

PROACTIVE DISCLOSURE U/S 4(1)b OF RIGHT TO INFORMATION ACT- 2005 OF OFFICE OF THE SUB-COLLECTOR, BHANJANAGAR

MANUAL-I

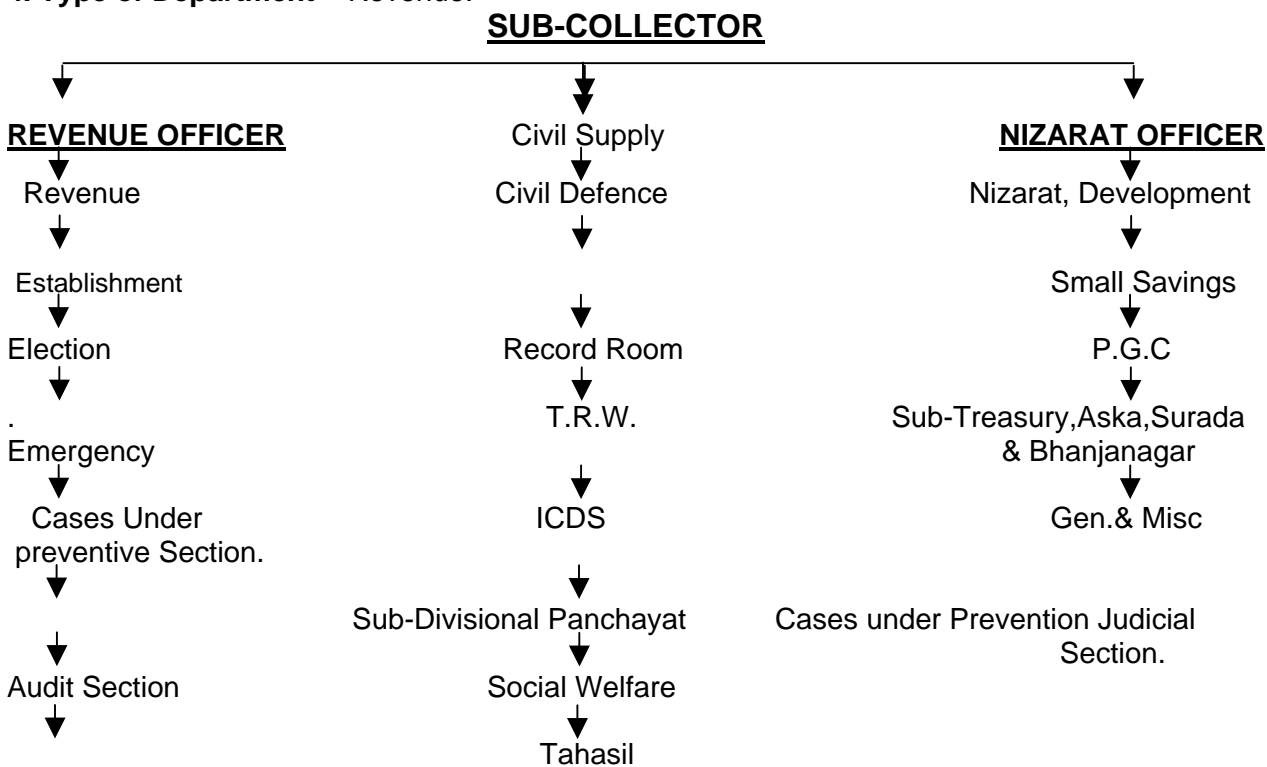
Particulars of organisation functions and duties
(Section 4(1)(b)(i))

1. General Administration of the Sub-Division : By way of supervising subordinate offices and implementing various Government programme and policies: Bhanjanagar Sub-Divisional office has been created as a unit of administration for effective administration, Law and Order, implementation of various progressive revenue legislations, monitoring collection of land revenue, implementation of various social welfare measures taken up by the Govt., administration of emergent relief in case of natural calamities and to ensure food security to the beneficiaries under targeted P.D.S. and making consumer aware of their rights, to encourage the people to save through small savings instruments thereby getting higher rate interest and indirectly helping the state to arrange 100% long term loan assistance against such deposit to enhance the resources of the State.

2. Objective: To maintain transparency, law and order with a view to inculcate a spirit of public service and dedication among the subordinate offices and staff under its jurisdiction.

3. Sub-Divisional Office: As Sub-Divisional head, this Office was established in the year 1.11.1954 and the first SDO of this Office was Mr.C.B Jain, IAS. This sub division consisting of eight blocks, four Tahasil, five NAC, eight ICDS, eight Police Stations as the administrative Unit. This sub division is having 1143 habitated and un-inhabitated villages. The geographical area of the subdivision spreads over 1044 sq. miles and the total population as per 2001 Census is 984369 (Male-489250, Female 495119). The Scheduled Caste population of this sub division is 177948 and Scheduled Tribe population is 38849 as per Census 2001. This sub-division has a special feature as it has units like Rauslkonda, Daha, Harabhangi & Rushikul reservoir project of the district.

4. Type of Department – Revenue:



Block: 1. Bhanjanagar, 2. Surada, 3. Buguda, 4. Dharakota, 5. Sheragada, 6. Bellaguntha, 7. JN Prasad & 8. Aska.

STAFF PATTERN :-

(i) Head Clerk (ii) Jr. Steno (iii) Sr. Clerk (iv) Jr. Clerk (v) Peon (vi) Literate Peon (vii) Gardener-cum-Sweeper (viii) Daftary (ix) Chowkidar

5. Allocation of business is in the following order:

- (A) Revenue Administration
- (B) Social Administration
- (C) Law and order
- (D) Public Distribution System
- (E) Development
- (F) Women and Child Development Department.
- (G) Formulation of Plan and programme to tackle natural calamities.
- (H) Assessment of loss of life, property and mitigation of miseries.
- (I) Convening Sub-divisional level meeting i.e. S.D.C., Task Force, Sub-Divisional Swastya Samiti, Revenue meeting etc.

6. General Administration is a continuous process : The officers and staff in the sub-division pursue the mission of public welfare as guided by different statute, codal provision, instructions, guidelines, rules, regulations as prescribed by Government from time to time.

7. From the inception of the Sub-Divisional office (now Sub-Collector Office) w.e.f. 1.11.1954 this office is rendering services to the general public and to the Government as a whole satisfactory.

8. Though the Sub-Collector Office is not mostly a public related office, yet there is citizen interaction in a number of spheres. Now a days public interaction in the office is increasing day by day under various scheme as formulated by Government from time to time & the Sub divisional Grievance Cell is being conducted by Collector, Ganjam in every 3rd Saturday of each month .

9. Postal Address: At/PO- Bhanjanagar.
Main Office – Sub-Collector’s Office

10. Map of the office location (Attached)

11. Working hour both for office and public is 10 AM to 5 PM each working days.

12. As at Sl. No. 8

13. There is a public grievance cell in this office and the section head is Revenue Officer. In each Saturday Sub-Collector holds the grievance court in the grievance petition received from public level as well as from Govt. level and from other sources.

