

CHAPTER-2 (Manual-I) Particulars of Organization, Function and Duties

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|---|---|---|
| 1 | Objective / Purpose of the public Authority: | Monitoring activities of subordinate offices regarding construction, maintenance and repair of roads (SH, MDR, ODR etc) along with bridges, Govt. buildings In the district of Sambalpur/ Deogarh/ Jharsuguda/ Bargarh/ Bolangir and Subarnapur in the State of Orissa under public works department. |
| 2 | Mission/Vision | <p>To improve road communication for better transportation, easy movement of goods and public.</p> <p>To provide building facilities for all departments of govt. of Orissa.</p> |
| 3 | Brief history of the public Authority and context of its formation | This office created on 06.12.1957 with a view to monitor, regulate and provide guidance to the R&B Divisions under this office. |
| 4 | Duties of the Public Authority | Supervision of construction and maintenances works of bridges roads and buildings and administrative control of sub-ordinate offices. |
| 5 | Main activities /functions of the Public Authority | To extend technical instruction and guidance to the sub-ordinate offices in their works under Northern Circle and to report to CE (Roads), CE (Buildings), BBSR the activities of subordinates offices. |
| 6 | List of services being provided by the Public Authority with a brief write-up on them | 1. Registration of 'D' and 'C' class contractors. |
| 7 | Organisational structure diagram at various levels namely state, directorate, region district, block etc (Whichever is application) | |

Northern Circle (R&B) Office(Sanctioned Strength)

Technical		Non-technical	
1. Superintending Engineer -	1No	1. Head Assistant=	1No
2. Asst. Executive Engineer -	1No	2. Senior Clerk =	5 Nos
3. Asst. Engineer Estimator -	2Nos	3. Senior Stenographer=	1No
4. Jr. Engineer Estimator -	2Nos	4. Junior Clerk =	8Nos
5. Draughtsman -	1No	5. Jr. Despatcher =	1No
6. Tracer -	1No	6. Daftary	1No
		7. Peon =	4Nos
		8. Farash =	1No
8	Expectation of Public Authority from the Public for enhancing its effectiveness and efficiency	Co-operation of the public.	
9	Arrangement and methods made for seeking public participation/ contribution.	Through public petitions	
10	Mechanism available for monitoring the service delivery and public grievance resolution	Through Executive Engineer of concern (R&B) Division	
11	Addresses of the main offices and other offices at different levels (Please categories the addresses district wise for facilitating the understanding by the user)		

District	Address of Office
Sambalpur	1. Superintending Engineer, Northern Circle (R&B), At- Brooks Hill P.O/Dist - Sambalpur Pin- 768001
	2. Executive Engineer Sambalpur, Brooks Hill, Po/Dist.- Sambalpur
Bargarh	1. Executive Engineer Bargarh (R&B) Division Po./Dist. - Bargarh

Bolangir

1. Executive Engineer
Bolangir (R&B) Division.
Po./Dist. - Bolangir
2. Executive Engineer
Kantabanji (R&B) Division
At/Po. - Kantabanji, Dist- Bolangir

12 Working hours of the office
Closing hour of the office

: From 10.00 am. to 5.00 pm. (except summer)
with ½ Hr. break for lunch.
From 7.00 am to 1.00 pm (during summer)
without lunch break.

Chapter – 3 (Manual -2)
Powers and Duties of Officers & Employees

Sl No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Superintending Engineer	<p>1. Exercise of technical and supervisory control over all officers and employees under this circle</p> <p>2. Appointment, transfer & posting of class-III ministerial employees of the Circle office and Divisions under Northern Circle and class-iv employees of its own office.</p> <p>3. Execute works of other Deptt. Of the State Govt. and works deposited by local bodies, Public Undertakings Public institutions Govt. of India and other State Govt.</p>	<p>1. Sanction of G.P.F.</p> <p>2. Sanction of Loans & Advances.</p>	<p>1. Technical sanction of estimates within Rs. 50.00 lakh to 3.00 crores original works.</p> <p>2. Acceptance as tender costing Rs. 50.00 lakhs to Rs. 2.00 crore.</p> <p>3. Sanction of extension of time within the competency of S.E.</p> <p>4. Sanction of deviation within 10% of the contract value or Rs. 50,000/- whichever is less.</p> <p>5. Dealing with RA/ Pension cases</p>	<p>1. Administrative control of subordinate offices under its jurisdiction.</p> <p>2. Inspection of works executed by the Divisions under Northern Circle.</p> <p>3. Preparation of annual budget estimate relating to different works to keep close watch over the progress of works and expenditure.</p>
2	Personal Asst. to Superintending Engineer		<p>Drawing and disbursing salaries, TE, Loans & advances of its staff delegated by the Superintending Engineer.</p>		<p>Processing of work files and establishment matters.</p>

