

# PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF GENERAL & MISCELLANEOUS SECTION, COLLECTORATE, GANJAM

## Manual - 1

### Particulars of Organization, functions and duties {Section 4(1)(b)(i)}

1. **Aims and objectives of the organization.**

To assist the District Collector in discharging the duties assigned on various subjects of the Section as prescribed in Orissa Records Manual 1964.

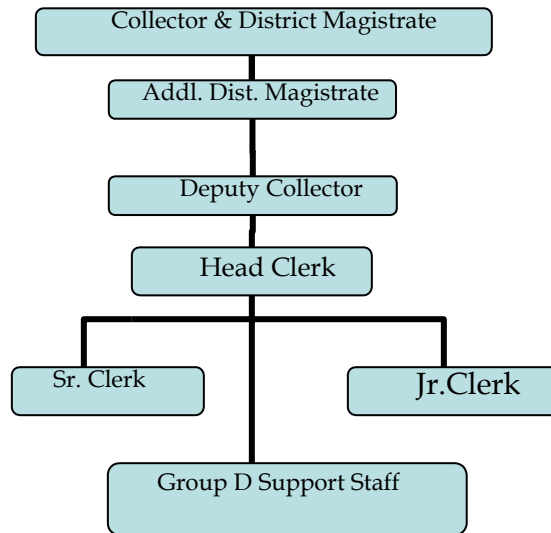
2. **Mission/Vision**

To ensure that a common Citizen gets the service that is expected by him from this section..

3. **Brief History and back-ground for its establishment**

This is a branch office of the Collectorate functioning since the inception of the district Office.

4. **Organization chart**



5. **Allocation of business**

The branch has been entrusted with the work of correspondence relating the following subjects.

1. Acts, regulations and amendments
2. Archaeology
3. Assembly, Lok Sabha and Rajya Sabha questions and resolutions
4. Books, Publications and Periodicals.
5. Circulars, Rules and orders
6. Citizenship
7. Commerce
8. Communications (Posts/ Telegraphs, Railways and National High Ways)
9. Emigration
10. Holiday & celebrations.

11. Enquiry and Information.
12. Extradition
13. Inspections and follow up on Inspection Notes
14. Reference Library & Pasting of correction slips
15. Holidays and Celebrations
16. Inventory of private properties rules
17. Legal heir ship
18. Office procedure
19. Organization and association
20. Pass ports and visas
21. Political matters
22. Press registration
23. Allotment of staff quarters
24. Reports and returns
  
25. Sailors and Soldiers' Board
  
26. Solvency, Character and Other Certificates.
  
26. Strikes
27. Freedom Fighters Pension.
28. Issue of books and periodicals
29. Municipalities/Notified Area councils.
30. Registration of Societies
31. Census
32. Census Arrangements
33. Cattle Census
34. Central Issue, receipts, delivery of Daks
35. Meetings, Committees & Conferences
36. Debottar Matters
37. Typewriters
38. Miscellaneous Matters not dealt in any section.

6. **Duties to be performed to achieve the mission**

All Staffs of the office perform the tasks assigned to them and the combined effort of all results in achieving the Mission.

7. **Details of Service rendered**

This Section normally deals with all the miscellaneous matters of Collector and the details are as mentioned in item-5 above.

8. **Citizens interaction**

Public approach the District Administration for several facilities under different aspects of life, they are explained the procedural effect & guided to reach the correct forum for speedy disposal, and if required depending upon the exigencies necessary assistance is also extended.

9. **Postal address of the office**

The Postal address of the Section is,

General & Miscellaneous Section,

Collectorate, Ganjam

Chatrapur-761020

10. **Map of Office location**

The Section is located in the ground floor of the New Collectorate building at Chatrapur.

11. **Working hours both for office and public**

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM. . during day office and from 7.00 A.M. to 1.00.p.m. during morning office. On all working days as per Govt. Calendar printed and published by the Government of Orissa for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. **Public interaction if any**

The public is cordially accepted at every place in the building to extend the desired assistance.

13. **Grievance redress mechanism.**

A responsive grievance Redressal mechanism is being adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays(Except 2<sup>nd</sup> Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities.

