

# JUDICIAL SECTION, COLLECTORATE: GANJAM

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

01	Aims and objectives of the organization.	The Judicial Section of Collectorate deals with maintenance of Law and Order, appointment of law officers to defend in the cases on behalf of the state, decides the operational area of Executive Magistrates who are Sub-Ordinate to District Magistrate, grant of Arm/Explosive licenses to the needy and feasible persons, grant of Cinema/ Video Licenses, permissions to show opera/ circus etc.
02	Mission/Vision.	To aid the Collector in effective administration of civil and criminal justice.
03	Brief history and background for its Establishment.	This section is a integral section of the Collectorate Ganjam sine its inception.
04	Organization Charts.	Collector & District Magistrate>>>Additional District Magistrate>>>Dy. Collector>>>Head Clerk>>>Senior Clerk>> >junior Clerk
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	1. Granting/Renewal/Suspension/Cancellation of Arms/Explosives/Cinema/Video License. 2. Administration of Criminal & Civil Justice 3. Jail & Prisoners Administration. 4. Maintenance of Law & Order 5. Appointment and Establishment of Law Officers etc.
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.	Judicial Section, Collectorate, Ganjam At. Chatrapur Dist. Ganjam, PIN:761020
10	Map of office location.	The Office is Situated inside the main Collectorate building .
11	Working hours both for office and public.	10.00 Am. To 5.00 Pm. (Lunch Break from 1:30 PM to 2:00 PM.) on all working days except on summer time the timing is from 07.00AM to 01.00PM.

12	Public interaction, if any.	Public queries are dealt with very courteously by the staffs and officials.
13	Grievance Redressal 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)}**  
**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	
02	Dy. Collector (Election)	--	--	--	Supervisory	Endorsing action on all matters and establishment matter of section staff
02.	Head Clerk (Vacant)	--	--	--	--	Supervision & Monitoring of office work

03.	Senior Clerk	--	--	--	--	Law & Order/VIP Arrangements/ Administration of Criminal Justice / Administration of Civil Justice / Law officer establishment & Passing of Fee Bills / Appointment of Govt Pleaders & Prosecutors/Cinematograph & Cable TV Act/Factory Inspection/ Administration of Explosive Act & Rules/Suits by and against Govt. / Administration of O.M.L. Act/ Administration of workmen compensation Act/Sanction of Prosecution in all cases/Naxal Activities/Freedom of Religion Act./Section Establishment.
04.	Junior Clerk	--	--	--	--	Granting, Renewal, Registration/Re-registration of Arm License/80 CPC Notice/ Allegation and Representation of Reigning Soldiers/Special report of Crime & Police/ Air Crafts/ Assessors & Jurors/Criminal Fines/Police Magistracy Co-operation Meeting/Section Issue & Receive/ Jail Admn. NHRC/OHRC/Miscellaneous Matters.
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/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.

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

**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	Arms Act 1959& Rules 1962	Procedure of Granting, Renewal, suspension and cancellation of Arms Licenses		
02.	Explosive Act 1884 & Rules 2008	Procedure of Granting, Renewal, suspension and cancellation of Explosive and Firework Licenses. Safety of Explosives.		
03.	Petroleum Act 1937 & Rules 2002	Issue of N.O.C. & Storage License		
04.	Cinematography Act 1952	Granting/Renewal of Cinema License.		
05	Cable TV Network Regulation Act 1995 & Rules 1995	Regulation of Local Cable TV network operators		
06	Orissa Law Officers Rule, 1971	Appointment and Fees of Law Officers		
07	The Notaries Act, 1952 The Notaries Rule, 1956, 2003	Appointment of Notaries in different Court.		
08	Jail Manual	Prison & Prisoners Administration.		
09	Orissa Freedom of religion Act,1967	Freedom of Religion.		
06	Orissa Records Manual 1964	Office & File Maintenance Procedure		

**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.	Arms License Registers	Details of the Licensee and category of weapon etc.	D.A. Concerned	Permanent
02.	Explosive License Registers	Details of the licensee of Explosive, Fireworks, Petroleum storage etc.	D.A. Concerned	Permanent
03	Correspondence Files	Correspondences & note sheets	D.A. Concerned	As per provision of Orissa Records Manual 1964.