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	
1	2	3	4	5	6	7
1	Sub-Collector	Sanction of increment of staff grant of CL & EL, Recommendation of transfer and posting, disciplinary action against staff, righting of CCR of subordinate staff. Issue of instructions to the subordinate offices.	Drawal of salary of Election, Sanction of GPF, SOAP as per provision laid down in OAP Rule-1975 and Revised OAP Rule-1989, Sanction of NFBS assistance-1995, issue of gift coupons to investors under SSIS Rules-1993. Recovery of Audit objected dues from Govt. Servants.	SDM as per (RPC-1973(new). ERO as RP Act and Rules-1950 of 123-Bhanjanagar A/C, 128 Aska A/C & 129-Surada A/C & AERO as RP Act and Rules-1951 of 19- Aska & 13-Kandhamal P/C. Explosive Act-1884, maintenance of law and order, Orissa Money lending Act-1939. Inquest under 176 IPC. The Cinematography Act 1957. Holding of Sub- Divisional Court and deals cases under preventive section 97,107,109, 110, 144, 145,133, 147 Cr.P.C- 1973 (1973). Holding Certificate Court under Orissa Public Demand Recovery Act- 1972. Issue of Solvency Certificate, to grant of permission U/S 22 of OLR Act and restoration of possession of land of SC/ST persons U/S 23, 23-A of OLR Act.Reg-2-56,Public Distribution System Essential Commodities Act,-1955, PDS Control Order- 2002. Appointment of Agents under standardized Agency system, Issue of gift coupon to investors as Small Savings Incentive Scheme Rules-1993, Dowery prohibition Act-1961. Panchayat Samiti	Conduct meetings- Chairman, Sub-Divisional Task Force Committee, Sub-Development Committee, Sub-Divisional Health Committee, Sub-Divisional Red Cross Society, Member Peripheral Development Committee, Member Rehabilitation Advisory Committee, Dy. Controller of Civil Defence, Chairman Bench Mark Valuation Committee, First Appellate Authority of R.T.I. Act-	All Sub-Divisional level Officers and staff.

				Act 1959, Orissa Grama Panchayat Act- 1964, Orissa Grama panchayat Rules, 1968.Orissa Grama Panchayat Election Rules, 1965, OLR 22 & 23-A under Orissa Land Reforms Act, 1960, 1984 Arm's Act, 1959, Bonded labour system Act.1976, Immoral Traffic prevention Act, 1956, Police Act, 1961, Press Registration of books Act, 1867, Prevention cruelty to animal Act, 1989, Wakf of Act, 1954, Oath Act, 1969.	2005	
2	Revenue Officer	Nil	Signing of Bills- Demand No.3-2053-DA-094-Other Establishment -Sub-Divisional Establishment Demand No.5-2047-other financial services-105-promotion of Small Savings, .No.11- 2225-Welfare of SC/ST/ OBC, D.No.-17-2515 – ORDP (GP), D. No. 36 – 2235 - Social Security & Welfare,	Maintenance of law and order. Inquest U/S 176 IPC, Holding of Executive Magistrate Court under preventive Sections of 107, 109, 114, 145 & 147 of criminal procedure Code 1973 (Cr.P.C.), holding of certificate court under Orissa public Demand Recovery Act, Assistant Electoral Registration Officer for 123-Bhanjanagar A/C, Assistant Electoral Returning Officer for 129-Surada A/C	Scrutinize revenue Appeal Cases, under valuation cases, Cases under Orissa Public Premises Act, Appeal cases under Orissa Misc. Certificate Rules, Assist in Bench Mark valuation work, deals with Orissa land Reforms Act,1964, Orissa Public Land Encroachment Act, Orissa Govt. land Settlement Act, Orissa Minor Mineral Concession Act and Rules, Orissa Public Demand Recovery Act, Representative of people's Act.	As mentioned in Col.5 & 6.

		<p>D.No.5-7610- loans to Govt. Servant, D.No.2052-Secretariat-General Services-Festival Advances, D.No.3451-Secretariate Services-Festival-Advances, D. No.11-2251- Secretariat Services-Festival Advances(SC /ST Development, D.No.0005-State Provident Fund-General Provident Fund, D.No.3-2245-Range- I-000-other Employment Generation D.No.3-2053-Honourarium to Rain Recording Officer, D.No.1-2015-Election- 102-Electoral officer, D.No.1050-Secretariate-General Services-065-Home Department. D.No.K. Deposit & Advances-Deposits not bearing interest under Group Insurance Scheme-one time refundable deposits. D.No.5-2071-Pension-Provisional Pension. D.No.050-Suspense-PACSuspension transaction. D.No.5-2047-OFS-promotion of SS-090-Dist.Establishment, Preparation of Budget and Expenditure statement. As a drawing disbursing officer of the office</p>				
3.	Nizarat Officer	Nil	Supervising the cash book under Nizarat Manual, Maintenance of Revenue	Maintenance of law and order, Inquest under 176 IPC, holding of Executive Magistrate Court and deals cases under preventive section of	Orissa Service Code, Orissa Treasury Code, General Financial Rule, Orissa T.A. Rules,1976 ,O.C.S.	As mentioned in Col.5 & 6.

			IB, Govt Quarter etc.	107,109,144,145,147 Cr.P.C., 1973, holding Certificate Court under Orissa Public Demand Recover Act	Pension Rules, 1992, Orissa Leave Rules, 1966, Orissa Civil Service (CCA) Rule, 1962, OCS (Rehabilitation Assistance Rule), 1990, Orissa G.P.F. Rules, Orissa Govt. Servant Conduct Rules, 1959, OCS (criteria for promotion) Rules, Orissa Attendant Rules, Scrutinizing all the Sub-Divisional Matters files and releasing. Development Committee meeting proceeding.	
4.	Asst. Civil Supplies Officer	Nil	Drawing Disbursement officer in respect of Civil Supplies Staff	Enforcement of different control orders under E.C. Act-1955 and Orissa PDS order-2002.	Nil	Maintenance of accounts and registers of Civil Supplies Section. Inspection of tock and accounts of purchasing agents, supply agents, Storage Agents, Dealers under PDS. Inspection of Shops dealing with essential commodities. Supervision of paddy procurement work & ensure payment at minimum support price to the farmers.
5.	Inspector of Supplies	Nil	Nil	-do-	Nil	All the above except 1 st point.
6.	Small Savings Officer	To supervise the activities of the agents.	Nil	To scrutinize application of appointment and removal of agency.	Deal all the files relating to Small Savings	To assist Sub-Collector to achieve the target.
7.	Asst. D.W.O.	To supervise the Sevashrama. Detect cases under OLR Act & Reg2-56, FRA etc and to submit report.	Nil	Detection of cases under atrocities. Inquiry under Sec-23 and 23A of OLR Act-1960 & Reg. 2/56,	Convene meeting on Sub-Divisional level Task Force Committee/SDLC meeting on	To assist Sub-Collector for smooth management of ST/ SC Dev. Section. One Junior Clerk is assisting the ADWO.

					FRA.		
8.	Sub-Divisional Panchayat Officer	Advice on matters.	GP's GP	Nil	Inspection of G.Ps.	-	To assist Sub-Collector in GP matter. One Sr. Clerk assist to the SDPO in office work.
9	Sub-Divisional Social Welfare Officer	Nil	Nil	Nil	Processing of files for sanction of SOAP, ODP, NOAP	Nil	To assist Sub-Collector for sanction as per the target. To fill up the death vacancy.
10	Sr. Clerk, Election Section	Nil	Nil	Nil	Deal all the Election matters	Nil	To assist ERO & AERO for smooth conduct of Elections of 123-Bhanajanagar AC under 13-Kandhamal PC & 129-Surada AC , 128-Aska AC under 19Aska PC
11	Jr. Clerk, Establishment	Nil	Nil	Nil	Nil	Nil	Preparation of salary, TA, TTA, RCM and bills of staff.
12	Sr. Clerk, Revenue	Nil	Nil	Nil	Nil	To put up files/records and case records	To assist Sub-Collector & Revenue Officer.
13	Sr. Clerk, Development	Nil	Nil	Nil	Nil	-do-	To assist Sub-Collector, Nizarat Officer, Development Matter. Collector's petition for Janasamparka Sibir.
14	Sr. Clerk, Record Room	Nil	Nil	Nil	To provide certified copies of ROR, case records & obtain records from different sub-sections, prepare copy and issue.	Nil	Perform duty as Record keeper.

