

**SOCIAL SECURITY & EMPOWERMENT OF
PERSONS WITH DISABILITIES
DEPARTMENT**



GOVERNMENT OF ODISHA

**MANUAL OF THE RIGHT TO
INFORMATION ACT**

MANUAL - 1

Suo-moto Disclosure of SSEPD Department under section 4(1) (b) of Right to information Act, 2005.

Introduction: The Department of Social Security & Empowerment of Persons with Disabilities created in the year 2015 after bifurcation of W&CD Department and started functioning as a separate Department w.e.f. 01.07. 2015. The aim and objective of the Department is rehabilitation, empowerment and mainstreaming of the vulnerable groups of the society i.e. PwDs, Transgenders, Senior Citizens, Beggars & Lepers, Widows and elderly Women etc.

About the Organisation:-

Particulars of the Organisation, Functions & Duties

Aims & Objectives:

The Department of SSEPD is working since the year 2015 with the following aims and objectives.

- (i) Rehabilitation, Empowerment and Mainstreaming of PwDs, Senior Citizens, Transgenders, Beggars and Lepers, Widows and elderly Women etc.
- (ii) To formulate policies, schemes and to implement the same at District, Block, G.P Level through various implementing agencies for the welfare of above population.
- (iii) Sanction and disbursement of Social Security Pension to the Older People, Widows, PwDs, Cured Leprosy Patients, Aids Patients, Widows of Aids Patients and Women 30 years and above to ensure their Social Security.
- (iv) Convergence with different Departments to extend the benefit of different welfare schemes of Government to the above category of population.

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Powers & Duties of Officers & Employees

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

Sl. No.	Designation of Post	Power				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Principal Secretary	As delegated by Government.	As delegated by Government.	As delegated by Government.		Head of the Department.
2.	Director	As delegated by Government.	As delegated by Government.	As delegated by Government.		Head of the establishment.
3.	FA-cum-Additional Secretary	NIL	As delegated by Government.	NIL		Head of the financial wing.
4.	Joint Secretary	As delegated by Government.	As delegated by Government.	As delegated by Government.		As assigned by the Principal Secretary.
5.	Deputy Secretary	As delegated by Government.	As delegated by Government.	As delegated by Government.		As assigned by the Principal Secretary.
6.	Under Secretary	As delegated by Government.	As delegated by Government.	As delegated by Government.		As assigned by the Principal Secretary.
7.	Desk Officer	NIL	NIL	NIL		As assigned by the Director
8.	Section Officer	NIL	NIL	NIL		As assigned by the Director
9.	Asst. Section Officer	NIL	NIL	NIL		As assigned by the Director
10.	Sr. Assistant	NIL	NIL	NIL		
11.	Jr. Assistant	NIL	NIL	NIL		
12.	Sr. Steno	NIL	NIL	NIL		

