

Chapter – 2 (Manual – 1)
Particulars of Organisation, function and duties

2.1 Objective / purpose of the public authority

The objective of the Public authority is to maintain all records of its Organization.

The purpose of the authority is to publish all the particulars, powers and duties, etc and to provide relevant information to the concerned applicant applying for such information as dealt in this office.

2.2 Mission / Vision Statement of the public authority

The mission is to maintain the records, rules, manuals and all other Official documents to facilitate the Right to Information Act. 2005.

2.3 Brief History of the Public Authority and context of its formation

The District Planning Office, Ganjam has been created since 1984 for smooth preparation & Consolidation of Draft District Annual Plans and five year Plans and perspective plans of the district, holding of District Planning Committee Meetings and dealing with Schemes such as MPLADS, MLALADS, Special Problem Funds, DHDR,PPP, etc. as assigned by the Govt. in P&C Deptt. Orissa . The scheme BGJY is being dealt in this office as assigned by the Collector, Ganjam.

2.4 Duties of the Public Authority

The Deputy Director, Planning, District Planning Office, Ganjam is the Head of Office and supervises all the works of the Office. He is to perform duties as outlined in the RTI Act and RTI Rules.

2.5 Main activities/function of the public authority

To see the works assigned to the Office done within the specified time frame as indicated in 2.6 below.

2.6 List of Services being provided by the public authority with a brief write-up on them.

- (a) Preparation of the Integrated Draft District Plan: This Office collects sectoral Plan documents from different Sectors / Working groups functioning in the district and integrates the sectoral plans as per the norms fixed by Government and prepares the Integrated Plan document for approval in the District Planning Committee and submission of the same to Government in Planning & Co-ordination Deptt. Orissa for flow of funds. Steps have also taken by this office for approval of Vision Document - 2020, Five Year Perspective Plan – 2008-13 and District Annual Plans, Comprehensive District Agricultural Plan (C-DAP) BRGF, plan NREGS Plans are also being prepared and approved in the District Planning Committee. Annual Plan 2009-10 has also been prepared & approved in the District Planning Committee meeting held on 21.10.09.
- (b) MPLADS and MLALADS: This Office scrutinizes the project proposals recommended by the Hon'ble M.Ps and MLAs for MPLADS & MLALADS respectively. It also obtains Plan & Estimates from the concerned executing agencies and sanctions funds under MPLADS & MLALADS for execution of those projects.
- (c) Special Problem fund: Under this Scheme, the Government in P & C Department Orissa allocates funds for execution of the projects decided at Government level. This Office obtains Plan & estimates from the concerned executing agencies and releases funds to the concerned executing agencies after obtaining Administrative Approval of collector and communicate to the executing agencies concerned.
- (d) This Office monitors progress of all the above Schemes and submits different reports to the proper quarters.

2.7 Organisational structure, Diagram at various levels namely state, Directorate, region, District, Block etc (whichever is applicable)

The District Planning Office, Ganjam is a field establishment at the district level of the Planning & Co-Ordination Department, Orissa at the State Level and functions under the direct control of the Collector, Ganjam.

2.8 Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency.

Not applicable for this office as far as the nature of work of this office is concerned

2.9 Arrangements and methods made for seeking public participation and contribution.

Does not arise.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

As far as public grievance is concerned any one can forward their grievance to the Collector or to the Deputy Director, Planning, District Planning Office, Ganjam, Chatrapur Soon after receipt of the letter, the same is being disposed of as soon as possible.

2.11 Addresses of the main Office and other Offices at different levels (please categorise the addresses district wise for facilitating the understanding by the user)

The District Planning Office is the only Office at the district level having no other subordinate Offices at Sub-Division or Block levels. The Office is functioning in the Campus of Collectorate, Ganjam, Chatrapur near NAC, office, Chatrapur.