15	Sr. Clerk, Audit.	Nil	Nil	Nil	Nil	Preparation notice for audit recovery. Submission of Compliance
16	Sr. Clerk, Nazir Nizarat	Nil	Nil	Submit the bills in the treasury and maintenance of cash book.	Nil	Nil
17	Sr. Clerk, Certificate	Nil	Nil	Nil	Nil	To maintain the case records and compare the certified copy prepared by the Record Keeper.
18	Sr. Clerk Judicial	Nil	Nil	Nil	Nil	Maintain court diary, court fees with in register and process. Assist Sub- Collector, Revenue Officer and Nizarat Officer in judicial matters.
19	Jr. Clerk Gen & Misc,	Nil	Nil	Nil	Nil	Assist Sub- Collector and Revenue Officer
20	Jr. Clerk Emergency	Nil	Nil	Maintain the register of heat and rainfall measurement.	Nil	Prepare the control room duty chart.
21	Jr. Steno	Nil	Nil	Nil	Nil	Take dictation and type and operate the computer.
22	Jr. Clerk. Issue & diary	Nil	Nil	Issue and diary of letters and maintain service postage stamp	Nil	Nil
23	Peon (7 nos.)	Nil	Nil	Office work	Nil	Attached to General Section, Revenue & Establishment
24	Peon (5 nos.)	Nil	Nil	Office work	Nil	Attached to Election, SC/ST Dev, Civil Supply GP Section
25	Gardener- cum- Sweeper-1	Nil	Nil	Keeping the office & its premises clean	Nil	Res. Office
26	Literate	Nil	Nil	Office work (Attached to	Nil	Nil

	Peon-1			Election work/emergency work		
27	Dafarary-1	Nil	Nil	Office work	Nil	Nil
28	Night Watcher-1	Nil	Nil	Office Night duty from	Nil	Office building
29	Bungalow Watcher-1	Nil	Nil	Office work/ Bungalow safety	Nil	Nil
30	Chowkidar-2	Nil	Nil	Office work/Night duty	Nil	Nil

MANUAL- 3

Procedure followed in decision making process
(Section 4(i)(b)(iii))

The procedure can be described both in narrative form and through Flow process chart. In narrative stage through which a proposal passes, the levels at which it gets examined and final authority to which it has to go for approval may be explained.

The flow process chart give a comprehensive process as may be seen from the following illustration of preparing a food card.

Flow Process chart for issue of food card.

Sl. No.	Activity	Level of action	Time frame
1	<p><u>SMALL SAVINGS</u></p> <p>1.Application for appointment of a. Agents/Received of the application. b. Scrutiny/Approval/Disposal</p> <p>2. Issue of Small Savings coupons to Small savings depositors.</p> <p>3.Payment of prize money (i) Receive claim bill (ii) Submit report for allotment to finance Deptt, (iii) Put up for sanction of prize money (iv) Sanction by Sub-Collector (v) Preparation of Bill (vi) Signature by DDO (vii) Presentation of bill to Treasury (viii) Passing of bill (ix) Claimant and payment</p> <p>4. All other papers</p>	<p>Diarist/SSO</p> <p>SSO/Sub-Collector SSO</p> <p>SSO SSO</p> <p>SSO</p> <p>Sub-Collector SSO</p> <p>Nizarat Officer Nazir</p> <p>Treasury Officer Nazir</p> <p>SSO</p>	<p>One day/same day 7 days/2days/one day 60 days. Same day</p> <p>After 90 days from the drawal of lottery prize 13 days</p> <p>12 days 7 days 2 days 2 days 2 days</p> <p>With in 30 days the claimant attend the office.</p>
1.	Disposal of cases under OLR U/S 23-A	Dealing Assistant/ Sub- Collector	60 days.
2.	Disposal of cases under OLR U/S 22	Dealing Assistant/ Sub-Collector	45 days.
3.	Issue of Solvency Certificate	Dealing Assistant/ Head Clerk/Revenue Officer/Sub-Collector	Same day/one day
4.	Dist. Revenue Meeting	Dealing Asst./Head Clerk/Revenue Officer/Sub-Collector	Before 3 days the agenda note to be submitted to Dist. Office
5.	Encroachment Appeal	Dealing Assistant/ Sub-Collector	Same day
6.	Mutation Appeal	Dealing Assistant/ Addl. Sub-Collector/ Sub Collector	Same day

1	<u>RECORD ROOM</u> To receive application/Mark the same and put up a C.A. No.	OIC Record Room/ Record Keeper	Same day
2	Trace out the record/preparation of copy/compare/ handing over to the applicant	OIC Record Room/ Head Clerk/ Record keeper	2-3 days
1.	<u>SUB-DIVISIONAL SOCIAL WELFARE</u> Receive of application/scrutiny/File put up/Sanction of SOAP	SSWO/Sub-Collector	2-3 days
2.	Receive of application/scrutiny/File put up/Sanction of ODP	SSWO/Sub-Collector	2-3 days
3.	Receive of application/scrutiny/File put up/Sanction of NFBS	SSWO/Sub-Collector	2-3 days
1.	<u>DEVELOPMENT</u> Receipt of letter/enter in log book/put up/approval/fair copy/issue	Dealing Asst./Head Clerk/D.C/Sub-Collector	2-3 days
1.	<u>CIVIL SUPPLIES</u> <u>Appointment of Retailers</u> (i) Receipt of application/ Enquiry/ Recommendation/put up before	Dealing assistance/Inspector of Supplies/ A.C.S.O./ B.D.O./Sub-Collector	Within 15 days
2.	<u>TLAC/BLAC</u> Issue of Ration Cards: (i) Receipt of application/ Enquiry/ Issue	Dealing Assistant/ Inspector of Supplies/ ACSO	4-5 days
1.	<u>GRAMA PANCHAYAT</u> Receipt of letter/entry in log book/put up/approval/fair copy/issue	Dealing Assistant/SDPO/Sub-Collector	4-5 days
1.	<u>AUDIT</u> Receipt of audit report/inspection report/Entry in Register/put up for compliance/issue of notice/ fair copy/ Issue	Dealing assistant/ Head Clerk/ OIC/ Sub-Collector	10 days
1.	<u>NIZARAT</u> Submission of bills to Treasury/ Disbursement of pay/ Entry into the cash book	Nazir/ Nizarat Officer	3 days
1	<u>ESTABLISHMENT</u> Receipt of letter/ Entry into the log book/put up/approval/fair copy/ issue	Dealing assistant/Head Clerk/ OIC/Sub-Collector	3 days
2	Preparation of bills/ budgets/approval/ submit to Nazir	Dealing Assistant/Head Clerk/ Nizarat Officer	7-15 days
3	Receipt of pension papers from Govt. servants/ preparation/ scrutiny/put up/ approval/issue	Dealing Asst./Head Clerk/ Nizarat Officer/ Sub-Collector	15 days
4	Maintenance of Service Books/ Verification	Dealing Asst./ Head Clerk/ Nizarat Officer	At the time of need
1	<u>WELFARE</u> Receipt of letter/entry into the log book/ Put up/approval/fair copy/ issue	Dealing Asst./ A.D.W.O./ Sub- Collector	3 days
2	Preparation of bills of Sevaks/ Budget/Approval/Issue	Dealing Asst./ ADWO/ Nizarat Officer/ Sub-Collector	3-7 days
3	Receipt of Post Matric Scholarship		

