

RIGHT TO INFORMATION ACT,2005

MANUAL NO-1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES [SECTION 4(1)(B)(I)]

1. Aims and objective of the organization

The State of Orissa occupies an important place in the country having sizeable concentration of Scheduled Castes and Scheduled Tribe population. Both ST & SC constitutes 38.66% of the total population of (ST : 22.13% and SC 16.53% as per 2001 census). There are 62 Scheduled Tribe communities including 13 Primitive Tribal Groups (PTGs) and 93 Scheduled Castes communities in the State.

The ST & SC Development Department functions as the nodal Department for the all-round development of Scheduled Castes and Scheduled Tribes. The basic objective of the Department is to formulate policies, programmes, laws, regulation for economic educational and social development of the STs and SCs. The aim is to empower the target groups through their educational, economic and social development and to build self-reliance and self esteemed.

The Constitution of India specifically recognizes the existence of a category of country's population called Socially and Educationally Backward Classes (SEBC) other than SCs and STs. The SEBC population constitute above 52% of the total population of the State.

2. Mission /Vision

The mission/vision of the ST & SC Development Department and Minorities & Backward Classes Welfare Department is for the all-round development of the Scheduled Caste, Scheduled Tribe, Other Backward Classes and Minority community visa vis the other community. The policies, programmes and schemes of the Department have been designed in consonance with the overall goals and objectives as enshrined in Articles 46 (Part IV), 16, 17, 19, 164, 244, 275, 330, 332,335,338,339,341, 342 and 366 of the Constitution of India for which a four-pronged strategy has been evolved and implemented.

- Programmes for their socio- economic development
- Programmes for their educational development
- Programmes aimed at elimination all forms of exploitation.
- Improvement of the quality of life.

3. Brief history and background for its establishment

To look into the welfare of Backward Classes, a small unit named Backward Classes Welfare Section was formed in the erstwhile Planning & Reconstruction Department in the year 1946-47. In order to provide concerted efforts to the problem of Scheduled Tribe, Scheduled Caste and OBC, the

Backward Classes Welfare Department was formed in 1948. In the year 1949 the subject village welfare was entrusted to the Department.

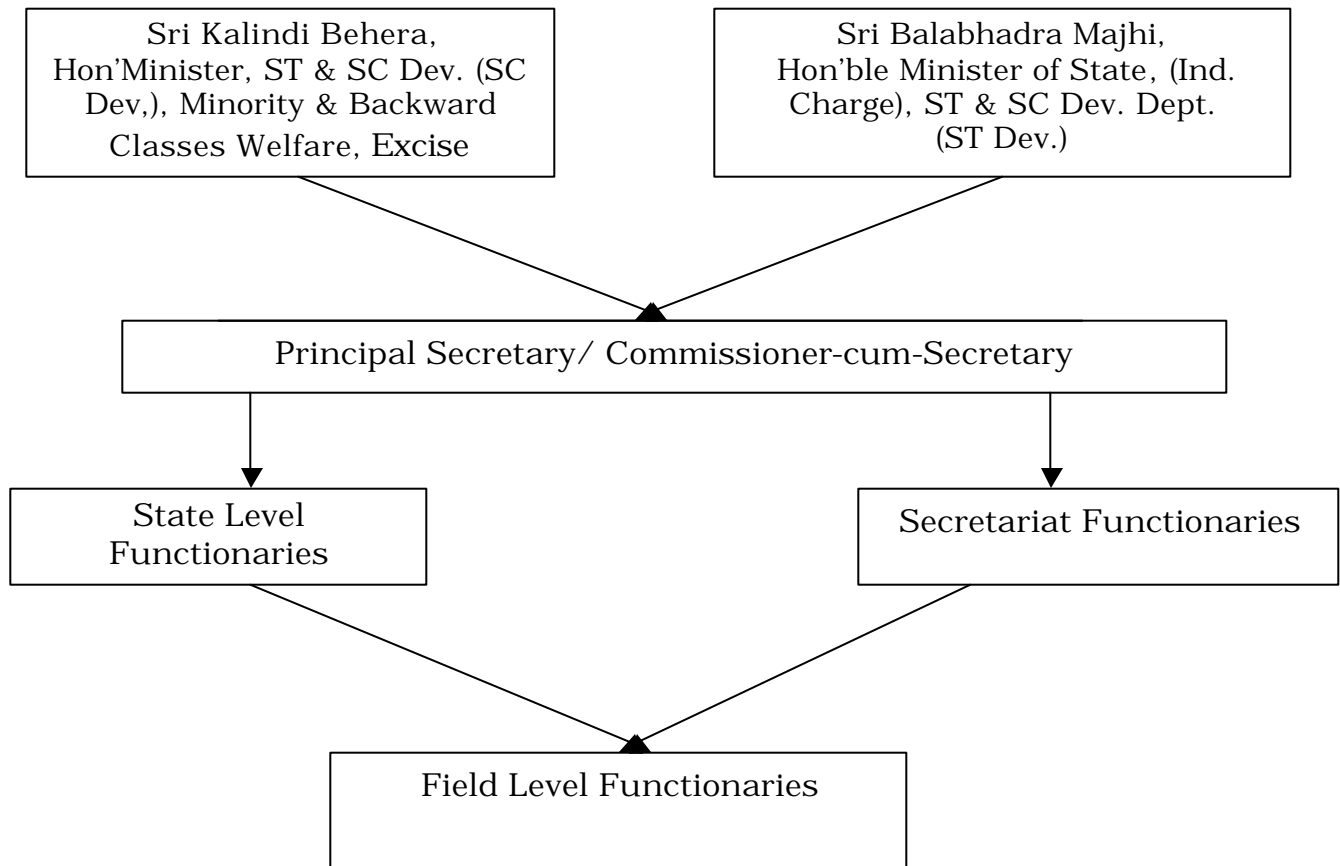
Immediately, adoption of the Constitution of India in 1950, the name of the Department was changed and renamed as Tribal and Rural Welfare Department. This name continued for quite a long period after which the Department was renamed as Scheduled Castes & Tribal Welfare Department. Subsequently, the Department was bifurcated into Scheduled Castes Welfare & Tribal Welfare which again was merged to be named as Welfare Department.

However, from February, 1999 & April, 1999 the erstwhile Welfare Department has been bifurcated into :-

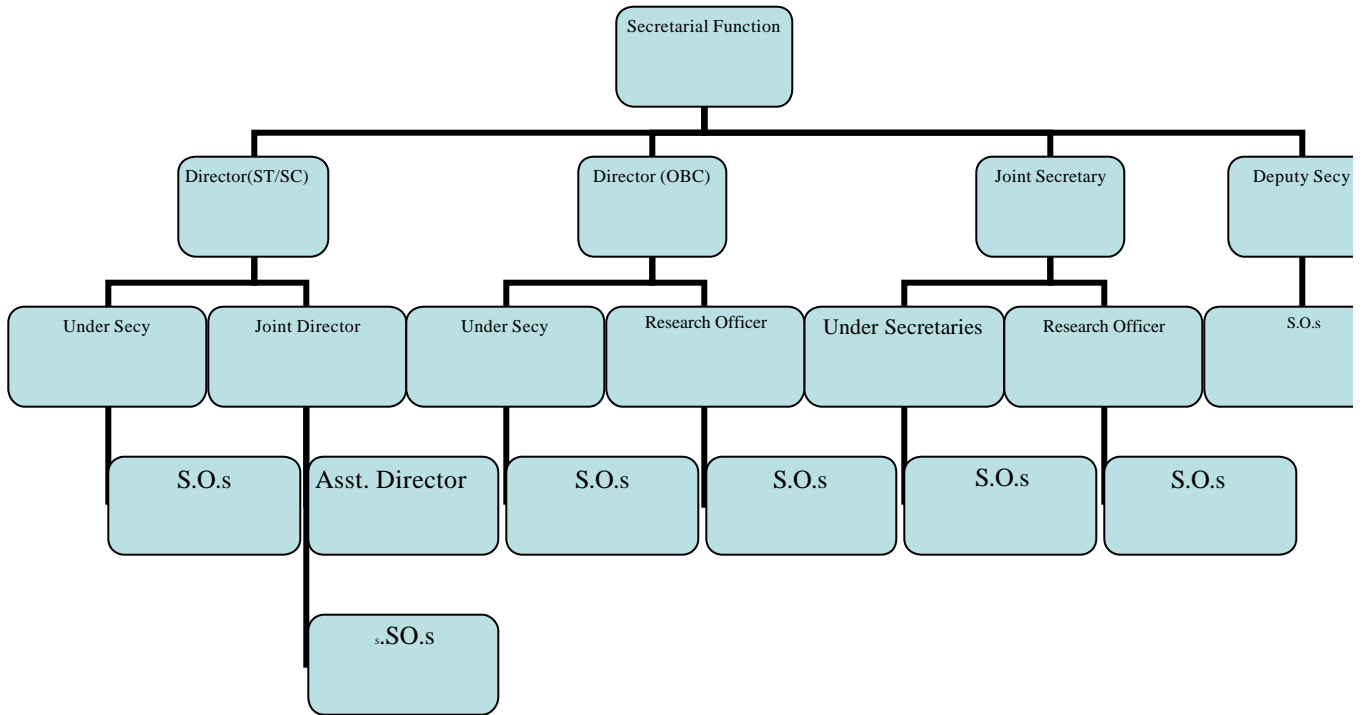
- Scheduled Tribe and Scheduled Caste Development Department
- Minorities and Backward Classes Welfare Department.