2.12 Morning hours of the office: From 10.AM to 1.30.PM.

Closing hours of the office –from 2PM to 5PM

**Chapter 3 (Manual –2)
Powers and duties of Officers**

3.1 Please provide details of the powers and duties of the Officers and employees of the Organisation

Designation	Power			Duties
	Administrative	Financial	Others	
Deputy Director, Planning, District Planning Office, Ganjam, Chatrapur	Deals with Office administration	Drawing & disbursing Officer	Scheme works	1. Head of Office 2. Establishment works of the Office. 3. To Supervise all Schematic works dealt in the Office
Senior Economic Investigators	-	-		1. To assist the Deputy Director, Planning in Plan formulation and works on MPLADS & Spl. Problem fund 2. Sanction of MPLADS/MLALADS / R.T.I. Act submission monthly Report Govt. of India on MPLADS for release of funds.
Cartographer				1. To assist Dy. Director, Planning in plan formulation and works on MPLADS Spl. Problem fund. 2. Collection of Plan information. 3. Preparation of Maps 4. Sanction of funds on Spl. Problem & MPLADS 5. Submission of Monthly /Quarterly returns to GOO/ Govt. of India
Senior Clerk	-	-	-	All establishment works & Vacancy position
Junior Clerk	-	-	-	Post Vacant.

Peons/Chowkidar-cum-Sweeper	-	-	-	File movements Distribution of Dak. Cleaning office and does the work of night watchman.
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Chapter-4 (Manual-3)

Rules, Regulations, Instructions, Manuals & Records, for discharging functions

4.1 Please provide list of Rules, Regulations, Instructions, Manuals & Records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format is to be filled for each type of document.

SlNo	Name / title of the documents	Type of the documents	Brief write up of the documents	From where one can get a copy of the Rules, Regulations, Instructions, Manuals & Records	Address, Telephone Number, Fax, E-mail and others	Fee charged by the Department for a copy of Rules and instructions, manuals and records if any
1	2	3	4	5	6	7
1	Orissa Service Rules	General	Contains all the Service matters rules of the employees	From Law Book publishing agencies in the general market.	-	As per price of the Book
2	Guidelines of MPLADS	General	Procedure for sanction of funds and monitoring of MPLADS works	From the Dist Planning Office & MPLADS Website www.mplads.nic.in	District Planning Office, Ganjam, Chatrapur Ph. No.263924	As specified in the Right to Information Rules
3.	Guidelines of MLALADS	General Funds	Procedure for sanction and monitoring of MLALADS works	From the Dist Planning Office, Ganjam, Chatrapur	District Planning Office, Ganjam, Chatrapur Ph. No.263924	Not specified in the Right to Information Rules.
4.	Guidelines of Spl. Problem fund	General Funds	Procedure for implementation of the Scheme	From the Dist Planning Office, Ganjam, Chatrapur	District Planning Office, Ganjam, Chatrapur Ph. No.263924	As specified in the Right to Information Rules.

Chapter-5 (Manual-4)

Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation there of:

Implementation of Policy

5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following formats.

Sl No	Subject / Topic	Is it Mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	2	3	4
1	MPLADS	No	Does not arise
2	MLALADS	No	-do-

Chapter-6 (Manual-5)

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the Official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing. Others)

Sl No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by / under control of
1	2	3	4	5
1.	Project list of MPLADS	Contains projects recommended and sanctioned under MPLAD Scheme	On payment as per rate fixed by Government	Deputy Director, Planning, District Planning Office, Ganjam, Chatrapur
2.	Project list of MLALADS	Contains projects recommended and sanctioned under MLALAD Scheme	-do-	-do-
3	List of Projects under Special Problem Fund	List of projects finalized and sanctioned at Government level	-do-	-do-

Chapter. 7 (Manual 6)

A statement of boards, Council, Committees and other bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format

