

Manual 1
Particulars of Organization, functions and duties
(Section 4(1)(b)(i))

1. Aims and objectives of the organization :

The main objective of the National Child Labour Project is to withdraw children working in hazardous occupations and rehabilitate them through their education in the Special Schools/Learning-cum-Rehabilitation Centres where they are provided non formal education, vocational training, stipend, nutrition, etc.

2. Mission/Vision :

Gajapati is a hilly and terrain district having no major industrial establishments. The labour class people of this district are mainly depending on agriculture and forest produces for their livelihood. It is generally perceived that the parents with paucity of funds reeling under traumatic conditions are unable to send their children to school. Besides, receptivity of educating the children, illiteracy, superstitions, illusion, social barriers and the sentiment involving less economic returns after education of children are the reasons for not sending their children to school.

As per survey conducted by the State Labour Insitute, Orissa, Bhubaneswar during the year 2005, total 23,663 no.of child labourers have been identified out of which 1,298 no.of hazardous, 7,327 no.of semi hazardous and 15,038 no.of non-hazardous. The Project would take appropriate steps to enrolled and rehabilitate the identified child labour during the coming 11th 5 year plan.

3. Brief Hisotry and back ground for its establishment :

Initially as per sanction of Govt. of India, 40 NCLP Schools were opened in Gajapati District with effect from 1995-96 in backward tribal blocks namely R.Udayagiri, Nuagada and Mohana admitting 2000 child labour students with an aim and objective to eradicate the child labour system, to rehabilitate the identified child labourers in the special schools and to mainstream the students of Formal Schools. Subsequently, in addition to 40 sanctioned schools, the Govt. of India pleased to sanction 20 more schools to our district during 2001-02 and total 60 no.of schools were started functioning with effect from 2001-02 admitting 2000 child labour students.

4. Organization Charts :

A model of Organization Charts of the Project Society alongwith N.C.L.P.Schools running during the year 2007-08 are given below :

- i) Collector-cum-Chairman, S.W.C.L., Gajapati.
- ii) Project Director, N.C.L.P., Gajapati
- iii) Field Officer – 2,
- iv) Clerk-cum-Accountant – 1,
- v) Steno – 1
- vi) Driver – 1,
- vii) Peon-cum-Night Watcher – 1,
- viii) Doctors – 3,
- ix) Master Trainer – 2,
- x) Educational Instructors for 60 Schools – 120
- xi) Clerk-cum-Accountant for 60 schools – 60,
- xii) Peon-cum-Helper for 60 schools – 60,
- xiii) Vocational Instructors for 60 schools – 60

Schools running during 2007-08 :

<u>Sl.No.</u>	<u>Name of the Block</u>	<u>Name of the G.P.</u>	<u>Location of school</u>	
1.	Mohana	Gardama	1. Gardama	
			2. Sapalaguda	
			3. Muchuligudi	
		Alligonda	4. Alligonda	
			5. Jhiliki	
			6. Damadua	
		Damadua	7. Upper Damadua	
			Badasindhiba	8. Badasindhiba
				9. Ruamba
		10. Khariguda		
		Juba	11. Juba	
			12. Panaguda	
			13. Dundiguda	
		Chudangapur	14. Chudangpur	
			Kattama	15. Kattama
				16. Gotha
		Antaraba		17. Antaraba
			Mandimera	18. Mandimera
				19. Sulaguda
		Adava		20. Palligajapati
			Karachabadi	21. Jeerango
				Jeerango
		R.Udayagiri		
			Anagha	
				Randiva
		26. Chellagada		