	forms/Scrutiny/approval/Distribution	Dealing Asst./ ADWO/ Sub-Collector	15 days
4	OLR Cases U/S-22/23/enquiry/ submit enquiry report	ADWO/Sub-Collector	7days
5	Inspection of ORV Register/ Preparation of Inspection Note Type/approve/issue	Dealing Asst./ ADWO/ Sub-Collector	5 days
	<u>CERTIFICATE CASE</u>		
1	Receipt of requisition form/entry into the log book/Scrutiny/	Dealing Asst./ Certificate Officer	2 days
2	Institution of case/issue of notice	Dealing Asst./ Certificate Officer	Same day
3	Hearing pf case/Recovery of certificate dues.	Certificate Officer	As per programme
4	Issue of summons/warrants/disposal of cases	-do-	-do-
	<u>GEN & MISC. SECTION</u>		
1	Receipt/Entry into log book/put up/approval/fair copy/Issue	Dealing Asst./Head Clerk/ OIC/Sub-Collector	3days
	<u>P.G. CELL</u>		
1	Receipt of grievance petition/enquiry/ submission of report/ disposal	Dealing Asst./OIC P.G. Cell/ Sub-Collector	15 days
	<u>EMERGENCY SECTION</u>		
1	Receipt of letter/ entry into log book/ put up/approval/fair copy/ issue	Dealing asst/Head Clerk/ OIC/ Sub-Collector	3days
2	Sanction of emergent relief/approval/	-do-	1days
	<u>JUDICIAL</u>		
1	Issue of Birth/Death certificate		
	(i) Receipt of application/Entry into the log book/institution of Misc. Case/issue of letter for field enquiry.	Dealing Asst./Executive Magistrate	7 days
	(ii) Receipt of enquiry report/issue of report(birth & death)	-do-	Same day
2	U/S- 107 Cr.P.C./ U/S-109 Cr.P.C/ 110 Cr.P.C.		
	(i) Receipt of prosecution report/ Institution of case/ issue of show cause notice	-do-	Same day
	(ii) Physical appearance/ receipt of show cause/ hearing of evidence from witnesses/ preparation interim bond	-do-	2 months
	U/S- 116 (3) Cr.P.C.		
	(iii) Completion of enquiry/ pronouncement of orders/release of delinquent.	-do-	4 months
3	U/S 144 Cr.P.C.		
	(i) Report from courts/Sub-Inspector/ Institution of case/	Bench Clerk/Executive Magistrate	Same day
	(ii) Promulgate order to restrain from a party or both	Bench Clerk/Sub-Divisional Magistrate/ Executive Magistrate	Same day
	(iii) Period of validity/disposal of case	Bench Clerk/ S.D.M./E.M.	60 days
4	Consignment of records under all sections	Bench Clerk/Sub-Divisional Magistrate	After three months of case disposal

MANUAL- 4

Norms set for the discharge of functions

(Section 4(1) (b) (iv)

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

ILLUSTRATION

Sl. No.	Activity	Time Frame/ Norm	Remarks
1	REVENUE : Maintenance of log book/preparation of noting and drafting and put up files/ submission of files/preparation and dispatch of fair copy/ disposal of cases(Mutation appeal, Encroachment appeal)/ Preparation of information relating to OLR Cases/ Appeal Cases.	Same day /two days/2 days/two days/ same days/same day/ 1-2 days.	
2	DEVELOPMENT : Maintenance of log book/Noting and drafting/ submission of files to Sub-Collector/ fair copy preparation	Same day/1-2 days/ same day/ one day	
3	CIVIL SUPPLIES : Appointment of Retailers and renewal of retail license under PDS/ disposal of grievance petitions/ retailer wise distribution of control commodities/ issue of ration cards	With 15 days from the date of recommendation the town level Advisory Committee/ Block level Advisory Committee/ within a week after receipt of application / within 3 days of receipt of allotment order from the Dist. Office/ within the 3 days receipt of application.	
4	GRAMA PANCHAYAT : Diary letter/ dispatch of letter/ typing job/ preparation of draft	10 minutes/ 15minutes	
5	AUDIT : Maintenance of audit/ inspection register/ noting/submission of notices for signature/ compliance to the completed para	Same day/ 1-2 days / 1-2 days/ 1 day	
6	NIZARAT : Receipt of bill/ send to treasury/ pass of bill by treasury/ passing bill send by treasury to bank/receipt of bill from bank	10 minutes/Same day/ 3 days/ same day	
7	ESTABLISHMENT : Maintenance of log book/noting and drafting/ submission of files to Sub-Collector/ Bill budget/ expenditure statement/ maintenance of fair copy preparation / verification of service books	Same day/ 1-2 Days/ same day/ 1 day/ 15 days	

8	<p>WELFARE : Drawal of salary of sevakas/ Sanction of Post Matric scholarship/ OLR cases U/S 23-A of Orissa Land Reforms Act/ ORV register inspection/ Sub-Divisional level Task Force Committee meeting</p>	<p>By 10th of each month/ within the financial year/ monthly 5 cases through the year/ within the year target fixed by the Dist. Office/ quarterly</p>	<p>After receipt of absentee statement from block level/ after receipt of forms from different colleges in prescribed proforma/ after detection of case is instituted in revenue section/ after inspection is over the proceeding are sent to Govt. in SC/ST Development Deptt./ Collector/ and concerned office/ proceeding of the meeting send to all members Govt. in SC/ ST Dev. Deptt. Collector etc.</p>
9	<p>CERTIFICATE : Maintenance of log book/preparation of noting and drafting/ put up files/ submission of files/ preparation of dispatch of fair copy/ institution of certificate cases/ disposal of certificate cases(in case of the closure of the case)/ preparation of information relating to certificate matter.</p>	<p>Same day/ 1-2 days/ same day/ same day/ same day/ same day/ 1-2 days</p>	
10	<p>JUDICIAL : Diary letters/ issue of letters/ typing job/ preparation of birth and death direction/ criminal cases U/S 107,109,110, 133, 144, 145,147,97 Cr.P.C./ issue order to use loud speaker permission/ institution of cases U/S-22,23, 23-A of OLR / Reg-2/56.</p>	<p>10 minutes/15 minutes/ 10 pages/ 5 Nos./ 10 cases per day/ 5 Nos.</p>	<p>Subject to production relevant documents/ subject to clearance from the C.I. of police.</p>

MANUAL-5

Rules, regulations, instructions, manuals, and records for discharging functions, prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No	Name of Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced Publication.
1	SMALL SAVINGS: Executive Instructions under Standardized	Rules for appointment of Agent under standardized agency system,	O.M.No.F/1(53) NS/57/ dt. 31.12.1959	
2	Agency System Small Savings in active schemes Rules,1993	Issue of gift coupons to the depositors within Orissa	Notification No.1070 of Orissa Gazette dt.6.8.1993	
1	REVENUE SECTION Orissa Land Reforms Act, 1960	OLR U/S 22-permission granted to ST/SC person to sell the land in non-scheduled area.		
2				
3	Orissa Public Land Encroachment Act, 1972	OLR U/S 23, 23-A Restoration of land to ST & SC person in non-scheduled area. For ST		
4	Orissa Govt. land Settlement Act, 1962	Reg-2/56 in scheduled area.		
5	Orissa Public Premises Eviction Act,1972	-do-		
6	Orissa Mutation Manual 1962	-do-		
7	Indian Stamp Act, 1887	-do-		
	Orissa Miscellaneous Certificate Rules 1984	-do-		
		-do-		
		-do-		
1	RECORD ROOM Orissa Records Manual, 1964	Supply of certify copy	Record Room	
1	ELECTION; Delimitation of P/22 and A/22 order 1976	List of PCS and A/ OS with location and area		
2	Representative of People's Act,1950	The representation of people' s Act,1950 provided the qualification and disqualification for registration of names in Electoral Rolls.		
3	Representative of People's Act,1951	To General Election for Lok sabha and Assembly Constituency in a free and fair manner.		

