

Particulars of organization, functions and duties
[Section – 4 (1) (b) (i)]
(O.S.F.D.C. LTD., KHORDHA)

1. **Aims & Objectives of the organization** :-To upliftment of Socio-economical development of ST/ SC / Minority people and Scavengers through different schemes implemented by govt.
2. **Mission/ vision** -
Mission - To promote different type of training to the BPL, SC/ST & minority people and Scavengers for their self employment
Vision - To reduce the BPL categories among ST/SC / Minority people and Scavengers.
3. **Brief History and Back ground for its establishment** : – This office is functioning with SC/ST Development office and which is working in Collectorate, Building since August 1999 inspection of Khordha District.
4. **Organization Charts:-** ST/SC Development section and office of DWO-cum-D.M. OSFDC Ltd., Khordha has been hung up on the wall.
5. **Allocation of business:-** Release of subsidy under bankable IGS for SC/ST and Scavengers SH Groups. High cost loan for SC/ST/ Minority and Scavengers (for groups / individual).
6. **Duties to be performed to achieve the mission** :- The DWO cum OSFDC Ltd., Khordha inspects and review the work of SHGs and give instructions to upliftment their standard of living in their mission. With the help of CDPO/ BDOs, the new SHG Groups are selected for getting loan and subsidy. And also seize the vehicle assets from defaulters under term loan scheme.
7. **Details of services rendered** :- The DWO cum DM, OSFDC Ltd, Khordha disbursed the subsidy to SC/ST and Scavenger beneficiaries and also release term loans to SC/ST Minorities and Scavengers and also recovery the money from collect the loan from them. And also doing her day to day official works.
8. **Citizen's interaction** :- Public meeting like Jana Sampark Sibira, Awareness Campaigning organized by NGO and also Bankers Meetings are ascended by the month attained by DWO-cum-DM-OSFDC Ltd. Khordha regularly.
9. **Postal Address of Head Office** :- Managing Director, OSFDC Ltd. Lewis Road, Bhubaneswar – 14. Postal Address of District Head Quarters – D.W.O.-cum-District Manager, OSFDC Ltd., Collectorate, Khordha.
10. **Map of Office Location** :- The Office is functioning in 1st floor of Collectorate, attached with ST, SC Development Section.
11. **Working hours both for Office & Public** :- Everyday 10 A.M. to 5 P.M. (Except Govt. Holidays).
12. **Public interaction if any** :- contact with SC ST Scavenger groups and give instruction regarding different schemes implimated by Govt. for upliftment their financial conditions and also give advices for smooth management of the groups. Meet defaulters and create awareness to refund their loan dues regularly.
13. **Grievance redress mechanism** :- The door of the office is remain opened in official hours everyday for grievance redressal. Some problems are solved over telephone and instructions/advice also issued to different quarters for the purpose.