri Sri Sri Nilakantheswar SHSG	Dry Fish	10	90,000
		Adishakti Mahila Mandala	Stone Chips& Cashew	10	100,000
68	RGB., Polosora	Kandhunidevi DWCUA Society	Stone Products	10	100,000
68	RGB., Pratapur	Maa Durgeswari SHG	Stone Chips & Khalli	15	125,000
69	RGB., Purushottampur	Maa Sivani SHG	Dry Fish	11	110,000
		Sitakanta SHG	Poultry & Stone Chips	10	100,000
70	RGB., R.Ch.pur	Budhi Thakurani SHG	Goattery	12	100,000
71	RGB., Raipur	Maa Tara Tarini SHG	Stone Chips	10	50,000
72	RGB., Samarjhola	Kalyani SHG	Stone Chips & Goattery	12	100,000

73	RGB., Sumandi	Om Basudev Namoho SHG	Bamboo work & Dry Fish	12	120,000
		Ramachandi SHG	Dry Fish	10	100,000
		Sri Anjeneya SHG	Dry Fish	12	120,000
74	RGB., Sunapur	Maa Mangala SHG	Dry Fish	10	100,000
		individual		12	120,000
75	RGB., Talasingi	individual		11	110,000
		Maa Grama Devati SHG	Stone Chips & Khalli	11	110,000
76	RGB., Thuruburai	Maa Bankeswari SHG	Auto & Veg.Vending	13	125,000
77	SBI., ADB., Aska	Maa Kalua SHG	Goattery	10	80,000
		Maa Budhimaa SHG	Goattery	10	70,000
78	SBI., ADB., Khudasingi	Sri Jagannath SHG	Badi & Pampad	10	100,000
		Om Ganesh SHG	Spice Grinding	10	90,000
		Maa Kali shg	Coir Making	12	120,000
		Maa Kalijai shg	Fish Selling	12	120,000
		Maa Taratarini SHG	Rice Business	11	110,000
79	SBI., Aska Road	Maa Tarini SHG	laundry	10	100,000
		Pataleswar SHG	laundry	12	120,000
		Kuthari Maa SHG	Veg.Vending	11	110,000
80	SBI., Balipadar	Maa Santoshi SHG	Broom & Khalli	12	120,000
		Jaya Bira Hanuman ASD	Stone Chips	12	120,000
		Jaya Sriram ASD	Stone Chips	12	120,000
		Maa Tarini ASD	Stone Chips	10	100,000
81	SBI., Bellaguntha	individual		7	70,000
82	SBI., Bhanjanagar	Maa Thakurani SHG	Goattery	10	100,000
		Maa Shakti SHG	Goattery	13	100,000
83	SBI., Bhatakumarada	individual		9	90,000
84	SBI., Chamunda	Gajabayani SHG	Stone Chips & Bamboo	12	120,000
85	SBI., Chatrapur	Maa Tarini SHG	Dry Fish	10	90,000
		Jaleswar SHG	Stone Chips& Cashew	10	75,000
86	SBI., Dharakote	Maa Ghodadei SHG	Goattery	8	80,000
		Maa Tarini SHG	Goattery & Broom	9	90,000
87	SBI., Gallery	Maa Laxmi SHG	Goatery	11	100,000
		Maa Santoshi SHG	Goattery & Khalli	10	100,000
88	SBI., Hinjilicut	Radhakrushna NHC	Dry Fish	16	125,000
		Maa Budhi Thakurani NHC	stone chips & Veg.	15	125,000
89	SBI., Karchuli	Sabitri SHG	Bamboo work	11	100,000
90	SBI., Konkorada	Laxmi Nrushingha SHG	Goattery	10	100,000
91	SBI., Polosora	Keuta Sanchaya Samiti	Dry Fish	9	90,000
		Maa Budhi Thakurani SHG	Goattery	11	110,000
92	SBI., Purushottampur	Kaleswar SHG	Goattery	12	120,000
		Nilakantheswar SHG	Goattery	10	100,000
93	SBI., Saru	Jai Jagannath SHG	Pisciculture	15	125,000
		Sri Devi SHG	Stone Chips	13	125,000
		Jai Santoshi SHG	Stone Chips & Broom	10	100,000
94	SBI., Surada	Raghunath SHG	Stone Chips	12	120,000
		Maa Pankaluni SHG	Stone Chips	12	100,000
		Swove C SHG	Stone chips	13	125,000
		Maa Iswari SHG	stone chips	13	125,000
95	Syndicate Bank,	Laxmi Priya SHG	Goattery	10	100,000
		Maa Santoshi SHG	Goattery	11	80,000

