

INTRODUCTION

1.1 Background

This handbook under the Right to Information Act, 2005 was prepared and published by the Office of the Child Development Project Officer, Umling ICDS Project for the general information of the citizens of Meghalaya for the purpose of implementing the Act. It contains 12 Chapters and 19 Pages.

1.2 Objective and Purpose:

- i) To provide information on the functions and duties of the C.D.P.O Umling ICDS Project.
- ii) To spell out over the power and duties of Officers and Employees of the Office of the CDPO. Umling ICDS Project.
- iii) To provide information as spelled out in section 4 of the Right to Information Act 2005.

1.3 Intended Users:

This handwork will be used by any citizen who wants to acquire information about the Office of the C.D.P.O. Umling ICDS Project.

1.4 Organisation of the Information:

As per index on the contexts

1.5 Contact Persons:

Child Development Project Officer
Umling ICDS Project
Ri – Bhoi District.
Ph: 03638 – 232720.

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

2.1 Objectives

The Office of the CDPO, Umling ICDS Project, aims at providing services to pregnant and nursing mothers, children between the age group of 0-6 years, Adolescents girls in the age group of 11-18 years through the package of services namely (1) Supplementary Nutrition Programme (2) Nutrition and Health Education (3) Immunization (5) Health Check up (6) Referral Services.

2.2 Mission / Vision

Its Vision is to bring about all round development of children and improve the nutrition and health status of all beneficiaries.

2.3 Brief History

The Office of the Child Development Project Officer, Umling ICDS Project, was sanctioned in the year 1994 – 1995.

At present there are 73 functioning Anganwadi Centres through which the package of services is being delivered.

2.4 Duties

The office of the CDPO, Umling ICDS Project, implements, monitors and supervises the activities of the ICDS Scheme at the Project level.

2.5 Main Activities/ Functions:

The main activities of the Office of the CDPO, Umling ICDS Project is to see that Integrated Child Development Services Scheme is implemented according to the guidelines, timely proposal of funds to the Directorate of Social Welfare, timely submission of expenditures to the Directorate, and to liaison with all the online Departments at the Block level in order to achieve its Objectives.

2.6 List of Services and Brief write up

Centrally Sponsored Schemes

Swayamsidha (IWEP) Integrated Women's Empowerment Programme.

Empowering Women socially and economically through the establishment of Women Self Help Group, Integration and Convergence of other related schemes available with other Departments.

The Scheme in Umling Block is being implemented by a non – Governmental Organisation, Bosco Reach Out, which is the project Implementation Agency, in Co – ordination with the District Social welfare Officer, Ri – Bhoi District and the C.D.P.O. Umling ICDS Project.

Kishori Shakti Yojna

Kishori Shakti Yojna is implemented in 70 Anganwadi Centres, 3(three) adolescent girls in the age group of 11 – 15 years are selected for the initial Training which is being conducted after every 6 (six) months for 3(three) days period. This is also known as Scheme I of the Adolescents Girls Scheme and its aims to provide training on Health and nutrition so as to improve their nutritional and health status.

Adolescent girls in the age group of 15-18 years are enrolled in the Balika Mandals.

There are 7(seven) Balika Mandals of 15 girls each in 7(seven) Anganwadi Centres. This is also known as Scheme II and it aims to provide nutrition and Health Education and also to improve their home based skills.

The Adolescent girls receive Supplementary Nutrition at their respective Anganwadi Centres.

Integrated Child Development Services Scheme.

The main activity of the Office of the CDPO, Umling ICDS Project, is to implement the ICDS Scheme.

The scheme is implemented in Umling Block through the 73(seventy three) Anganwadi Centres based at the Village level.

The package of services is being carried out by the grassroot level worker at the village level known as the Anganwadi worker and helper who are honorary workers.

It aims at the proper Psychological, physical, social and cognitive development of the child in order to reduce the incidence of mortality, morbidity, malnutrition and school dropout. It also aims to improve the nutrition and health status of children below the age of six years, providing non – formal pre – school education to children 3 – 6 years, nutrition and health education to mothers to enable them to work after their own Health needs as well as their childrens, to provide immunization and health check up to children and women through convergence and co – ordination with other Departments dealing with women and child Development.

