

Manual 1

Particulars of organisation functions and duties

[Section 4(1) (b) (i)]

1. Aims and objectives of the organisation: -

The Health & F.W. Deptt. deals with medical and public health matters including drug control and prevention of food adulteration as well as Family Welfare programmes aimed at population stabilization consistent with the requirements of Economic growth, social development and environmental protection. The main objectives of this Deptt. is to provide adequate, qualitative, preventive care of the state not only through allopathic system of medicine but also through Indian system of medicine(Ayurvedic system). It also ensures to provide affordable quality health care services to all, particularly to the disadvantaged groups and greater access to primary health care by bringing medical institutions as close to the people particularly in the underserved, backward and tribal .

1. Mission / Vision: -

The main motto of the Health & FW Deptt. is “ Health for All”.

2. Brief history and background for its establishment: –

District Head Quarter Hospital, Malkangiri has been established since 1992 providing health services to the community.

3. Duties of the Public Authority:

The public Authority discharge their duties in official capacity as entrusted by Govt. of Odisha.

4. Main Activity / function of the public Authority:

Provide health administration.

5. List of Services being provided by the public authority:

Family welfare, Public Health, RCH, Blindness Control, Malaria Control, TB Control,

6. Organisation Charts: -

C.D.M.O (Malkangiri)			
↓	↓	↓	↓
ADMO(FW)	ADMO(Med)	ADMO(PH)	DTO
↓	↓	↓	↓
Block MO I/C	Block MO I/C	Block MO I/C	Block MO I/C
↓	↓	↓	↓
M.O PHC (N)	M.O PHC (N)	M.O PHC (N)	M.O PHC (N)
↓	↓	↓	↓
Sub-centre	Sub-centre	Sub-centre	Sub-centre

7. Expectation of the public Authority from the Public for enhancing its effectiveness:

Public Authority needs good response, cooperation and suggestion from Public.

8. Arrangements and methods made for seeking public participation/ Contribution:

To involve the people with various health activities following steps have been taken from grass root level like IEC Activities, BCC Activities, Folk Media Show, RCH Camps, Swasthya Melas.

9. Mechanism available for monitoring the service delivery and public grievance resolution:

Service Delivery system monitored by Wing officers, Public grievance cell Collectorate,

10. Address of the main Offices at different levels: CDMO, Office of the CDMO, Malkangiri

11. Morning Hours of the Office: 10.00 AM

Closing Hours of the Office: 05.00 P.M

Manual 2

Powers and duties of officers and employees

[Section 4 (1) (b) (ii)]

Powers and duties of officers and staff

Designation		
Powers	ADMINISTRATIVE	1. C.D.M.O
		ADMO's, DTO, DPM
	FINANCIAL	C.D.M.O
		ADMO's, DTO, DPM
	Others (Supervisory)	C.D.M.O
		ADMO's, DTO, DPM
		D.P.M.S.U STAFF
		M.E.M SECTION
		DMCS CELL STAFFS

DUTIES	NAME	DESIGNATION	DUTY ASSIGNED
	Dr.Raj Kumar Ghosh	CDMO	Head of institution
	Dr. Ch. Pravakar	ADMO (PH)	Malaria/ Filaria/ Leprosy/ Public Helath
	Dr.S.V.Satyanarayana Rao	ADMO (Med)	Hospital Management/ Waste Management/ RKS Management
	Dr.Naba Krushna Behera	ADMO (FW)	RCH/ NRHM/ Family Planning
	Dr. S.Behera	Spl. Ophth.	DBCS Activities & Treatment of Eye Patient
	Dr.Sapan Kumar Dinda	I/C Surg. Splt.	Duty in Hospital as assigned
	Dr.Pramod Khora	I/C DTO, DNMO, Malaria/ Leprosy/ AIDS	Duty in Malaria/ Leprosy/ AIDS
	Dr. Mahamad Asfak Ahmed	Asst. Surgeon	Duty in Hospital as assigned
	Dr.Krushna Ch. Mohapatra	I/C Med. Splt.	Duty in Hospital as assigned
	Dr.Gobinda Biswas	Splt. Paed.	Duty in Hospital as assigned
	Dr. Biswanath Senapati	Asst. Surgeon	Duty in Hospital as assigned
	Dr. Umakanta Khajuria	Asst. Surgeon	Duty in Hospital as assigned
	Dr. Sujit Lakra	Asst. Surgeon	Duty in Hospital as assigned
	Dr. A Mohanna	O & G Splt.	Duty in Hospital as assigned