Name & address of the Affiliated Body	District Planning Committee, Ganjam, Chatrapur District Electrical Committee. Ganjam Chatrapur
Type of the affiliated Body (Board, Council, Committee, Other Body)	Committees
Brief introduction of the Affiliated Body (Establishment year, Objectives, / main activities)	The constitution of the DPC was notified by P&C Deptt of Orissa. Vide Notification No. 16797/P Dt.14.09.09, 12852/P Dt.10.08.2007, 11702/P Dt.29.05.2009, 9391/P Dt.29.05.03 The Committee is to approve the Draft District Plan Documents, Vision Documents, Comprehensive District Agricultural Plan Documents (C-DAP) and NREGS Plans This office provides Secretarial assistance to the Committee. DEC approves list of villages to be electrified There are also 13 Constituency wise Assembly Constituency Development Committees are for each Assembly Constituency for review of different developmental works within the territorial jurisdiction of the Assembly Constituency.
Role of the Affiliated Body (Advisory/ Managing/Executive/Others)	The DPC is to approve the Draft District Plan Documents, Vision Documents, Comprehensive District Agricultural Plan Documents (C-DAP) and NREGS Plans. DEC approves list of villages to be electrified There are also 13 Constituency wise Assembly Constituency Development Committees are for each Assembly Constituency for review of different developmental works within the territorial jurisdiction of the Assembly Constituency.
Structure & Member Constitution	The DPC, Ganjam comprises 20 members including One Chairman, One member Secretary, 2 expert members, 3 members from ULBs and other 13 members elected from among the elected members of Zilla Parishad, Ganjam. It is the body to approve District Plans, the plan schemes review the implementation of plan projects. The DEC is headed by the Collector. All the Hon'ble MPs, MLAs, 3 nominated members are its members. The SE(EC), Berhampur is its member Secretary.

Head of the Body	Sri Raghunath Mohanty, Hon'ble Minister Industry Steel & Mines and Parliamentary Affairs ,Orissa and Chairperson to District Planning Committee, Ganjam, Chatrapur. The Collector Ganjam heads the DEC.
Address of the main Office and its Branches.	There is no Branch Office of the Committee. But the District Planning Office is giving secretarial assistance to the DPC. The Collector is its Member Secretary. The BGJY is implemented by the District Planning office, Ganjam, Chatrapur.
Frequency of the Meetings	Not specified by the Government
Can Public participate in the meetings	No.
Are minutes of the meetings prepared	Yes
Are minutes of the proceedings available to the public? If yes please provide information about the procedure to obtain them.	Yes. If applied for the same as per the procedure outlined in the RTI Act and Rules.

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officer

8.1 Please provide contact information about the public Information Officers, Assistant Public Information Officers and Departmental Appellate authority of the Public authority in the following format.

Name of the Public Authority:

Asst. Public Information Officers

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
1	Sri S.K.Jena	Cartographer	06811	263924	Nil	NIL	dpoganjam@rediffmail.com	District Planning Office, Ganjam, Chatrapur

Public Information Officers

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Sarat Kumar Parida	Deputy Director, Planning, Ganjam, Chatrapur	06811	263924	Nil	Nil	dpoganjam@rediffmail.com	District Planning office, Ganjam, Chatrapur

Department Appellate Authority:

S.No	Name	Designation	STD Code	Ph. No.		Fax	E - mail	Address
				Office	Home			
1	Sr. R.Vineel Krishna, IAS	P.D., DRDA, Ganjam, Chatrapur	06811	263924 (O)	-	-	-	District Rural Development Agency, Ganjam, Chatrapur.

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

<u>SINo</u>	<u>Item of works</u>	<u>Process of Action</u>
9.1	What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)	Collector is the decision-making authority and takes decisions as per rules prescribed by Govt.

9.2	What are the documented procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	The files are routed through the Deputy Director, Planning, Ganjam to the Collector, Ganjam for a decision.
9.3	What are the arrangements to communicate the decision to public.	In case of MPLADS / MLALADS / Special Problem projects, the works are communicated to the Blocks and other executing agencies after obtaining sanction orders from the Collector, Ganjam, Chatrapur.
9.4	Who are the Officers at various levels whose opinions are sought for the process of decision-making?	The files are directly processed to Collector, Ganjam for decision-making.
9.5.	Who is the final authority that vets the decision?	After the decision taken by Collector, Ganjam the Deputy Director, Planning, District Planning Office, Ganjam carries out the orders.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	MPLADS / MLALADS / Special Problem Fund
Guidelines / Direction, if any	There are guidelines for MPLADS / MLALADS/ Special Problem Funds & BGJY
Process of Execution	(a) Hon'ble M.Ps / M.L.As recommend the proposals under MPLADS and MLALADS. The proposals are scrutinized as per guidelines in the District Planning Office in case of MPLADS. The Estimates are called for from the executing agencies. After that, Collector administratively approves the estimates and funds are sanctioned. In case of MLALADS funds feasibility report alongwith estimated cost of the project are sought for from the B.D.Os. and after receipt of feasibility report alongwith estimated cost the projects are sanctioned and funds released . In case of Line Departments under MLALADS the plan estimate is called for from them and after receipt of plan and estimates the same is administratively approved by the Collector and fund is sanctioned in favour of Line Departments. In case of Special Problem Funds, the Govt. in P & C Deptt. approves the list of projects to the district. After receipt of sanctioned list by the district, plan and estimates are called for from the executing agencies, and are administratively approved by the Collector and accordingly, funds are released.
Designation of the Officers involved in the decision making	Collector, Ganjam.
Contact information of above mentioned Officers	Collector, Ganjam at Chatrapur . Ph. No.06811-263700 (O) 263800 (R)
If not satisfied by the decision, where and how to appeal	At P & C Department, Orissa, Bhubaneswar

