

## Chapter-2

### Particulars of Organisation, Functions and Duties.

#### 2.1 Objective/purpose of the public authority.

The aims and objectives of the public authority are

- a.) The holistic development of Women, Adolescent Girls & Children (0-6 years) in terms of materials, resources, programmes and policies.
- b.) Focus is being given to all children (0-6) years and women pregnant and lactating in terms of their nutritional needs through a supplementary nutrition programme (SNP).
- c.) The Department also administers a number of schemes aimed at providing food security and meeting the special nutritional needs of specific target groups through the Mid-day meal and emergency feeding.
- d.) Different entitlements of the children are handled through implementation of the JJ ... Act 2000 and through support to appropriate institutions for this purpose.
- e.) The Department also looks after implementation of the Kishori Shakti Yojana for the adolescent girls and the centrally supported programme "Swayamsiddha" programme for the economic empowerment of women.
- f.) It also runs a successful programme 'Mission Shakti' aimed at economic empowerment of women through formation of women's self-help group and linking these to credit facilities from financial institutions.
- g.) The Department operates programmes aimed at persons with disability. Besides co-ordinating the implementation of the PWD Act 1995, it also supports their economic empowerment process through provision of loans from NHFDC for self - employment and micro-finance for the self help groups.
- h.) It also runs schemes for special schools, scholarships / stipends to students with disability, and pension to severely disabled persons.

- i.) A host of Social Security programmes aimed at providing a 'safety net' for the old, infirm and the destitute are run by the Department.
- j.) The Department also has the responsibility of coordinating the efforts of NGOs/Voluntary Organizations and Aid Agencies working in the field of social development in the State.

## 2.2 Mission/ Vision Statement of the public authority.

- a) Computerization of all sections of the Department.
- b) Computerization of District Social Welfare Offices..
- c) Implementing the scheme for Women, Children (0-6 years) and adolescent girls.
- d) Formation of Policy for the old, infirm and the destitute
- e) Computerization of all ICDS Project.
- f) Maintenance of the database of the beneficiaries under National/ state Pension Scheme.
- g) Maintenance of the database of all field functionaries DSWOs, ADSWOs, CDPOs, Supervisors, AWWs and AWHs.
- h) Maintenance of the database of District-wise and Scheme-wise NGOs implementing the programmes of W&CD Department.
- i) Time series data on project wise nutritional status of children.
- j) Maintenance of the database of the no. of beneficiaries provided with the following services.
  - 1) Pre School Education
  - 2) Referral Services
  - 3) Health Checkup

- 4) Nutrition Checkup
  - 5) Immunisation
  - 6) Positive Deviance
- k) Issue of guidelines and instructions and field functionaries for proper implementation of all schemes.
- l) Ensuring equity and communal harmony among various segments of society by doing justice to them through various applications.

### 2.3 Brief history of the public authority and context of its formation.

Women & Child Development Department as it exists today was originally a part of Panchayati Raj Department. Taking into account the holistic development of the women & Children (0-6 years) in terms of materials, resources, programmes and implementing different social welfare schemes meant for persons with disability, the old, infirm and for adolescent girls Women & Child Development Department came into existence during the financial year 1994-95.

### 2.4/ 2.5. Duties, main activities/functions of the public authority.

The Department has an elaborate field formation with the District Social Welfare *Officer* (DSWO) to assist the Collector in each District and a Sub-divisional Social Welfare *Officer* (SSWO) in every sub-division. Besides this, there are Social Educational Organizers (SEOs) and Lady Social Educational Organizers (LSEOs) at the Block level who assist the Block Administration in implementing the social welfare programmes. Under the ICDS, there is a Project in every Community Development Block headed by a Child Development Project *Officer* (CDPO) and 12 ICDS Projects in 12 urban areas. Each ICDS Project is divided into 5-6 Sectors. Each sector is headed by a Supervisor, who oversees the work of 25 (minimum) Anganwadi Centres (AWC) functioning at the village level. Each Anganwadi *Centre* covers a population of 400 - 800 in the non-tribal areas and 300 - 800 in the

tribal areas and is run by an Anganwadi Worker (AWW) assisted by an Anganwadi Helper (AWH).

- 2.6 List of services being provided by the public authority with a brief write-up on them.

The department renders services in different fields, such as

- (ii) Integrated Child Development Services,
- (iii) Nutrition programmes,
- (iv) Social Security Programmes,
- (v) Programmes for Women
- (vi) Programmes for Children
- (vii) Programmes for the Physically Challenged Persons

- 2.7 Organogram at various levels viz. Department, Directorate, District, Block etc is given overleaf.



**2.8 Expectation of the public authority from the public:**

The public authority co-operation expects with the deptt. in implementing its plans, programmes & policies from this public.

**2.9 Arrangements and methods made for seeking public participation /contribution:**

Meetings, workshops, discussions and deliberation at all levels are held with different Department and Civil Society for better convergence of different programme of the Department.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution:**

Official business in the deptt. is performed strictly as per guide lines provided in the Orissa Secretariat Instructions and other related circulars, instructions , guidelines issued from time to time. Every section in the deptt. is manned by a supervising officers to ensure timely delivery of services. Periodical reviews are made to watch performance of the section.