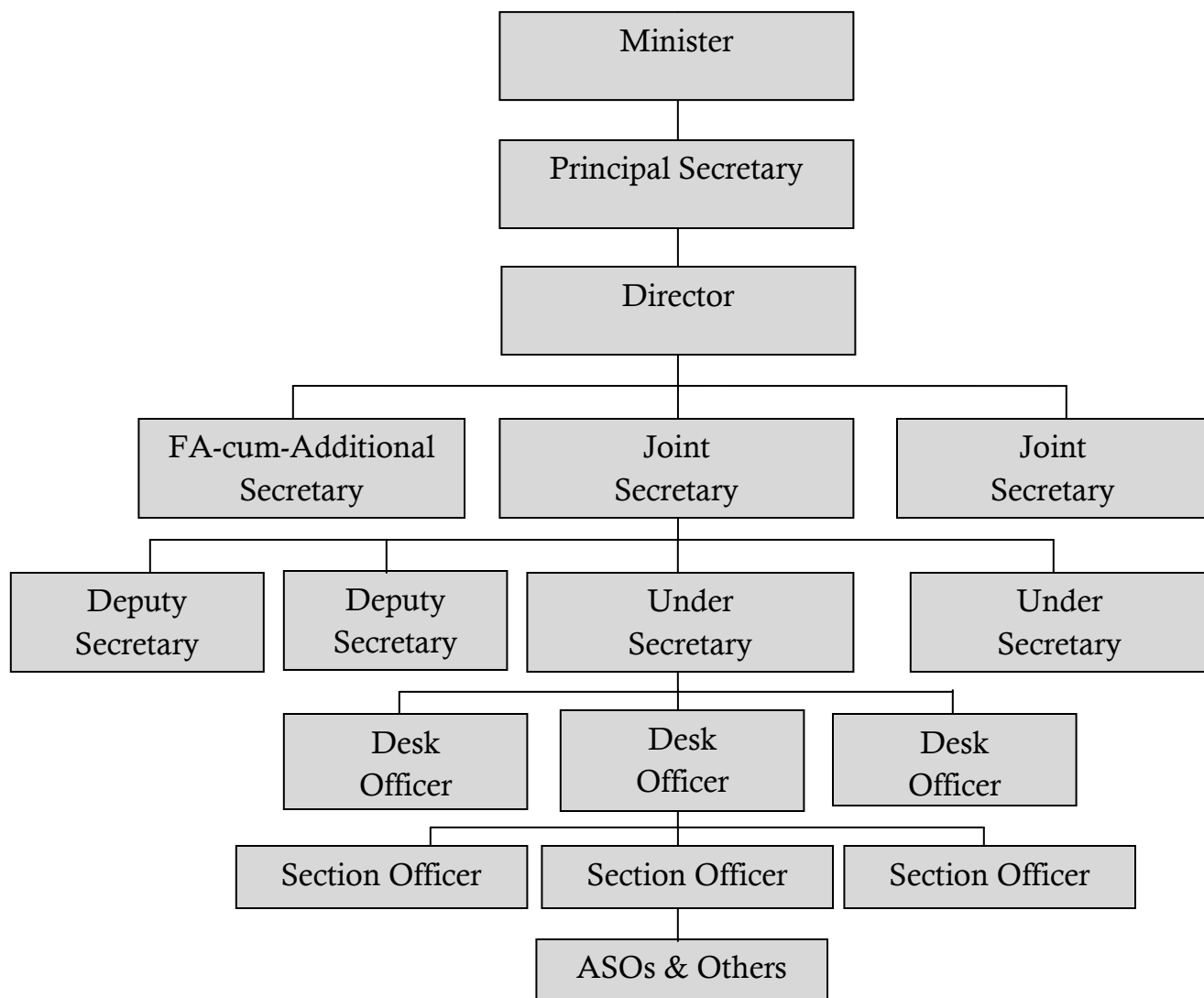
13.	Diarist-cum-Dispatcher	NIL	NIL	NIL		Diary and Dispatch of letter
14.	Record Supplier	NIL	NIL	NIL		
15.	Driver	NIL	NIL	NIL		Driving of office vehicle.
16.	Daftary	NIL	NIL	NIL		
17.	Group-D Employees	NIL	NIL	NIL		As per duties assigned
18.	Key Men-cum-Watchman	NIL	NIL	NIL		Watch & security of office premises.

MANUAL-3

Procedure Followed in Decision Making Process

As per the provisions of Odisha Secretariat Manual, Odisha Government Rules of Business delegation of administrative, financial, statutory and other powers delegated to Minister, SSEPD and Officers of the Department as per the following Organisation Chart for taking decision at each level.

ORGANOGRAM CHART



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Norms for Discharge of Functions

As per the provisions of Odisha Secretariat Manual, Odisha Government Rules of Business and as per duties assigned.