	Ushamani Devi	Matron	Supervision & duties of Hospital Staff
	Suchitra Rout	Staff Nurse	Attending the Hospital
	Padmabati Jena	Staff Nurse	-do-
	Kabita Sahu	Staff Nurse	-do-
	Nibedita Nayak	Staff Nurse	-do-
	Sanjulata Sethy	Staff Nurse	-do-
	Nibedita Swain	Staff Nurse	-do-
	Banaja Nayana Behera	Staff Nurse	-do-
	Retanjali Barik	Staff Nurse	-do-
	En Bara	Staff Nurse	-do-
	Nayanabati Biswal	Staff Nurse	-do-
	Sarojini Das	Staff Nurse	-do-
	Rasmi Rekha Parida	Staff Nurse	-do-
	N.Suvarna	Staff Nurse	-do-
	Getanjali Das	Staff Nurse	-do-
	Banasree Rout	Staff Nurse	-do-
	Hiramani Hans	Staff Nurse	-do-
	Karada Srilata	Staff Nurse	-do-
	Suprava Barik	Staff Nurse	-do-
	Rita Bahinipati	Staff Nurse	-do-
	Harapriya Roul	Staff Nurse	-do-
	Minakhi Parida	Staff Nurse	-do-
	Sanjukta Sethy	Staff Nurse	-do-
	Geeta Sarkar	Nursing Sister	Supervision & duties of Hospital Staff
	Chameli Ku. Mandal	Nursing Sister	-do-
	N.C. Sikdar	MPHS (M)	Public Health Activities
	Tapan Kumar Mohanty	Pharmacist	Distribution of medicine and attending the hospital as assigned
	Minakhee Jena	Pharmacist	-do-
	Prasanta Kumar Patra	Pharmacist	-do-
	Bharat Ch. Dey	Pharmacist	-do-
	Sunurani Karmakar	Pharmacist	-do-
	Ashok Kumar Sahu	Pharmacist	-do-
	Soroj Kumar Sahu	Lab. Tech	Laboratory work
	Pranab Ku. Panigrahi	Jr.L.T	Laboratory work
	Bansidhar Setti	Dy. MEIO	IEC Activities
	Ainthu Majhi	Head Clerk	Administrative Head
	Deenabandhu Peda	Sr.Clerk	Clerical work as assigned
	Sunil Kumar Sahu	Sr.Clerk	-do-
	Padmini Jena	Jr.Clerk	-do-
	N.Bhaskar Rao	Jr.Clerk	-do-
	Sarala Jena	Jr.Clerk	-do-
	Uma Sankar Achary	Jr.Clerk	-do-
	S. N. sahoo	V.S. Clerk	-do-
	Manoj Kumar Bagh	Jr.Clerk	-do-
	Promod Barik	DEO	Computer data entry
	P.Debaraj Patro	DEO	Computer data entry
	S. Harijan	Driver	Vehicle movement
	Bijaya Kumar Dora	Driver	-do-
	Monoj Kumar Suna	Driver	-do-

