

**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.	Commissioner-cum-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		As assigned by Office
11.	Jr. Assistant	NIL	NIL	NIL		As assigned by Office.
12.	Sr. Steno	NIL	NIL	NIL		Taking dictation.
13.	Jr. Grade Diarist.	NIL	NIL	NIL		Diary of letters received by Department
14.	Record Supplier	NIL	NIL	NIL		Maintenance and Supply of records as and

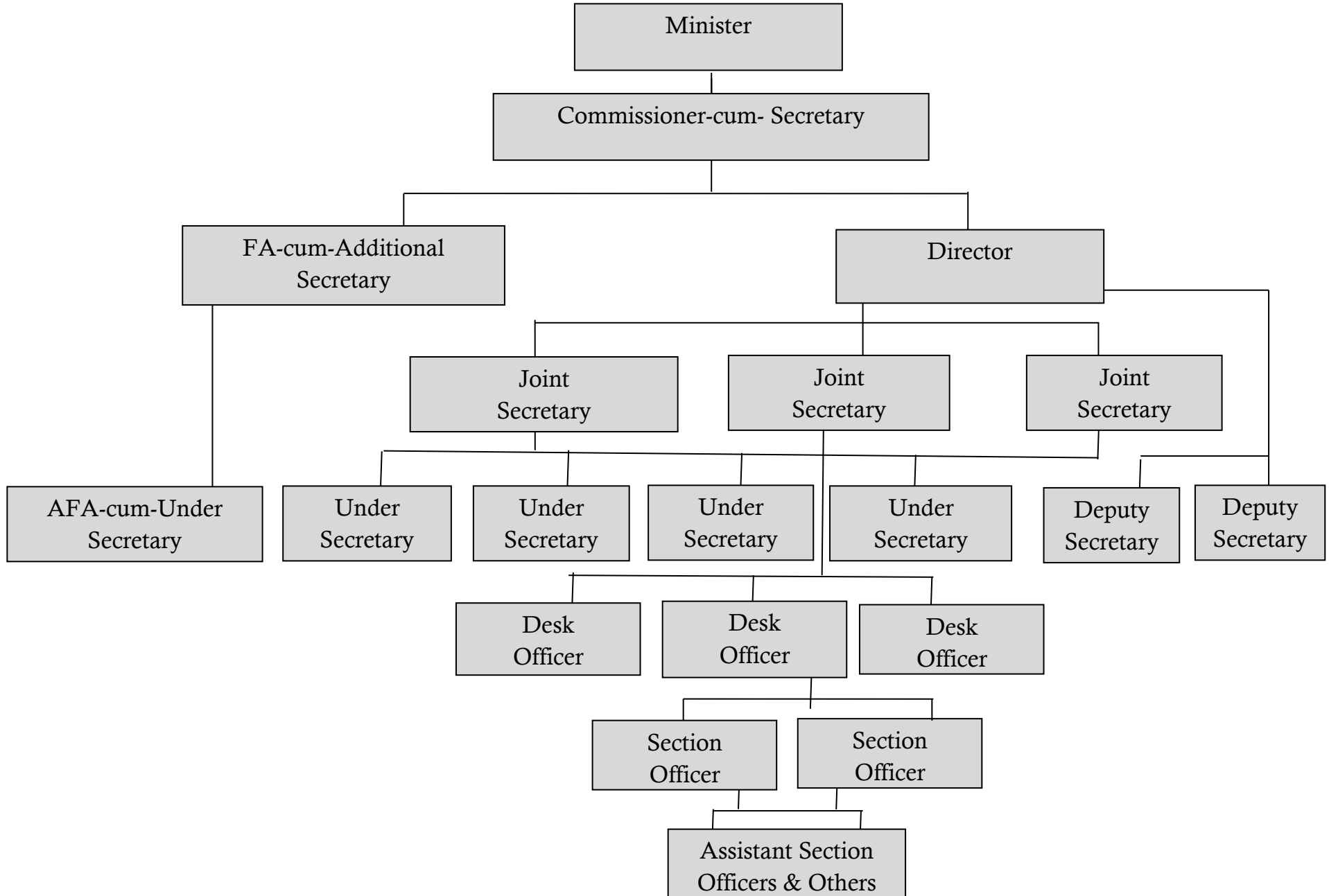
						when required by Department
15.	Driver	NIL	NIL	NIL		Driving of office vehicle.
16.	Daftary	NIL	NIL	NIL		As assigned by Office
17.	Group-D Employees	NIL	NIL	NIL		As per duties assigned
18.	Key Men-cum- Watchman	NIL	NIL	NIL		Watch & security of office premises.