4	Registration of Electoral Roll,1960	The registration of Electoral Roll 1960 framed under the said Act set out in details of the procedure for preparation of revision of electoral rolls as well as disposal of appeals arising out of non-inclusion of names in electoral roll.		
1	SOCIAL WELFARE Orissa Old Age Pension Rule,1975	The Old Age pension scheme for the benefit of destitute in the state and the scheme implemented for 1st April,1975 with a view to cover old destitute widow, persons under pension	45468 pensioners (OAP/WPODP/NOAP) are availing at t the rate of Rs.200/- P.M.	
2	The Revised Old Age Pension Rule,1989	scheme with assistance of Rs.100/- p.m. The pension rule is revised with a view to ensure payment of pension to old age pensioners through Panchayat Samiti		
3	Orissa Disability Pension Rule,1985	The Rule provides pensionary benefit to blind, orthopedically handicapped persons.		
4	Revised Disability Pension Rule,1985 vide Deptt. Resolution No.9471/dt.23.9.89 and Notification No.3951 dt. 23.3.93	The above pensionary benefit is extended to mentally retarded person with NOAP Scheme		
5	N.S.A.P.(NFBS + NMBS)	provide benefit to destitute persons having age 65 years or more		
6	NFBS 1995	The National Family Benefit Scheme is envisaged financial assistance in sum ofRs.5000/- in case of death due to Natural calamity and Rs.10,000/- in case of accidental death family who are below poverty list.		
1	DEVELOPMENT Pani Panchayat	Farmer-Centric Scheme		
2	Execution of Rural connectivity programme	Process for Execution of Rural connectivity programme	No. 10725/ 22.12.2000	

3	PMGSY	Guide Lines	D.O.No.17017/ 15.12.2000	
4	Orissa Panchayat Samiti Accounting procedure Rule,2000	Modification	No.8927/ 29.12.2000	
5	Orissa Zilla Parishad Accounting Procedure Rule,1961	Enhancement of powers	No.18889/ 29.12.2000	
6	Implementation of P.R. Institution Project.	Specification of measurement and check measurement	No.4849/ 17.4. 2001	
7	PMGSY	Preparation of Dist. Rural, Roads plan	No.9776/22.6.2001	
8	Rastriya Krushi Bima Yojana 2001	Coverage of non-loanee farmers	No.11446/ 23.7.2001	
9	Rural Development Work	Social security	No.15181/ 05.9.2002	
1	CIVIL SUPPLIES Different control orders under essential commodities Act,1955	Control of the production supply and distribution of trade and commerce in essential commodities.	Act No.10 Of 1955	Rs. 325/-
2	Orissa PDS(control) Order-2002	-do-	PLIC 8/2002/9270/BBSR/ dt.5.4.2002	Rs.20/-
1	GRAMA PANCHAYAT Orissa Grama Panchayat Act,1964	Acts.		Govt. Publication
2	Orissa Grama Panchayat Rules,1968	Rules		-do-
3	Orissa Panchayat Election Rule,1965	Election Rule		-do-
1	CERTIFICATE Orissa Public Demand Recovery Act,1962	Filing service in effect of certificate and hearing objections thereof.		
2	Orissa Public Demand Recovery Rule,1963	Supplemental provisions		
1	AUDIT SECTION O.G.F.R.	To check the financial irregularities of Govt. Servants		
2	O.T.C.	-do-		
3	O.T.A Rules	-do-		
4	Orissa Service Code	-do-		
5	G.O.No.5390/19.12.92	To prohibit the deposit of Govt. cash in pass book.		
6	G.O. No.11579/1.8.91	To Prohibit of less collection of license fee.		
7	G.O No.10689/22.3.85	To prohibit excess payment of TA		
8	G.O.No.6209/22.2.01	Excess consumption of POL by diesel.		

9	G.O. No.38595/3.9.92	Excess purchase of furniture		
10	G.O No.49934/20.11.92	Excess expenditure for Govt. vehicle		
11	GO No.38595/7.9.92	Excess purchase of stationery articles and telephone Charge		
12	GONo.33046/21.9.98	-do-		
13	GO No.15510/23.6.95	-do-		
1	NIZARAT SECTION Nizarat Manual,1963	Regarding activity of Nizarat	SR-I-Audit, SR-IV- Sale and attachment, SR-V- Pay & T.E., SR-VI Development, SRVII-Famine Relief, Sr-VIII- Election, SR-X - Contingency, Sr-XI - Misc. payment	
1	EMERGENCY Orissa Relief Code	Rules, regulations, instructions, manuals, functions of emergency works done to follow the guide lines of Orissa Relief Code and order from Govt. and SRC Orissa time to time	Correspondence file in index No. XXIV	
	ESTABLISHMENT			
1	Orissa Service Code 2001-02	Pay fixation, sanction of HRA and service verification etc.	XXII	Rs.285.00
2	Orissa Treasury Code, 1976/89	Bills Budget and expenditure		Rs.9.15
3	OGFR, 1988	Financial power of different authority		Rs.40.00
4	Orissa TA rule,1989	Preparation of TA/TTA bills		Rs.50.00
5	Orissa leave Rules, 1966/89	Sanction of leave		Rs.40.00
6	Orissa GPF Rule,1993	Sanction of GPF advance		Rs.40.00
7	Orissa Conduct Rule	Proceeding against Govt. Employee.		
8	Orissa pension Rule-2001	Preparation of pension papers		
9	Orissa Medical Rule	Preparation of medicine bills		
10	Orissa Civil Service, 2001	Civil Service Rule		

	WELFARE SECTION			
1	Orissa Leave Rule	Sanction of leave of Sevaks		
2	Orissa T.A. Rule	Sanction of TA of Sevaks		
3	OCS Rule	Sanction of pension benefit		
4	Post Matric Scholarship	Sanction as per guide line fixed by Govt. time to time		
5	Orissa Land Reforms Code,1973	U/S-22 permission of sale the lands by SC/ST category and U/S 23 for the same.		
	GEN.& MISC.			
1	Orissa Records Manual, 1964	Books, publication, census, endorsement, debottar, charitable, public grievances, sports registration of societies, local bodies, celebration of National festivals and inspections of higher authority	Index Collection No. VIII-X, XII,XIII, etc are maintained in this section	
	JUDICIAL			
1	The Code of Criminal Procedure,1973	Deal with cases U/S 107,109,110,133,144,145, 147,97 Cr.P.C.		
2	Explosive Act,1884	For submission of enquiry and report		
3	Orissa Money Lending Act 1939	Deal with money lending cases		
4	Orissa Registration of Birth and Death,1970	Give direction to the Registrar Birth and death regarding birth and death.		
5	The Cinematograph, 1952	Permission to use loud speaker		

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

Details of the records available may be made in a statement form, wing wise unit wise. branch wise and it may be got tabulated indexed and catalogued (An illustrative list is given below):