**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	Collector & DM	06811-263700	<a href="mailto:dmganjam@ori.nic.in">dmganjam@ori.nic.in</a>
02	Addl. District Magistrate	06811-263927	--
02	Dy Collector, Judicial	--	--
03	Head Clerk(Vaccant)	--	--
04	Senior Clerk	--	--
05	Junior Clerk	--	--
06	Junior Clerk(Vaccant)	--	--
07	Junior Clerk(Vaccant)	--	--
08	Junior Clerk(Vaccant)	--	--
09	Peon	--	--
10	Peon(Vacant)	--	--

**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(Judicial)	Sabyasachi Hota,OAS	15600-39100	5400
2	Head Clerk	Vacant	9300-34800	4200
3	Senior Clerk	Bijayananda Acharya	5200-20200	2400
4	Junior Clerk	Samir Pattnaik	5200-20200	1900
5	Junior Clerk	Vacant	5200-20200	1900
6	Junior Clerk	Vacant	5200-20200	1900
7	Junior Clerk	Vaccant	5200-20200	1900
8	Peon	Sitaram Behera	4440-7440	1400
9	Peon	Vacant	4440-7440	1300

**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 in this Section</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
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.				

**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	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.

**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 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	Sabyasachi Hota, OAS	Dy Collector, judicial	--	

**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)]

**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 Constituencies	:	3(19-Aska:7 full segments, 20-Berhampur 5 full segments, 13-Kandhamal:1 full segment)
No. of Assembly Constituencies	:	13 full
12. Population (As per 2001 Census)	:	Male= 15,81,986 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 (1991-2001)	:	16.88
15. Sex Ratio	:	998(Number of females per 1000 males)

**CONTACT NUMBER OF IMPORTANT POLICE OFFICIALS****[Ganjam Police District]**

Sl.No	Rank & Name of Officers	Office	Mobile
	<b>Shri NitinJeet Singh,IPS,SP Ganjam</b>	06811-263366	9437559911
1.	Shri S.D. Singh OPS-1, Addl. S.P-1	06811263484	9437206939
2.	Shri Abhiram Pattnaik OPS-1 Dy. Commdt.		9437215672
3.	Shri R.Ch. Behera OPS-1, Addl. S.P-2	06811263959	9437743647
4.	Mrs. Amrita Dash IPS, SDPO, BNJ.	06821241427	9437003710
5.	Shri B.P. Dehuri(DSP, Aska)		9437261061
6.	Inspr. S.Ch. Jamadar (CI Bhanjanagar)	06821242125	9437869914
7.	Inspr. S.Ch. Panda (CI Sadar PSR)	06811275705	9437620303
8.	Inspr. D.P. Chakravarty (DIB, Ganjam)	06811263986	9437352199
9.	Inspr. P.K. Jena IIC, Bhanjanagar PS	06821241124	9437159733
10.	Inspr. D.K. Tripathy IIC, Aska PS	06822273622	9438520966
11.	Inspr. Niranjan Patra IIC Tarsingh PS	06821264341	9777199080
12.	Inspr. R.P. Sahu IIC, Hinjili PS	06811280026	9438406950
13.	Inspr. Santunu Padhy IIC Pattapur PS	06814253738	9437077855
14.	Inspr. R.C. Thumb IIC Badagada PS	06819278611	9437156526
15.	Inspr. S.Ch. Buruda IIC Chatrapur PS	06811263922	9437093123
16.	Inspr. B.G. Mohanty IIC K. Kote PS	06810256328	9437217700
17.	Inspr. A.C. Pahi IIC K.S. Nagar PS	06802358800	9437171893
18.	R.I. S.N. Nayak Chatrapur Hqr	06811263987	9438408922
19.	Sgt. Gangadhar Dhangar RO Ganjam		9438541429
20.	SI Ajaya Barik OIC Kodala PS	06810268332	9861333833
21.	SI Bhaskar Sahu OIC Sheragada PS		9937945532
22.	SI D.K. Mishra OIC Purushottampur PS	06811275328	9438114611
23.	SI D.T.R Pattnaik OIC Buguda PS	06818250124	9437339635
24.	SI Sibaprasad Biswal OIC Surada PS	06819270145	9437724277
25.	SI P.K. Sahu OIC Rambha PS	06810278330	9437939529
26.	WSI P.K.Panigrahi OIC Chamakhandi PS	06811211024	9437258720
27.	SI M.K. Samanta OIC Palasara PS	06810282320	9437097662
28.	SI A.T. Nayak IC Ganjam OP	06811211177	9437362082
29.	SI P.K. Behera IC Belaguntha OP	06821258039	9437885546
30.	SI R.N. Muduli IC Beguniapada OP	06810260488	9861124837
31.	SI P.K. Malla IC J. Prasad OP	06818262117	9438181491
32.	SI S.K. Patra IC Balipadar OP	06823246013	
33.	SI B.N.Swain IC Bhejput OP	06810240737	9437885538
34.	SI IC Humma OP	06811254443	