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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.	Shri Bhaskar Jyoti Sarma, IAS	Commissioner-cum-Secretary	0674-2390116
2.	Smt. Bratati Harichandan, OAS (SSG)	Director	0674-2391976
3.	Shri Suresh Chandra Tripathy,	FA-cum-Additional Secretary (Additional Charge)	0674-239480/ 9437112102
4.	Ms. Madhumita Nayak, OAS (S)	Joint Secretary to Government	9438337664
5.	Shri Jadumani Mahala, OAS (S)	Joint Secretary to Government	9437544078
6.	Shri Deepak Kumar Routrai, OAS (S)	Joint Secretary to Government	8249377597
7.	Shri Santosh Kumar Jena	Deputy Secretary to Government	9778519194
8.	Shri Ambika Prasad Pattanaik	Deputy Secretary to Government	9238594020
9.	Mir Axar Ali	Under Secretary to Government	9437231493
10.	Shri Madan Mohan Behera	Under Secretary to Government	9938695650
11.	Shri Jagdish Meher	AFA-cum-Under Secretary	9439045723
12.	Shri Tarun Chandra Madhei	Under Secretary to Government	9937797803
13.	Shri Dillip Kumar Sahoo	Under Secretary to Government	9937024345
14.	Shri Basant Kumar Samal	Desk Officer	9438331513
15.	Shri Sankar Soren	Desk Officer	9938806357
16.	Shri Asit Kumar Pani	Desk Officer	9861417001
17.	Shri Nihar Ranjan Padhy	Section Officer	9437778185
18.	Smt. Subhra Mohanty	Section Officer	7978788261
18.	Shri Laxmidhar Malia	ASO	9438283361
19.	Ms. Shalini Meher	ASO	8658818809

Sl No.	Name	Designation	Mobile
20.	Shri Subhrajyoti Panda	ASO	9439013705
21.	Shri Diptikanta Das	ASO	7377764889
22.	Shri Nishikant Tete	ASO	8895934587
23.	Shri Gyana Ranjan Sahoo	ASO	7504601941
24.	Shri Sambhab Sahu	ASO	8596886142
25.	Shri Krushna Chandra Nayak	ASO	9439242802
26.	Shri Debasish Priyabrata Mallick	ASO	9901322263
27.	Shri Abhisekha Sandesh Mohapatra	ASO	9438245157
28.	Shri Debi Prasad Kar	ASO	9040379243
29.	Ms. Nikita Kalo	ASO	7749866865
30.	Ms. Kabita Shree Amat	ASO	9078541052
31.	Shri Pitamber Tripathy	Diarist	9853727844
32.	Shri Golak Mohapatra	Daftary	9090808497

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Monthly Remuneration & Compensation of Officers & Employees