	K.S.Nagar	individual		4	40,000
96	Syndicate Bank, Patapur	Maa Laxmi SHG	Stone Chips & Goattery	10	100,000
97	U.Co.Bank Hinjili	Maa Shyamalai SHG	Pisciculture	13	125,000
		Om Maa Sanchayika Sangha	stone chips & Veg.	18	125,000
		Maa Kalijai shg	Veg. Cultivation	13	125,000
98	U.Co.Bank, Badakhali	Girija SHG	Stone Chips	12	90,000
		Kankana Devi SHG	Stone Chips	10	70,000
		individual		14	140,000
99	UBI., B.D.Pur	Maa Kali SHG	Stone Chips & Khalli	12	120,000
100	UBI., Bodokodonda	Jay Maa Santoshi SHG	Bamboo work & Stone chips	14	125,000
101	UBI., Dura	Laxmi Nrushingha SHG	Badi & Pampad	10	90,000
102	UBI., Gondola	Gourahari SHG	Stone Chips & Goattery	14	125,000
		Maa Mahalaxmi SHG	Stone Chips & Goattery	14	125,000
103	UBI., Patlampur	Maa Brundabati SHG	Stone Chips	10	50,000
104	UBI., Rambha	Khallikote Mordaraj SHG	Stone Chips & Goattery	11	110,000
105	United Bank, Berhampur	Samruti SHG	Veg.Vending	12	120000
106	Vijaya Bank, Berhampur	Om Siridi Sai SHG	Khalli Sticing	12	120,000
		Pancha Bahan SHG	Khalli Sticing	12	120,000
		Sri Ganesh SHG-I	Khalli Sticing	12	120,000
		Sri Ganesh SHG	Khalli Sticing	12	120,000
		Trimruti Jaganath SHG	Veg. Vending	12	120,000
		Mahamayi SHG	Veg. Vending	12	120,000
		Jai Sri Hanuman	Veg. Vending	12	120,000
		Jai Sri Hanuman	Veg. Vending	12	120,000
		Subalaxmi SHG	Veg. Vending	12	120,000
		Dipika SHG	Veg. Vending	12	120,000
		Gruhalaxmi SHG	Veg. Vending	12	120,000
		Tri Shakti SHG	Veg. Vending	12	120,000
		Sri Laxmi SHG	Veg. Vending	12	120,000
		Maa Bhairabi SHG-I	Veg. Vending	12	120,000
		Maluani SHG-I	Veg. Vending	12	120,000
		Khambeswari SHG	Veg. Vending	12	120,000
		Manikeswari SHG	Veg. Vending	12	120,000
		Tara Bahini SHG-I	Veg. Vending	12	120,000
		Jai Jagannath SHG	Veg. Vending	12	120,000
		Jai Maa Mangala SHG	Veg. Vending	12	120,000
		Kapileswar-I SHG	Veg. Vending	12	120,000
		Basundhara SHG	Veg. Vending	12	120,000
		Swarnamayee SHG	Veg. Vending	12	120,000
Mahuri Kalua SHG	Veg. Vending	12	120,000		
Siba Sankar SHG	Veg. Vending	12	120,000		

Total:

2,443 23,105,000

List of individuals given subsidy SRMS

Sl. No.,	Name of Bank/Branch	Name of SHG	Name of Scheme	No. of Beneficiary	Subsidy Amount
1	2	3	4	5	6
14	Allahabad Bank, BAM	Individual	Small Business	10	125,000.00
52	Allahabad Bank, Chatrapur	Individual	Small Business	3	37,500.00
37	Andhra Bank, Barracks	Individual	Small Business	8	100,000.00
11	Andhra Bank, Bhanjanagar	Individual	Small Business	11	137,500.00
51	Andhra Bank, Chatrapur	Individual	Small Business	2	25,000.00
6	Andhra Bank, Chikiti	Individual	Small Business	34	375,000.00
8	Andhra Bank, Digapahandi	Individual	Small Business	5	62,500.00
4	Andhra Bank, Gopalpur	Individual	Small Business	25	312,500.00
28	Andhra Bank, Polosora	Individual	Small Business	23	287,500.00
24	Andhra Bank, Rambha	Individual	Small Business	8	100,000.00
17	BOB., Berhampur	Individual	Small Business	10	125,000.00
18	BOB., Gopalpur	Individual	Small Business	28	350,000.00
53	BOI., Berhampur	Individual	Small Business	9	112,500.00
3	BOI., Bipilingi	Individual	Small Business	7	87,500.00
49	Canara Bank, Berhampur	Individual	Small Business	10	125,000.00
35	Canara Bank, Digapahandi	Individual	Small Business	5	62,500.00
45	CBI., Berhampur	Individual	Small Business	10	125,000.00
9	Indian Bank, Buguda	Individual	Small Business	12	147,500.00
33	Indian Bank, Chatrapur	Individual	Small Business	6	75,000.00
19	Indian Bank, Gopalpur	Individual	Small Business	29	362,500.00
15	Indian Bank, Khallikote	Individual	Small Business	58	725,000.00
23	IOB., Narendrapur	Individual	Small Business	6	75,000.00
29	OBC., Berhampur	Individual	Small Business	9	112,500.00
54	PNB., Berhampur	Individual	Small Business	8	100,000.00
36	RASMAC	Individual	Small Business	5	62,500.00
55	SBI, ADB., Aska	Individual	Small Business	4	50,000.00
5	SBI., Bhanjanagar	Individual	Small	10	125,000.00