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Rules, Regulations, Instructions, Manuals & Records for

Discharging Functions

Office Establishment :-

1. Odisha Secretariat Manual
2. Odisha Government Rules of Business
3. Odisha Service Code
4. Odisha Leave Rules,1966
5. GPF Rules
6. CCA Rules

Social Security-I

1. Odisha Senior Citizen Policy
2. ABADANA (Guideline for the Care & Protection of Senior Citizens)
3. SWEEKRUTI (Guidelines for Rights and Entitlement of the Transgenders)
4. SAHAYA (Guidelines for Rehabilitation and Empowerment of Beggars)

Social Security-II

1. Guidelines on National Social Assistance Programme
2. Guidelines on Madbhu Babu Pension Yojana

Disability Affair-I

1. Grant-in-Aid Guideline-2013.
2. Marriage incentive Guideline
3. Free Laptop to VI Student (Guideline)

Disability Affair-II

1. RPwD Act
2. BBSA Guidelines
3. RPwD Rules
4. Reservation Resolution

Disability Affair-III

1. Guideline for Banishree Scholarship

Budget & Accounts

1. Odisha Budget Manual
2. Odisha Delegation of Financial Power Rules
3. Odisha Treasury Code

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Categories of Documents Under Control

Sl. No.	Nature of Record	Details of Information available	Unit Section where available	Retention period where available
1.	Log Book			
2.	File Register			
3.	Allotment Register			
4.	Cash Book			
5.	Issue Register			
6.	Stock Register			
7.	Accounts Related Register			
8.	RTI Related Register			
9.	Employee Attendance Register/Bio-Metric			

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Particulars of Arrangement in Formulation of Policy

1. Drafting of the policy
2. Sending the same to different Government Departments for vetting, posting of the same in the website of the Department/NIC Portal to invite suggestions, comments and objections if any from NGOs, Public and all Stakeholders.
3. Incorporation of suggestions received from different Government Departments, NGOs, Public and all Stakeholders and placing the same for approval of the Cabinet and Government.
4. Final publication of the policy.

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Boards, Councils, Committees & Other Bodies Constituted

1. Inter Departmental Co-ordination Committee
2. High Level Committee
3. State Level Multi-Disciplinary Committee
4. Departmental Purchase Committee
5. Departmental Scrutiny Committee

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Directory of Officers & Employees

Sl No.	Name	Designation	Mobile
1.	<u>Shri Niten Chandra,IAS</u>	Principal Secretary	9439218686
2.	<u>Shri Ajay Kumar Swain</u> , OFS (SAG)	FA-cum-Addl. Secretary	9861737799
3.	<u>Shri Kailash Chandra Sahoo</u> , OAS (S)	Joint Secretary	7873031903
4.	<u>Ms. Madhumita Nayak</u> , OAS (SB)	Dy. Secretary	9438337664
5.	Shri Subash Chandra Sadangi (OSS)	Deputy Secretary	9437756390
6.	<u>Shri Duryodhan Behera</u>	Under Secy	7064271760
7.	<u>Shri Ambika Prasad Pattanaik</u>	Under Secretary	9238594020
8.	Smt. Manasi Das	PS to Principal Secretary.	9439585408
9.	Mir Axar Ali	Desk Officer	9437231493
10.	Shri Basant Kumar Samal	Desk Officer	9438331513
11.	Shri Madan Mohan Behera	Desk Officer	9938695650
12.	Shri Sankar Soren	Section Officer	9938806357
13.	Shri Asit Kumar Pani	Section Officer	9861417001
14.	Shri Nihar Ranjan Padhy	Section Officer	9437778185
15.	<u>Shri Surendra Nayak</u>	Consultant	9437365674
16.	Shri Laxmidhar Malia	ASO	9438283361
17.	Ms Shalini Meher	ASO	8658818809
18.	Subhrajyoti Panda	ASO	9439013705
19.	Diptikanta Das	ASO	7377764889
20.	Nishikant Tete	ASO	8895934587
21.	<u>Gyana Ranjan Sahoo</u>	ASO	7504601941

Sl No.	Name	Designation	Mobile
22.	<u>Sambhab Sahu</u>	ASO	8596886142
23.	Krushna Chandra Nayak	ASO	9439242802
24.	Manoj Kerketta	ASO	8895304001
28	<u>Shri Surendra Nath Nayak</u>	PA to Principal Secretary	9668713743
29	Shri Basant Kumar Das	OSD to Joint Secretary	9437197953
30.	Prasant Kumar Pradhan	Sign Language Entrepreneur	9438283149
31.	Pabitra Behera	Sign Language Entrepreneur	9938800770