	Babirathi Tarini	Driver	-do-
	Bidyadhara Tarini	Driver	-do-
	R.Srinivas Rao	Driver	-do-
	L.Srinivas Rao	Driver	-do-
	Padma Alsa	Attendant	Attend the working as assigned
	Narayan Panda	Attendant	-do-
	Jugol Charan Panda	Attendant	-do-
	V.Krishna Rao	Attendant	-do-
	Surendra Nath Jena	Attendant	-do-
	Bhagirathi Panigrahi	Attendant	-do-
	Chandradhwaj Nayak	Attendant	-do-
	Kailash Ch. Nayak	Attendant	-do-
	Ratan Nayak	Attendant	-do-
	Umamaheswari Mishra	Attendant	-do-
	Surama Kumari Das	Attendant	-do-
	Damayanti Thakur	Attendant	-do-
	Urbasi Saha	Attendant	-do-
	Lalit Kumar Challan	Attendant	-do-
	Jyostnabala Chandra	Attendant	-do-
	Biranchi Nr. Mohapatra	Attendant	-do-
	Nabakishor Sahu	Attendant	-do-
	Meena Sarkar	Attendant	-do-
	Hrusikesha Challan	Attendant	-do-
	Gourirani Biswas	Kitchen Attendant	Asst. to Cook
	Binod Kumar Bagh	Kitchen Attendant	Asst. to Cook
	Pradeep Khora	Sweeper	Cleaning duty
	Udhaba Sagar	Sweeper	-do-
	Manguli Suna	Sweeper	-do-
	Pratap Ch. Kuldeep	Sweeper	-do-
	Bhagyabati Nimala	Sweeper	-do-
	Dambaru Garada	Sweeper	-do-
	Bimala Hantal	Sweeper	-do-
	Kasipati Halwa	Sweeper	-do-
	Chudamani Harijana	Sweeper	-do-
	Sarat Kumar Kuldeep	Sweeper	-do-
	Deba Nayak	Sweeper	-do-
	Lingaraj Pradhan	STB	Stretcher bear duty
	Purusuti Gudia	STB	-do-
	Bhagaban Pujari	Peon	Peon duty
	Jagdish Bairagi	Peon	-do-
	Almanga Dhan	Peon	-do-
	Dhanurjaya Rana	Peon	-do-
	Saroj Kumar Sagaria	Night Watcher	Night Watchman duty
	Ramachandra Kotia	Cook	Cooking
	Jangyaseni Mishra	Cook	-do-
	Balamukunda Sahu	Cook	-do-
	Gouranga Pangi	Mali	Gardening work
	Pradeep Khora	Helper	Helper
	Champa Bagh	Helper	-do-
NRHM	Susmita Samantray	DPM	Programme Head of NRHM
	Nilesh Pattnaik	DAM	Financial activities of NRHM

	Bipin Bihari Gouda	DHIO	Giving information related to NRHM
	Dr. Anil Pattnaik	R I Coordinator	Programme Head of Immunisation
	Dillip Deepak Mishra	Work Consultant	Construction work
	Tofan Bimal	ASHA Coordinator	GKS/ ASHA Activities
	Siba Prasad Praharaj	Prog. Asst.	Immunisation assistant
	Firoj Mohan Majhi	Cold Chain Technician	Repair of Deep Freezer/ ILR
	Anibesh Shil	Accountant DPMU	Assist to DAM
	Monaj Kumar Nayak	Accountant DHH	Account work as DHH
	Vivekananda Rana	System Incharge-DEO	Data entry in Warehouse
	Santhosh Kumar Nanda	Sub Staff	Receiving and despatch letter.

Chapter 4 (Manual 3)

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4 (1) (b) (v)]

Prepare a list of rules, regulations, instructions, manual and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manual and records.

Sl. No	Name/ Title of the Document	Type of Documents	Brief Write up of the documents	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records(if any)
1	File	Permanent	All Corresponding letters & Guidelines	Respective Wings	CDMO Office, Malkangiri	As per RTI Act.2005

Chapter . 5 (Manual -4)

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

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
1	ZSS	Yes	Yes
2	RKS	Yes	Yes
3	GKS	Yes	Yes

Chapter . 6 (Manual -5)

A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing . **Others**).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	File	Letters & Guidelines	As per RTI Act. 2005	CDMO, Malkangiri

Chapter . 7 (Manual . 6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- o Name and address of the Affiliated Body : **Zilla Swasthya Samiti, Malkangiri**
- o Type of Affiliated Body (Board, Council, Committees, Other Bodies) : **Purchase Committee**
- o Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- o Role of the Affiliated Body (Advisory / Managing / Executive / Others): **Managing and Executive**
- o Structure and Member Composition : **As constituted by Collector Malkangiri**
- o Head of the Body : **Collector, Malkangiri**