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
	<u>CIVIL SUPPLIES</u>			
1	Retailers License Register	Name and address of license with location of retail centre.	Civil Supplies section	Permanent
2	Security deposit register	Details of Security Money deposited by the retailers	-do-	-do-
3	Ration card register	Family particulars of ration card holder	-do-	-do-
4	Proceeding Register of TLAC	Proceeding of the meeting	-do-	-do-
5	Guard Files	Containing important orders and circulars	-do-	-do-
6	Appointment of Retailers	Applications and appointment	-do-	3 years/ Record Room
7	Distribution of control Commodities (Commodity wise)	Retailer wise distribution list	-do-	-do-
8	Allegation against Retailers and enquiry thereon	Allegation petition enquiry report and action	-do-	-do-
9	Detection of cases	Report on raids/checks and action taken thereon	-do-	-do-
10	Periodical reports and returns	FCR/MPR on CS matters	-do-	-do-
11	Paddy procurement	Information on market yard and procurement of paddy	-do-	-do-
	<u>REVENUE</u>			
1	Register No.15 Revenue appeal	Encroachment and mutation appeal cases	Revenue	12 years Record Room
2	Register No.8 for cases u/s 22 of OLR Act,1964	Permission granted to SC/ST persons for selling land after thorough enquiry	-do-	-do-
3	Register No.8 for cases u/s 23-A of OLR Act,1964	Possession of land is restored in favour of SC/St persons after following due procedure	-do-	-do-
4	Guard files for land reforms/ important circular/ Touzi matter/ Mutation and Encroachment/stamp act/ Rehabilitation matter.	Important orders and circulars.	-do-	-do-
5	MPR on disposal of cases U/S 22 of OLR Act/23-A	Monthly report	-do-	-do-

6	OLR Act/U/S 47-A of IS Act/17 point programme/cases U/S ODP Act/ financial Assistance to C.S. land allottees. Case Register/court fee Register	Receipt of application	Revenue	12 years Record Room
<u>RECORD ROOM</u>				
1	Case records u/s 2,23,23-A, Stamp case	Record Room	Revenue	Available in Record Room
2	Cr.P.C. Case records u/s 107,109,110,144,145,& 97 of Judicial.	-do-	Judicial	-do-
3	OPDR Case Records of Certificate section	-do-	Certificate	-do-
4	Files of Development Section	-do-	Development	-do-
5	Pay Acquittance, Attendance Register, Log Book, etc. of Establishment	-do-	Establishment	-do-
6	Cash Book, Book of drawal, Money receipt	-do-	Nizarat	-do-
7	Files of Gen & Misc.	-do-	Gen & Misc.	-do-
8	Voter list and files of Election section.	-do-	Election	-do-
9	Files of GP section	-do-	Grama Panchayat Welfare	-do-
10	Acquaintance roll and files of welfare	-do-	-do-	-do-
11	Files of Civil Supplies Section	-do-	-do-	-do-
<u>ELECTION</u>				
1	Voter list of 221 booths of 123-Bhanjanagar (SC) A/C/voter list of service voters of 1243-Bhanjanagar(SC)A/C	Detail information of the voter	Election Section Store Room.	12 years
2	Register of service list/ all files relating to election section.	-do-	-do-	-do-
3	Guard file/Stock Register	Rules, regulations circulars/ stock materials	-do-	-do-
<u>SOCIAL WELFARE</u>				
1.	Files sanction of SOAP/ ODP/NFBS	Correspondence on social welfare matters	Social Welfare	3 years
2.	Correspondence on ICDS/ MDM	-do-	-do-	-do-
3.	Sub-Divisional Social Welfare Review meeting	-do-	-do-	-do-
4.	Dowry Prohibition Act	-do-	-do-	-do-
<u>DEVELOPMENT</u>				
1	Correspondence on supply of drinking water/L.I. point/ United funds/ focus village/	Development matters	Development Section	3 years

<p>prime minister Rojagar Yojana/MDM/ Employment Mission 2005/ Health/ Block/ Cooperation/ MPLAD/ MLALAD/ Spl. Problem funds/ Bank/ submission of U.Cs./ Pani Panchayat/ Visit Notes of Higher officers/ Jana Samparka Sibira/ Environment/ Agriculture/ Veterinary/ SGRY/PMGY/ PURA/ Organisation of Pali Sabha/ Orientation program. of TSC/ Vigilance Committee on bonded labour/ Constitution of VDAC/ Electrification of villages/ Tube wells/Petition/ Allotment of food grain under SGRY/ Visit of House Committee/ Prakruti Bandhu Mitra/ SSA/ DRDA review meeting/ Zilla Parishad/ SDC meeting/ Dist. Agricultural Strategy Committee meeting/ Panchayat Samiti Meeting/ DPC & DLRC meeting/ Dist. level Vigilance Monitoring committee.</p>			
<p>GRAMA PANCHAYAT Correspondence on Management of public property/Misc. petition/ GP inspection/GP Election/ GP meetings/ UC of 11th Finance Commission Grant/ Resignation of Sarpanch/ Grama Panchayat establishment/ Sanction of HR of GP ghar/ Staff meeting of GP staff/ Disqualification of elected members of GP/ Minor forest produce/ No confidence against Sarpanch, Naib Sarpanch/ Auction sale of public property/ Annually and half yearly. Recovery GP loans/ Annual. Administration report/ Misappropriation of GP fund/ DC Bills/ Construction of GP Ghar/ Guard files</p>	<p>Panchayat matters, Important orders and circulars.</p>	<p>G.P. Section</p>	<p>3 years.</p>

1	AUDIT Pending audit report No.544/ 88-90,230/90-91, 267/92-93,71/94-95. 81/2003-04	Audit Report, notice issued, compliance report.	Audit Section	Till drop of all paras.
2	Pending Inspection Report No. 326/92-93,315/93-94. 23/95-96, 227/96-97 and 165/97-98	-do-	-do-	-do-
3	Tri-Angular Committee meeting	List of pending paras of A/R & I/R	-do-	3 years
4	Misc. correspondence on audit matter	Letters other than pending A/R & I/R.	-do-	-do-
	NIZARAT	Nil	Nil	Nil
1	ESTABLISHMENT Correspondence on Tour Programme & diary/ Personal file/GPF sanction/ Gradation list/ Important orders and circulars/ Charge List/ Transfer and posting/ college matters/ Block matters/ Tahasil Matters/ Pay fixation/ allotment file/ income tax/ allegation against Govt. employees/ sanction of festival advance and house rent/ pension and gratuity/ departmental proceeding/ RCM/ and Guard Files.	Establishment matters and important order and circulars.	Establishment Section.	3 years.
1	WELFARE SECTION Correspondence on personal files of sevaks/ post matric scholarship/ U.Cs/ Constitution of Task force Committee/ Dist. Project appraisal committee/ Atrocity/ ORV Act,1975/ Sevashram and TRW matters/Budget/ allotment of funds/ house rent/ dist. Level standing committee meeting/ Assembly questions/ Sanction of GPF/RCM of Sevaks/ MPR & QPR on vacancy of Sevaks/ Caste certificate/ lease of waste land/removal of untouchability/ suspension cases taken by vigilance deptt./ ill treatment and harassment to Harijans/ Claims of the Sevaks/ Expenditure/head wise	Welfare matters/ important orders and circulars	Welfare Section	3 years

	cash balance/collection of revenue/ issue of fake certificate/ stock register/ guard file			
1.	CERTIFICATE Correspondence on certificate case records and registers/ court diary/ guard file/ holding of Lok Adalat/ half yearly return on attachment property value/ certificate cases pending outside of the state/ QPR on certificate cases arising outside excise and Rev. Deptt./ institution and disposal of certificate cases/ monthly NIC report/special drive for disposal of cases/ bank wise institution and disposal of cases.	Certificate matters/ important orders and circulars.	Certificate Section	3 years
1	GEN.&MISC Correspondence on Assembly and parliament questions/ staff meeting/ implementation of Oriya language/ PG cell/ Misc. works.	Gen & Misc. matters/ important orders and circulars/ redressal of grievance	Gen. & Misc.	3 years
1	EMERGENCY Correspondence on various files/ inspection notes/ guard files	Emergency related matters/ important orders and circulars	Emergency section	3 years
1	JUDICIAL Correspondence on registers of criminal cases/ birth and death/court diaries/ court fee/ witnesses and process register.	Judicial matters	Judicial Section	3 years to 12 years

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Particulars of any arrangements that exists for constitution with or representation by the members of the public in relation to the formulation of its policy of implementation.