**Chapter .10 (Manual –9)
Directory of Officers and Employees**

10.1 Please provide information district wise in following format

S.No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Sarat Kumar Parida	D. D. Planning, Ganjam, Chatrapur	06811	263924	-	-	dpoganjam.ctp@gmail.com	District Planning Office, Ganjam, Chatrapur

2.	Sri R.C.Mallik	S.E.I.	06811	263924	-	-	dpoganjam.ctp@gmail.com	District Planning Office, Ganjam, Chatrapur
3.	Sri. S.K.Jena	Cartographer	06811	263924			dpoganjam.ctp@gmail.com	District Planning Office, Ganjam, Chatrapur
4	Sri Pramod Chndra Pattanayak	Sr. Clerk	06811	263924	-	-	-	District Planning Office, Ganjam, Chatrapur
5	R.Gopi	Driver	06811	263924				District Planning Office, Ganjam, Chatrapur
6	Sri G. Pradhan	Peon	06811	263924	-	-	-	District Planning Office, Ganjam, Chatrapur
7	Smt.. S.Behera	Peon	06811	263924	-	-	-	District Planning Office, Ganjam, Chatrapur
8	Sri S. Jani	Watcher-cum-Sweeper	06811	263924				District Planning Office, Ganjam, Chatrapur

Chapter-11 (Manual.10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

S.No.	Name	Designation	Monthly remuneration / Pay Scale	Compensation / Compensatory allowance	The Procedure to determine the remuneration as given in the regulation.
1	Sri Sarat Kumar Parida	D.D.Planning,	15600to 39,100	-	-
2.	Sri R.C.Mallik	S.E.I.	9300 to 34,800	-	-
3	Sri. S.K. Jena	Cartographer	Do		
4	Sri P.K. Pattanayak	Sr. Clerk	5,200 to 20,200	-	-
5.	R.Gopi	Driver	-do-		
6	Sri Ganapati Pradhan	Peon	4,440 to7,440	-	-
7	Smt. Susulia Behera	Peon	4,440 to7,440	-	-
8	Sri Surendra Jani	Watcher-cum-Sweeper	4,440 to7,440		

Chapter 12 (Manual .11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public authorities responsible for development, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Year 2008-09

S.No	Name of the Scheme/Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed)	Actual expenditure for the last year	Responsible Officer for the quality and the complete execution of the work
NIL								

For other public authorities

SI No	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total expenditure.
NIL					

Chapter-13

The Manner of execution of subsidy programmes

NIL

Chapter-14 (Manual-13)

Particulars of recipients of concessions, permits or authorization granted by it

NIL

Chapter-15 (Manual-14)

Norms set by it for discharge of its functions

15.1 please provide the details of the Norms/standard set by the Departments for execution of various activities /programmes.

NIL

Chapter-16 (Manual-15)

Information available in an electronic Form

15.1 Please provide the details of information related to the various schemes which are available in the electronic format.

NIL

Chapter-17 (Manual-16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, Methods or facilitation available to the public which are adopted by the Deptt for dissemination of information like-

office Library
Drama and Shows
Through News Paper
Exhibition
Notice Board (-/)
Inspection of records in the office (-/)
System of issuing of copies of documents (-/)
Printed manual available
Website of the public authority
Other means of advertisement

Chapter-18 (Manual-17)

Other useful information

NIL