

EMERGENCY SECTION, GANJAM COLLECTORATE

Manual - 1

Particulars of Organization, functions and duties

{Section 4(1)(b)(i)}

01	Aims and objectives of the organization.	The Emergency Section of Collectorate deals with Mitigation and Response activities on account of Natural Calamities in the version of Orissa Relief Code.
02	Mission/Vision.	To aid the Collector in effective administration of Relief and Rehabilitation activities on account of natural calamities.
03	Brief history and background for its Establishment.	An integral section of the Collectorate Ganjam since inception.
04	Organization Charts.	Collector & District Magistrate>>>Additional District Magistrate >>>Dy. Collector>>>Dist. Project Officer (Disaster Management) >>> Head Clerk>>> Senior Clerk >>> Junior Clerk >>> Peon>>>Temporary Launch Driver>>> Temporary Boat Khalasi
05	Allocation of business.	The Collector & District Magistrate is the supreme authority and decision making authority on all subjects dealt in the section. However depending on the urgency and need certain decision making power has been vested with the ADM and to some extent with the Deputy Collector.
06	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.
07	Details of services rendered	<ol style="list-style-type: none"> 1. To convene the meeting of Dist. Level Committee on Natural Calamities. 2. Dissemination of weather warnings in right time to Sub-division, Block & Tahasil functionary for alerting masses 3. Record the district rainfall data station wise recorded daily basis. 4. Proactive measures for administration of Emergent Assistance by concerned authority in the sake of affected persons 5. To sanction Ex-gratia for deaths / injury case on account of notified Natural calamities. 6. To sanction funds out of CMRF in favour of indigent applicants for treatment as per revised CMRF guidelines.
08	Citizen's interaction.	The information on functioning of the office is open as per the provisions of Right to Information Act & Orissa Rules.

09	Postal address of the office.	Emergency Section, Collectorate, Ganjam At. Chatrapur Dist. Ganjam, PIN:761020
10	Map of office location.	The Office is situated in the premises of main Collectorate building .
11	Working hours both for office and public.	10.00 AM. To 5.00 PM. (Lunch Break from 13:30 to 14:00) on all working days except on summer time the timing is from 07.00AM to 01.00PM.The Control Room of Emergency Operation Centre functions round the clock through out the year.
12	Public interaction, if any.	Public queries are dealt with very courteously by the staffs and officials. 4 digit Toll free Phone (1077) is facilitated for public from within the district area only.
13	Grievance Redressal mechanism	A responsive grievance Redressal mechanism has been adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays (Except 2 nd Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities.

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

Powers and duties of Officers and staff.

Sl. No	Designation of post.	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
01.	Collector & District Magistrate	Overall Control on the Functioning of the Section	Overall Control and Sanctioning Authority	The statutory power given by any Act as District Magistrate and that of a Collector		
02	Additional District Magistrate	Control on the Functioning of the Section.	Endorsing	The statutory power given by any Act as Additional District Magistrate	Supervisory	
03	Dy. Collector (Emergency)	--	--	--	Supervisory	Endorsing action on all matters and establishment matter
04.	Head Clerk (Vacant)	--	--	--	--	Supervision & Monitoring of office work

05.	Senior Clerk	--	--	--	--	Files and correspondences, Bill, Budget, Reports & Returns
06.	Junior Clerk	--	--	--	--	Issue, Despatch, Stock & Store.
07.	Peon	--	--	--	--	To carry files from seat to seat/ Distribution of Dak

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**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/Sr Clerk	Same day.
04.	Dairy & Delivery	Diary Clerk	Same day.
05.	Entering of the letter in the log book & put up in the file	D.A. Concerned	3 days (Immediately in case of matter of urgent nature)
06.	File endorse to Dy Collector.	DA Concerned	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.

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**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 mentioned in ORM 1964 and is managed with the existing resource and manpower.
02.	Despatch of letter	5 minutes per letter.	
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.	

