

**PRO ACTIVE DISCLOSURE UNDER SECTION 4(I) (b)**

**OF**

**R.T.I ACT 2005**

**OF**

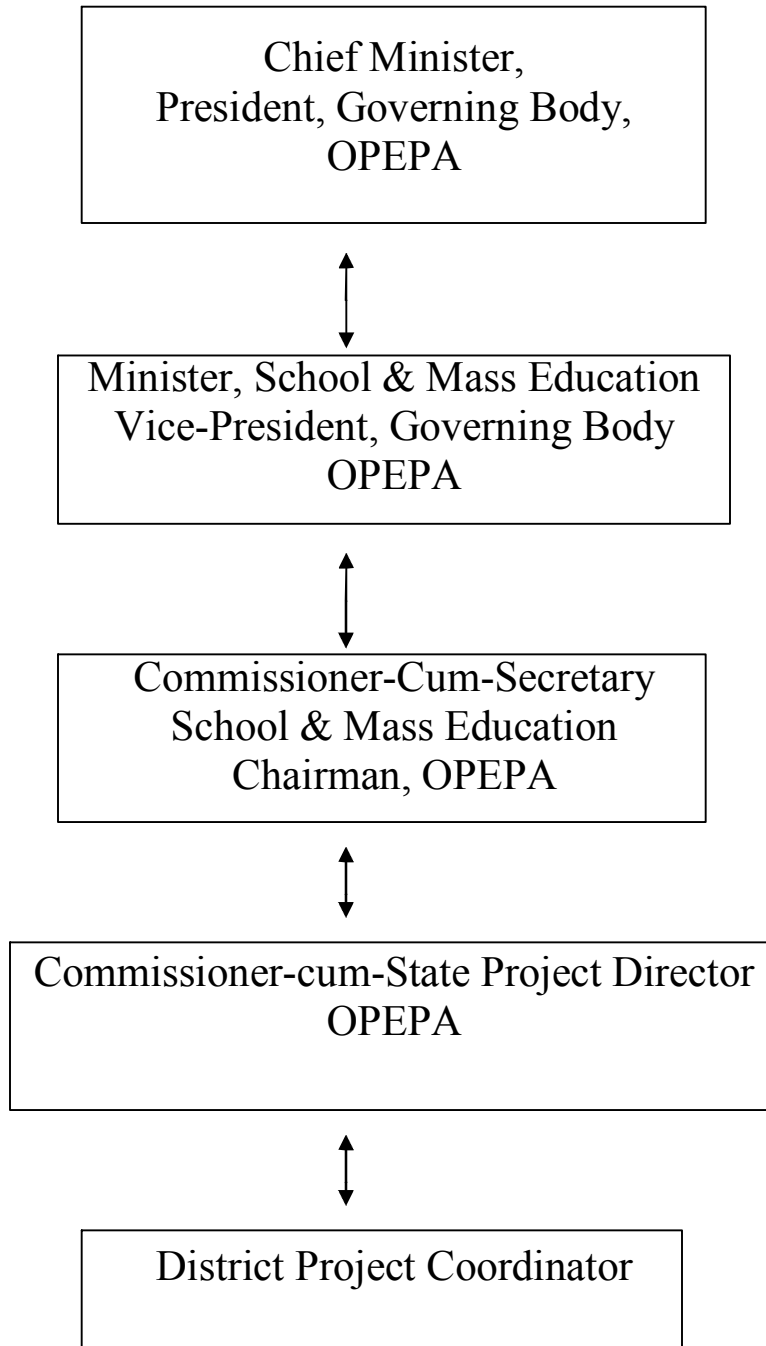