- o Address of main office and its Branches : **CDMO, Malkangiri**
- o Frequency of Meetings : **Monthly, Quarterly**
- o Can public participate in the meetings ? : **Yes when required**
- o Are minutes of the meetings prepared ? : **Yes**
- o Are minutes of the meetings available to the public ? If yes please provide information about the procedure to obtain them. **Through RTI**

Chapter . 8 (Manual . 7)

The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Asst. Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	Ainthu Majhi	Head Clerk	06861	230277		230277	cdmomkg@gmail.com	O/o CDMO, Malkangiri

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	Dr. Ch. Pravakar	ADMO (PH)	06861	230331	9437373810	230277	dsumalkanagiri@gmail.com	O/O CDMO, Malkangiri

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Dr. Raj Kumar Ghosh	CDMO	06861	230277	9437448334	230277	cdmomkg@gmail.com	O/O CDMO, Malkangiri

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) :**All Official Business are dealt in different wings as per the guideline provided by DFW, DHS, etc.**

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves? : **As per the guidelines provided by Govt. of Orissa.**

9.3 What are the arrangements to communicate the decision to the public? : **Information will be given as per RTI Act & Rules, 2005**

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making? : **CDMO, Wings Officers & Block level Medical Officers.**

9.5 Who is the final authority that wets the decision? : **Collector, Malkangiri.**

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	Information under RTI ACT,2005
Guidelines / Direction, if any	Reference to RTI Act & Rules
Process of Execution	Passing Order
Designation of the Officers involved in decision making	Public information Officer
Contact information of above mentioned officers	Collector, Malkangiri
If not satisfied by the decision, where and how to appeal	Appeal within 30 days before the 1 st Appellate Authority & CDMO in proper form and affixing court fee as per RTI Act & Rules.

Chapter . 10 (Manual -9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Office	Cell			
1	Dr.Raj Kumar Ghosh	CDMO	06861	230277	94374483 34	230277	cdmomkg@gmail.com	O/O CDMO, Malkan giri
2	Dr. Ch. Pravakar	ADMO (PH)	06861	230331	94373738 10	230277	dsumalkanagiri@gmail.com	O/O CDMO, Malkan giri
3	Dr.S.V.Satyanarayana Rao	ADMO (Med)	06861	230233	94373640 34	230277	cdmomkg@gmail.com	DHH Malkan giri
4	Dr.Naba Krushna Behera	ADMO (FW)	06861	230543	94399832 51	230543	cdmomkg@gmail.com	O/O CDMO
5	Miss Susmita Samantaray	DPM, NRHM	06861	230543	94399832 54	230543	cdmomkg@gmail.com	O/O CDMO