4. Organization Charts

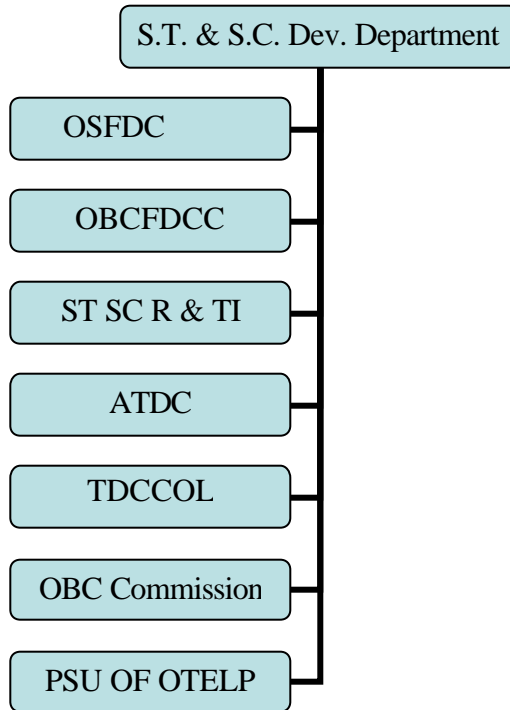
State Headquarter

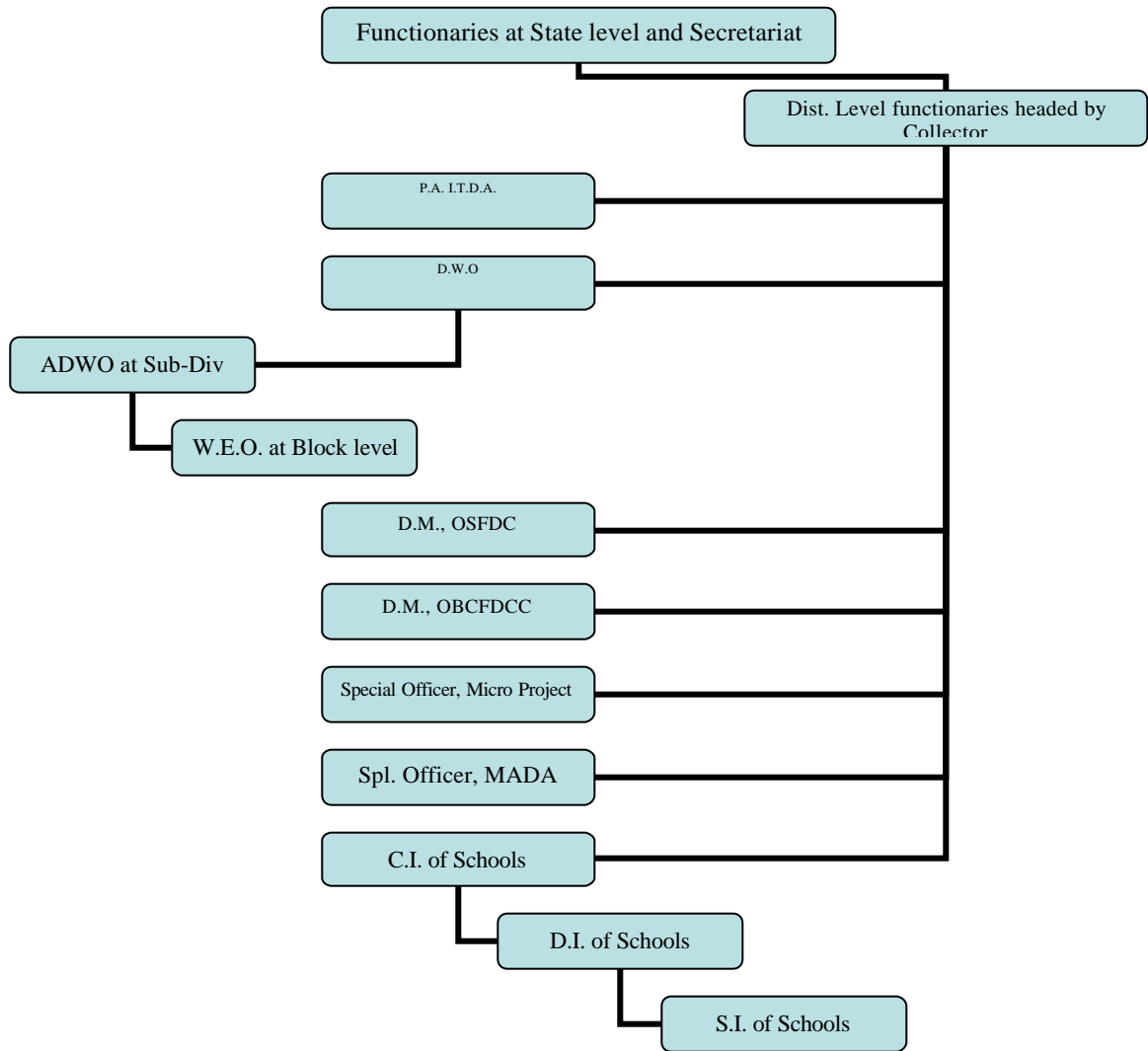


Organization chart at the Secretariat level



WINGS OF THE DEPARTMENT





5. Allocation Subjects/Business

The List of Subjects allocated in favour of ST & SC Development Department are as follows :-

- **Scheduled Tribes Welfare :**

Union Subjects

- (i) Welfare of ex-criminal Tribals
- (ii) Inclusion & exclusion in the Scheduled list for tribes
- (iii) Prevention of Atrocities so far as it relates to Scheduled Tribes

State subjects

- (i) Welfare of Scheduled Tribes –execution of Special schemes and coordination of the works undertaken by other Departments of Government in this direction.
- (ii) Submission of annual reports to the President regarding administration of Scheduled areas.
- (iii) All matters relating to the Tribes Advisory Council.
- (iv) Application of laws to the Scheduled Areas.
- (v) Regulation for peace and good Governace.
- (vi) Problem of shifting cultivation.
- (vii) Organization and control of Scheduled Tribes and Scheduled. Castes Research & Training Institute.
- (viii) Central Grants under Article 275(1) of the Constitution of India.
- (ix) Sub-Plans for tribal regions and matters related thereto.
- (x) Matter relating to the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes Act, 1975 and Rules framed thereunder.
- (xi) Matters relating to Tribal Development Cooperative Corporation (TDCCOL).
- (xii) Education of tribes.
- (xiii) Matters relating to Academy of Tribal Dialect and Culture
- (xiv) Rehabilitation and resettlement of tribals
- (xv) All Plan, Non-Plan, Centrally & Centrally Sponsored Schemes concerning tribals
- (xvi) The entire field establishment and matters relating to Education under the erstwhile Harijan Welfare Department institution for Scheduled Castes

- **Scheduled Castes Welfare**

Union Subjects

- (i) Removal of Untouchability
- (ii) Inclusion and exclusion in the Scheduled List for the Scheduled Castes and Backward Classes
- (iii) Prevention of Atrocities so far as it relates to Scheduled Castes

State Subjects

- (i) Welfare of Scheduled Castes including execution of special schemes and coordination of the works undertaken by other Departments of the Government in his direction.
- (ii) All matters relating to State Harijan Welfare Board
- (iii) Matters relating to the Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation

List of Subjects/Business allocated in favour of **Minorities and Backward**

Classes Welfare Department.

