

By Email

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT MINORITY & BACKWARD CLASSES
WELFARE DEPARTMENT

No. 20083 /SSD, Bhubaneswar
STSCD-WOEP-POLICY-0001-2023

Dated: 26.09.2023

From

Shri Indramani Tripathy, IAS
Director, Scheduled Tribe

To

All Collectors
Director, SCSTRTI
MD, OSFDC / OBCFDCC / TDCCOL
All Project Administrators, ITDAs
All District Welfare Officers / Special Officers, Micro Projects
All Additional District Welfare Officers
All Welfare Extension Officers

Sub: Duties and Responsibilities of Welfare Extension Officers (WEOs).

Madam / Sir,

With reference to the subject cited above, I am to enclose herewith the 'Duties and Responsibilities of Welfare Extension Officers of Odisha Subordinate Welfare Service' for kind information of all concerned.

Yours faithfully,


Director, Scheduled Tribe

Memo No. 20084 /SSD

Dated: 26.09.2023

Copy forwarded to the P.S. to the Hon'ble Minister, ST&SC Development, M&BC Welfare Deptt. / OSD to the Commissioner cum Secretary to Govt. / P.A. to the Director (ST) / Director (SC) / Director (OBC) / Branch Officers of all sections of this Department except OE / Accounts for information and necessary action.


26/9/2023
Joint Secretary to Govt.

Duties and Responsibilities of Welfare Extension Officers of OSWS Cadre

Welfare Extension Officer (WEO) is the grass root level administrative officer of ST & SC Dev., M&BCW Deptt. and carries the administrative responsibility of administration and implementation of all important plan, programme and livelihood intervention of the Department. They act as eyes and ears of the Department at the block level.

A brief outline of his important roles and responsibilities are as follows.

1. Education (Schools & Hostels):

A. The WEOs shall maintain the list of schools and hostels functioning under the administrative control of ST & SC Dev., M&BCW Deptt. in their respective blocks, maintain and update the enrolment of each student / boarder by name in respect of each school/hostel separately and furnish the compiled data to District Welfare Office / P.A., ITDA on monthly basis by 7th of each month for the preceding month.

B. Supervision and monitoring of the residential schools and hostels of ST & SC Development, M&BCW Department: The WEOs shall visit each residential school at least once in a month, each hostel at least once in two months to ensure that the schools and hostels are being managed as per the guidelines / instructions of the Department issued from time to time.

C. While visiting the schools and hostels, they shall independently interact with the children preferably in absence of teaching and non-teaching staff so as to get the feedback of the students regarding their education and wellbeing in the hostels. In case of deficiencies / discrepancies, they shall take corrective measures as per the prevailing guidelines under intimation to the appropriate authorities.

D. The visit reports shall be communicated to the District Welfare Officer and the Project Administrator, ITDA concerned for appropriate action at their level.

E. During visit to the schools, WEOs shall ensure that the following entitlements and facilities are available for all students:-

- i. Availability of adequate class rooms, reading corner, library, Teaching Learning Materials (TLMs), science labs (for secondary and higher secondary classes), smart classrooms, e-library, availability of sports equipment, musical instruments etc.
- ii. Verify the sanctioned post of teaching and non-teaching staff, men in position, vacancies and submit the report to the District Welfare Officer.
- iii. Ensure that the text books, uniforms, writing materials, safe drinking water and separate toilets for boys and girls including Children With Special Needs (CWSN), accessible toilets for PWD students are available in each school.
- iv. During visit they shall verify the teachers' attendance register, students' attendance register, Cash Books, utilization of minor repair and maintenance grants released to the HM, utilization of grants released from S&ME Deptt. and from other resources.
- v. Verify the provision and implementation of coaching classes by the teachers, remedial classes for slow learners, students' performance assessments register / records, monthly test of students, verification of monthly test papers, implementation of career counseling sessions, school cabinet, meeting of Parents as Partners (PaP), conduct of academic staff meeting etc.
- vi. Ensure that MDM programme is managed properly.
- vii. Take steps for opening of Bank Account in the name of all SC & ST students of Class IX and X enrolled in ST & SC Dev. Department as well as S & ME Department Schools and ensure that the Bank account is Aadhar seeded.