3.	Nuagada	Anugura	27.	Tilikara
			28.	Tataranga
			29.	Anugura
		Kirama	30.	Kirama
		Sambalpur	31.	Nuasahi
		Bettarsing	32.	Bahadapada
4.	Rayagada	Jeerango	33.	Jeerango
			34.	Galgonda
		Gandahati	35.	S.Laupur
		Puttar	36.	Bada Puttar
5.	Gosani	R.Sitapur	37.	R.Sitapur
		M.S.Pur	38.	M.N.Peta
		Sobara	39.	S.Sobara
6.	Gumma	Ukhura	40.	Sukuei
			41.	Majhiminjiri
		Parida	42.	Badaguda
			43.	Gopalpur
			44.	Janiguda
		Gaiba	45.	Badigam
			45.	Sargiasing
		Bhubani	47.	Bhubani
		Ajayagada	48.	Ajayagada
			49.	Bantilada
		Jhami	50.	Jhami
		Brushaba	51.	Soada
7.	Kasinagar	Siali	52.	Kolla
			53.	Palmanguda
			54.	Padamadi
		Allada	55.	Lemtaguda
			56.	Rageising
		Khandava	57.	Khandava
			58.	Purtiguda
		K.Sitapur	59.	Bisiring
			60.	Debadala

5. **Allocation of business :**

Since the Project has been taken up in the Central Sector, the entire funding is done by the entire funding is done by the Central Government (Ministry of Labour). Funds are released to this project society depending upon the progress of project activities. The release of funds for a financial year is made in two equal installments i.e. 1st installment for the months of April to September and 2nd installment for the months from October to March.

Formal Yearly Budgetary Provision for the Project Society :

A) Budget for the Project Society

A-1 Remuneration

Sl.No.	Item of Expenses		Amount
1.	Project Director	(1xRs.6,000 x 12)	Rs.72,000/-
2.	Field Officer (Two)	(2xRs.4,000 x 12)	Rs.96,000/-
3.	Clerk-cum-Accountant (One)	(1xRs.2,000 x 12)	Rs.24,000/-
4.	Steno/DEO (One)	(1xRs.2,000 x 12)	Rs.24,000/-
5.	Driver	(1xRs.2,000 x 12)	Rs.24,000/-
6.	Helper/Peon (One)	(1xRs.1,500 x 12)	Rs.18,000/-
	Total		Rs.2,58,000/-

A-2 Office and Support Expenses

1. Recurring (Office Expenses) Rs.2,00,000/- (Old)

B. Budget for special schools of 50 children

For Each Children :

Sl.No.	Item of Expenses		Amount
1.	Honorarium to Instructors		
	i. Educational (Two)	(2xRs.1,500 x 12)	Rs.36,000/-
	ii. Vocational (One)	(1x Rs.1,500 x 12)	Rs.18,000/-
2.	Stipend	(Rs.100 x 50 x 12)	Rs.60,000/-
3.	Nutrition	(Rs.5 x 50 x 26 x12)	Rs.78,00/-
4.	Clerk-cum-Accountant (One)	(1 x Rs1,400 x 12)	Rs.16,800/-
5.	Rent, Water & Electricity	(Rs. 1000 x 12)	Rs.12,000/-
6.	Educational & Vocational Materials		Rs.10,600/-
7.	Peon/Helper (One)	(1 x Rs.800 x 12)	Rs.9,000/-
8.	Contingencies		Rs.4,000/-
	Total		Rs.2,44,400/-

C. New Items during 10th Financial Year Plan (Project Society level)

Sl.No.	New Items	Amount
1.	Honorarium to Doctor (1 doctor for every 20 schools)	@ Rs.5,000/- p.m.
2.	Teachers Training (Education) (2 teachers for each centre/school) (Teachers may be trained twice during the 10 th plan period)	@ Rs.1,500/- p.a. Per teacher
3.	One Master Trainer for Vocational Training for each NCLP	@ Rs.5,000/- p.m.

D. Miscellaneous items of expense during the 10th Five Year Plan period (Project Society Leve).

Sl.No.	Items of Expense
1.	SURVEY : During the 10th Plan Period, there will be at least two surveys per district @ Rs.2.75 lakh per survey
2.	AWARENESS GENERATION: During the 10th Plan Period, awareness generation campaigns to be Organized regularly in the district. The Budget allocated for the purpose Is up to a maximum of Rs.1.25 lakhs per annum.