Sl No.	Name	Designation	Monthly Remuneration /Salary
1.	Shri Bhaskar Jyoti Sarma, IAS	Commissioner-cum-Secretary	172200
2.	Smt. Bratati Harichandan, OAS (SSG)	Director	138800
3.	Ms. Madhumita Nayak, OAS (S)	Joint Secretary to Government	96900
4.	Shri Jadumani Mahala, OAS (S)	Joint Secretary to Government	94100
5.	Shri Deepak Kumar Routrai, OAS (S)	Joint Secretary to Government	26910
6.	Shri Santosh Kumar Jena	Deputy Secretary to Government	Recently joined LPC not received from previous Department.
7.	Shri Ambika Prasad Pattanaik	Deputy Secretary to Government	76200
8.	Shri Jagdish Meher	AFA-cum-Under Secretary	83187
9.	Mir Axar Ali	Under Secretary to Government	69000
10.	Shri Madan Mohan Behera	Under Secretary to Government	69000
11.	Shri Tarun Chandra Madhei	Under Secretary to Government	71100
12.	Shri Dillip Kumar Sahoo	Under Secretary to Government	Recently joined LPC not received from previous Department.
13.	Shri Basant Kumar Samal	Desk Officer	68000
14.	Shri Sankar Soren	Desk Officer	62200
15.	Shri Asit Kumar Pani	Desk Officer	64100
16.	Shri Nihar Ranjan Padhy	Section Officer	60400
17.	Smt. Subhra Mohanty	Section Officer	50500

Sl No.	Name	Designation	Monthly Remuneration /Salary
18.	Shri Laxmidhar Malia	ASO	49000
19.	Ms. Shalini Meher	ASO	39900
20.	Shri Subhrajyoti Panda	ASO	38700
21.	Shri Diptikanta Das	ASO	38700
22.	Shri Nishikant Tete	ASO	39900
23.	Shri Gyana Ranjan Sahoo	ASO	38700
24.	Shri Sambhab Sahu	ASO	38700
25.	Shri Krushna Chandra Nayak	ASO	39900
26.	Shri Debasish Priyabrata Mallick	ASO	35400
27.	Shri Abhisekha Sandesh Mohapatra	ASO	35400
28.	Shri Debi Prasad Kar	ASO	35400
29.	Ms. Nikita Kalo	ASO	35400
30.	Ms. Kabita Shree Amat	ASO	35400
31.	Shri Pitamber Tripathy	Diarist	33000
32.	Shri Golak Mohapatra	Daftary	31500

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Budget Estimate/Allocated to each Agency

Sl. No.	Name of the scheme	BE 2020-21
1	2	6
A	PROGRAMME BUDGET	TOTAL (Rs. In Crores)
1	Schemes for Pensioners	
i	Madhu Babu Pension Yojana	1524.70
ii	National Old Age Pension to Destitute	619.00
iii	Indira Gandhi National Widow Pension	204.90
iv	Winter Allowances	193.55
v	National Family Benefit Scheme	49.39
vi	Indira Gandhi National Disable Pension	55.00
	Total Schemes for Pensioners	2646.54
2	Welfare of Persons with Disabilities	
i	Bhima Bhoi Bhinnakhyama Samarthya Abhiyan (BBSA)	25.00
ii	Implementation of Persons with Disabilities Act-1995 (CSS)	10.00
iii	Scholarship & Stipend	8.00
iv	Rehabilitation of Physically, Mentally Challenged & Socially Disadvantaged Persons	12.00
v	Women Hostel for PwDs/Creation of Capital Asset	0.00
vi	Training & Rehabilitation of Handicapped	2.00
vii	Campaign, Seminar & Sports	5.00
viii	Incentive of Marriage Between PwDs and Normal Persons	5.00
ix	School Uniform	0.80
x	Creation of Capital Assets	10.00
xi	Care & Protection of Spastic Children	0.00
xii	Free Laoptops for VI Students	2.00
xiii	Subsidizing of Rice	4.30
xiv	Setting up of Commission for Disabled	1.44
xv	Rehabilitation of Cured Leprosy Patients	1.00
xvi	SIEP	3.77
xvii	Advance Rehabilitation Centre (ARC)	1.56
xviii	ANJALI Festival	0.00
xix	Construction of Buildings (Public Works)	0.00