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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.	Rainfall Register	Rainfall data.	D.A. Concerned	Permanent
02.	Register showing the list of deceased persons died due to natural calamity	Details of the persons died	D.A. Concerned	Permanent
03	Allotment, Bill, Contingent, U.C. Registers	Details of funds received and expenses	D.A. Concerned	Permanent
03	Correspondence Files	Correspondences & note sheets	D.A. Concerned	As per provision of Orissa Records Manual 1964.

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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.			

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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
1	Dist. Level Committee on Natural Calamities	To review the preparedness, measures & discuss core issues on mitigation and response on account of natural calamity	Orissa Relief Code provision	Static	Permanent	No	Yes	Normally sits 2 times in a year i.e. in May & Nov .In special circumstance to sit more than above time	

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Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Sl. No.	Name and Designation	Office Phone No.	E_mail address
01	Collector & DM	06811-263700	<u>dmganjam@ori.nic</u> <u>.in</u>
02	Addl. District Magistrate(Rev)	06811-263948	--
02	Dy Collector, Emergency	06811-263978	--
03	Head Clerk(Vacant)	--	--
04	Senior Clerk	--	--
05	Senior Clerk	--	--
06	Junior Clerk	--	--
07	Peon	--	--
08	Peon	--	--
09	Peon	--	--
10	Night Watcher	--	--
11	Driver		

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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(Emergency)	Saroj Kumar Sahoo, OAS	15600-39100	5400
2	Head Clerk	Vacant	9300-34800	4200
3	Senior Clerk	Krushna Prasad Panda	5200-20200	2400
4	Senior Clerk	Nrusingha Mahapatra	5200-20200	2400
5	Junior Clerk	Jitendra Behera	5200-20200	1900
6	Junior Clerk	Vacant	5200-20200	1900
7	Junior Clerk	Vaccant	5200-20200	1900
8	Peon	Gangadhar Sahu	4440-7440	1400
9	Peon	Harihara Swain	4440-7440	1300

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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
Not Administered in this Section					

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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
Not Administered						

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
Not Administered					

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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
Not Administered					

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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
1	2	3	4	5
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.				

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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 http://ganjam.nic.in	About district profile & information of other department.	24 hours
2	RTI Cell	Applicants willing to obtain information under RTI Act are to file application in the RTI Cell for obtaining information.	During office hours i.e. from 10AM to 5PM

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Name, designation and other particulars of Public Information Officers
[Section 4 (1) (b) (xvi)]

List of Public Information Officer

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 Muralidhar Naik, 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	Saroj Kumar Sahoo, OAS	Dy Collector, Emergency	06811-263978	

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	--	--

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Other information as may be prescribed
[Section 4 (1) (b) (xvii)]

GEOGRAPHY & DEMOGRAPHY OF GANJAM DISTRICT

1. Location : 84-7' E to 85-12'E longitude & 19-7' S to 20-17' S latitude
2. Geographical Area : 8206 Sq.Km.
3. Average Rain Fall : 1295.6 MM
4. No. of Sub-Division : 3 (Chatrapur, Berhampur & Bhanjanagar)
5. No. of Tahasils : 22
6. No. of Blocks : 22
7. No. of G.Ps : 475
8. Total no. of villages : 3212 (Habited:2812, Uninhabited: 400)

9. No. of Municipality : 1
 10. No. of N.A.Cs : 17
 11. No. of Parliamentary : 3(19-Aska:7 full segments, 20-Berhampur
 Constituencies 5 full segments, 13-Kandhamal:1 full segment)
 No. of Assembly : 13 full
 Constituencies

12. Population : Male= 15,81,986
 (As per 2001 Census) Female= 15,78,649
 Total= 31,60,635
 SC= 5,86,798
 ST= 90,919

13. Total No. of Voters
 (As per finally published
 E.Roll in 15-01-09) : Male : 11,14,264
 Female : 10,43,409
 Total : 21,57,673