6 & 7 Duties to be performed to achieve the mission :

The N.C.L.P., Gajapati is under the close supervision of the Hon'ble Collector-cum-Chairman, Society for Welfare of Child Labour, Gajapati. The Project Director, N.C.L.P., Gajapati is the Secretary of the Society. The Project Director is in overall charge of the Project for effective implementation and co-ordinate with the district and other authorities for proper implementation of the scheme and guidelines issued by the Ministry of Labour & Employment, Govt.of India from time to time. The field officers of the Project assisting the Project Director in implementation of the scheme. They are visiting the project area frequently and ensuring that the different components of programme are properly implemented. A Clerk-cum-Accountant is keeping the records and accounts of the Project in the Project Director's Office. The Stenographer is assisting the Project Director in official works. A Helper-cum-Peon in the office is there in the office of the Project Director to assist in official work. A Driver has been engaged to ply the Project Jeep.

Besides the above, the school volunteers are engaged in grassroots level to implement the scheme in the located school area.

8. Citizens interaction :

To eradicate the social problems and creating general awareness against child labour among the people, awareness generation would be made through street plays, folk art and music, magic shows, wall paintings, hoardings, wall posters, slides in cinema houses, announcements/publicity, distribution of pamphlets, organizing functions relating to elimination of child labour out of the funds available under Awareness Generation Programme.

Parents meeting are conducting regularly in each month in each school head-quarters to make aware the local people about the functioning of N.C.L.P.Schools and latest Govt. Schemes on N.C.L.P.

9 & 10. Postal Address of the main office, attached/subordinate Offices/Field Units etc.

At: Rajguru Street,
Po: Parlakhemundi, Dist. Gajapati, Orissa, Pin – 761 200.

11. Working hours both for Office and Public :

10 a.m. to 4 p.m.

12. Public Interaction, if any :

The Public Co-operating in smooth functioning of the scheme.

13. Grievance redressed mechanisam :

Grievances of persons if any are redressed immediately through proper enquiry.

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Sl.No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
01.	Chairman, SWCL, Gajapati	All Powers				
02.	Project Director, NCLP, Gajapati	Assisting the Chairman in implementaing different schemes				
03.	Field Officer	--				Field Supervision
04.	Clerk-cum-Accountant	--				Keeping records and maintaing Accounts
05.	Steno	--				Assist the Project Director
06.	Driver	--				To ply Project Jeep.
07.	Peon/Helper	--				Assist the Project Office Staff.
08.	Doctors	--				Conducting Health Camps of NCLP Students.
09.	Master Trainer	--				Imparting Training to the Vocational Instructors
10.	School Volunteers	--				Teaching the Students in NCLP Schools

Manual – 3
Procedure followed in decision-making process

The Collector-cum-Chairman, SWCL, Gajapati is the final authority for any decision taken in implementation of the scheme in Gajapati District.

The files of the Project Office are being submitted to the Collector-cum-Chairman, SWCL, Gajapati for perusal and approval. After the orders of the Chairman further action are being taken.

Manual – 4

Since it is a time bound work, the various activities of N.C.L.P., Gajapati are being taken immediately so as to reach the goal.

Manual – 5
Rules, regulations, instructions, manuals and records for discharging functions

A guide line has been formulated by the Ministry of Labour, Govt. of India, New Delhi for proper implementation of the scheme.

Manual – 6
A Statement of the categories of documents that are held by it for under its control

All the records and accounts are being kept with the Clerk-cum-Accountant of N.C.L.P.Office, Gajapati.

Manual – 7
Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

Details of consultative committees and other bodies with which consultations are held

Sl.No.	Name and address of the Consultative committees/bodies	Constitution of the Committee/body	Role and responsibility	Frequency of Meetings.
1.	General Council Members	1. Collector –cum- Chairman 2. P.D., DRDA 3. All M.L.As. 4. All B.D.Os. 5. C.D.M.O. 6. D.L.O., 7. D.S.W.O. 8. Parents Representative-2 9. Representative of NGOs - 3	Making decisions for proper implementation of the scheme.	Annually

Manual – 8

A statement of boards, councils, committees and other bodies constituted

List of boards, councils, committees etc.