Chapter -11 (Manual . 10)
The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sr. No.	Name	Designation	Monthly remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1.	Dr.Raj Kumar Ghosh	CDMO	30020+7600		Dept. of Health and FW Govt. Of Odisha
2.	Dr. Ch. Pravakar	ADMO (PH)	27520+6600		-do-
3.	Dr.S.V.Satyanarayana Rao	ADMO (Med)	29100+6600		-do-
4.	Dr.Naba Krushna Behera	ADMO (FW)	24680+5400		-do-
5.	Dr. S.Behera	Spl. Ophth.	19560+5400	4000/-	-do-
6.	Dr.Sapan Kumar Dinda	I/C Surg. Splt.	17580+5400	4000/-	-do-
7.	Dr.Pramod Khora	I/C DTO, DNMO	18000+5400	4000/-	-do-
8.	Dr. Mahamad Asfak Ahmed	Asst. Surgeon	15600+5400	4000/-	-do-
9.	Dr.Krushna Ch. Mohapatra	I/C Med. Splt.	17310+5400	4000/-	-do-
10.	Dr.Gobinda Biswas	Splt. Paed.	16520+5400	4000/-	-do-
11.	Dr. Biswanath Senapati	Asst. Surgeon	15600+5400	4000/-	-do-
12.	Dr. Umakanta Khajuria	Asst. Surgeon	15600+5400	4000/-	-do-
13.	Dr. Sujit Lakra	Asst. Surgeon	15600+5400	4000/-	-do-
14.	Dr. A Mohanna	O & G Splt.	17580+5400	3000/-	-do-
15.	Ushamani Devi	Matron	13330+4200		-do-
16.	Suchitra Rout	Staff Nurse	5690+2800		-do-
17.	Padmabati Jena	Staff Nurse	5690+2800		-do-
18.	Kabita Sahu	Staff Nurse	5690+2800		-do-
19.	Nibedita Nayak	Staff Nurse	5690+2800		-do-
20.	Sanjulata Sethy	Staff Nurse	5690+2800		-do-
21.	Nibedita Swain	Staff Nurse	5690+2800		-do-
22.	Banaja Nayana Behera	Staff Nurse	5690+2800		-do-
23.	Retanjali Barik	Staff Nurse	5200+2800		-do-
24.	En Bara	Staff Nurse	5200+2800		-do-
25.	Nayanabati Biswal	Staff Nurse	5200+2800		-do-
26.	Sarajini Das	Staff Nurse	5200+2800		-do-
27.	Rasmi Rekha Parida	Staff Nurse	5200+2800		-do-
28.	N.Suvarna	Staff Nurse	5200+2800		-do-
29.	Getanjali Das	Staff Nurse	5200+2800		-do-
30.	Banasree Rout	Staff Nurse	5200+2800		-do-
31.	Hiramani Hans	Staff Nurse	5200+2800		-do-
32.	Karada Srilata	Staff Nurse	5200+00		-do-
33.	Suprava Barik	Staff Nurse	5200+00		-do-
34.	Rita Bahinipati	Staff Nurse	5200+00		-do-
35.	Harapriya Roul	Staff Nurse	5200+00		-do-

36.	Minakhi Parida	Staff Nurse	5200+00		-do-
37.	Sanjukta Sethy	Staff Nurse	12410+2800		-do-
38.	Geeta Sarkar	Nursing Sister	13110+4200		-do-
39.	Chameli Ku. Mandal	Nursing Sister	13110+4200		-do-
40.	N.C. Sikdar	MPHS (M)	10980+2400		-do-
41.	Tapan Kumar Mohanty	Pharmacist	8700+2400		-do-
42.	Minakhee Jena	Pharmacist	8700+2400		-do-
43.	Prasanta Kumar Patra	Pharmacist	11620+2400		-do-
44.	Bharat Ch. Dey	Pharmacist	10800+2400		-do-
45.	Sunurani Karmakar	Pharmacist	9940+2400		-do-
46.	Ashok Kumar Sahu	Pharmacist	9940+2400		-do-
47.	Soroj Kumar Sahu	Lab. Tech	12590+4200		-do-
48.	Pranab Ku. Panigrahi	Jr.L.T	10580+2400		-do-
49.	Bansidhar Setti	Dy. MEIO	14630+4200		-do-
50.	Ainthu Majhi	Head Clerk	10870+4200		-do-
51.	Deenabandhu Peda	Sr.Clerk	9530+2400		-do-
52.	Sunil Kumar Sahu	Sr.Clerk	9120+2400		-do-
53.	Padmini Jena	Jr.Clerk	8680+1900		-do-
54.	N.Bhaskar Rao	Jr.Clerk	8680+1900		-do-
55.	Sarala Jena	Jr.Clerk	7910+1900		-do-
56.	Uma Sankar Achary	Jr.Clerk	7750+1900		-do-
57.	S. N. sahoo	V.S. Clerk	9450+2000		-do-
58.	Manoj Kumar Bagh	Jr.Clerk	7750+1900		-do-
59.	Promod Barik	DEO	5200+00		-do-
60.	P.Debaraj Patro	DEO	5000		-do-
61.	S. Harijan	Driver	5200+00		-do-
62.	Bijaya Kumar Dora	Driver	8210+1900		-do-
63.	Monoj Kumar Suna	Driver	8210+1900		-do-
64.	Babirathi Tarini	Driver	8210+1900		-do-
65.	Bidyadhara Tarini	Driver	7590+1900		-do-
66.	R.Srinivas Rao	Driver	7590+1900		-do-
67.	L.Srinivas Rao	Driver	7750+1900		-do-
68.	Padma Alsa	Attendant	6510+1300		-do-
69.	Narayan Panda	Attendant	2940+1400		-do-
70.	Jugol Charan Panda	Attendant	6790+1400		-do-
71.	V.Krishna Rao	Attendant	6790+1400		-do-
72.	Surendra Nath Jena	Attendant	6930+1400		-do-
73.	Bhagirathi Panigrahi	Attendant	6790+1400		-do-
74.	Chandradhwaj Nayak	Attendant	6790+1400		-do-
75.	Kailash Ch. Nayak	Attendant	6790+1400		-do-
76.	Ratan Nayak	Attendant	6930+1400		-do-
77.	Umamaheswari Mishra	Attendant	6770+1200		-do-
78.	Surama Kumari Das	Attendant	6780+1300		-do-
79.	Damayanti Thakur	Attendant	6640+1300		-do-
80.	Urbasi Saha	Attendant	6510+1300		-do-
81.	Lalit Kumar Challan	Attendant	6510+1300		-do-
82.	Jyostnabala Chandra	Attendant	6510+1300		-do-
83.	Biranchi Nr. Mohapatra	Attendant	6510+1300		-do-
84.	Nabakishor Sahu	Attendant	7040+1400		-do-
85.	Meena Sarkar	Attendant	6510+1300		-do-
86.	Hrusikesha Challan	Attendant	6790+1400		-do-
87.	Gourirani Biswas	Kitchen Attendant	7940+1400		-do-
88.	Binod Kumar Bagh	Kitchen	6510+1300		-do-