- **Minorities Welfare**

Union Subjects

- (i) Identification of Minority Communities
- (ii) National Minorities Development and Finance Corporation
- (iii) Pre-Examination coaching for Civil Services for Minorities
- (iv) Implementation of Schemes of Maulana Abul Kalam Azad Foundation

State Subjects

- (i) Welfare of Minorities Formulation, Execution and Coordination of implementation of Special Schemes for Minorities
- (ii) All Plan, Non-plan, central and centrally sponsored schemes concerning minority communities.
- (iii) Nomination of channalising agency/setting up Minorities Development and Finance Corporation for implementation of economic development programmes for the minority communities in the state.
- (iv) Constitution of commission for minorities.
- (v) 15-Point programme for welfare of minorities

- **Backward Classes Welfare**

Union Subjects

- (i) Report of the commission to investigate the condition of Backward classes set up under Article 340 of the constitution.
- (ii) National commission for backward classes constituted to examine the request for inclusion in and exclusion from the central list of backward classes.

State Subjects

- (i) Welfare of all other backward classes-Execution of Special scheme for other backward classes and coordination of work.
- (ii) Identification of other backward classes, inclusion in and exclusion from the state list of other backward classes.
- (iii) Matters relating to the Orissa Backward classes.
- (iv) Matters relating to the Orissa Backward Classes Development Finance Co-operative Corporation.
- (v) All plan, Non-plan, Central and Centrally sponsored schemes concerning other backward classes.

(5) Distribution of Duties among the Officers :

For smooth functioning of the activities of the Deptt. officers of the Deptt. are being assigned with primary charges and charges at various Supervisory levels to look after the functioning of different sections as given below.

ASSIGNMENT OF SECTIONS TO OFFICERS

<i>Sl</i>	<i>Name of the Sections</i>	<i>Primary Charge</i>	<i>1st Supervisory level</i>	<i>2nd Supervisory level</i>	<i>3rd Supervisory level</i>
1	2	3	4	5	6
1.	Policy and Planning	Sri S.C. Mohapatra, Research Officer	Sri R.K. Choudhury, OAS (S) Joint Secy.,	Sri Gopinath Mohanty, I.A.S. Addl Secy.	Commr-cum-Secy. to Govt.
2.	Tribal Dev. –I	Sri S.P. Mishra, OAS, Dy. Secy.	-	-	Commr-cum-Secy. to Govt.
3.	Tribal Dev. –II	Sri S.P. Mishra, OAS, Dy. Secy.	-	-	Commr-cum-Secy. to Govt.
4.	Special Component Plan	Sri S.S. Mishra, OSS, Under Secy.	Joint Secy.	-	Commissioner-cum-Secretary to Govt.
5.	NGO	Sri B.V. Ekka, OAS, Under Secy.	-	Director (ST/SC)	Commr-cum-Secy. to Govt.
6.	Special Projects	Sri S.C. Mohapatra, Research Officer	Sri R.K. Choudhury, OAS (S) Joint Secy., -	Commissioner-cum-Secretary to Govt.	Commr-cum-Secy. to Govt.
7.	Protection of Civil Rights	Sri S.S. Mishra, OSS, Under Secy.	Joint Secy.		Commr-cum-Secy. to Govt.
8.	Employment	Sri K. Soren, JD-cum-DS		Director (ST/SC).	Commr-cum-Secy. to Govt.
9.	Misc and Coordination	Sri S.S. Mishra, OSS, Under Secy.	Joint Secy.		Commr-cum-Secy. to Govt.
10.	O.E. – I	Sri Abhimanyu Sahoo, OSS, Under Secy.	Joint Secy	-	Commr-cum-Secy. to Govt.
11.	O.E. – II	-do-	-do-		Commr-cum-Secy. to Govt.
12.	Accounts (Sectt.)	Sri Abhimanyu Sahu, OSS, Under Secy.	-	Sri R.K. Choudhury, OAS (S) Joint Secy.,	Commr-cum-Secy. to Govt.
13.	Finance	Sri A.C. Naik, OFS, A.F.A.-cum-Under Secy	F.A.-cum-U.S.	-	Commr-cum-Secy. to Govt.
14.	Education – I	Dr. Gopinath Bisoi, OAS-I(JB), Under Secy.	Sri Gopinath Mohanty, I.A.S. Addl Secy.		Commr-cum-Secy. to Govt.
15.	Education – II	Dr. Gopinath Bisoi, OAS, Under Secy.	Sri Gopinath Mohanty, I.A.S. Addl Secy.		Commr-cum-Secy. to Govt.
16.	Education (Buildings)	Dr. Gopinath Bisoi, OAS, Under Secy.		Director (ST/SC)	Commr-cum-Secy. to Govt.
17.	Education (Inspection)	Dr. Gopinath Bisoi, OAS, Under Secy.	Sri Gopinath Mohanty, I.A.S. Addl Secy.		Commr-cum-Secy. to Govt.
18.	Pre-matric Scholarship	Sri K. Soren, OWS, JD-cum-DS		Director (ST/SC)	Commr-cum-Secy. to Govt.
19.	Post-matric Scholarship	-do-		Director (ST/SC)	Commr-cum-Secy. to Govt.
20.	Field Estt - I	Sri B.V. Ekka, OAS, Under Secy.		Director (ST/SC)	Commr-cum-Secy. to Govt.
21.	Field Estt - II	Sri B.V. Ekka, OAS, Under Secy.		Director (ST/SC)	Commr-cum-Secy. to Govt.
22.	(i) Expenditure & Accounts (Directorate)	Sri A.C. Naik, OFS, A.F.A.-cum-Under Secy.	F.A.-cum-J.S.		Commr-cum-Secy. to Govt.
23.	(i) Audit including	Sri. A.C. Naik, OFS, A.F.A.-cum-Under Secy.	-do-		Commr-cum-Secy. to Govt.

<i>Sl</i>	<i>Name of the Sections</i>	<i>Primary Charge</i>	<i>1st Supervisory level</i>	<i>2nd Supervisory level</i>	<i>3rd Supervisory level</i>
1	2	3	4	5	6
	Audit Estt.		-		
24.	OMTES Cell	Dr. Gopinath Bisoi, OAS, Under Secy.		Sri Gopinath Mohanty, I.A.S. Addl Secy.	Commr-cum-Secy. to Govt.
25.	Statistics and Documentation	Sri S.C. Mohapatra, Research Officer	Sri R.K. Choudhury, OAS (S) Joint Secy.,	Sri Gopinath Mohanty, I.A.S. Addl Secy.	Commr-cum-Secy. to Govt.
26.	OBC	Sri S.C. Hota, Research Officer	-	Sri G.N. Mohanty, I.A.S. Director -OBC-& Ex-Officio Addl. Secy.	Commr-cum-Secy. to Govt.
27.	Legal Cell	Sri B.K. Bhuyan, Asst. Law Officer	Jt Secy	-	Commr-cum-Secy. to Govt.
28.	Issue	Sri Abhimanyu Sahoo, OSS, Under Secy.	Jt. Secy.	-	Commr-cum-Secy. to Govt.
29	Diary	-do-	Jt Secy.	-	Commr-cum-Secy. to Govt.
30	WFP Cell	Sri Harischandra Rout, OAS Astd.Dir(Hqr)	Sri K.K Soren JD-Cum-DySecy.	Director (ST/SC)	Commr-cum-Secy. to Govt.

6. Duties to be performed to achieve the mission

The details of duties to be performed by the Department to achieve the mission are coming under three categories like:

- I. Scheduled Tribe welfare**
- II. Scheduled Caste welfare**
- III. Minority and Backward classes welfare**

7. Details of Services rendered

The details of services rendered by the Department are categorized under different Sections functioning in the Department as follows:

1. Policy and Planning:

- (i) Formulation of Policies and Strategies relating to the development of Scheduled Tribes and Scheduled Castes.
- (ii) Approaches to Five Year Plans and formulation of Five Year Plans
- (iii) Preparation of Annual Plans
- (iv) Coordination with P & C Depts in matters relating to State Plan
- (v) Preparation of Activity Report of the Department for the Budget session of the Assembly
- (vi) Annual Report on Administration of Scheduled Areas (under para-3 of the Fifth Schedule of the Constitution)
- (vii) Preparation of Annual Administration Report
- (viii) Report of the Commissioner for SCs & STs
- (ix) Matters relating to Report of the National Commission for SCs and STs
- (x) Materials for Governor's address and Budget Speech
- (xi) Natural Disaster Mitigation and Coordination with SRC and OSDMA meeting
- (xii) Coordination with the Poverty Task Force
- (xiii) Information, Education & Communication activities.

2. Tribal Development-I :

- (i) Formulation of Tribal Sub-Plan & related matters.
- (ii) Matters relating to Planning Commission's Working Group on tribal development.