MANUAL-10**Monthly Remuneration & Compensation of Officers & Employees**

Sl. No.	Name	Designation	Monthly Salary (Gross) February, 2019
1	Niten Chandra, IAS	Principal Secretary	237184
2	Susanta Kumar Mohapatra, IAS	Director	155216
3	Ajay Kumar Swain, OFS	F.A-cum-Addl. Secretary	146932
4	Madhumita Nayak, OAS	Joint Secretary	102569
5	Jadumani Mahala, OAS	Deputy Secretary	93522
6	Subash Chandra Sarangi	Deputy Secretary	78262
7	Duryodhan Behera	Under Secretary	82639
8	Ambika Prasad Pattnaik	Under Secretary	82637
9	Sanyashai Kumar Behera, OAS	DSSO, Hqrs	61149
10	Pratima Dash	DSSO, Hqrs	76514
11	Basanta Kumar Samal	Desk Officer	71940
12	Mir Axar Ali	Desk Officer	69869
13	Madan Mohan Behera	Desk Officer	69869
14	Asit Kumar Pani	Section Officer	67798
15	Nihar Ranjan Padhy	Section Officer	63874
16	Sankar Soren	Section Officer	65836
17	Sridhar Kumar Sahoo	Assistance Audit Officer	71940
18	Laxmidhar Mallia	Assitance Section Officer	55310
19	Shalini Meher	Assitance Section Officer	42183
20	Krushna Chandra Nayak	Assitance Section Officer	42183
21	Manoj Kerketta	Assitance Section Officer	42183
22	Nishikant Tete	Assitance Section Officer	42183
23	Subhrajyoti Panda	Assitance Section Officer	40984
24	Diptikanta Das	Assitance Section Officer	40984
25	Gyana Prakash Sahu	Assitance Section Officer	40984
26	Sambhab Sahu	Assitance Section Officer	40984
27	Pitamber Tripathy	Record Supplier	33478
28	Golak Mohapatra	Daftary	33454

MANUAL-11

Budget Estimate/Allocated to each Agency

Sl. No.	Name of the scheme	BE 2018-19
1	2	6
A	PROGRAMME BUDGET	TOTAL
1	Schemes for Pensioners	
i	Madhu Babu Pension Yojana	135542.97
ii	National Old Age Pension to Destitute	56451.98
iii	Indira Gandhi National Widow Pension	19155.49
iv	Winter Allowances	13033.99
v	National Family Benefit Scheme	5087.58
vi	Indira Gandhi National Disable Pension	5626.13
	Total Schemes for Pensioners	234898.14
2	Welfare of Persons with Disabilities	
i	Bhima Bhoi Bhinnakhyama Samarthyaa Abhiyan (BBSA)	2000.00
ii	Implementation of Persons with Disabilities Act-1995	2000.00
iii	Scholarship & Stipend	1290.26
iv	Rehabilitation of Physically, Mentally Challenged & Socially Disadvantaged Persons	1400.00
v	Women Hostel for PwDs/Creation of Capital Asset	800.00
vi	Training & Rehabilitation of Handicapped	0.01
vii	Campaign, Seminar & Sports	500.00
viii	Incentive of Marriage Between PwDs and Normal Persons	200.00
ix	School Uniform	80.00
x	Setting up of Special ITI	80.00
xi	Care & Protection of Spastic Children	0.01
xii	Free Laptops for VI Students	200.00
xiii	Setting up of Commission for Disabled	144.71
xiv	Rehabilitation of Cured Leprosy Patients	100.00
xv	SIEP	550.00
xvi	Advance Rehabilitation Centre (ARC)	1100.00
xvii	ANJALI Festival	5.00
xviii	Implementation of RPD Act-State Fund	0.01
	Total Welfare of Persons with Disabilities	10450.00
3	Senior Citizens, TGs, Beggars & Drug- Deaddiction	
i	Home for the Aged	3550.00
ii	Programme & Activities for Trans Genders	682.00

