

**Government of West Bengal
Office of the District Magistrate, Birbhum
District ICDS Cell**

DISCLOSURE OF ORGANISATIONAL DETAILS U/S 4 OF RTI ACT, 2005.

1. Particulars of the organisation.

1	Our objective	I.C.D.S. is a National Level Programme. Its history and background can be had from the website -- www.wcd.nic.in
2	Brief history and background.	DO
3	Organizational structure	At the district level the District Programme Officer, ICDS Cell supervises, monitors and coordinates the functions of the projects.
4	Activities of the Department.	As stated in Col. 1 above.

2. Powers and duties of Officers and Employees.

<u>Designation of Post</u>	<u>Power</u>	<u>Duties and responsibilities.</u>
1. Dist. Programme Officer at dist. level	As assigned by the Directorate./Deptt.	Supervision, monitoring and coordination for fruitful implementation of the programme.
2. C.D.P.O.at Block level	As assigned by the Directorate / Deptt.	Implementation and supervision of the programme and related administrative functions.

3. Procedures followed in the Decision making Process including channels of supervision and accountability.

1	Administration	Directions and policies framed by the Directorate / Deptt. and other appropriate authorities as also the existing and administrative rules and regulation and financial rules of the Government.
2	Technical	As under the support system formulated and adopted by the Directorate.

4. Norms set by the Department for discharging of its functions.

Particulars.

The set guidelines from the national level and those framed by the Department from time to time.

5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

Particulars
Guidelines issued by the Govt. for implementation of the programme and the service and financial rules of the Govt. for administrative and financial purpose.

6. Statement of categories of documents held by it or under its control.

Particulars
Official records and papers and records received and prepared for supervision, monitoring and coordination of the programme.

7.

Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implementation thereof.

Particulars
There is no arrangement for direct intervention of the members of the public for formulation of policy etc. But there are District Level Monitoring Committee, Block-level Monitoring Committees for each block and Anganwadi-level Monitoring Committee for each AWC. through which the members of the public can interact.

8.

Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Particulars
1. District-level Monitoring Committee consists of ----- 31 members.
2. Each Block-level Monitoring Committee consists of ----- 10 members.
3. Each Anganwadi-level Monitoring Committee consists of ----- 08 members.

9. Directory of officers and employees.

Sl. No.	Name of post	Office Name	Office Address	Contact number
1.	District Programme Officer at Dist. Level	Office of the Dist. Programme Officer, ICDS Cell, Birbhum	Prasasan Bhavan, Suri, Birbhum.	03462-255038

2.	Child Development Project Officer - at Block-level.	Office of the CDPO of the concerned Project (Block)	Office of the CDPO of the concerned Project (Block) Separate sheet enclosed	Separate sheet enclosed. (Annex-I)

10. The monthly remuneration received by its officers and employees.

Sl.No.	Designation	Pay band No.(ROPA'9) For the post.	Pay band scale for the post.
1	District Programme Officer, ICDS Cell, Birbhum.	4	9000 -- 40500
2	C.D.P.O., ICDS Project, Birbhum	4	9000 -- 40500

11. Details in respect of information available to or held by it reduced in an electronic form.

Particulars
Records, letters and notes etc. as saved in the computers.

12. The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room it maintained for public use.

Particulars
Information is available in the procedure mentioned in the RTI Act. 2005

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act, 2005.

Sl. No.	Name & Designation of Appellate Authority, SPIO & ASPIO	Jurisdiction	Office address	Contact No.
1	District Magistrate, Birbhum - the Appellate Authority.	District	Prasasan Bhavan, Suri, Birbhum.	
2	District Programme Officer, ICDS Cell-SPIO.	District.	DO	03462-255038
3.	C.D.P.O., of the Project - ASPIO	Project (Block)level	As in the sheet for Col. 9	As in the sheet for Col. 9

14. Such other information as may be prescribed.

Particulars

ANNEXURE – I.

Address of the project offices and contact numbers.

Sl. No	Designation	Phone No.	Address
1	CDPO, SURI-I	03462-256311	Suri-I ICDS Project, Birbhum-731101
2	CDPO, SURI-II	03462-247202	Vill+P.O.-Purandarpur, Dist.-Birbhum-731129
3	CDPO, SAINTHIA	03462-262350	R.K.Tala Road, P.O.-Sainthia, Birbhum-731123
4	CDPO, MD BAZAR	03462-260881	C/O.- Najma Begum, P.O.-Md. Bazar, Birbhum-731127
5	CDPO, DUBRAJPUR	03462-244523	Dubrajpur ICDS Project, Birbhum-731123
6	CDPO, KHOYRASOLE	03462-240209	Khoyrasole ICDS Project, Birbhum-731125
7	CDPO, RAJNAGAR	03462-278114	Rajnagar ICDS Project, Rajnagar, Birbhum-731130
8	CDPO, BOLPUR	03463-252226	Bolpur College Road, Bolpur, Birbhum-731204
9	CDPO, ILLAMBAZAR	03463-275264	Sukhbazar, PO- Illambazar, Bolpur Road, Birbhum-731214
10	CDPO, NANOOR	03463-241693	Nanoor ICDS Project, Birbhum-731301
11	CDPO, LABPUR	03463-266266	Labpur ICDS Project, Birbhum-731303
12	CDPO, MURARAI-I	03465-252482	Murarai Rural Hospital Compound, Murarai-I, Birbhum-731219
13	CDPO, MURARAI-II	03465-240377	Murari-II ICDS Project, Paikar, Birbhum-731220
14	CDPO, NALHATI-I (NGO)	03465-256273	Nalhati-I ICDS Project (NGO), Nalhati, Birbhum-731243
15	CDPO, NALHATI-II	03465-259653	Nalhati-II ICDS Projects, Vill+PO-Lahapur, Birbhum-731237
16	CDPO, RAMPURHAT-I	03462-257442	Near Irrigation Office, Nischintapur, PO-Rampurhat, Birbhum-731221
17	CDPO, RAMPURHAT-II	03461-257976	Brahmingram More, PO-Rampurhat, Birbhum-731224
18	CDPO, MAYURESWAR-I	03461-262215	Mayureswar-I ICDS Project, Mollarpur, Birbhum-731216
19	CDPO, MAYURESWAR-II	03462-235149	Mayureswar-II ICDS Project, PO-Kotasur, Birbhum-731254