

Manual 1
Particulars of Organization, Functions and duties
[Section 4(1) (b) (i)]

1. **Aims and objectives of the organization** : - To deal with all social welfare matters i.e., N.O.A.P., O.A.P., O.D.P., N.M.B.S., S.N.P, M.D.M, B.S.Y, K.S.Y, Mission Shakti, Child and Woman Welfare.
2. **Mission/Vision** :- To see the welfare of public in the district, release of funds received from Govt. to blocks and ICDS Project in time.
3. **Brief History and back ground for its establishment** :- This establishment is a section of Collectorate, which looks child and women welfare.
4. **Organization Charts** :- This establishment is a section of Collect orate, which looks child and women welfare.
5. **Allocation of Business** :- Release of funds supply of Rice, Wheat, Dal under SNP, MDM Programme.
6. **Duties to be performed to achieve the mission:-** The pension scheme has been paid regularly and six packages of child welfare scheme also running smoothly. Besides above Mission Shakti target has been achieved.
7. **Details of service rendered** :- The pension scheme has been paid regularly and six packages of child welfare scheme also running smoothly. Besides above Mission Shakti targate has been achieved.
8. **Citizen interaction** :- NIL.
9. **Postal address of the main Office, attached/Sub-ordinate Office/Field units etc.:-** District Social Welfare Office, Khordha. At/P.O.- Khordha
10. **Map of office location:-**The D.S.W.O Office is functioning in the Collectorate Building.
11. **Working hour both for office and public** :- 10 A.M to 5 P.M.
12. **Public interaction if any:-** No.
13. **Grievance redress mechanism** :- Grievance cell of DSWO has been performed in every Saturday.(Collector Chamber)