xx	Implementation of RPD Act-State Fund	2.00
	Total Welfare of Persons with Disabilities	93.87
3	Senior Citizens, TGs, Beggars & Drug- Deaddiction	
i	Home for the Aged	189.00
ii	Subsiding Rice for Aged and Destitute	0.61
iii	Programme & Activities for Trans Genders (CSS)	4.32
iv	Programme & Activities for Trans Genders (SSS)	2.50
v	Programme & Activities for Beggars & Destitutes	5.00
vi	De-Addiction Centre (Non-Clinical)	2.00
vii	National Action Plan for Drug Demand Reduction (NAPDDR)	3.50
viii	Programme & Activities for Senior Citizens (NAPSrC)	3.00
ix	Programme & Activities for Senior Citizens	2.50
	Total Senior Citizens, TGs, Beggars & Drug- Deaddiction	212.43
4	IEC & E-Governances	
i	Information, Education and Communication	1.00
ii	Information & E-Governance	0.20
	Total IEC & E-Governances	1.20
	TOTAL PROGRAMME EXPENDITURE	2954.00
B	ADMINISTRATIVE EXPENDITURE	
i	Maintenance of PH & MR Children	38.42
ii.	Field Administration	24.89
iii.	SEEPD Department	3.98
iv	National Programme for Rehabilitation of Persons with Disabilities (NPRPD)	2.40
v	Training of Teachers for Blind & Disabled	0.35
vi	Special Appliances	0.08
vii	Printing of Braille Books	0.10
viii	Grants to Voluntary Organisation	0.01
	TOTAL ADMINISTRATIVE EXPENDITURE	70.23
	Grand Total (PROG. EXPR. + ADM.EXPR)	3024.27

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Manner of Execution of Subsidy Programmes

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

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Particulars of Recipients of Concessions, Permits or Authorizations Granted

Bus Pass is being issued in favour of Persons with Disabilities (PwDs) under the provision of RPwD Act, 2016.

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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, 2016 and Rules, 2018.
2. Guidelines for establishment, recognition and grant-in-aid to institutions imparting education to children with disabilities
3. The scheme of scholarship for top class education for student with disabilities
4. Central sector scheme of pre-matric & post matric scholarship for student with disabilities
5. Guidelines on Sweekruti (a scheme for promotion of transgender equality & justice)
6. Guidelines on Abadana (a scheme for welfare and protection of senior citizens)
7. Guidelines on Sahaya (a scheme for protection, care and rehabilitation of beggars)
8. Guidelines on Bhimabhoi Bhinnakshyama Samarthya Abhiyan.
9. Guidelines for evaluation and assessment of Autism and procedure for certification
10. Accessible Building Guidelines
11. Link for registration for Unique Disability ID (UDID)
12. Link for registration for Free Cochlear Implant
13. Budget Provision
14. List of Special School
15. List of NGOs

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Particulars of Facilities Available to Citizens for Obtaining Information

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1.	Grievance Cell/Online Grievance through website of the Department (www.ssepd.gov.in)	The redressal of grievance	10 AM to 5 PM on every working day/ For online grievance at any time
2.	Help line available in Toll Free Number (1800-3457-150)	For registering grievance /complain	10 AM to 5 PM on every working day.
3.	Website of the Department i.e. http://ssepd.gov.in	About details of schemes/policies/guidelines	
4.	Social Media i.e. www.facebook.com/ssepd https://twitter.com/ssepd2	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	Under Secretary	9437231493			Lok Seva Bhawan, Sachivalaya Marg, Unit-2, Keshari Nagar, Bhubaneswar-751001
2.	Basant Kumar Samal	Desk Officer	9438331513			
3.	Madan Mohan Behera	Under Secretary	9938695650			
4.	Asit Kumar Pani	Desk Officer	9861417001			
5.	Nihar Ranjan Padhy	Section Officer	9437778185			
6.	Sankar Soren	Desk Officer	9938806357			

Nodal Public Information Officers:

Sl. No.	Name	Designation	Ph. No.	Fax	E-mail	Address
1.	Shri Tarun Chandra Madhei,	Under Secretary to Government	7064271760			Lok Seva Bhawan, Sachivalaya Marg, Unit-2, Keshari Nagar, Bhubaneswar-751001

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Any Other