

NIZARAT SECTION, COLLECTORATE: GANJAM

Manual - 1

Particulars of Organization, functions and duties

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

01	Aims and objectives of the organization.	This Section of Collectorate deals with maintaining proper check & balance of Accounts and monetary transactions of the Office of the Collector & District Magistrate. This Section is also looks after the property of Collectorate and management of Circuit Houses of Ganjam District.
02	Mission/Vision.	To ensure proper and transparent Financial Management of Collectorate and provide Hospitality to VIPs and State Guests.
03	Brief history and background for its Establishment.	This office is an integral section of the Collectorate and the Nizarat Officer works as the Drawing and Disbursing Officer of Collectorate Establishment.
04	Organization Charts.	Collector>>>ADM>>>Dy. Collector>>>Head Clerk(Nazir)>>>Senior Clerk(Asst Nazir)>>>junior Clerk(Asst Nazir)
05	Allocation of business.	The work distribution of the business of this section is made among the staffs of the section for smooth functioning of the section.
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	<ul style="list-style-type: none">➤ All cash transaction of district office,➤ Maintenance of circuit house and treatment of State guests & VIPs➤ Accounts of monetary transaction,➤ Indent of forms and stationary,➤ Sale of village map,➤ Stock & store of articles& furniture➤ Account of Govt. vehicle of the Revenue Administration of the district.
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.	Nizarat Section, Collectorate, Ganjam At. Chatrapur Dist. Ganjam, PIN:761020
10	Map of office location.	The Office is Situated in the Old Collectorate Building near the Court Hall of Collector..
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 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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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 over the Section.	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.	Approval of Expenditure made.	The statutory power given by any Act as Additional District Magistrate	Supervisory	
02	Dy. Collector	--	Drawing & disbursing officer.	--	Supervisory	
02.	Head Clerk	--	--	--	--	Supervision & Monitoring of office work and He is the Nazir of Collectorate who maintains the Accounts.
03.	Senior Clerk	--	--	--	--	In Charge of the Functioning of Special Circuit house Berhampur & Gopalpur.

04.	Junior Clerk	--	--	--	--	Dealing with issue /dispatch of letter, Establishment matter, Other correspondence ,Mnagement of Circuit House Chatrapur/stock of materials etc.
05.	Peon	--	--	--	--	To carry files from seat to seat/Distribution of Dak/assist the staff and officer in office work.
06.	Night Watchman.	--	--	--	--	Guarding of Office

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.

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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	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	Orissa Nizarat manual,1964	1. Cash transaction and maintenance of cash book 2. Supervision & reservation of Circuit house 3. Village Map and forms & stationery.		
02.	Orissa Records Manual 1964	Office & File Maintenance Procedure		
03	OGFR	Accounting 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.
1	Cash Book and subsidiary Register	Details of cash transaction	Nizarat Section	As prescribed in the Orissa Records manual 1964
2	Stock Store Register	Furniture's and miscellaneous articles	-do-	As prescribed in the Orissa Records manual 1964
3	Stock register of Forms & Stationary	Stock of forms and stationary	-do-	As prescribed in the Orissa Records manual 1964
4	Register of Village map	Map position	-do-	As prescribed in the Orissa Records manual 1964
5	Stock register of Circuit house	Article of circuit house and other miscellaneous goods	-do-	As prescribed in the Orissa Records manual 1964
6	Stock register of spare parts of vehicle	Spare parts of vehicle	-do-	As prescribed in the Orissa Records manual 1964
7	Bank draft register	Receipt of bank draft	-do-	As prescribed in the Orissa Records manual 1964
8	Bank draft register	Issue of bank draft	-do-	As prescribed in the Orissa Records manual 1964
9	Current Account register	Details of bank account	-do-	As prescribed in the 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	dmganjam@ori.nic.in
02	Addl District Magistrate	06811-263927	--
02	Dy Collector	--	--
03	Head Clerk(Nazir)	--	--
04	Senior Clerk	--	--
05	Junior Clerk	--	--
06	Peon	--	--
07	Night Watchman	--	--
08	Khansama	--	--
09	Sweeper	--	--

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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(Nizarat)	Sabyasachi Hota,OAS	15600-39100	5400
2	Head Clerk(Nazir)	Narayan Behera	9300-34800	4200
3	Senior Clerk	Prasanta Pattnaik	5200-20200	2400
4	Junior Clerk	Niranjana Chaudhury	5200-20200	1900
5	Map Moharir	BhanjaKishore Patra	4600-7600	1800
6	Peon	Jeebananda Gouda	4440-7440	1400
7	Peon	Upendra Behera	4440-7440	1400
8	Peon	Judhistir Pradhan	4440-7440	1400
9	Night Watchman	Debaraj Chaudhury	4440-7440	1400
10	Night Watchman	Rabindra Naik	4440-7440	1400
11	Night Watchman	Trinath Das	4440-7440	1400
12	Night Watchman	Pramod Das	4440-7440	1400
13	Khansama	Tapan Kumar Sethy	4440-7440	1400
14	Sweeper	Chandra Sekhar Jani	4440-7440	1400

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The Budget allocated to each agency

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

Non-Plan Budget

Major head	Activities to be performed	Sanctioned budget 09-10	Budget estimate 09-10	Revised Estimate	Expenditure for the last year
D. No 3-2053-District Administration-093-District Establishment	Electricity.	200000	300000	325000	228743
	Water.	12000	12000	14000	10000
	Telephone.	70000	70000	80000	70000
	O.C.	120000	160000	130000	119996
	Total	402000	542000	549000	428739

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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					

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.				

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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	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 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, Nizarat	--	

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)]

Details of Circuit House of Ganjam District

Sl No	Name of The Circuit House	No of Suits	Contact Person
01	Circuit House, Chatrapur	04	ADM/Dy Collector
02	Special Circuit house, Berhampur	07	Sub-Collector, Berhampur
03	Special Circuit house, Gopalpur	07	Sub-Collector, Berhampur