NUTRITION :

Supplementary Nutrition Programme

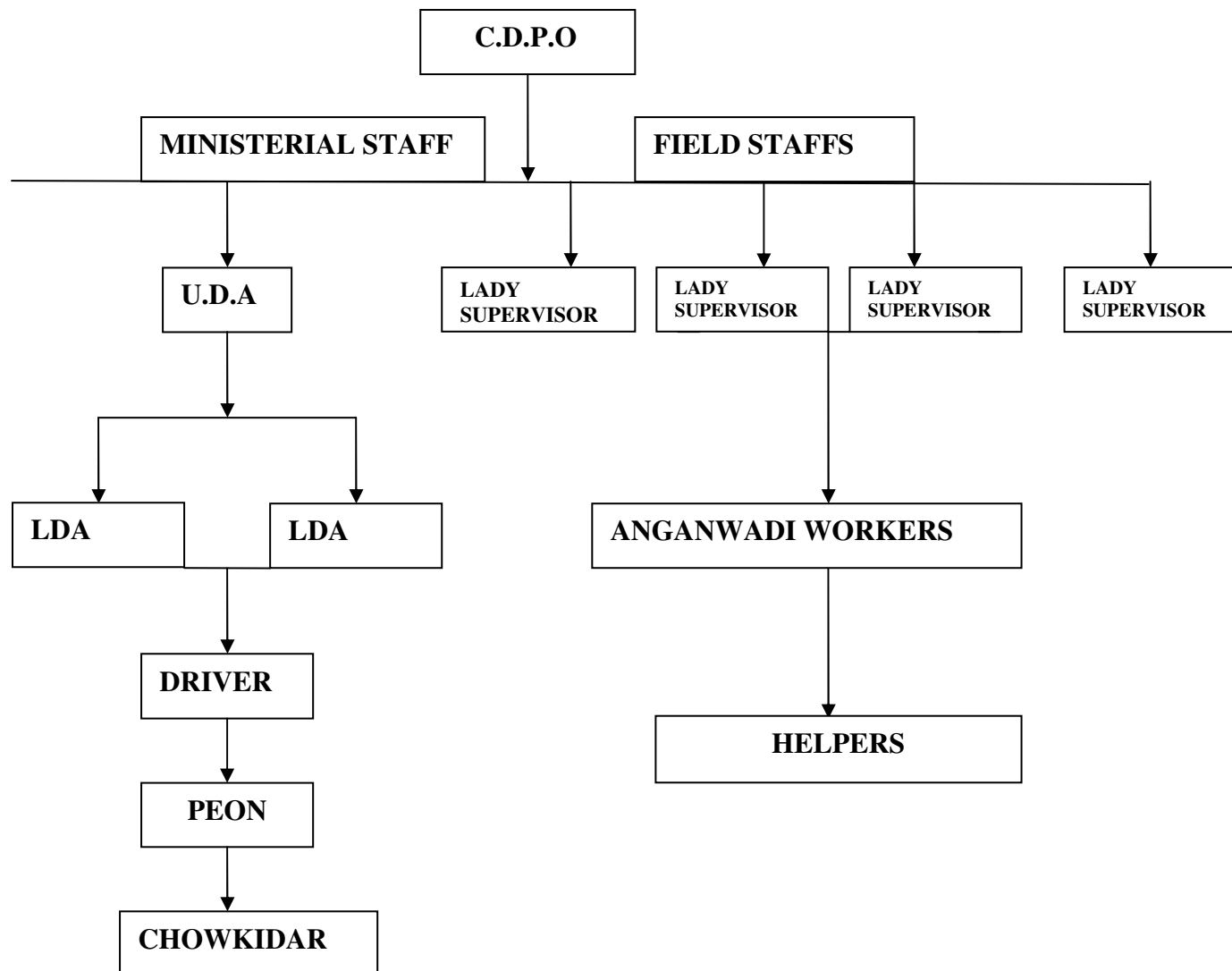
The office of the CDPO, Umling ICDS Project implements the Supplementary Nutrition Programme at the Block level through the Anganwadi Centres to children below 6years of age, Pregnant and nursing mothers and adolescents girls. The aim is to improve the nutritional status of all the beneficiaries by providing supplementary nutrition for 300days in a year, i.e. 25days in a month.

Construction of Anganwadi Centres under ICDS Schemes

The Government of India sanctioned funds for construction of Anganwadi buildings in the ICDS Project.

The fund is being released to the CDPO at the Project level through the Directorate of Social Welfare.

2.7. Organisational Chart/Structure of the Office of the C.D.P.O. Umling ICDS Project



2.8. Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency.

Community participation and involvement is crucial for the effective implementation and functioning of the ICDS Scheme.

2.9 Arrangements and methods made for seeking public participations / contribution – suggestions in

the form of letters addressed to the public authority.

- Recommendations made through meetings
- Recommendations made through Awareness Programmes.