**D.P.E.P./S.S.A., KORAPUT**

## Chapter – 2 ( Manual – 1 )

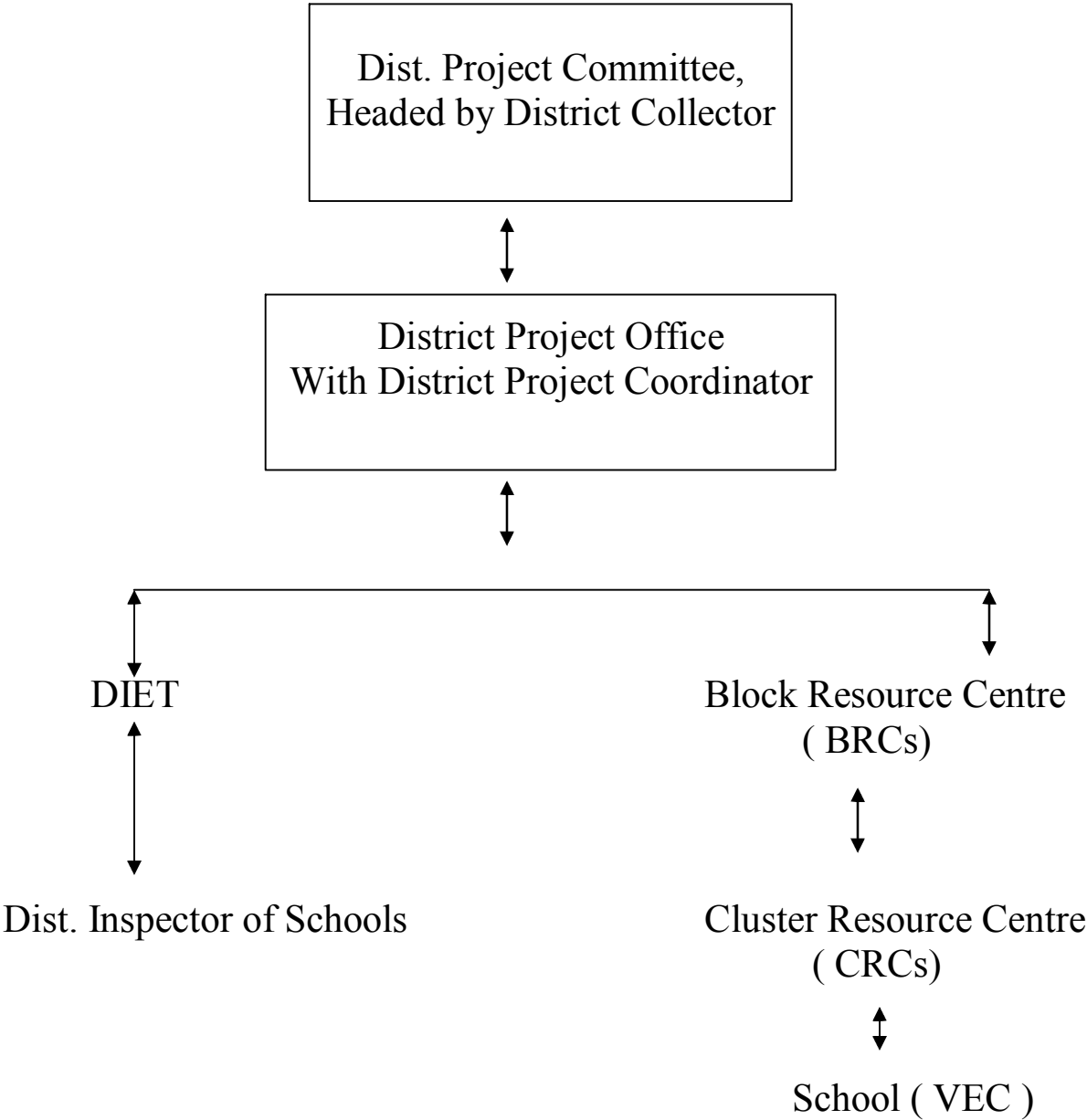
### **Particulars of organization, functions and duties**