**[Berhampur Police District]**

SLno.	Rank & Name of Officers	Land line No.	Mobile no.
	<b>Sri R.K. Sharma,IPS, SP, Berhampur.</b>	<b>0680-2292991</b>	
1	Sri D.Jena, OPS, SDPO, Brahmapur	0680 2220570	9437093219
2	Inspr. N.R.Mohanty, IIC B.N.Pur PS	0680 2200526	9437187447
3	Inspr. A.M.Nayak, IIC B.Town PS	0680 2200525	9437123104
4	Inspr. P.N.Majhi, IIC B.Bazar PS	0680 2270535	9437621999
5	Inspr. S.B.Padhy, IIC Mahila PS	0680 2223504	9437031100
6	Inspr. R.K.Padhy, IIC L/O & Traffic	0680 2220556	9437112003
7	Inspr. S.Ch.Acharya, DCRB		9437166221
8	Inspr. T.Mishra, IIC Jarada PS	0680 2645522	9437578755
9	Inspr. U.K.Biswal, IIC Nuagam	0680 2112390	9937444743
10	Inspr. P.K.Padhy, IIC Digapahandi PS	06814 247335	9437298547
11	Sri S.K.Dandasena, R.I., Brahmapur	0680 2404132	9437366509
12	Sgt. A.Barla, R.O, Brahmapur		9437258870
13	SI M.R.Mishra, OIC G.Nuagam	0680 2401227	9437217853
14	SI S.S.Mahapatro, OIC B.Sadar PS	0680 2270546	9437234014
15	SI J.R.Samantray, OIC Gopalpur PS	0680 2242024	9437232922
16	SI J.P.Panda, OIC Golanthara PS	0680 2111166	9438188048
17	ASI P.K.Das, B.Bihar OP	0680 2242172	9438137664
18	ASI G.Gouda, Chikiti OP	0680 2497059	9437717267
19	ASI A.Champia, Tumba OP		9437790178
20	ASI P.Ch.Behera, Khariaguda OP		9437339444
21	ASI G.C.Barik, Nuapada OP		9437841571
22	ASI A.Das, Nimakhandi OP		9437136829
23	ASI K.Mohanty, Lanjipalli OP		9437825324
24	ASI H.B.Parida, Medical OP		9437423766
25	SI G.C.Behera, CSI B.Sadar Court	0680 2200529	9937768742
26	Inspr. K.K.Patra, DIB, Brahmapur	0680 2292390	9437182251