**Manual - 2**

**Powers and duties of Officers and employees  
{Section 4(1)(b)(ii)}**

Sl. No.	Designation of post.	Powers				Duties Attached.
		Administrative	Financial	Statutory	Others	
02	Dy. Collector (Election)	--	--	--	Supervisory	In Charge of the section.
02.	Head Clerk	--	--	--	--	Overall Supervision& Monitoring of office work
03.	Senior Clerk	--	--	--	--	Dealing with the subjects assigned to them

04.	Junior Clerk	--	--	--	--	Dealing with issue / dispatch of letter, and other subjects assigned to them.
05.	Peon	--	--	--	--	To carry files from seat to seat/Distribution of Dak/assist the staff and officer in office work.

**Manual - 3**  
**Procedure followed in decision making process**  
**{Section 4(1)(b)(iii)}**

Sl.No.	Activity	Level of action	Time frame
01.	Receipt of application/Letters.	Diary Clerk	Same day
02.	Perusal of Daks.	Dy Collector.	Same day.
03.	Marking of Daks.	Head Clerk.	Same day.
04.	Dairy & Delivery	Diary Clerk	Same day.
05.	Entering of the letter in the log book & putup in the file	D.A. Concerned	3 days(Immediately in case of matter of urgent nature)
06.	File endorse to Dy Collector.	Head clerk.	1 days.
07.	Approval or rejected	Dy Collector.	Immediately in case of matter of urgent nature.
08.	If approved, return for dispatch.	Despatch Clerk.	1 day.

**Manual - 4**

**Norms set for the discharge of functions**  
**{Section 4(1)(b)(iv)}**

**Details of norms and standard set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.**

Sl.No.	Activity	Time frame/Norm	Remarks.
01.	Diary of letter	3 minutes per letter.	The norms are as that

02.	Despatch of letter	5minutes per letter.	mentioned in ORM 1964 and is managed with the existing resource and manpower.
03.	Typing of fair copy.	20 pages per day	
04.	Put up of letter.	Within 3 days in ordinary cases In urgent it is within 24 hours.	

**Manual - 5**

**Rules, regulations, instructions, manuals and records for is charging functions  
{Section 4 (1) (b) (v)}**

**List of regulations, instructions, manuals and records.**

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications.
01.	Orissa Records Manual 1964	Office & File Maintenance Procedure		
02	Orissa Municipal manual	Functioning of ULBs and ULB Election matters.		
03	Societies Registration Act 1860	Registration of Societies etc.		
04	Misc. certification Rules	Granting of various Certificates.		

**Manual - 6**

**A statement of the categories of documents that are held by it for under its control.  
{Section 4 (1) (b) (vi)}**

**A statement of the categories of documents held.**

Sl. No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available.
01.	Routine Registers as prescribed in ORM	As per provisions	Available with the concerned Assistant.	As per Classification of the document and preserved as per ORM-1964
02.	Society Registration Register	Detail of the Society Registered as per provision.	Available with the DA concerned.	As per Classification of the document and preserved as per ORM-1964
03	Files	Correspondence and Notes	Available with the DA concerned.	As per Classification of the document and preserved as per ORM

**Manual - 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation**

**[Section 4 (1) (b) (vii)]**

S.I No.	Subject /Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
Not Administered.			

**Manual - 8**

**A statement of boards, council, committees and other bodies constituted**

**[Section 4 (1) (b) (viii)]**

**List of Boards, councils, committees etc.**

Sl. No.	Name and address of the Body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
Not Administered									

## Manual - 9

### Directory of Officers and Employees

#### [Section 4 (1) (b) (ix)]

Sl. No.	Name and Designation	Office Phone No.	E_mail address
01	Dy Collector	--	--
02	Head Clerk	--	--
03	Senior Clerk	--	--
04	Junior Clerk	--	--
05	Peon	--	--