- |       |  |   |   |
|-------|--|---|---|
| 2.1.  | Objective / Purpose of public authority  | : | To Monitor and Supervision of Primary education.  |
| 2.2.  | Mission/Vision Statement of public authority   | : | Orissa Primary Education Programme Authority, Bhubaneswar.  |
| 2.3.  | Brief History of the public authority and Context of its formation   | : | Collector is the chairperson of DPEP/SSA and Dist. Project Coordinator is the head of the office.   |
| 2.4.  | Duties of the public authority   | : | To monitor and supervision of DPEP/SSA activities.  |
| 2.5.  | Main Activities/Functions of the public Authority  | : | As per the guidelines of OPEPA  |
| 2.6.  | List of services being provided by the public Authority with a brief write-up on them  | : | As per the job chart prescribed by the Govt.  |
| 2.7.  | Organisational structure diagram at various Levels namely, State, Directorate, region, Dist., Block etc. ( Whichever is applicable)                                    | : | Enclosed in a separate Proforma.  |
| 2.8.  | Expectation of the public authority from the Public for enhancing its effectiveness and Efficiency   | : | .....   |
| 2.9.  | Arrangements and methods made for seeking Public participation / contribution  | : | .....   |
| 2.10. | Mechanism available for monitoring the service Delivery and public grievance resolution  | : | .....   |
| 2.11. | Addresses of the main office and other offices : At different levels. ( Please categories the Addresses district wise for facilitating the Understanding by the user ) | : | <b>( State Office )</b><br>Orissa Primary Education Authority ( OPEPA)<br>Sikhya Soudha, Unit-V, BBSR. Orissa<br><b>District Office</b><br>DPO, SSA, Sikhya Sadan, Koraput-764020 |
| 2.12. | Morning Hours of the office<br>Closing Hours of the Office   | : | 10.00 A.M.<br>5.00 P.M.   |

## ORGANISATIONAL STRUCTURE OF OPEPA – STATE LEVEL



**DISTRICT LEVEL STRUCTURE**



**Chapter – 3 ( Manual -2)**  
**Powers and Duties of Officers and Employees**

Sl. No.	Designation of Post	Powers			Duties attached
		Administrative	Financial	Other	
1	Dist. Project Coordinator	Head of the office	Drawing and Disbursement of salary of staff , Release of funds for different intervention heads		
2	Sr. Technical Consultant				Monitoring & Supervision of Civil Works
3	Financial Consultant				All financial matters of DPO
4	Technical Consultant				Execution of Civil Works
5	Technical Consultant				Execution of Civil Works
6	Technical Consultant				Execution of Civil Works
7	Technical Consultant				Execution of Civil Works
8	Technical Consultant				Execution of Civil Works
9	Technical Consultant				Execution of Civil Works
10	Technical Consultant				Execution of Civil Works
11	Technical Consultant				Execution of Civil Works
12	Planning Coordinator				Preparation & implementation of AWP & B
13	Pedagogy Coordinator				pedagogical support
14	Gender Coordinator				Development of Girls & female Edn.
15	Steno-cum-DEO				Attached DPO
16	Accountant				Preparation of debit vouchers & scrutiny of vouchers
17	Cashier				Dealing with cash book , cash transactions
18	Programmer				To perform Data entry, compilation, report generation through software
19	Data Entry Operator				Data Entry
20	Data Entry Operator				Data Entry
21	Data Entry Operator				Data Entry
22	Programme Assistant				To assist civil section
23	Office Assistant				To assist different programme by DPO
24	Driver				Attached to DPO
25	Peon				Attached to DPO
26	Sweeoer-cum-Watcher				Attached to DPO

**CHAPTER – 12 (MANUAL 11)**

Sl. No.	Name of the Scheme	Activity	Starting date of the activity	Planned date of the activity	Amount sanctioned ( AWP & B ) Rs. in lakh	Actual Expenditure for the year Rs. in lakh	Unspent balance of previous year in Rs.	Responsible Officer for the quality and the complete executive of the work
1	<b>SSA</b>	Civil Works	1.4.2008	31.3.2008	2061.53	1811.63	249.9	D.P.C. and Concerned Coordinator
2		Teacher Training			29.21	0	29.21	
3		Girls Education			15	15	0	
4		Education for SC/ST			15	3.40	11.6	
5		IED			13.58	13.58	0	
6		Community Mobilisation			5.72	1.81	3.91	
7		Management & Quality			182.00	35.08	146.92	
8		Research & Evaluation			8.02	5.41	2.61	
9		ECCE			63.60	0.60	63	
10		Free Text Book			206.92	206.92	0	
11		CAE			50.00	1.17	48.83	
12		Out of School			133.36	0	133.36	
13		Salary			717.96	680.65	37.31	
14		TLE			67.00	0	67	
15		SIG			86.38	40.88	45.5	
16		R & M			45.00	32.62	12.38	
17		Teacher grant			638.00	638.00	0	
		<b>TOTAL</b>			<b>4338.28</b>	<b>3486.75</b>	<b>851.53</b>	