- (iii) All matters relating to Special Central Assistance for Tribal Development and its budgeting and sanction
- (iv) Formulation and implementation of sectoral programmes under I.T.D.A. scheme viz roads communication, industry & small business, bee-keeping, sericulture, animal husbandry, agriculture, horticulture, soil conservation, drinking water supply, forestry, health , MIPS in TSP areas.
- (v) All matters relating to Modified Area Development Approach/ Cluster approach.
- (vi) Scheme of Special Grants under Article 275(1) of the Constitution of India an execution of projects under the scheme.
- (vii) Electrification of tribal/ village/ basties.
- (viii) Establishment matters of I.T.D.A.s/ Micro Projects & MADA including allotment of funds for establishment and administrative costs

3. Tribal Development-II

- (i) Tribes Advisory Council
- (ii) Matters relating to Central Planning Committee of Ministry of Tribal Affairs.
- (iii) Administration of schemes for development of PTGs through Micro projects.
- (iv) Central Sector PTG Development scheme
- (v) All matters relating to SCST R & T I including establishment matters.
- (vi) All matters relating SC,St R &T I including Establishment matters
- (vii) All matters relating to Academy of Tribal Dialect and Culture including establishment matters
- (viii) Award of research projects and studies on various aspects of Tribal developments
- (ix) Preparation of Documentary Films on Tribes of Orissa
- (x) Protection of Tribal interest in respect of Marketing of MFP and SAP in TSP areas
- (xi) All matters relating to TDCC including VRS (Voluntary Retirement) of TDCC employees
- (xii)

4 Special Component Plan

- (i) All matters relating to Special Component Plan.
- (ii) Special Central Assistance for SCP
- (iii) Assistance to SC beneficiaries for income generation
- (iv) Scheduled Castes Cooperative Corporation
- (v) Matters relating to National SC & ST Development Corporation
- (vi) National Scheme of Liberation & Rehabilitation of Scavengers & their dependents
- (vii) Central Plan and setting up of Sanitary Marts

5 NGO Section

- (i) Recommendation of new projects proposals of NGOS relating to welfare of SCs/STs, and OBCs for sanction of Grants-in-Aid by the Govt. of India, Ministry of Tribal Affairs & Ministry of Social Justice & Empowerment with the approval of Project Appraisal Committee.
- (ii) Recommendation and Inspection reports in respect of on-going projects of NGOs availing Grant-in-Aid from Ministry of Tribal Affairs & Ministry of Social Justice & Empowerment.
- (iii) Furnishing of information sought by Govt. of India relating to NGOs for sanction of Grant-in-Aid.
- (iv) Conduct of Meetings of Project Appraisal Committee for approval of project proposals furnished by the NGOs.
- (v) Audit of NGOs as and when required and compliance thereof.
- (vi) Collection of U.C.s for funds utilized by the N.G.O.s for submission to Government of India.
- (vii) Miscellaneous work like implementation of Court Orders, Assembly questions etc relating to NGO activities.

6. Special Projects Section

- (i) Schemes under Revised Long Tern Action Plan (RLTAP) for KBK areas.
- (ii) Schemes for prevention of Podu cultivation.
- (iii) Orissa Tribal Empowerment and Livelihood Projects (OTELP) assisted by the IFAD and DFID.

- (iv) Matters relating to defunct OTDP.
- (v) Grain Banks scheme.

7. Protection of Civil Rights

- (i) Enforcement of PCR Act, 1955 and the SC & ST (POA) Act, 1989.
- (ii) Preparation & submission of materials to Ministry of Social Justice & Empowerment.
- (iii) Action on complaint petition received from SC/ST victims.
- (iv) Welfare Schemes for SC/ST victims of atrocity viz. monetary relief to SC/ST victims of atrocities, legal aid to SC/ST, cash incentive to couples performing Inter-caste marriage.
- (v) Grant-in Aid to NGOs.
- (vi) State level Vigilance and Monitoring Committee & District level Vigilance & Monitoring Committee.
- (vii) SC Welfare Advisory Board.

Employment

- (i) Administration of Acts and Rules on reservation of vacancies.
- (ii) All matters relating to lists of SCs & STs.
- (iii) Circulars, Instructions regarding maintenance of Roster registers and Inspection etc
- (iv) Standing Committee on ORV Act.
- (v) Establishment and continuance of Special Employment Exchange for SCs and STs, Bhubaneswar.
- (vi) Annual Report on appointment of SCs and STs.
- (vii) Matters relating to the coaching-cum-guidance centre & the Pre-Examination Training Centres for SCs and STs – Establishment and continuance.
- (viii) Special recruitment drive and backlog clearance.
- (ix) Reports and returns to O.L.R Act. Minimum Wages Act, Money Lenders Act and Physically Handicapped persons.
- (x) Inspection Programme for Officers posted at the Headquarters.
- (xi) Review of Inspection Report of all Inspecting Officers of the Headquarters and Districts.
- (xii) Annual Inspection Programme of all districts.
- (xiii) Compliance on Inspection Report
- (xiv) Maintaining Liaison Officers list of all Department of Government and convening meetings thereof.
- (xv) Compliant /allegation received from different persons and organizations of SC and ST on violation of ORV Act and compliance thereof.
- (xvi) Provision of sanction of funds for continuance of Inspection Cell.

9. Miscellaneous & Coordination Cell.

- (i) Parliamentary Committee on welfare of SCs and STs.
- (ii) Committee of Welfare of SCs and STs of the Orissa Legislative Assembly (OLA).
- (iii) Coordination and Monitoring replies to Lok Sabha and & Rajya Sabha questions.
- (iv) Replies to Assembly questions.
- (v) General matters relating to State Legislative Assembly.
- (vi) Selection and Sponsoring tribal representatives to witness the Republic Day celebrations at New Delhi.
- (vii) Matters related to Trade Fairs and Exhibitions.
- (viii) Fortnightly Confidential Reports of Collectors
- (ix) Cabinet meeting and fortnightly Secretaries and Special Secretaries meeting.
- (x) Matters relating to various Parliamentary Committees.
- (xi) Matters relating to Committees of Orissa Legislative Assembly.
- (xii) Grievances and Petitions.
- (xiii) Follow-up actions of the tour diaries of all Officers of Headquarters.
- (xiv) Inspection Notes of Headquarter Officers and follow up Actions thereon.
- (xv) Arranging meetings of the Field staff.
- (xvi) Miscellaneous which does not belong to any other Section.

10. Office Establishment (I)

- (i) Establishment matters for all Gazetted Officers at Headquarters.
- (ii) Establishment matters of all non-Gazetted staff and Class –IV staff of Headquarters.
- (iii) Maintenance of vehicles at Headquarters.
- (iv) Allotment of Quarters of Headquarters Officers.
- (v) Sanction of House Building Advance, Special House Building Advance. Motor Cycle Advance, Cycle Advance (Headquarters staff/ Audit staff/ Field personnel)
- (vi) Sanction of GPF, Trade deposit, Medical & Festival advance to headquarters staff.
- (vii) Reimbursement of cost of medicines.
- (viii) Matters relating to Pay Commission.
- (ix) Staff meetings.
- (x) Grievance Cell

11. Office Establishment –II

- (i) Purchase of Stationery, Office equipment and miscellaneous contingent articles.
- (ii) Telephones and Faxes.
- (iii) Supply of Liveries to Group D staff and Drivers.
- (iv) Annual Indent of Forms & Stationery from OGP.
- (v) Allotment of space and petty miscellaneous maintenance
- (vi) Organization and Methods
- (vii) Office Automation
- (viii) Purchase and maintenance of office furniture and fixtures
- (ix) Record Section
- (x) Supply of Engagement Pads/ Govt. Diary/ Calendars to the employees
- (xi) Department Library
- (xii) Supervision of the work of Xerox and Fax Operators

12. Accounts

- (i) All Bills relating to the staff of Secretariat Establishment under Demand No. 11-2251 and Demand No. 112225 (Staff under ITDP, SCP, PET, MTC and Inspection)
- (ii) Maintenance of all Advance Registers relating to the above establishment
- (iii) Preparation of Contingent Bills, Telephone Bills etc under Demand No.11-2251
- (iv) Preparation of Provisional Pension, Gratuity, Unutilised Leave Salary
- (v) Preparation of GIS Bills of Secretariat Establishment
- (vi) Yearly Service Verification Certificate of the Secretariat Establishment
- (vii) Submission of monthly expenditure to the Sections concerned
- (viii) Submission of Income Tax returns of the staff of Secretariat establishment
- (ix) All matters relating to Secretariat establishment

13. Finance Section

- (i) Preparation of Annual Budget, Revised Estimate and Second Revised Estimate
- (ii) Supplementary Demand Schedules
- (iii) Examination of proposals for sanctions of expenditure
- (iv) Examination of proposals for administrative approval
- (v) Advice on General finance matters
- (vi) Re-appropriation and surrender of funds
- (vii) Pre-budget scrutiny of Plan and non-Plan Budget proposals
- (viii) New Demand Schedules
- (ix) Preparation of final grant statements
- (x) Forecasts and Memoranda for Finance Commission.
- (xi) Matters relating to fiscal reforms
- (xii) Public Accounts Committee

