

District Social Security Office, Balangir

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Particulars of Organisation, Functions & Duties

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

1. Aims and Objectives of the Organisation:

The Main Aim and objective of District Social Security Office, Balangir is given below:- This organisation is working for the 5 following vulnerable groups-

- I. Pension:- Provide pension to deserving destitute.
- II. Beggars Rehabilitation:- Survey and identification to provide livelihood support.
- III. Transgender:- Survey and identification to create livelihood opportunities.
- IV. Persons with Disabilities:- Identify and make them to self dependant.
- V. Senior Citizen:- Support Homes for the Destitute Elderly persons.

2. Mission/ Vision:

1. Implementing the schemes for Senior Citizens, Persons with Disability and Transgenders.
2. Formation of Policy for the Senior Citizens, Persons with Disability and Transgenders.

Brief History of the Public Authority and context of its Formation

Social Security and Empowerment of Persons with Disabilities Department was created on 01.07.2015 after bifurcation from W&CD Department and started functioning as an independent Department of the State Government.

Duties, Main Activities/Functions:

The Department has an elaborate field formation with the District Social Security Officer (DSSO) to assist the Collector in each District and a Sub-Divisional Social Security Officer (SSSO) in every sub-division. Besides this, there are Block Social Security Officers (BSSOs) and Junior Clerks at the Block Administration level to implement the Social Security Programmes.

List of Services Rendered:

- Distribution of different pension NSAP/MBPY and NFBS.
- Banishree Scholarship/ Pre-matric, Post-Matric & Top-class Scholarship.
- Marriage Incentive between One PwD Person with one Normal Person.
- Distribution of aids and appliances to PwDs.
- Organisation of BBSA camp
- Assessment camp to PwDs.

Expectation from the Public

Expects co-operation from the public to implement its plans, programmes & policies.

Arrangements and Methods Made for Seeking Public Participation/Contribution

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

Working Hours of the Office

Normal working hour of the Department is 10.00 A.M. to 5:30 P.M. with usual lunch break as per Govt. of Odisha Notification on all working days and 07.00 A.M to 01.00 P.M. in Morning office.

Public Interaction:

As per requirement of Public.

Grievance Redress Mechanism:

Grievance cell is functioning in the Collectorate, Balangir on every Monday and the grievances being heard by the Collector/A.D.M Balangir. Any grievances received are disposed of in time.

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Powers and Duties of Officers & Employees

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

Power and Duties of Officers & Employees						
Sl No.	Designation of post	Power				Duties Attached
		Administrative	Financial	Statutory	Others	
1	District Social Security Officer	Supervision & Co-ordination of all Social security works in the district in connection with BDO.				Functioning of all Social security works in the district.
2	Block Social Security Officer	Supervision & Co-ordination of all Social security works in the district in connection with BDO.				Doing different social security works in block level
3	Junior Assistant					Doing file maintaining and different social security works.
4	Programme Assistants					Doing data entry works like aadhar seeding, adding data in NSAP portal

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Procedure Followed in Decision Making Process

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

On receipt of a letter, Junior Assistant put a diary number on it and put the letter on the concern file describing the subject matter in detail and submits it to the DSSO. The DSSO then submits the file to the Additional District Magistrate. After due observation the Additional District Magistrate submit the file to the Collector and District Magistrate for orders.

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Norms for Discharge of Functions

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

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Rules, Regulations, Instructions, Manuals & Records for Discharging Function

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

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Categories of Documents under Control

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

Sl. No.	Nature of Record
1	Files
2	Log Book
3	File Register
4	Allotment Register
5	Cash Book
6	Issue Register
7	Diary Register
8	Transit Register
9	Stock Register
10	Accounts Related Register
11	RTI Related Register
12	Employee Attendance Register/Bio-Metric

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Particular of Arrangement in Formulation of Policy

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

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

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

- Monthly Review meeting held on every month with DSSO/ BDOs/ BSSOs/ JCs/Pas.
- Local Level Committee held quarterly by Collector/CDMO/DSWO/A reputed Lawyer/ DSSO to implement of provision of local guardianship for intellectually disable person.
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Directory Officers & Employees

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

<i>Directory of Officers and Employees</i>			
Sl No.	Name	Designation	Contact Number
1	Shri Naba Krishna Sahoo	District Social Security Officer	9437429945
2	Shri Kamala kanta Barik	Block Social Security Officer	9861111379
3	Shri Hrushikesh Panigrahi	Junior Assistant	9439480853
4	Ms. Sushama Mahapatra	Junior Assistant	9668867396
5	Ms. Baijayantimala Mallik	Junior Assistant	7008023594
6	Shri BIKASH CHANDRA TRIPATHY	Programme Assistant	7978256500

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Monthly Remuneration & Compensation of Officers & Employees

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

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Manner of Execution of Subsidy Programmes

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

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Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

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Information Available in an Electronic Form

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

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Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	DSSO Office	The records/ information are available in this office. These are available during the office hours.	From 10.00 A.M. to 1.30 P.M. and from 02.00 P.M. to 5.00 P.M. during the office hours in each working day
2	www.dssobalangir15@gmail.com	17 points right to information act.	Any time
3	Library	Not Available	
4	Notice Board	All kind of Advertisement/ riders relating to SSEPD department and received from higher quarter.	From 10.00 A.M. to 1.30 P.M. and from 02.00 P.M. to 5.00 P.M. during the office hours in each working day

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Names, Designation & other Particulars of the Public Information Officers

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

Asst. Public Information Officers:

SI No.	Name	Designation	Ph. No.	E-Mail	Address
1	Ms. Baijayantimala Mallik	Junior Assistant	7008023594		Collectorate, Social Security Section, Balangir

Public Information Officer:

Sl No.	Name	Designation	Ph. No.	E-Mail	Address
1	Shri Hrushikesh Panigrahi	Junior Assistant	9439480853		Collectorate, Social Security Section, Balangir

First Appellate Authority:

Sl No.	Name	Designation	Ph. No.	E-Mail	Address
1	Shri Naba Krishna Sahoo	District Social Security Officer	9437429945		Collectorate, Social Security Section, Balangir

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Other Useful Informations

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

- As per RTI Act, 2005 and Odisha RTI Rules, 2005.