**2.11 Address of the main office and other offices at different level:  
Postal address of the main office, attached/subordinate office/field units etc.**

Women & Child Development Department,  
Government of Orissa.  
Orissa Secretariat.  
Bhubaneswar-751001

**DISTRICT OFFICES**

- |       |   |              |
|-------|---|--------------|
| (i)   | Office of the District Social Welfare Officer, Angul    | 06764-231820 |
| (ii)  | Office of the District Social Welfare Officer, Balasore | 06782-262406 |
| (iii) | Office of the District Social Welfare Officer, Baragarh | 06646-247009 |
| (iv)  | Office of the District Social Welfare Officer, Bolangir | 06652-232397 |

- (v). Office of the District Social Welfare Officer, Boudh06841-222442
- (vi) Office of the District Social Welfare Officer, Bhadrak 06784-250164
- (vii) Office of the District Social Welfare Officer, Cuttack 0671-2507822
- (viii) Office of the District Social Welfare Officer, Deogarh 06641-226845
- (ix) Office of the District Social Welfare Officer, Dhenkanal 06762-224481
- (x) Office of the District Social Welfare Officer, Gajapati 06815-222025
- (xi) Office of the District Social Welfare Officer, Ganjam 06811-263968
- (xii) Office of the District Social Welfare Officer, J.S.Pur 06724-220865
- (xiii) Office of the District Social Welfare Officer, Jajpur 06728-223075
- (xiv) Office of the District Social Welfare Officer, Jharsuguda 06645-270893
- (xv) Office of the District Social Welfare Officer, Kalahandi 06670-230537
- (xvi) Office of the District Social Welfare Officer, Keonjhar 06766-255557
- (xvii) Office of the District Social Welfare Officer, Khurda 06755-221902
- (xviii) Office of the District Social Welfare Officer, Koraput 06852-251308
- (xix) Office of the District Social Welfare Officer, Kandhamal 06842-253694
- (xx) Office of the District Social Welfare Officer, Kendrapara 06727-232004
- (xxi) Office of the District Social Welfare Officer, Mayurbhanj 06792-252268
- (xxii) Office of the District Social Welfare Officer, Malkangiri 06861-230521
- (xxiii) Office of the District Social Welfare Officer, Nabarangpur 06858-223122
- (xxiv) Office of the District Social Welfare Officer, Nuapada 06678-223549
- (xxv) Office of the District Social Welfare Officer, Nayagarh 06753-253433
- (xxvi) Office of the District Social Welfare Officer, Puri 06752-223350
- (xxvii) Office of the District Social Welfare Officer, Rayagada 06856-236076

(xxviii) Office of the District Social Welfare Officer, Sambalpur: 0663-2410557 (xxix)

Office of the District Social Welfare Officer, Sonepur 06654-220403 (xxx) Office

of the District Social Welfare Officer, Sundargarh 06622-273161

### PROJECT OFFICES

All 314 Child Development Project Offices at corresponding Block Head Quarter and other 12 offices are in the following places:

- (i) Office of the Child Development Project Officer, Baragarh (U), Baragarh
- (ii) Office of the Child Development Project Officer, Cuttack City, Cuttack
- (iii) Office of the Child Development Project Officer, Berhampur (U), Ganjam
- (iv) Office of the Child Development Project Officer, Jharsuguda (U), Jharsuguda
- (v) Office of the Child Development Project Officer, Brajarajnagar (U), Brajarajnagar, Jharsuguda
- (vi) Office of the Child Development Project Officer, Bhawanipatana (U), Kalahandi
- (vii) Office of the Child Development Project Officer, Bhubaneswar (U), Khurda
- (viii) Office of the Child Development Project Officer, Joda (U), Joda, Keonjhar
- (ix) Office of the Child Development Project Officer, Sunabeda (U), Sunabeda, Koraput
- (x) Office of the Child Development Project Officer, Sambalpur (U), Sambalpur
- (xi) Office of the Child Development Project Officer, Rourkela (U), Rourkela, Sundargarh
- (xii) Office of the Child Development Project Officer, Biramitrapur (U), Sundargarh OTHER

### OFFICES

- (i.) State Commission for Women (SCW), Plot No.697, Bhubaneswar
- (ii.) State Council for Child Welfare (SCCW), Bhubaneswar
- (iii.) State Social Welfare Board (SSWAB), A/64, Nayapalli, Bhubaneswar-751012 and
- (iv.) Mahila Vikas Samabaya Nigam (MVSAN), A/30, Bhouma nagar, Unit-4, Bhubaneswar-751001.
- (v.) State Commission for Protection of Child Rights, Qr. No.A-1,

Unit-V, Bhubaneswar

(vi.) State Commission for Person with Disability, capital Hospital,  
Unit-VI, Bhubaneswar

**2.12 Working hours of the office**

Normal working hour of the deptt. is 10 A.M. to 5 P.M. with usual lunch break as per Govt. of Orissa Notification on all working days .During emergency, the offices remain opened beyond office hours , Sundays and holidays

2.12 Public Interaction if any - Yes, In each Saturday in the field, there shall be Grievance hearing. All officers will stay in Hqrs.

2.13 Grievance Redressal Mechanism In Writing.