iii	Programme & Activities for Beggars & Destitutes	500.00
iv	De-Addiction Centre (Non-Clinical)	500.00
v	Programme & Activities for Senior Citizens	250.00
	Total Senior Citizens, TGs, Beggars & Drug- Deaddiction	5482.00
4	IEC & E-Governances	
i	Information, Education and Communication	500.00
ii	Information & E-Governance	15.00
	Total IEC & E-Governances	515.00
	TOTAL PROGRAMME EXPENDITURE	251345.14
B	ADMINISTRATIVE EXPENDITURE	
i	Maintenance of PH & MR Children	2400.00
ii.	Field Administration	1903.68
iii.	SEEPD Department	298.50
iv	National Programme for Rehabilitation of Persons with Disabilities (NPRPD)	240.17
v	Training of Teachers for Blind & Disabled	35.00
vi	Special Appliances	20.00
vii	Printing of Braille Books	10.00
viii	Grants to Voluntary Organisation	1.00
	TOTAL ADMINISTRATIVE EXPENDITURE	4908.35
	Grand Total (PROG. EXPR. + ADM.EXPR)	256253.49

MANUAL-12

Manner of Execution of Subsidy Programmes

No scheme with any subsidy is being dealt by SSEPD Department.

MANUAL-13

**Particulars of Recipients of Concessions, Permits or
Authorizations Granted**

Not applicable.

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Information Available in an Electronic Form

Information available in Electronic Form in the Department website i.e. www.ssepd.gov.in .

1. Odisha RPD Act Draft Rule 2018
2. Disabilities Rules
3. Guidelines for establishment, recognition and grant-in-aid to institutions imparting education to children with disabilities
4. The scheme of scholarship for top class education for student with disabilities
5. Central sector scheme of pre-matric & post matric scholarship for student with disabilities
6. Guidelines on sweekruti (a scheme for promotion of transgender equality & justice)
7. Guidelines on abadana (a scheme for welfare and protection of senior citizens)
8. Guidelines on sahaya (a scheme for protection, care and rehabilitation of beggars)
9. Guidelines on bhima bhoi bhinnakshyama samarthya abhiyan
10. Guidelines for evaluation and assessment of Autism and procedure for certification
11. Accessible Building Guidelines
12. Link for registration for Unique Disability ID(UDID)
13. Link for registration for Free Cochlear Implant
14. Budget Provision
15. List of Special School
16. List of NGOs

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1.	Grievance Cell	The redressal of grievance	10 AM to 5 PM
2.	Help line available in Toll Free Number (1800-345-7150)	Regarding provisions of different Government Schemes and benefits for the	10 AM to 5 PM
3.	Website of the Department i.e. http://ssep.gov.in	About details of schemes, policies, guidelines	
4.	Social Media i.e. www.facebook.com/ssep https://twitter.com/ssep2	Important activities and messages	

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Names, Designations & Other Particulars of the Public Information Officers

Asst. Public Information Officers:

Sl. No.	Name	Designation	Ph. No.	Fax	E-mail	Address
1.	Axar Ali	Desk Officer	9437231493			SIDR Building, Capital Hospital Campus, Unit- 6, BBSR- 751001
2.	Basant Kumar Samal	Desk Officer	9438331513			
3.	Madan Mohan Behera	Desk Officer	9938695650			
4.	Asit Kumar Pani	Section Officer	9861417001			
5.	Nihar Ranjan Padhy	Section Officer	9437778185			
6.	Sankar Soren	Section Officer	9938806357			

Public Information Officers:

Sl. No.	Name	Designation	Ph. No.	Fax	E-mail	Address
1.	Shri Duryodhan Behera	Under Secretary to Government	7064271760			SIDR Building, Capital Hospital Campus, Unit- 6, BBSR- 751001

Department Appellate Authority:

Sl. No.	Name	Designation	Ph. No.	Fax	E-mail	Address
1.	Ms. Madhumita Nayak	Deputy Secretary	0674-2390118			SIDR Building, Capital Hospital Campus, Unit- 6, BBSR- 751001

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Any Other