14. Education (I)

- (i) Administration of High Schools, Ashram Schools, Kanyashrams and Training Schools
- (ii) Provision of funds in the Budget and allotment of funds to the Estimating Officers for expenditure for running of the educational institutions.
- (iii) Monitoring of sanction and expenditure.
- (iv) Selection, Appointment, transfer and other establishment matters of Headmasterss, Headmistress, Trained Graduate, Sanskrit, Hindi, P.E.T. Teachers and Mistresses of High Schools/ Girls High Schools of the Department.
- (v) Establishment matters of Training schools functioning under the Department.
- (vi) Selection of Sevaks for undergoing training during each academic year.
- (vii) Professional and Vocational training to the teachers.
- (viii) Review of High Schools Results and Cash award to the teachers for best performance in the A.H.S.C. Examination and Sectional Trade.
- (ix) Opening of new Ashram Schools (A/S), Kanyashram (K/S) and Residential Sevashrams (R/S) under the State Plan and Centrally Sponsored Plan.
- (x) Collection of Enrolment figures.
- (xi) Appointment of visiting Doctors for healthcare of residential school children

15. Education – (II)

- (i) All matters relating to the establishment and upgradation of Sevashrams and Residential Sevashrams and their administration.
- (ii) Provision of funds and allotment/sanction of funds for running Sevashrams and Residential Sevashrams in the State.
- (iii) Monitoring Vacancy position of Sevaks and filing up of the vacancies.
- (iv) Enrolment of SC & ST students in Sevashrams and Residential Sevashrams and analysis of enrolment figures of S/S and R/S.
- (v) Award of prizes to the teachers of S/S, R/S for reduction in drop-out percentage.
- (vi) Monitoring and management of Primary School Hostels.
- (vii) Health measures in S/S, R/S & PSH.
- (viii) Printing and Supply of N.T. Books.
- (ix) Sanction of T.C. of N.T. Books.
- (x) Supply of Reading and Writing materials and teaching aids.
- (xi) Printing of Special Primers
- (xii) Functioning of 400 hostels for ST Girls in KBK districts
- (xiii) Excursion of SC & ST students.
- (xiv) Supply of HSC Examination fees.
- (xv) Coordination with DPEP Project

16 Education (Buildings)

- (i) Construction, repair & maintenance of educational building/ hostel building/ hostel building (H/S, A/S, K/S, R/S, PSH) and teachers quarters including water supply and electrification.
- (ii) Construction and repair of Primary School Hostels and Sevashram buildings.
- (iii) Construction of hostels for both SC & ST Boys and Girls under CSP schemes.
- (iv) Repair and Maintenance of Special Adivasi Hostel buildings
- (v) Construction of hostel building under Finance Commission Award
- (vi) Construction of hostel building under PMGY
- (vii) Construction of hostel building under RLTAAP for KBK etc
- (viii) Construction of newly opened school building under CSP scheme
- (ix) Construction of building of Model Schools

17. Education (Inspection)

- (i) All establishment matters relating to Inspection Officers under the Department and staff of their Offices including creation of Posts
- (ii) Provision of funds in the Budget for the Inspection wing and allotment of funds to each Drawing and Disbursing Officers of the Inspecting wing at District and Zonal levels
- (iii) Office and Residential accommodation of the Inspecting Officers at the field level
- (iv) Scrutiny of Inspection Reports of all Inspecting Officers of the Department and follow-up action therein
- (v) Inspection Reports of all Collectors/ Joint Directors of ST & SC Dev. Department level/ all D.W.Os on educational institutions of the ST & SC Dev. Deptt and follow-up action therein
- (vi) Follow-up action Reports of all Touring Officers of this Department, relating to the Departmental educational institutions
- (vii) Matters relating to meetings of teachers and Inspectors Officers of the Department at State/Divisional/ District level.

18. Scholarships

- (i) All matters relating to post-matric scholarship of SC/ST students inside and outside the state.
- (ii) All matters relating to the Pre-matric Scholarship to SC. ST students in Education Department schools and SC/ST hostellers and Day Scholars of ST & SC Dev. Deptt schools (R/S, K/S, H/S & PSHs)
- (iii) Centrally Sponsored Scheme on Books Banks for SC/ST students reading in Medieval Engineering, Agriculture, Veterinary, Polytechnic, Law, MBA, CA etc
- (iv) Payment of Pre-matric Scholarship to the SC/ST student staying in the Special Adivasi Hostels
- (v) Maintenance of Accounts of Post/Pre-matric scholarship
- (vi) Aid in lieu of hostel facilities (Joint Mess).
- (vii) Sanction of stipend to public school students
- (viii) CSP scheme on Pre-matric scholarship to the children engaged in unclean occupation.
- (ix) G.I.A. to SC/ST students reading in different Universities of the state.
- (x) Central Plan Scheme on upgradation of merit scholarship to the SC/ST students.
- (xi) Ambedkar Merit Scholarship Plan

19. Field Establishment(I)

- (i) All establishment matters relating to Welfare Field Staff viz DWOs/ ADWOs/ WEOs including creation of posts.
- (ii) Sanction of staff for Sub-ordinate Offices and matters connected with the ministerial and Class –IV staff in their establishment.
- (iii) Budget provision and allotment of funds to the Sub-ordinate Officers
- (iv) All matters related to vehicles allotted to Joint Directors/ DWOs
- (v) Pension cases of all employees of Headquarters establishment. Field establishment including Teachers
- (vi) Disciplinary proceedings and Vigilance matters relating to DWOs/ ADWOs/ WEOs and staff of Sub-Ordinate offices
- (vii) Court cases relating to the above establishments

20. Field Establishment (II)

- (i) Maintenance of CCR
- (ii) Annual Property Statement of Field Officers
- (iii) Departmental Proceedings matters relating to Teaching and non-Teaching staff of Department's school and Appeal and Review cases

- (iv) Monthly and Quarterly consolidated Proceedings cases of Field staff and teachers Progress Reports on Suspension and
- (v) Adivasi Exhibition Grounds including Poultry Farm
- (vi) Hostel staff in Special Scheduled Tribe Hostels

21. Expenditure & Accounts

- (i) All Bills relating to the Directorate Establishment, Adivasi Exhibition Ground Establishment, Poultry Farm establishment and Special Scheduled Tribe Hostel establishment located at Bhubaneswar
- (ii) Maintenance of Advance Register
- (iii) Submission of Income Tax Registers
- (iv) Submission of Monthly Expenditure to the Sections concerned
- (v) Post-matric Scholarship Bills and NT Books Bills
- (vi) Civil Deposit and Grants-in-Aid Bills etc
- (vii) Expenditure verification and reconciliation with A.G. , Orissa relating to all D.D.O.s under Demand No. 11-2251 and Demand No. 11-2225 and 4225 for Capital Outlay
- (viii) Reconciliation of Appropriation Account
- (ix) Submission of transfer of expenditure to A.G., Orissa
- (x) Coordination of U.C. position of Grants-in-Aid
- (xi) All Cash transactions.
- (xii) Maintenance of Cash Book (Cash Book to be maintained separately major Head wise for under Demand No. 11-2251 and Demand No. 11-2225) and relevant Registers
- (xiii) All other matters relating to Cash.

22. Statistics and Documentation Cell

- (i) Database of annual student enrolment figures of educational institutions of the S.T. & S.C. Dev. Department
- (ii) Database of Annual HSC Examination results
- (iii) Database of Population, literacy, various projects like I.T.D.A., Micro Projects, MADA, Clusters, Blocks etc.
- (iv) Material preparation of Review meeting for Slide shows, e-presentations before Chief Minister & Chief Secretary
- (i) Rendering Computing assistance to various sections in preparation of computerized documents, spreadsheets on routine basis and also for various meetings, conferences, visits of Central Officers
- (ii) Computerization of Annual Activities Report, Annual Report of the Administration of Scheduled Areas in Orissa.
- (iii) Maintenance of liaison with the State Portal Group, National Informatics Centre, Secretariat for updation and content enrichment of the Department webpages in the State Government website and downloading of necessary materials from websites.

23. OBC Section

The particulars of organisation, functions and duties:-

There is only one Section named as OBC Section in the Department of Minorities & Backward Classes Welfare Department. The following subjects are dealt with in OBC Section.

- a. Economic development Schemes for upliftment of the people belonging to Minority Communities.
- b. Prime Minister's-15 Point Programme for Welfare of Minorities.

