

**SPL. LAND ACQUISITION SECTION
MANUAL -2**

Powers and duties of officers and employees

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

Powers and duties of officers and staff

Sl No.	Name & Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Ashok Kumar Singh SPL -LAO Sambalpur	Special LAO	Drawing and disbursing Officer	LA , Work	Executive Magistrate	Different works relating to L.A.Section
2.	G.D Rana (J.C)			Maintain	Clerical	-do-
3.	Pandaba Nag (R.I)			LA work	Office & field works relating to L.A.	-do-
4.	Rattan Kumar Singh (Amin)			LA work	-do-	-do-
5.	Baishnaba Nayak (Driver)			Driver of Office Jeep bearing No. OR15A-6822		
6.	Prasanta Ku.Patra (Process Server)					Attached in development section of Collectorate,SB P.

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Procedure followed in decision – making process

(Section 4(1) (b)(iii)]

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

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

S.I No.	Activity	Level of action	Time frame
1.	Process of files case record & processing of LA work	L.A.O.,A.D.M., Collector,R.D.C.,Govt.	Regular process

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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.

S.I No.	Activity	Time frame/ Norm	Remarks
1.	Process of files case record & processing of LA work		As per LA Act.

SPL LAO SECTION

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Rules, regulations, instructions, manuals and records for discharging functions

(Section 4(1) (b) (v)

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 the Act, Rule regulation etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication
1.	Land Acquisition Act.	U/S 4(1),6(1),U/S-7,U/S-9 U/S -10,U/S-11, U/S-12 of LA Act.	9(A),9(B) U/S-30 U/S-18 of LA Act.	

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

(Section 4(1) (b) (vi))

Details of the records available may be made in a statement form ,wing wise , unit wise, branch which and it may be got tabulated, indexed and catalogues.(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
1.	Land Acquisition record of village i.e .	Details of information available	Unit/ section where available	Retention period where available
1.	Dharopani	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
2.	Lapanga	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
3.	Ludhapali	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
4	Tileimal	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
5	Bhoipali	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
6	Derba	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
7	Jangala	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
8	Katarbaga	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
9	Bamaloi	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
10	Khadiapali	Case record files cash reference & LA other records	Special LA cell	Till compensation of project
11	Pondoloi	Case record files cash reference & LA other records	Special LA cell	Till compensation of project

SPL LAO SECTION

Manual-7 (Not applicable)

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 of implementation

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

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

Sl No.	Name and address of the Consultative	Constitution of the committee/ body	Role and responsibility	Frequency of meetings
1.	R.P.D.AC	Formed by Govt.	To take decision of R&R benefits	As and when required

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari jan Sunvati, interaction with resident welfare associations etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

Manual-8 (Not applicable)

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
1	2	3	4	5
	RPDAC ,Members	To take decision of the implementation of rehabilitation of policy	By Govt.	

Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
Till the LA process completed	Local Body Members	Yes	As & when required	

Please attach copies of detailed notification / orders for their constitutions

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Directory of Officers and employees
(Section 4 (1) (b) (ix))
Directory

Sl No.	Name & Designation	Office Phone No.	E- mail address
1.	Ashok Kumar Singh OAS-(I)Jr.	0663-2410653	
2.	G.D Rana J.C		
3.	Pandaba Nag (R.I)		
4.	Rattan Kumar Singh (Amin)		
5.	Baishnaba Nayak (Driver)		
6.	P.K.Patra,P.S.		

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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.	Name and Designation	Pay Scale/ Monthly remuneration	
		Pay	Gr.Pay.
1.	Ashok Kumar Singh OAS-(I)Jr.	Rs.18680	Rs.5400
2.	G.D Rana J.C	Rs.9610	Rs.2000
3.	Pandaba Nag (R.I)	Rs.7180	Rs.1800
4.	Rattan Kumar Singh (Amin)	Rs.5630	Rs.1800
5.	Baishnaba Nayak (Driver)	Rs.10160	Rs.2000
6.	P.K.Patra,P.S.	Rs. 6610	Rs.1300

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The budget allocated to each agency

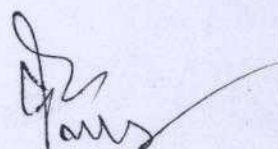
(Section 4 (1) (b) (xi))

Non – plan Budget

Minor head	Activities to be performed	Sanctioned budget	Revised estimate (2008-09) (in Rs.)	Revised estimate (2009-10) (in Rs)	Revised estimate (2010-11 (in Rs.)
19-2885	Plan Budget		Rs.15,78,146.00	Rs.18,23,700.00	Rs.22,43,456.00

Plan Budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/ Spent


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Manual 12 (Not Applicable)
The manner of execution of subsidy programme
(Section 4(1) (b) (xii)

List of institutions given subsidy

S.I No.	Name and address of the institution	Purpose for which subsidy Provided	No. of beneficiaries	Amount of subsidy	Previous years utilization Progress	Previous years achievements
-	-	-	-	-	-	-

List of individuals given subsidy

S.I No.	name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose
-	-	-	-	-	-

Manual -13 (Not Applicable)

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

List of beneficiaries

SI No.	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	purpose for which granted Scheme and Criterion for selection	No. of times similar concession given in past with purposes
-	-	-	-	-	-

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

Details of information

SI 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
-	-	-	-	-

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Particulars of facilities available to citizens for obtaining information
{Section 4(1) (b)(XV)}

Facilities available for obtaining information

S.I No	facility available	Nature of information available	working hours
	on filling of RTI application	LA Proceeding	10.00AM 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 Officers

SI 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.	SPL LAO	Collctorate Sambalpur	0663-2410653	-	one

List of Assistant public Information Officers

SI No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
	No	-	-	-

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

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


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