14. Decadal Population Growth : 16.88
 (1991-2001)

15. Sex Ratio : 998(Number of females per 1000 males)

Important Telephone Nos. (Ganjam District)Odisha State

	Telephone Number		Fax	Code	Mobile
	Office	Res			
District Control Room	263978		260363	06811	
	1077(Toll free)				
Dist. Emergency Officer	263978		260363	06811	
Collector	263700	263800	263344	06811	
ADM (Gen)	263927			06811	
ADM (Rev.)	263948			06811	
PD, DRDA	263965		263552	06811	
SP, Ganjam	263366	263855	264266	06811	
SP, Berhampur	2201991	2201990	2201991	0680	
CDMO	2225383		2226028	0680	
Circuit House	2206910			0680	

TAHASILDARS & CONTROL ROOM

Tahasildar, Chatrapur	263973			06811	
Tahasildar, Khalikote	256332			06810	
Tahasildar, Kodala	268323			06811	
Tahasildar, Purusottampur	275345			06811	
Tahasildar, Hinjilicut	280219			06811	
Tahasildar, Berhampur	2203824			0680	
Tahasildar, Digapahandi	247328			06814	
Tahasildar, Chikiti	2487281			0680	
Tahasildar, Patrapur	2112280			0680	
Tahasildar, Kanisi	2248438			0680	
Tahasildar, Bhanjanagar	241013			06821	
Tahasildar, Buguda	250139			06818	
Tahasildar, Aska	273620			06822	
Tahasildar, Sorada	270130			06819	

BLOCK DEVELOPMENT OFFICERS & CONTROL ROOM

BDO, Chatrapur	263912	280853		06811	
BDO, Ganjam	254345			06811	
BDO, Khalikote	256331			06810	
BDO, Beguniapada	260440			06810	
BDO, Purusottampur	275323	262121		06811	
BDO, Kabisurya Nagar	270635			06810	
BDO, Hinjilicut	280032			06811	
BDO, Polosora	282227	2230522		06810	
BDO, Rangeilunda	2248563			0680	
BDO, Kukudakhandi	2485023			0680	
BDO, Sanakhemundi	253727			06814	
BDO, Patrapur	2642224	212442		0680	
BDO, Digapahandi	247338			06814	
BDO, Chikiti	2487228			0680	
BDO, Bhanjanagar	241085			06821	
BDO, Aska	273619	250149		06822	
BDO, Buguda	250123			06818	
BDO, Jagannath Prasad	262129			06818	
BDO, Bellaguntha	258029			06821	
BDO, Dharakote	268135			06822	
BDO, Sheragada	255623			06822	
BDO, Sorada	270135	263718		06819	
Flood Control Room, Berhampur	2202250			0680	
DI of Schools, Chatrapur	263985			06811	
DI of Schools, Bhanjanagar	241108			06821	
DI of Schools Aska	273647			06822	
DI of Schools, Berhampur	2204837			0680	
C.I. of Schools, Berhampur	2215350			0680	

EXECUTIVE OFFICERS OF ULBs

E.O. Berhampur Municipality	2206290			0680	
E.O.NAC, Gopalpur	2242029			0680	
E.O.NAC, Chatrapur	263975			06811	
E.O.NAC, Ganjam	254357			06810	
E.O.NAC, Rambha	278336			06810	
E.O.NAC, Hinjilicut	280025			06811	
E.O.NAC, Kodola	268335			06810	
E.O.NAC, Khallikote	256333			06810	
E.O.NAC, Purushottampur	275333			06811	
E.O.NAC, K.S.Nagar	270623			06810	
E.O.NAC, Polosara	282235			06810	
E.O.NAC, Digapahandi	247330			06814	
E.O.NAC, Chikiti	2497222			0680	
E.O.NAC, Bhanjanagar	241107			06821	
E.O.NAC, Surada	270129			06819	
E.O.NAC, Bellaguntha	258244			06821	
E.O.NAC, Buguda	250135			06818	
E.O.,NAC, Aska	273068			06822	

Sub-Collectors & Control Rooms

Sub-Collector, Chatrapur	263923	263935		06811	
Sub-Collector, Berhampur	2200413	2202212	2200413	0680	
Sub-Collector, Bhanjanagar	241002	241003	241003	06821	

Flood Control Rooms

Flood Control Room, BAM	2202250			0680	
EE. Irrigation, Berhampur	2204983	2222264		0680	