2.10 Mechanism available for monitoring the service delivery and public grievances resolution.

- Monthly and quarterly progress reports.
- Spot inspection by the C.D.P.O. and L.S.
- Evaluation by the Directorate.
- Evaluation through external agencies.

2.11 Address of the Public Authority

Office of the Child Development Project Officer,
Umling ICDS Project
Nongpoh – 793102
Ri – Bhoi District
(Near Alpha English Secondary School, Nongpoh)

2.12 Working Hours of the Office – 10:00A.M

Closing Hours of the Office i) 4:30 PM from 1st November to 15th February
ii) 5.00PM from 16th February to 31st October

CHAPTER – 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1 Designation: Child Development Project officer Umling ICDS Project

Powers: Administration: 1. Grant of casual leave of the staffs.

2. Monitoring of the schemes implemented by the office.

3. Appointing Authority for the Anganwadi workers and helpers on recommendation of the village durbar.

Duties: 1. Overall incharge of the office of the C.D.P.O. Umling ICDS.

2. Recommendation of leave of all staffs.

3. Co-ordination with online Departments at the Block level.

4. Submission of proposals to the Directorate in respect of schemes, Budget Estimate, Five Year Plan, Annual Plan etc.

5. Recommendation of Awards for Anganwadi workers and helpers.

3.2 Designation: U.D. Assistant

Duties : 1. Preparation of Proposals, allotment and sanction of Funds under SNP and Main scheme.

2. Maintenance of cash books.

3. Preparation of Bills for drawal.

4. Maintenance of contingency register.

5. Preparation of pay of officers and staff.

6. Construction of Anganwadi centres.

3.3 Designation: L.D. Assistant

- Duties :
1. Maintenance of stock registers on contingency, office expenses, furniture, Basic equipment etc.
 2. Block level co-ordination committee, District level co-ordination committee etc.
 3. Application for Anganwadi centres.
 4. Election
 5. Typing works
 6. Maintenance of casual leave of staffs.

3.4 Designation: Lady Supervisors

- Duties:
1. Overall supervision of Anganwadi centres under their charge.
 2. Compilation of MPR, Progress Reports.
 3. Indent and dropping of SNP.
 4. Maintenance of stock registers on SNP.

3.5 Designation: Anganwadi worker

- Duties:
1. Delivery of the ICDS services at the village level.
 2. Organise non-formal pre-school education.
 3. Organise distribution of S.N.P.
 4. Organise Nutrition and Health Education.
 5. Tie up with ANM for immunization, Health checkup.
 6. Refer cases to PHC/CHC/sub-centres.
 7. Maintenance of all registers on the services provided.

3.6 Designation: Helper

- Duties:
1. Assist the Anganwadi in the delivery of all the above mentioned activities.
 2. Clean, cook and distribute SNP.
 3. Clean the centre and premises.
 4. Assist the Anganwadi in organising all the programmes as mentioned.

CHAPTER – 4

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

| Slno | Category of the Document | Name of the document and its introduction in one line | Procedure to obtain the document | Hold by / under control of |
|------|--------------------------|---|--|--|
| 1. | Rules | The Meghalaya Fundamental Rules and Subsidiary Rules, 1984 | Application in a plain paper to the Public Information officer | Child Development Project officer, Umling ICDS Project |
| 2. | Rules | Meghalaya Travelling Allowance Rules, 1985 | -do- | -do- |
| 3. | Guidelines | Guide book to Anganwadi workers in Khasi and Garo language. | -do- | -do- |
| 4. | Guidelines | Swayamsidha (IWEP) Salient Project Details and Guidelines | -do- | -do- |
| 5. | Guidelines | Adolescent Girls scheme An Evaluation | -do- | -do- |
| 6. | Instructions | A handbook of instructions regarding Integrated Child Development Service Programme | | |

CHAPTER – 5

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

5.1 Public Information Officers:

| Slno | Name | Designation | STD Code | Phone No | Fax | Email | Address |
|------|--------------------|-------------|----------|----------|-----|-------|---|
| 1. | Smti. M.A.Kharbhih | C.D.P.O. | 03638 | 232720 | - | - | Office of the C.D.P.O. Umling ICDS Project Ri-Bhoi District Nongpoh |

5.2 Department Appellate Authority:

| Slno | Name | Designation | STD Code | Phone No | Fax | Email | Address |
|------|---------------|----------------------------|----------|----------|-----|-------|--|
| 1. | Smti. S.Rynga | District Programme Officer | 0364 | 2226964 | - | - | Bawri Mansion, 3 rd Floor, Shillong |

CHAPTER – 6

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

6.1 Procedure followed in decision for various matters.

Financial matters such as obtaining of sanctions are referred to the Director of Social Welfare to accord necessary sanction.