		Attendant			
89.	Pradeep Khora	Sweeper	6790+1400		-do-
90.	Udhaba Sagar	Sweeper	7440+1400		-do-
91.	Manguli Suna	Sweeper	6790+1400		-do-
92.	Pratap Ch. Kuldeep	Sweeper	6930+1400		-do-
93.	Bhagyabati Nimala	Sweeper	6790+1400		-do-
94.	Dambaru Garada	Sweeper	6790+1400		-do-
95.	Bimala Hantal	Sweeper	6790+1400		-do-
96.	Kasipati Halwa	Sweeper	6790+1400		-do-
97.	Chudamani Harijana	Sweeper	6790+1400		-do-
98.	Sarat Kumar Kuldeep	Sweeper	6770+1300		-do-
99.	Deba Nayak	Sweeper	6930+1400		-do-
100.	Lingaraj Pradhan	STB	6670+1400		-do-
101.	Purusuti Gudia	STB	6670+1400		-do-
102.	Bhagaban Pujari	Peon	7040+1400		-do-
103.	Jagdish Bairagi	Peon	6790+1400		-do-
104.	Almanga Dhan	Peon	6640+1300		-do-
105.	Dhanurjaya Rana	Peon	6390+1300		-do-
106.	Saroj Kumar Sagaria	Night Watcher	6790+1400		-do-
107.	Ramachandra Kotia	Cook	7010+1650		-do-
108.	Jangyaseni Mishra	Cook	6930+1400		-do-
109.	Balamukunda Sahu	Cook	6670+1400		-do-
110.	Gouranga Pangi	Mali	7010+1650		-do-
111.	Pradeep Khora	Helper	6790+1400		-do-
112.	Champa Bagh	Helper	6510+1300		-do-
113.	Susmita Samantray	DPM	22000		NRHM Guideline
114.	Nilesh Pattnaik	DAM	15000		NRHM Guideline
115.	Bipin Bihari Gouda	DHIO	12000		NRHM Guideline
116.	Dr.Anil Pattnaik	R I Coordinator	22000		UNICEF
117.	Dillip Deepak Mishra	Work Consultant	10000		NRHM Guideline
118.	Tofan Bimal	ASHA Coordinator	12000		NRHM Guideline
119.	Siba Prasad Praharaj	Prog. Asst.	7000		NRHM Guideline
120.	Firoj Mohan Majhi	Cold Chain Technician	7000		NRHM Guideline
121.	Anibesh Shil	Accountant DPMU	6000		NRHM Guideline
122.	Monaj Kumar Nayak	Accountant DHH	6000		NRHM Guideline
123.	Vivekananda Rana	System Incharge-DEO	5000		NRHM Guideline
124.	Snthosh Kumar Nanda	Sub Staff	2100		NRHM Guideline