P.T.O.


Joint Secretary to Govt.
ST & SC Dev., M & BCW Deptt.

- viii. WEOs in coordination with respective BDOs / PAs, ITDA shall ensure that works relating to hostel buildings, additional classrooms, repair and maintenance buildings, toilet complex, water supply etc. are properly and timely executed.
- ix. WEOs shall coordinate with the BDOs / PAs, ITDA in monitoring the progress of works under 5T-Transformation Initiatives in the High Schools and ensure the effective & scientific use of assets created such as Smart Classrooms, E-Library, Science Laboratory, ICT Lab etc.
- x. Ensure that all the entitlements and amenities are provided to all the students and boarders residing in SSD schools and hostels. They shall coordinate with DWO for expeditious availability of entitlements.
- xi. Ensure that the minor repair and maintenance grants, sports grants, health and wellness grants, grants for PaPs etc. released from ST & SC Dev. Department or from the district office to the schools and hostels are utilized in time adhering to the guidelines.
- xii. Ensure that the grants released from the S&ME Department to ST & SC Dev. Deptt. Schools are also properly and timely utilized.

f. The WEO shall ensure the following entitlements, amenities and facilities are available in each hostel:-

- i. Regular release of Pre-Matric Scholarship and disbursement to the boarders in time.
- ii. No hostel should run on credit basis.
- iii. All the personal entitlements as prescribed by the Department from time to time are provided to each boarder within the stipulated time.
- iv. Ensure that toilets and bathrooms are available at the ratio of 1:10. Besides, adequate living rooms, dedicated kitchen, specified dining area, proper drainage of waste materials, toilet cleaning equipment and consumables are provided in all hostels.
- v. Verify the following registers during his visit to the hostels: (a) Boarders Attendance Register, (b) Boarders in and out Register, (c) Leave Register, register of entitlements and amenities, mess stock and consumption register, toiletries distribution register, mess cash books, bills and voucher, boarders' leave application file, boarders grievance and grievance redressal register, sick boarder register, medicine distribution register, visitors' register.
- vi. Interaction with the boarders preferably in absence of the HM / Teachers and take feedback independently from them regarding the CCAs and the overall hostel management. In case of genuine grievances, the WEOs must take steps for conducting a meeting with relevant persons like hostel cabinet members, HM, school teachers, Asst. Superintendents in charge of Mess and if required, the SMC representatives.
- vii. In case of complaints of serious nature, the matter must be brought to the immediate notice of the concerned DWOs / P.A.s, ITDA / Sub-collector / Collector. The same shall must be intimated to the Department.
- viii. Ensure that the food menu chart is displayed prominently near the dining hall.
- ix. Wherever adolescent girls are staying, provision of boundary wall, provision of Lady CCA and toilets with water supply system should be done on priority. In case of deficiency, WEO concerned should bring it to the notice of concerned P.A.s, ITDA / DWOs for needful action at their level.
- x. Take immediate steps for functioning of new hostels once the building is handed over to the concerned schools / DWO.

- xi. Ensure that the CCAs and Matrons in all hostels are in position, performing their duties sincerely and getting their salary / remuneration in time. Similarly WEOs shall ensure that ANMs are tagged to each hostels and doing their duty sincerely. Any discrepancy in this regard shall be brought to the notice of the concerned DWOs / P.A.s, ITDA.
- xii. For the Post-Matric Scholarship, the WEOs shall have counseling session with the SC, ST, OBC & Minority students studying in Post-Matric standard in educational institutions and familiarize them regarding on-line application system and amount of PMS they are entitled to. The WEOs should visit the institutions in which post matric scholarship is being sanctioned and randomly verify the Admission Register, Attendance Register, Caste Certificate of the students etc.. Any discrepancy observed should be immediately brought to the notice of the DWO.