The Orissa Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation Ltd. is providing loan assistance at concessional rate of interest to the people belonging to Minority Communities living below the double poverty line under various income generating Schemes i.e., Term Loan Scheme & Micro Finance Scheme at present. The OSFDC (S.C.A.) avails loan from NMDFC and disburses to the beneficiaries.

- c. Identification of Other Backward Classes, inclusion in and exclusion from the State list of Other Backward Classes.
- d. Matters relating to State Commission for Backward Classes.
- e. Economic development Schemes for upliftment of Other Backward Classes.
- f. Centrally Sponsored Schemes concerning OBCs.

The Orissa State Commission for Backward Classes has been constituted in 1993. As per Section 9 of Orissa State Commission for Backward Classes Act, 1993, the Commission shall examine requests for inclusion of any Class of citizens as a backward Class in the list and hear complaints of over inclusion or under inclusion of any backward Class in such list and tender such advice to the State Govt. as it deems appropriate.

The advice of the Commission shall ordinarily be binding upon the State Government.

The Orissa Backward Classes Finance & Development Cooperative Corporation Ltd. is providing loan assistance at concessional rate of interest to the people belonging to Other Backward Classes living below the double poverty line under various income generating Schemes i.e., Term Loan Schemes, Micro Finance Scheme and New Swarnima Scheme at present.

The OBCFDCC Ltd. avails loan from the NBCFDC for disbursement of loan to the beneficiaries.

Various State level Wings of the Department:

- The activities of the Department has been strengthened and streamlined through its various wings like :
- Scheduled Tribes and Scheduled Castes Research and Training Institute (SC ST R & RI)
- Academy of Tribal Dialect and Culture
- Tribal Development Cooperation Corporation of Orissa Ltd (TDCCOL)
- Orissa Scheduled Castes and Scheduled Tribes Development Finance Cooperation (OSFDC)
- Orissa Tribal Empowerment and Livelihood Programme (OTELP)
- Special Employment Exchange
- State Commission for Backward Classes
- The Orissa Backward Classes Finance & Development Cooperative Corporation Ltd.

Special Projects for tribal development

- (i) 21 Integrated Tribal Development Agencies (I.T.D.A.s)
- (ii) 17 Micro Projects
- (iii) 46 MADA pockets and 17 Cluster pockets
- (iv) Dispersed Tribal Development Programme (DTDP)

(viii) Citizen Interaction

Ample opportunities have been established in the Department where the citizens can vent their queries and grievances. The various channels of citizen interaction are as follows :

- (i) Information Counter: Opened in the Department
- (ii) Department Website under the State Government Portal the url of which is <http://www.orissa.gov.in>
- (iii) Notice Boards
- (iii) Library of the Department and the Research Institute of the Department – SC ST R & TI situated at CRPF Square, Unit-VIII, Bhubaneswar.
- (iv) Grievance Cell of the Deptt held on every Saturday except holidays from 2:30 pm onwards

9) Postal addresses of the main office, subordinate offices/ field units etc.

- (i) **Postal Address of the Department:**
Commissioner-cum-Secretary to Government
S.T. & S.C. Development Department & Minorities and Backward Classes Welfare
Department
Orissa Secretariat, BHUBANESWAR – 751001
Email address : welsec@ori.nic.in
- (ii) **Postal address of the State Level Offices:**
 1. Director,
Scheduled Castes and Scheduled Tribes Research and Training Institute
CRPF Square, Unit – VIII (On National Highway No. 5)
Bhubaneswar
 2. Director,
Academy of Tribal Dialect and Culture
Unit-I, Adivasi Exhibition Ground,
Bhubaneswar – 751001
Tel (0674) 2530821
 3. Managing Director,
Tribal Development Co-operative Corporation of Orissa Ltd (TDCCOL)
Regd & Head Office: TDCC Building, Rupali Square
Bhubaneswar – 751022
Tel (0674) 2542475, 2542617, Fax – 2542530
E-mail : mdtdcc@satyam.net.in
 4. Programme Director
Orissa Tribal Empowerment and Livelihood and Empowerment Programme (OTELP)
TDCC Building, Rupali Square
Bhubaneswar – 751022
Tel (0674) 2542475, 2542617, Fax – 2542530
 5. Managing Director,
The Orissa Scheduled Caste and Scheduled Tribe Development Finance Cooperative
Corporation Limited (OSFDC)
Lewis Road, Bhubaneswar – 751014
Tel (0674) 2431798 (O)
Fax : (0674) 2432107

6. Managing Director,
The Orissa Backward Classes Finance Development Cooperative Corporation Limited
Lewis Road, Bhubaneswar – 751014
Tel (0674) 2431798 (O)
Fax : (0674) 2432107
7. Member Secretary
Orissa State Commission for Backward Classes
Qr-No: A/4, Unit – V, Bhubaneswar

III. Postal address of District Level Offices

Integrated Tribal Development Agencies (I.T.D.A.s)

Sl.	Name of the District	Sl.	Office Address of the P.A. I.T.D.A.s
1	2	4	5
1	Balasore	1	P.A. , I.T.D.A. Nilagiri, At/ P.O. Nilagiri, Tel (956782) 2333247
2	Mayurbhanja	2	P.A. , I.T.D.A. Baripada, At/ P.O., Baripada, Tel (95672) 260250
		3	P.A. , I.T.D.A. Kaptipada, At/P.O. Kaptipada Tel (956795) 232239
		4	P.A. , I.T.D.A. Karanjia, At/P.O. Karanjia, Tel (956796) 220212
		5	P.A. , I.T.D.A. Rairangpur, At/P.O. Rairangpur, Tel (956794) 222024
		3	Keonjhar
7	P.A. , I.T.D.A. Champua, At/P.O. Champua, Tel (956767) 240214		
4	Sambalpur	8	P.A. , I.T.D.A. Kuchinda, At/P.O. Kuchinda, Tel (956642) 220023
5	Sundergarh	9	P.A. , I.T.D.A. Bonai, At/P.O. Bonai. Tel (95661) 2344429
		10	P.A. , I.T.D.A. Panposh, At/P.O. Panposh (95661) 2501011
		11	P.A. , I.T.D.A. Sundargarh, At/P.O. Sundergarh. Tel (956622) 273057
6	Gajapati	12	P.A. , I.T.D.A. Parlakhemundi, At/ P.O. Parlekhemundi. Tel (956815) 222207
7	Kalahandi	13	P.A. , I.T.D.A. Th. Rampur, At/P.O. Bhawanipatna, Tel (956670) 230476
8	Koraput	14	P.A. , I.T.D.A. Koraput, At/P.O. Koraput. Tel (956852) 251345
		15	P.A. , I.T.D.A. Jeypore, At/P.O. Jeypore, Tel(956854) 231628
9	Rayagada	16	P.A. , I.T.D.A. Rayagada, At/P.O. Rayagada, Tel (956856) 235165
		17	P.A. , I.T.D.A. Gunupur, At/P.O. Gunupur, Tel (956857) 250435
10	Malkangiri	18	P.A. , I.T.D.A. Malkangiri, At/P.O. Malkangiri, Tel (956861) 230245
11	Nowrangpur	19	P.A. , I.T.D.A. Nawarangpur, At/P.O. Nowrangpur, Tel (956858) 222062
12	Kandhamal	20	P.A. , I.T.D.A. Balliguda, At/P.O. Balliguda, Tel (956846) 243244
		21	P.A. , I.T.D.A. Phulbani, At/P.O. Phulbani, Tel (956842) 254149