Section-4(1)(b)(vii)

Details of consultative committees and other bodies with which constitutions are held

Sl. No.	Name & address of the Consultative committees/ bodies	Constitution of the committee/ bodies	Roll & responsibility	Frequency of meeting
1	REVENUE Sub-Divisional level Revenue meeting	Sub-Collector/ Tahasildar/ all Revenue Inspectors	Discussion about revenue matters and collection of land revenue.	Monthly
2	Sub-Divisional Bench Mark Valuation Committee	Sub-Collector/ Sub-Registrar/ Tahasildar/ Executive Officer, Bhanjanagar Municipality/ Asst. Engineer, R & B	Bench mark valuation of plots	After receipt of the letters from the concerned authority.
1	DEVELOPMENT Sub-Divisional Development Committee meeting	Line Department of Sub-Divisional offices.	Discussion on developmental works	Monthly
2	Sub-Divisional Vigilance Committee on bonded labour abolition act.	Two members from STs/ SCs/ Social workers	To trace out bonded labour	After receipt of the letters from the concerned authority.
1	CIVIL SUPPLIES Town level Advisory Committee	Chairman of the Municipality/ Hon'ble MP/MLA/ two councilors/ E.O, Bhanjanagar Municipality/ ARCS, Bhanjanagar/ three consumers/ Inspector of Supplies and ACSO	Recommendation of appointment of retailers/ review of PDS	Monthly
2	Vigilance Committee	Hon'ble MP/MLA/ Chairman of ULB/ 3 councilors/ACSO/ Executive Officer, Municipality	To check misuse of PDS, K. Oil	Quarterly
1	WELFARE SECTION Sub-Divisional level Task force Committee	Sub-Collector/ SDPO, Police/ Sub- Registrar/ Forest Range officer/ ADWO/ WEO / 2 members of SC/ST communities nominated by Sub-Collector.	To safeguard the right of SC/ST people/Monitoring implementation of various rules and regulations concerning welfare of the ST and to prevent their exploitation	Quarterly

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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 & 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 limits accessible to public	Frequency of meetings
	DEVELOPMENT							
1	Sub-Divisional Development Committee	Discussion and review on development works	Local Officers mentioned in manual 7	-	-	-	-	-
2	Sub-Divisional Vigilance Committee on bonded labours system abolition Act,1976	To trace out Bonded labours	2 persons from St/SC/ Social workers	-	Two years	Yes	Yes	
	AUDIT							
1	A.G. Orissa Bhubaneswar	To audit Govt. accounts	As per Govt. Rules and orders	-	-	No	No	
2	Board of Revenue, Orissa Cuttack.	-do-	-do-	-	-	No	No	

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Directory of Officers and employees

Section 4(1)(b)ix)

Sl. No.	Name & Designation	Phone Number	E-Mail Address
1	Sri Pabitra Mandal, OAS (I) Sub-Collector	9437071962 (M) 06821-241002 (O) 06821-241003 (O)	subcollector_bnj@yahoo.in
2	Sri Mahendra Panda, OAS, Deputy Collector-Revenue	9437222891 (M)	
3	Sri Prasanna Kumar Nayak, ACSO	9437267313 (M)	
4	Sri Anil Kumar Rath, SDI & PRO	9778772845 (M)	
5	Sri Dhruva Charan Nayak, S.D.S.S.O.	9437106821 (M)	
6	Sri. Sasibhusan Sethy, ADWO	9437119328 (M)	
7	Sri Debaraj Patra, H.C. (Deputation to Rangailunda Block)	Deputation	
8	Sri Satrughana Behera, H.C.	9437887008 (M)	
9	Sri Pramoda Kumar Padhi, Jr. Steno	9437258462 (M)	
10	Sri Pitambar Dash, Sr. Clerk	9861832306 (M)	
11	Sri Basanta Kumar Behera, Sr. Clerk	9861969523 (M)	
12	Sri Prasant Ku Mishra, Sr. Clerk		
13	Sri Durga Prasad Tripathy, Sr. Clerk	9778576578 (M)	
14	Sri. Niranjan Sahu, Sr. Clerk		
15	Sri Subash Chandra Nayak, Sr. Clerk	9437514184 (M)	
16	Sri Upendra Panigrahi, Jr. Clerk	9338131088 (M)	
17	Sri. M. Anada Rao, Jr. Clerk	9861141696(M)	
18	Sri Gouri Kumar Patra, Jr. Clerk	9437773134 (M)	
19	Sri Satya Narayan Bisoi, Jr. Clerk	9861525299 (M)	
20	Sri Judhisthir Padhi, Jr. Clerk	9778169814 (M)	
21	Sri Narsingh Padhy, S.C. under Suspension	Under Suspension	
22	Sri Gagan Kumar Rauta, Jr. Clerk	9778320925 (M)	
23	Sri Abhimanyu Biswal, Driver	Deputed to Bhanjanagar Block	
24	Sri Charan Mallik, Daftory		
25	Sri Basudev Patra, Peon	9937730100 (M)	
26	Sri Pratap Chandra Padhi, Peon	9938584420 (M)	
27	Sri Banchhanidhi Pradhan, Peon	9861550851 (M)	
28	Sri Surendra Kumar Sethi, Peon	9438149065 (M)	
29	Sri Jeebanath Digal, Peon	9438663701 (M)	
30	Smt. Susuma Gouda, Peon	9861634853 (M)	
31	Sri Ramakanta Pradhan, Peon	9938705272 (M)	
32	Smt. Tuni Naik, Peon	9937919756 (M)	
33	Sri R. Satya Narayan Reddy, Peon	9861837272 (M)	
34	Smt. P. Bijaya Rao, Peon	9937549552 (M)	
35	Sri Debaraj Pattnaik, B.W.		
36	Sri Ashoka Pattnaik, Gardner	9437207665 (M)	
37	Sri Mahadev Badtya, N.W	9178011467 (M)	
38	Sri Bipra Charan Dash, NW	9778317127 (M)	
39	Sri Dasa Behera, NW		
40	Sri Surendra Padhi, Peon	9668174690 (M)	
41	Sri Hrushikesh Behera, Peon	9437622574 (M)	
42	Sri Koramani Pollai, Peon.		