## Manual - 10

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

#### [Section 4 (1) (b) (x)]

Sl. No.	Designation	Name	Pay Band	Grade Pay
1	Dy. Collector	Sri Sabyasachi Hota, OAS	15600-39100	5400
2	Head Clerk	Smt kuni Devi	9300-34800	4200
3	Senior Clerk	Sri Jhuria Gauda	5200-20200	2400
4	Senior Clerk	Sri Banambar Nayak	5200-20200	2400
5	Senior Clerk	Sri Pravat Ku.Dash	5200-20200	2400
6	Junior Clerk	Smt.Sasmita Mahapatra	5200-20200	1900
7	Junior Clerk	Sri G.Tarakeswar Rao	5200-20200	1900
8	Junior Clerk	Smt.Sasmita Mishra	5200-20200	1900
9	Chain Man	Sri P.K.Mansingh	4600-7600	1800
10	Peon	Sri Ankur Gouda,Peon	4440-7440	1400
11	Peon	Somanath Behera	Job Contract	

**Manual - 11**

**The Budget allocated to each agency**

**[Section 4 (1) (b) (xi)]**

**Non-Plan Budget/Plan Budget**

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
<b>Not Administered</b>					

**Manual - 12**

**The manner of execution of subsidy program**

**[Section 4 (1) (b) (xii)]**

**List of institutions given subsidy**

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
<b>Not Administered</b>						

**List of individual given subsidy**

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
<b>Not Administered</b>					

**Manual - 13**

**Particulars of recipients of concessions, permits or authorizations granted**

**[Section 4 (1) (b) (xiii)]**

**List of beneficiaries**

Sl. No.	Name and address of the beneficiaries	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of time similar concession given in past with purpose
<b>Not Administered</b>					

**Manual - 14**

**Information available in an electronic form**

**[Section 4 (1) (b) (xiv)]**

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
The information that is available in the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

**Manual - 15**

**Particulars of facilities available to citizens for obtaining information**

**[Section 4 (1) (b) (xv)]**

**Facilities available for obtaining information**

Sl. No.	Facilities available	Nature of information available	Working hours
1	District Website <a href="http://ganjam.nic.in">http://ganjam.nic.in</a>	About district profile & information of other department.	24 hours
2	Office Notice Board	Different Notices including orders of different officers, tenders, recruitment advertisement etc. are displayed from time to time as required.	During office hours i.e. from 10AM to 5PM.

**Manual - 16**

**Name, designation and other particulars of Public Information Officers**

**[Section 4 (1) (b) (xvi)]**

**List of Public Information Officer**

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
1	Sri Sabyasachi Hota, OAS	Dy Collector(G&M) Collectorate, Ganjam	--	--	--

**List of Assistant Public Information Officer**

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
1	Sri Sabyasachi Hota, OAS	Dy Collector,	--	

**First appellate authority with in the department**

Sl. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one appellate authority is there
1	Dr Sashi Bhusan Padhy,OAS	ADM(Revenue) Collectorate, Ganjam	06811- 263948	--	--

Manual - 17

Other information as may be prescribed

[Section 4 (1) (b) (xvii)]

DISTRICT PROFILE

After being separate from Madras presidency the Ganjam District started functioning with effect from the 1<sup>st</sup> January.1936.

01	Geographical area	9499.7Sq.K.Ms
02	Total Forest area	3,15,300 Hectors
03	Reserve Forest area	3,59,082.69 Acres
04	Cultivable area	4,34,000 Hectors
	Irrigated area	1,25,481 Hectors
	No of Irrigation Projects	
05	( A ) Major	1
	( B ) Medium	10
	( C ) Minor	1015
06	Population as per Census-2001	31,60,635
	( A )Male	15,81, 986
	S.C.	2,91,682
	S.T.	45,843
	General	12,44,461
	( B )Female	15,78,649
	S.C.	2,45,116
	S.T.	45,076
	General	1,23,845
07	Total NO BPL families	3,12,238
	Percentage of Literacy	60.77
08	( A )Male	75.22
	( B )Female	46.44
09	No of Sub-Divisions	03

<b>10</b>	No of Tahasils	22
<b>11</b>	No of Blocks	22
<b>12</b>	No of Municipalities	01
<b>13</b>	No of N.A.Cs	17
<b>14</b>	No of Police station	28
<b>15</b>	No of G.Ps	475
<b>16</b>	No of R.I Circles	198
<b>17</b>	No of Revenue Villages	3229
<b>18</b>	Annual rain fall	1147.42 M.M. (as on - 06.11.09)
<b>19</b>	NORMAL rain fall	1276.20 M.M