District Welfare Officers

Sl No.	Name of the District	Office Address of the District Welfare Officer (DWOs)
1.	Angul	DWO, Angul, At/ P.O. Angul, Tel No. (956764) 2131173
2.	Balasore	DWO, Balasore, At/ P.O. Balasore, Tel No.(956782) 265717
3.	Bolangir	DWO, Bolangir, At/ P.O. Bolangir, Tel No. (956652) 232745
4.	Bargarh	DWO, Bargarh, At/ P.O. Bargarh, Tel No. (956646) 246656
5.	Bhadrak	DWO, Bhadrak, At/ P.O. Bhadrak Tel No. (956784) 250330
6.	Boudh	DWO, Boudh , At/ P.O. Boudh. Tel No. (956841) 222279
7.	Cuttack	DWO, Cuttack, At/ P.O. Cuttack, Tel No. (95671) 2605593
8.	Dhenkanal	DWO, Dhenkanal, At/ P.O. Dhenkanal, Tel No. (956762) 232769
9.	Deogarh	DWO, Deogarh, At/ P.O. Deogarh, Tel No. (956641) 226407
10.	Gajapati	DWO, Gajapati, At/ P.O. Gajapati, Tel No. (956815) 222825
11.	Ganjam	DWO, Ganjam, At/ P.O. Ganjam, Tel No.(958611) 263977
12.	Jagatsinghpur	DWO, Jagatsinghpur, At/ P.O. Jagatsinghpur, Tel No. (956724) 220429
13.	Jajpur	DWO, Jajpur, At/ P.O. Jajpur, Tel No. (956728) 222612
14.	Jharsuguda	DWO, Jharsuguda, At/ P.O. Jharsuguda, Tel No. (956645) 273402
15.	Kalahandi	DWO, Kalahandi , At/ P.O. Kalahandi, Tel No. (956670) 230553
16.	Kandhamal	DWO, Kandhamal, At/ P.O. Kandhamal, Tel No.(956842) 253643
17.	Kendrapara	DWO, Kendrapara , At/ P.O. Kendrapara, Tel No.(956727) 232130
18.	Keonjhar	DWO, Keonjhar , At/ P.O. Keonjhar, Tel No.(956766) 255476
19.	Khurda	DWO, Khurda, At/ P.O Khurda, Tel No.(956755) 221169
20.	Koraput	DWO, Koraput , At/ P.O. Koraput, Tel No.(956895) 251209
21.	Malkangiri	DWO, Malkangiri , At/ P.O. Malkangiri, Tel No.(956861) 230408
22.	Mayurbhanj	DWO, Mayurbhanj , At/ P.O. Mayurbhanj, Tel No.(956792) 260763
23.	Nowrangpur	DWO, Nowrangpur , At/ P.O.Nowrangpur,Tel No. (956858) 222461
24.	Nayagarh	DWO, Nayagarh , At/ P.O. Nayagarh, Tel No.(956753)254260
25.	Nuapada	DWO, Nuapada , At/ P.O. Nuapada, Tel No. (95678) 223479
26.	Puri	DWO, Puri , At/ P.O. Puri, Tel No.(956752) 222262
27.	Rayagada	DWO, Rayagada , At/ P.O. Rayagada, Tel No.(956856) 235147
28.	Sambalpur	DWO, Sambalpur , At/ P.O. Sambalpur, Tel No.(95663) 2410343
29.	Sonepur	DWO, Sonepur , At/ P.O. Sonepur, Tel No. (956634) 220372
30.	Sundergarh	DWO, Sundergarh , At/ P.O. Sundergarh, Tel No.(956622) 272309

Micro Projects for PTGs

Sl. No	Name of the Micro project	Office Address
1	Bonda Development Agency	Project Leader , Bonda Development Agency At/P.O-Mudulipada, Dist-Malkangiri PIN-764043
2	Thumba Development Agency	Special Officer Thumba Development Agency At/P.O-Thumbagarh,Via -Jarada,Dist-Ganjam PIN-761005
3	Didayi Development Agency	Special Officer Didayi Development Agency At/P.O- Kudumuluguma,Via:-Baipariguda Dist-Malkangiri PIN-764043

4	Juang Development Agency	Special Officer Juang Development Agency At-Gonasika, P.O-Guptaganga, Via -Suakati Dist-Keonjhar PIN-758018
5	Lanjia Saura Development Agency	Special Officer Lanjia Saura Development Agency AT/PO-Puttasingh, Via -Gunupur Dist-Rayagada PIN-765022
6	Kutia Kondha Development Agency	Special Officer Kutia Kondha Development Agency AT/PO-Belghar Dist- Phulbani - 762103
7.	Paudi Bhuyan Development Agency	Special Officer At/P.O. Paudi Bhuyan Development Agency, At/P.O. Khuntagaon, Via - Lahunipada, Dist: Sundergarh – 770040
8.	Lanjia Soura Development Agency	Special Officer Lanjia Soura Development Agency, At/P.O. Serango, Via-Gumma, Dist: Gajapati – 761216
9.	Chuktia Bhunjia Development Agency	Special Officer, Chuktia Bhunjia Development Agency, At/P.O. Sunabeda Dist: Nawapada
10.	Lodha Development Agency	Special Officer, Lodha Development Agency, At/P.O. Morada, Dist: Mayurbhanja – 757020
11.	Paudi Bhuyan Development Agency	Special Officer, Paudi Bhuyan Development Agency, At/P.O. Jamardiha, P.O. Pallahara, Dist : Angul - 759119
12.	Hill Kharia & Mankirdia Dev. Agency	Special Officer, Hill Kharia & Mankirdia Dev. Agency, At/P.O. Jashipur, Dist : Mayurbhanj – 757034
13.	Kutia Kandha Development Agency	Special Officer, Kutia Kandha Development Agency, At/P.O. Jashipur, Dist: : Mayurbhanj
14	D.K.D.A Parsali	Special Officer, D.K.D.A.Parsali At-Parsali, PO-Kalyansinghpur Dist-Rayagada PIN-765026
15	Dongiria Kondha Development Agency	Special Officer Dongiria Kondha Development Agency At/PO-Chatikona Via-Bisam cuttack Dist-Rayagada PIN-765026

16	Soura Development Agency, Chandragiri	Special Officer Soura Development Agency, Chandragiri AT/PO-Chandragiri Dist-Gajapati PIN-761017
17	Paudi Bhuyan Development Agency, Rudrakudar	Special Officer Paudi Bhuyan Development Agency, Rudrakudar AT/PO-Bamparada, Via -Barkot Dist-Deogarh PIN-768106

Sl	District	I.T.D.A. covered	Part Blocks covered	Sl No.	Name of the Micro Project
1.	Angul	Non-I.T.D.A. area	Pallahara	1.	Paudi Bhuyan Development Agency, Jamardihi
2.	Deogarh		Barkote	2.	Paudi Bhuyan Development Agency, Rugudakudar
3.	Ganjam		Patrapur	3.	Tumba Dev. Agency, Tumba
4.	Nuapada		Komna	4.	Chuktia Bhunjia Dev. Agency, Sunabeda
5.	Sundargarh	Bonai	Lahunipada	5.	Paudi Bhuyan Dev. Agency, Khuntagaon
6.	Malkangiri	Malkangiri	Khairput	6.	Bonda Dev. Agency, Mudulipada
	-do-	-do-	Kudumuluguma, Khairput	7.	Didayi Dev. Agency, Bayapada
7.	Rayagada	Gunupur	Bissam Cuttack & Muniguda	8.	Dongaria Kandh Dev. Agency, Chatikona
	-do-	Rayagada	K. Singhpur	9.	Dongaria Kandh Dev. Agency, Parsali
	-do-	Gunupur	Gunupur	10.	Lanjia Soura Dev. Agency, Puttasinghi
8.	Gajapati	Parlakhemundi	Gumma	11.	Lanjia Soura Dev. Agency, Seranga
9.	Kandhamal	Balliguda	Tumudibandha	13.	Kutia Kandha Dev. Agency, Belghar
10.	Kalahandi	Th. Rampur	Lanjigarh	14.	Kutia Kandha Dev. Agency, Lanjigarh
11.	Keonjhar	Keonjhar	Banspal	15.	Juang Dev. Agency, Gonasika
12.	Mayurbhanja	Baripada	Suliapada & Moroda	16.	Lodha Dev. Agency, Moroda
	-do-	Karanjia	Jashipur & Karanjia	17.	Hill-Kharia & Mankirdia Dev. Agency, Jashipur

R.D.C.	Central Divn. Cuttack
R.D.C.	Northern Divn. Sambalpur
R.D.C.	Southern Divn. Berhampur
Deputy Director	Central Divn. Cuttack
Deputy Director	Northern Divn. Sambalpur
Deputy Director	Southern Divn. Berhampur
Inspector of Schools	Central Divn. Cuttack
Inspector of Schools	Northern Divn. Sambalpur
Inspector of Schools	Southern Divn. Berhampur
Inspector of Schools	Koraput Zone, Koraput