2. In Implementation of schemes for Economic Empowerment of STs, SCs and people of Minorities and Backward Classes the WEOs have following Roles & Responsibilities:-

- i. To take up a drive to identify ST & SC Self-help groups (SHGs) who are in need for different income generating activities. Similarly, WEOs shall work in close coordination with other Extension officers and line Department officials to take up as much of projects as possible in the SC and ST habitations.
- ii. WEOs in consultation with the concerned BDO shall take a special initiative to get a self of projects under MGNREGA for ST and SC job seekers. In areas where Particularly Vulnerable Tribal Groups (PVTG) are residing, the effort should be to ensure 100 days of employment to each eligible PVTG households under MGNREGA.
- iii. Identify the un-employed educated and drop-out youths of ST/SC communities and shall sponsor them for skill development training and placement linked employability training.
- iv. Wherever funds are placed in MADA and Clusters, WEOs shall take steps for immediate expenditure of the allocation. The physical and financial progress shall be intimated to the appropriate authority every month.
- v. Ensure successful implementation of the schemes / activities of institutions / organizations of ST&SC Development, M&BCW Department such as OPELIP, OTELP, OSFDC, OBCFDC, TDCC, ATLC, SCSTRTI etc. for development of the targeted populations of the block.
- vi. Identify the critical gaps and maintain a comprehensive database of ST and SC habitations in the areas of health, education, connectivity, drinking water, electrification etc. WEOs shall be in a position to share any such information as and when required relating to habitation / hamlet wise shortfall / requirements in the aforementioned sectors especially for the remote and inaccessible habitations towards formulation of various policies and programmes.
- vii. Ensure timely preparation & finalization of Village Development Plans (VDPs) as per the scheme guidelines, co-ordinate and supervise the progress of works under PMAGY, PMAAGY.
- viii. WEOs shall work in close coordination with PA ITDA, Project Manager, MMJJM in selection of beneficiaries, cluster identification, selection of economic activities, holding of Gram Sabha meetings under Mukhya Mantri Janajati Jeevika Mission(MMJJM).

P.T.O.


Joint Secretary to Govt.
ST & SC Dev., M & BCW Dept

3. Protective Legislations

A number of Acts and Rules have been formulated for preventing and protecting the ST, SC community from economic exploitation, untouchability and social deprivation. The WEOs shall take the following steps with regard to the above.

- i. Enforcement of protection of Civil Right Act 1955 and Prevention of SC&ST (Prevention of Atrocities) Act, 1989. WEOs shall take immediate action in reporting cases pertaining to violation of Civil Rights or in case of atrocities against STs/SCs.
- ii. Ensure smooth and effective functioning of Block Level Legal Aid Cell and also ensure that the Cell functions properly. WEOs shall ensure that the legal retainers are attending the Legal Aid Clinics on a regular basis.
- iii. Ensure online submission of field enquiry report of Inter Caste Married Couples in SUMANGAL portal (www.sumangal.odisha.gov.in) within 15 days as per SOP issued by this Department Letter No.12727/SSD dt.01.07.2023.

4. Implementation of Forest Rights Act (FRA).

- i. The WEOs shall monitor the squad approach is being followed for ensuring disposal of individual and community claims in each eligible village / habitations under FRA.
- ii. For community right claims, under Section 3 (1) of FRA, he / she shall facilitate applications and coordinate in timely convening of Gram Sabhas under Rule 11 (4) of the Rules.
- iii. In case of individual title holders, the WEOs shall take step for convergence under different programmes like MGNREGA, NRLM, NHM, PMAY, BPGY, Mo Kudia etc. so that the title holders maximize the utility of the land.

5. Tour and Inspection :

- i. The WEOs shall make at least 15 days tour with 5 night halts. He / She shall submit his / her advance tour program to the BDO concerned with a copy to DWO. He/she prepare his/her tour program in such a manner that all hostels are covered at least once in a month.
- ii. The WEOs shall submit his / her tour note / diary to the appropriate authority by 10th of each month for the preceding month.

Besides, above the WEO shall discharge the duties and responsibilities as and when required by the Government.


**Joint Secretary to Govt.
ST & SC Dev., M & BCW Dep**