Chapter -12 (Manual . 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and reports on Disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

Year 2004-2005-:

Sl. No.	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
1	As per the record available in concerned wings								

For other Public Authorities

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of instalments)	Total expenditure
	As per the record available in concerned wings				

Chapter - 13
The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

- o Name of Programme/scheme
- o Duration of the programme /scheme
- o Objective of the programme
- o Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
 - o Pre-requisites for the benefit
 - o Procedure to avail the benefits of the programme
 - o Criteria for deciding eligibility
 - o Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
 - o Procedure for the distribution of the subsidy
 - o Where to apply or whom to contact in the office for applying
 - o Application Fee (where applicable)
 - o Other Fees (where applicable)
 - o Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
 - o List of attachments (certificates/ documents)]
 - o Format of Attachments
 - o Where to contact in case of process related complaints
 - o Details of the available fund (At various levels like District Level, Block Level etc)
 - o List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No.

Chapter -14 (Manual -13) **Particulars of Recipients of Concessions, permits or Authorization granted by it**

14.1. Please provide the information as per the following format:

- o Name of Programme
- o Type (Concession/ Permits/ Authorization)
- o Objective
- o Targets set (For the last year)
- o Eligibility
- o Criteria for the eligibility
- o Pre-requisites
- o Procedure to avail the benefits
- o Time limit for the concession/ Permits/ Authorizations
- o Application Fee (where applicable)
- o Application format (where applicable)
- o List of attachments (certificates/ documents)]
- o Format of Attachments
- o List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.

Also provide the following information for Concession

- o Detail of the benefit given
- o Distribution of benefits

Chapter . 15 (Manual - 14) **Norms set by it for the discharge of its functions**

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Chapter -16 (Maannual -15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format. **As per the guidelines of Department of Health and Family Welfare, Odisha**

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

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

Like

- o Office Library
- o Drama and Shows : **Relating the IEC Activities**
- o Through News paper : **Advertisement of Jobs, Quotation and Health Massage**
- o Exhibition : **Display of Health activities**
- o Notice Board : **Display various notice like jobs, quotation.**
- o Inspection of Records in the Office : **As per RTI rule**
- o System of issuing of copies of documents : **As per RTI rule**
- o Printed Manual Available : **No**
- o Website of the Public Authority : **No**
- o Others means of advertising : **Yes**

Chapter -18 (Manual -17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference) : **Attached**
- Fee : **Rs. 10/- (Except BPL) through RTI**
- How to write a precise information request. Few Tips : **Briefly describe about the requirement**
- Right of the Citizen in case of denial of information and procedure to appeal : **as per the RTI rule**

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Perquisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of financial help, if any)
- Procedure of giving help
- Contact Information for applying

- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

FORM - A
See Rule - 4 (1)
Application for information under Section 6(1) of the Act. 2005

To
The Public Information Officer, Malkangiri

1. Full Name of the Applicant: **Sidheswar Sahu**
2. Father/ Spouse Name: **Satrughan Sahu**
3. Permanent Address: **At/Po:- Korukonda, Dist:- Malkangiri**
4. Particulars in respect of identity of the applicant: **Voter ID Card/ Driving Licence**
5. Particulars of information solicited:
 - a) Subject matter of information: **Vacancy position in Malkangiri dist**
 - b) The period of which the information relates: **Last 1 year**
 - c) Specific details of information required: **Regarding MPHWM**
 - d) Whether information is required by post or in person: **By post**
(The actual postal charges shall be included in providing information)
 - e) In case by post (ordinary, registered or speed):- **Registered post**
6. Address to which information will be sent & in which form: **as above given**
7. Has the information provided earlier: **No**
8. Is the information not made available by the public authority? **Not applicable**
9. Do you agree to pay the required fees: **Yes**
10. Have you deposited application fee : **Yes**
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same: **Not applicable**

Place:
Address:

Date & Full Signature of the Applicant