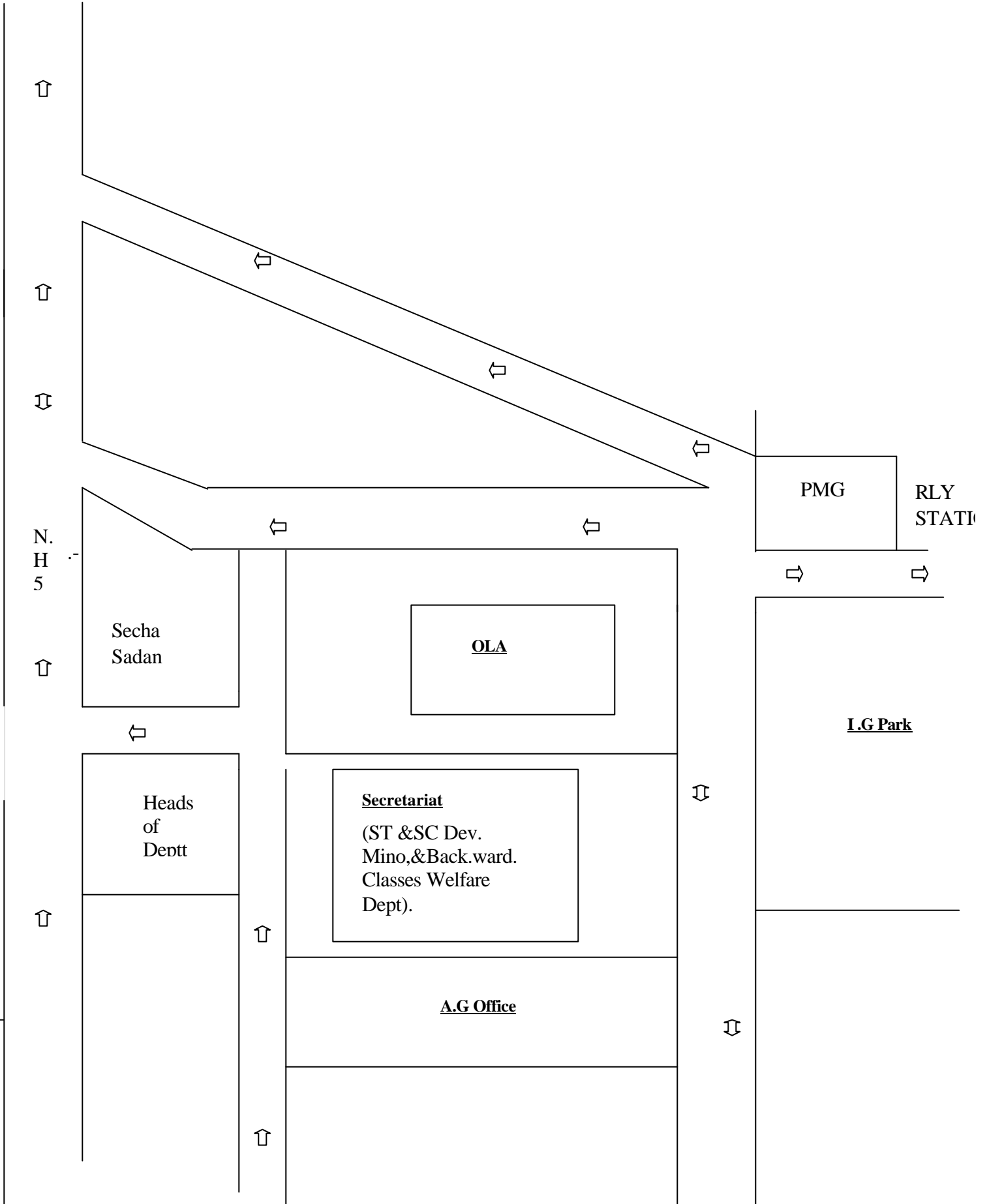
TELEPHONE NUMBER OF COLLECTORS/D.W.Os/PROJECT ADMINISTRATOR OF ITDAs.

COLLECTORS	CODE	OFFICE	(R)	D.W.Os	I.T.D.A.	CODE	OFFICE	(R)
ANGUL	06764	30567	30234	31173 33739®	Baripada	06792	60250	60274 53449
BALASORE	06782	62001	62003	365717	Bonai	0661	4344429	4344439
BOLANGIR	06652	32223	32001	32745	Balliguda	06846	43244	43259
BARGARH	06646	32340	30041	36656	Champua	06767	40214	40254
BHADRAK	06784	50436	40220 40100	50330	Gunupur	06857	20435	20034
BOUDH	06841	22203	22204 22334	22279	Jeypore	06854	32628	32625
CUTTACK	95671	608100	301001	607057 207719®	Kaptipada	06795	32239	32256
DHENKANAL	06762	25601	26500	32769	Karanjia	06796	20212	20213
DEOGARH	06641	26354	26353	26407	Koraput	06852	51345	50462
GAJAPATI	06815	22397	22396	22825 22692®	Keonjhar	06766	55568	55558
GANJAM	06811	63700	63800 62744	63977	Kuchinda	06642	20478	20022
JAGATSINGHPUR	06724	20379	20199	20429	Th.Rampur	06670	30576	30389
JAJPUR	06728	22001	22330	22612	Malkangiri	06861	30245	30246
JHARSUGUDA	06645	70868 70070	70400 70868	73402	Nawarangpur	06858	22062	22063
KALAHANDI	06670	30201	30233	30553	Nilagiri	06782	333247	332023 333369
KANDHAMAL	06842	53602	53601	53643 53789®	Panposh	0661	4501011	4509473
KENDRAPARA	06727	32601	32002	32160 33353®	Phulbani	06842	54149	53270 53605
KEONJHAR	06766	55401 55482	55410	55476	P.Khemundi	06815	22207	22208
KHURDA	956755	20001	402166	21169	Rairangpur	06794	22024	22113
KORAPUT	06852	50700	50255 50477	51209 51595®	Rayagada	06856	22165	22343
MALKANGIRI	06861	30323 30232	30345	30408	Sundargarh	0661	4173057	4173977
MAYURBHANJ	06792	52606	52601 52268	60763 58358®				
NABARANGPUR	06858	22034	22345	22461				
NAYAGARH	06753	52333	52240	52516				
NUAPADA	06678	23463	23464 23480	23479 23652®				
PURI	06752	22034	22033 24257	22262 24482®				
RAYAGADA	06856	22354	22345	22147 24047®				
SAMBALPUR	0663	400222	400001	410343				
SONEPUR	06654	20201	20353	20372				
SUNDARGARH	0661	4172265	4172225	4172309				

Deputy Director	Central Divn. Cuttack	95671	607134	
Deputy Director	Southern Divn. Berhampur	0680	209952	205521
Deputy Director	Northern Divn. Sambalpur	0663	520279	521088 531354

Inspector of Schools	Central Zone, Cuttack	95671	311603	581338(BBSR)
Inspector of Schools	Southern Zone, Berhampur	0680	202247	225331@Dy.Insp.
Inspector of Schools	Northern Zone, Sambalpur	0663	410093	
Inspector of Schools	Koraput Zone, Koraput	06852	50486	

10) Map of office location



11) Working Hours both for office and public:

The office hours for office and public maintained in the Department is from 10 A.M to 5 P.M, however in the case of exigencies and on requirement it is extended according to the nature of work to be finished in the prescribed time frame.

12) Public Interaction if any:

(i) Through Grievance Cell on every Saturday from 2:30 p.m. onwards

13) Grievance Redressal Mechanism

For the benefit of public as well as official one grievance cell is functioning under the direct supervision of the Commissioner-cum-Secretary to Govt. on each Saturday (except holidays) from 2.30P.M onwards. The Deputy secretary (TD) of the Deptt. is the nodal officer and one of the Sr. Assist. of the O.E-I section Sri. P.L Dash .is the dealing Assist. of the cell.

In this mechanism of handling grievances the person concerned can come to the section on such day and time and may brief his/her grievances before the commissioner-cum-secretary verbally and also he/she may submit a grievance petition. Then specific order /instructions are mentioned on the grievance petition and it is sent to the Office Establishment -I Section to monitor the follow-up action taken in this regard.

The grievance petition of the public and Govt. servants received in the department in the grievance cell are being numbered and entered in to a register with date of receipt, name and address of the petitioner, brief descriptions of the grievances and then it is sent to the respective section with dated acknowledgement in the register for taking action on the grievances. To ascertain the position of disposal of grievance petition it is being reviewed on weekly basis. A monthly progress report on disposal of grievance petition received in the Department is sent regularly to the PG&P.A Deptt. in every month.

13 Miscellaneous :**Duties and responsibilities of P.A I.T.D.A:**

- (i) Formulation of Annual Action Plan for the I.T.D.A.;
- (ii) Effective and expeditious implementation of various programmes;
- (iii) Proper and timely utilization of Special Central Assistance funds and submission of Utilisation certificates;
- (iv) Effective coordination between various line Departments for implementation of different schemes;
- (v) Supervision of Educational Institutions and release of Pre-Matric Scholarship to PSHs.

Duties and responsibilities of D.W.Os:

The major role and duties of District Welfare officer are as follows:

- (i) DWO is the Drawing and disbursing authority of Pre-matric scholarship in respect of AS/KS/RS
- (ii) Supervision and Inspection of \Schools
- (iii) Dealing with Establishment matters of Schools, such as transfer and posting of Teachers and other employees
- (iv) The DWO is acting as DM, OBCFDCC and responsible for sanction of loans to the beneficiaries under OBC category