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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.	Name & Designation	Pay scale	Monthly remuneration
1	Sri Pabitra Mandal, OAS (1) Sub-Collector	Rs. 15600/- to 39100/- + G.P. 5400/-	Rs. 32,105/-
2	Sri Mahendra Panda, OAS, Deputy Collector	Rs. 15600/- to 39100/- + G.P. 5400/-	Rs. 26,670/-
3	Sri Dhruva Charan Nayak, S.D.S.S.O.	Rs. 9300/- to 34800/- + G.P. 4200/-	Rs. 22,327/-
4	Sri Debaraj Patra, H.C. (Deputation to Rangailunda Block)	Rs. 9300/- to 34800/- + G.P. 4200/- LPC not received.	
5	Sri Sasibhusan Sethy, ADWO	Joined on 27.5.2009 LPC not received	
6	Sri Satrugana Behera H.C.	Rs. 9300/- to 34800/- + G.P. 4200/-	Rs. 20,105/-
7	Sri Pramoda Kumar Padhi, Jr. Steno	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 15,748/-
8	Sri Pitambar Dash, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 15,355/-
9	Sri Basanta Kumar Behera, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 13,798/-
10	Sri Prasant Ku Mishra, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 13,678/-
11	Sri Durga Prasad Tripathy, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 15,316/-
12	Sri Narsingh Padhy, S.C. under Suspension	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 10,945/-
13	Sri Subash Chandra Nayak, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 14,618/-
14	Sri Upendra Panigrahi, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	Rs. 14,189/-
15	Sri. M. Anada Rao, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	LPC not received
16	Sri Gouri Kumar Patra, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	Rs. 12,459/-
17	Sri Satya Narayan Bisoi, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	Rs. 11,968/-
18	Sri Judhisthir Padhi, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	Rs. 9,868/-
19	Sri. Niranjan Sahu, Sr. Clerk	Rs. 5200/- to 20200/- + G.P. 2400/-	Rs. 14,823/-
20	Sri Gagan Kumar Ratha, Jr. Clerk	Rs. 5200/- to 20200/- + G.P. 2000/-	Rs. 9,868/-
21	Sri Abhimanyu Biswal, Driver	Rs. 5200/- to 20200/- + G.P. 2200/-	Rs. 14,176/-
22	Sri Charan Mallik, Deptoy	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 9,699/-
23	Sri Basudev Patra, L Peon	Rs. 2550/- to 3200/-	Rs. 7,504/-
24	Sri Pratap Chandra Padhi, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 10,265/-
25	Sri Banchhanidhi Pradhan, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 9,945/-
26	Sri Surendra Kumar Sethi, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 9,553/-
27	Sri Jeebanath Digal, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 9,945/-
28	Smt. Susuma Gouda, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 9,235/-
29	Sri Ramakanta Pradhan, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 10,402/-
30	Smt. Tuni Naik, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,989/-
31	Sri R. Satya Narayan Reddy, Peon	Rs. 4440/- to 7440/- + G.P. 1300/-	Rs. 9,553/-
32	Sri Bijaya Rao, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,003/-
33	Sri Debaraj Pattnaik, B.W.	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,290/-
34	Sri Ashoka Pattnaik, Gardner	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,222/-
35	Sri Mahadev Badtya, N.W	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,518/-
36	Sri Bipra Charan Dash, NW	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,003/-
37	Sri Dasa Behera, NW	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 10,402/-
38	Sri Surendra Padhi, Peon	Rs. 4440/- to 7440/- + G.P. 1400/-	Rs. 7,003/-

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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	Budget estimate	Revised estimate	Expenditure for the last year
D-No.3-2053-	Gen. Estt. Salary	44,20,100/-	68,51,030/-	--	41,10,316/-
D-No.5-2047-OFS	Salary of SD SSO	90,100/-	2,68,600/-	--	2,07,144/-
D-No.17-2515-ORDP	G.P. Estt. Salary.	2,54,000/-	3,12,700/-	--	1,40,987/-
D-No.11-2225-Welfare	Welfare Estt. Salary	1,57,000/-	3,72,000/-	--	1,78,406/-
D-No.36-2235-SSWO	-	-	-	-	-
1.2015-Election	Salary, T.E., RCM	1,69,310/-	5,23,000/-	--	3,67,959/-
11-2225-Welfare-SC/ST/OBC- 01-Welfare-of SC/ST 277-Education.					
11-2225-Welfare of SC/ST/OBC- 02-Welfare of ST- 277-Education.	P.M.S. of S.T.	48,000/-	--	--	

PLAN SCHEME

-NIL-

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The manners of execution of subsidy programme

Section 4(1)(b)(xii)

List of institution given subsidy

-NIL

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Particulars of recipients of concessions, permits or authorizations granted
Section 4(1)(b)(xiii)

List of Beneficiaries:

Sl. No	Name & address of the beneficiary	Nature of concession/ permits/ authorization provided	Propose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose.
1	Rs.2/- Rice for BPL family	25kg rice per month	Food security for the poorest of the poor	BPL family	-
2	Antodaya Anna Yojana	35 kg of rice P.M./ per card @ Rs.3/- per kg.	Food security for the poorest of the poor	1. Land less labours. 2. Women headed poor family. 3. Family headed by disable persons	-
3	Arnapurna Yojajana	10 kg of rice PM/ per card free of cost	Food security for senior poor citizens	Destitute of 65 years age or more.	-

Details address of the beneficiaries will be available in concerned block and Municipality and ACSO office, Bhanjanagar.

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Information available in an electronic form
Section 4(1)(b)(Xiv)

Details of information
-NIL -

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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	Facility available	Nature of information Available	Working hours.
1.	Information counter	-	-
2.	Web site	-	-
3.	Library	SDPIRO	8-10AM & 4.00-8.00PM
4.	Notice Board	Both hand written, type & computerized materials	10 Am to 5 PM

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Name designation and other particulars of public information officers
Section 4(1)(b)(xvi)

List of Public Information Officer

Sl. No.	Designation of the Officers designated as PIO	Postal Address	Telephone No.	E-Mail Address	Demarcation of area/ activities if more than one PIO is there
1	Revenue Officer	Office of the Sub-Collector, Ghumusur, Bhanjanagar, Dist.-Ganjam.	06821-241002	subcollector_bnj @ yahoo.in	Whole Office

List of Assistant Public Information Officers (APIO) of Sub Collector Office, Bhanjanagar:

Sl. No.	Designation of the Officers designated as APIO	Postal Address	Telephone No	E-Mail Address
1	Head Clerk	Office of the Sub-Collector, Ghumusur, Bhanjanagar, Dist.-Ganjam.	06821-241002	
2	ACSO	-do-	-do-	
3	SSO	-do-	-do-	
4	SSWO	-do-	-do-	
5	SDPO	-do-	-do-	
6	ADWO	-do-	-do-	
7	SDIPRO	-do-	-do-	

Officers designated as First Appellate Authority in the Office of the Sub Collector, Bhanajanagar

Sl. No.	Designation of the Officers designated as First Appellate Authority	Postal Address	Telephone No.	E-Mail Address	Demarcation of area activities if more than one PIO is there
1	Sub-Collector, Ghumusur, Bhanjanagar	Office of the Sub-Collector, Ghumusur, Bhanjanagar, Dist.- Ganjam.	06821-241002		Whole office

MANUAL-17

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

All other information as may be prescribed for dissemination shall be collated, tabulated compile, collected and provided in the form of manual from time to time.

-Nil -

OFFICE OF THE SUB-COLLECTOR, BHANJANAGAR.

No.- **8632** / Dt- **08-12-2009**

OFFICE ORDER

As required Under Section 4(1)(b) the Right To Information Act-2005, the related information is hereby published in respect of the Sub-Collector's Office, Bhanjanagar in manual 1 to 17 for information of all concerned.

The information is subject to correction as and when felt necessary.

Sd/-

Sub-Collector, Bhanjanagar.

Memo No.- **8633** / Dt- **08-12-2009**

Copy with information in manual 1 to 17 to office notice board for information of general public.

Sd/-

Sub-Collector, Bhanjanagar.

Memo No.- **8634** / Dt- **08-12-2009**

Copy submitted to A.D.M., Ganjam, Chatrapur along with C.D.(disk) containing information in respect of Sub-Collector's Office, Bhanjanagar for favour of kind information with request to publish the same in District Website.

Sd/-

Sub-Collector, Bhanjanagar.