Nil

Manual – 9

Directory of officers and employees

Director

Sl.No.	Name and designation	Office Phone No.	E Mail address
1.	Collector-cum-Chairman	06815 – 222396	
2.	Sri N.Mishal, P.D., NCLP	06815 – 223421	
3.	Sri J.Govinda Rao, Field Officer	-do-	
4.	Sri P.Ch.Pattnaik, Clerk-cum-Accountant	-do-	
5.	Sri R.K.Padhi, Steno	-do-	
6.	Sri B.R.P.Patro, Driver	-do-	
7.	Sri S.N.Rauto	-do-	
8.	Dr. N.K.Ch.Bajubandha	-do-	
9.	Dr. S.K.Mohapatro	-do-	

Manual – 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

Sl.No.	Name and Designation	Pay Scale/monthly remuneration
1.	Sri N.Mishal, P.D., NCLP	Addl.Charge allowance @ Rs.150/- per month
2.	Sri J.Govinda Rao, F.O.	Consolidated honorarium of Rs.4000/- per month
3.	Sri P.Ch.Pattnaik, CCA	-do- of Rs.2000/- per month
4.	Sri R.K.Padhi, Steno	-do- of Rs.2000/- per month
5.	Sri B.R.P.Patro, Driver	-do- of Rs.2000/- per month
6.	Sri S.N.Rauto, Peon	-do- of Rs.1500/- per month
7.	Dr. N.K.Ch.Bajubandha	@ Rs.2.50 per each health camp limiting to Rs.5000/-
8.	Dr. S.K.Mohapatro	@ Rs.2.50 per each health camp limiting to Rs.5000/-

Manual – 11

The budget allocated to each agency

Non-Plan Budget

G.I.A received from Labour Department, Govt. of India, New Delhi to run the N.C.L.P.Project.

Sanctioned Budge :- Rs.1,54,80,000/-

Budget Estimage :- Rs.1,54,80,000/-

Expenditure for last year- 2006-07 - Rs.1,11,89,561/-

Manual – 12
The manner of execution of subsidy program

N I L

Manual – 13
Particulars of receipts of concessions, permits or authorizations granted

List Beneficiaries

N I L

Manual – 14
Information available in an electronic form

Manual – 15
Particulars of facilities available to citizens for obtaining information

Facilities available for obtaining information.

Sl.No.	Facility available	Nature of information available	Working hours
01.	Information Counter	--	--
02.	Website	N.I.C., Gajapati	Office hours
03.	Library	--	--
04.	Notice Board	Office Notice Board	Office hours

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Name designation and other particulars of Public Information Officers

List of Public Information Officers

Sl.No.	Designation of the officer Designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area/activities, if more than one PIO is there
01.	Project Director, NCLP, Gajapati	Rajugur Street, Parlakhemundi	06815- 223421	--	--

List of Assistant Public Information Officers

Sl.No.	Designation of the officer Designated as Assistant PIO	Postal Address	Telephone No.	e-mail address
01.	Field Officer	Rajugur Street Parlakhemundi	06815-223421	--

First appellate authority with in the department

Sl.No.	Designation of the Officer Designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demaracation of area/Activities, if more than one appellate authority is there
01.	Project Director, DRDA, Gajapati	Parlakhemundi	06815- 222420	--	--

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Other information as may be prescribed

To be submitted as and when required.

**Project Director,
National Child Labour Project,
Gajapati, Parlakhemundi.**

Office of the Project Director, N.C.L.P., Gajapati District, Parlakhemundi.

Letter No.190/08

Dtd.31.03.2008

To

**The Additional District Magistrate,
Gajapati, Parlakhemundi**

Sub: Annual report on implementation of Right to Information Act,2005.

**Ref: Your Letter No. 4469/RTI , dtd.24.03.08
I – 5/08**

Sir,

Inviting reference to the above cited letter on the subject, I am to submit herewith the information on 17 points under R.T.I. Act,2005 relating to the N.C.L.P., Gajapati in both soft & Hard Copy for kind information and necessary action.

**Enclo: Soft Copy
Hard Copy**

Yours faithfully,

**Project Director,
National Child Labour Project,
Gajapati Dist., Parlakhemundi.**