6.2 Arrangements to communicate the decision to the public.

Through correspondence.

CHAPTER – 7

DIRECTORY OF OFFICERS AND EMPLOYEES

7.1

| Sl. No | NAME | DESIGNATION | STD CODE | PHONE Nos | Fax | E-MAIL | ADDRESS |
|--------|-------------------|-----------------|----------|-----------|-----|--------|--|
| 1. | Smt. M.A.Kharbhih | C.D.P.O | 03638 | 232720 | - | - | Office of the C.D.P.O. Umling ICDS Project, Ri- Bhoi District, Nongpoh |
| 2. | Smt. H.Kharlukhi | U.D.A. | -do- | -do- | - | - | |
| 3. | Smt. G.Sahkar | L.D.A. | -do- | -do- | - | - | |
| 4. | Smt. F.Sohtun | L.D.A. | -do- | -do- | - | - | |
| 5. | Smt. R.Rympei | Lady Supervisor | -do- | -do- | - | - | |
| 6. | Smt. A.Majhong | -do- | -do- | -do- | - | - | |
| 7. | Smt. D.Lyngdoh | -do- | -do- | -do- | - | - | |
| 8. | Smt. S.Tangsang | -do- | -do- | -do- | - | - | |

CHAPTER – 8

THE MONTHLY REMUNERATION OF THE OFFICERS AND EMPLOYEES

| Sl No | NAME | DESIGNATION | MONTHLY REMUNER ATION | COMPENSATORY ALLOWANCE | | | | THE PROCEDURE TO DETERMINE THE REMUNERATI VE |
|----------|-------------------|-------------|-----------------------------|---------------------------|-----|-----|------|--|
| | | | | HA | MA | HRA | DA | |
| 1. | Smt. M.A.Kharbhih | C.D.P.O. | 8420 | 130 | 350 | 550 | 5473 | |
| 2. | Smt. H.Kharlukhi | U.D.A. | 4275 | 130 | 350 | 375 | 2907 | |
| 3. | Smt. G.Sahkar | L.D.A. | 3600 | 130 | 350 | 375 | 2448 | |
| 4. | Smt. F.Sohtun | L.D.A. | 3310 | 130 | 350 | 375 | 2251 | |
| 5. | Smt. R.Rymbai | L.S. | 6260 | 130 | 350 | 500 | 4257 | |
| 6. | Smt. A.Majhong | L.S. | 4690 | 130 | 350 | 500 | 3189 | |
| 7. | Smt. D.Lyngdoh | L.S. | 4580 | 130 | 350 | 500 | 3114 | |
| 8. | Smt. S.Tangsang | L.S. | 4580 | 130 | 350 | 500 | 3114 | |
| 9. | Shri. S.K.Shanlor | Driver | 3260 | 130 | 350 | 375 | 2217 | |
| 10 | Shri. P.Gayang | Peon | 2680 | 130 | 350 | 375 | 1822 | |
| 11 | Shri. R.K.Shanlor | Chowkidar | 2520 | 130 | 350 | 375 | 1714 | |

CHAPTER – 9

THE BUDGET PROVISION AND EXPENDITURE 2004 – 05

| 101 Special Nutrition Programmes | Budget Provision | Expenditure |
|--|---|---|
| (02) Supplementary Nutrition Programme for ICDS Scheme | <u>PLAN</u> 23.41 <u>NON-PLAN</u> 2.58 | <u>PLAN</u> 22.92 <u>NON-PLAN</u> 2.58 |

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

11.1 Means, methods or facilitation available to the public which are adopted by the Department for dissemination of information.

- Through Notice Board
- Correspondence
- Inspection of Records
- Printed Manual / Guidelines

OTHER USEFUL INFORMATION

12.1 Training imparted by Public Authority

- Name of the Training Programme:

Initials 3 days training for Adolescent Girls (11-15 yrs) and continuing education once a month Training for Adolescent (15-18 yrs) in home based skills e.g. sewing, knitting etc.

- Time period for Training Programme / Scheme 3 days for Initial Training 6 months for continuing education 6 months for Training in home based skills.

- Objective of the Training:

To provide nutrition and Health Education for Adolescent Girls.

To create awareness regarding ill effects of Early marriage.

To improve their home based skills.

- Physical Target 2004 – 05

310 Adolescent Girls (11-18 yrs)

- Eligibility for Training

Adolescent Girls (11-18 yrs)

Selection Procedure

3 Adolescent girls are selected from each village.