			Business		
21	SBI., Buguda	Individual	Small Business	16	160,000.00
31	SBI., Chatrapur	Individual	Small Business	2	25,000.00
7	SBI., Digapahandi	Individual	Small Business	5	62,500.00
16	SBI., Ganjam	Individual	Small Business	59	337,500.00
1	SBI., Hinjilicut	Individual	Small Business	9	112,500.00
34	SBI., K.S.Nagar	Individual	Small Business	29	362,500.00
39	SBI., Kodola	Individual	Small Business	20	250,000.00
42	SBI., Polosora	Individual	Small Business	17	212,500.00
43	SBI., Suroda	Individual	Small Business	11	220,000.00
48	Syndicate, Berhampur	Individual	Small Business	6	75,000.00
20	Syndicate, K.S.Nagar	Individual	Small Business	63	787,500.00
2	U.Co.Bank, Hinjili	Individual	Small Business	8	100,000.00
47	U.Co.Bank, Berhampur	Individual	Small Business	10	125,000.00
12	UBI., Rambha	Individual	Small Business	9	112,500.00
27	United Bank, BAM	Individual	Small Business	9	112,500.00
44	Vijaya Bank, Berhampur	Individual	Small Business	8	100,000.00
56					
				636	7,540,000.00

Details of schemes under which subsidies are granted should be given.

Manual-13

Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii))

Non-Plan Budget

List of beneficiaries

Sl. No.	Name & address of the beneficiaries	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of item similar concession given in past with purpose
1	2	3	4	5	6
NIL					

Note: *Creation of database and its hosting on website should be done on priority basis for activities like issue of permits issue of authorizations, grant of concessions licenses etc.*

Manual-14

Information available in an electronic form (Section 4(1)(b)(xiv))

Details of information

Sl. No.	Activities for which electronics data available	Nature of information available	Can it be shared with public	Is it available website or is being used back and data base
1	2	3	4	5
NIL				

Manual-15

Particulars of facilities available to citizens for obtaining information. (Section 4(1)(b)(xv))

Sl. No.	Facility available	Nature of information available	Working hour
1	2	3	4
1.	D.W.O. Office, Ganjam	Relating to S.C./ S.T. Minorities & S.E.B.C. affairs.	10 A.M. to 1.30 P.M. 2 P.M. to 5 P.M.
2.	www.ganjam.nic.in	17 Points Right to Information Act.	Any Time.
3.	Library	Not Available	--
4.	Notice Board	All kind of Advertisements relating to public of S.T./S.C. Development Department	During Office Hour.

Manual-16

Name, Designation and other particulars of public information Officers

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

List of Public Information Officers

Sl. No.	Designation of Officer designated as PIO	Postal address	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	Sri Biswadarsi Sahoo,OWS, D.W.O., Ganjam	Collectorate Ganjam At/P.O./Dist.- Ganjam	06811 – 263977	--	Ganjam District

List of Assistant Public Information Officers

Sl. No.	Designation of the Officer, Designated as Assistant PIO	Postal Address	Telephone No.	E-Mail Address
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	Sri Purna Ch. Panda, Senior Clerk	At/P.O./Dist.- Ganjam	06811 – 263977	--

First Appellate Authority in the department

Sl. No.	Designation of the Officer designated as First appellate authority	Postal address	Telephone No.	Email address	Demarcation of area/ activities if more than one appellate authority is there
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	Sri Madan Mohan Deo, OAS-I(SB) A.D.M., Ganjam	At/P.O./Dist.- Collectorate Ganjam	06811 - 263927	-	Ganjam District

Manual-17

**Other information as may be prescribed
(Section 4(1)(b)(xvii))**

All other information as may be prescribed for dissemination shall be collected, tabulated. Compiled, collected and provided in the form of Manual from time to time.