3	Asst. Engineer Estimator/ Junior Engineer Estimator				Checking estimates, Tender schedule, comparative statement of different works of the divisions under this Circle.
4	Head Asst.				Supervision of files.
5	Draughtsman				Drawing of plans and designs
6	Tracer				Tracing of plan, designs and ferro printing
7	Senior clerk				To deal with different files.
8	Junior clerk				To assist the senior clerks in dealing with files
9	Daftary				Making of envelopes, pasting, binding of registers etc.
10	Peon				Assisting in movement of files from table to table.

Chapter – 4 (Manual – 3)

1. Rules, Regulations, Instructions, Manuals and records held by Public Authority or under its control and used by its employees for discharging functions.

SI No.	Name/Title of the documents	Type of documents	Brief write up the documents	Where from one can get a copy of rules, regulations, instructions, manuals & records	Address, Telephone No. Fax, E.Mail & others	Fee charged by the Deptt. For a copy of Rules, Regulations, Instructions. Manuals and Records.
1	O.P.W.D. Code Vol. I & II	Book	Deals with rules & regulations for matter of works under PWD.	Works Deptt., Orissa		No extra copy available in this office, however content of any specific rule/regulation can be supplied in shape of photo copy or attested copy on payment of usual charges prescribed under RTI Act, 2005.
2	C.P.W.D. Code Vol. I & II	Book	Deals with rules & regulation for matter of works under CPWD.	Works Deptt.		-do-
3	Orissa Service code	Book	Deals with service condition, appointment, promotion, suspension retirement etc. of Govt. employees	G.A. Deptt. Orissa		-do-
4	Orissa Treasury code Vol. I & II	Book	Deals with salary bill, contingent bill RCM bill, T.E. bill, G.P.F. bill, loans &	Finance Deptt., Orissa		-do-

			addresses bill etc.			
5	Orissa G.P.F. Rule	Book	Deals with rules relating to opening of G.P.F. account, sanction of G.P.F. advance/withdrawal and repayment of advances from Govt. employees.	Finance Deptt., Orissa		-do-
6	Orissa General Financial Rules (OGFR) Vol. I & II	Book	Rules regulating official expenditure, purchase of store, creation of new post, accommodation of office etc.	Finance Deptt., Orissa		-do-
7	Land Acquisition Act.	Book	Acquisition of private land for road and bridge projects.	Revenue Deptt.		-do-
8	Schedule of Rates of Govt. of Orissa		Current rate of items for building road and bridge work.	Works Deptt., Orissa		-do-
9	Analysis of Rates of Govt. of Orissa		Enable analysis of rate for items for Building & Bridge work.	Works Deptt., Orissa		-do-
10	Orissa Govt. Servant conduct rule, 1959		Rules relating to the conduct of Govt. servants and procedure for taking disciplinary action against them.	-do-		-do-
11	Orissa Civil services (Pension) Rules		Rules for sanction of pension and gratuity	G.A. Deptt.,		-do-

	(Pension) Rules, 1992			Orissa		
12	Orissa Civil services (Commutation of pension) Rules, 1992	Book	Rules for sanction of commuted value of pension.	G.A. Deptt., Orissa		-do-
13	House building advance rules, 1996	Book	Rules for sanction of H.B. advances to Govt. employees and its recovery.	Finance Deptt.		-do-
14	Orissa T.E. Rules	Book	Rules regarding tour performed by govt. servants and its mode of payment.	-do-		-do-
15	Orissa Leave Rules	Book	Rules for grant of Leave to the govt. employees.	G.A. Deptt.		-do-
16	Rules, Regulation & control of govt. vehicle.	Book	It deals with control, maintenance and use of govt. vehicles.			-do-
17	Data Book of MORT 2H	Book	Rate for road and bridge works.			-do-

Chapter -5 (Manual -4)

1. 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 thereof.

NIL

2. Implementation of policy:

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 format.

SI No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
NIL			

Chapter -6 (Manual -5)
A statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of the documents	Name of the document and its introduction (in one line)	Procedure to obtain the documents	Held by/under control of.
1	Diary Register	Receipt of letters	Diary section	S.E.N.C. (R&B) Office.
2	Issue register	Issue of letters & despatch	Issue section	S.E.N.C. (R&B) Office.
3	Index register	File No./collection No. and subject	Concerned section	S.E.N.C. (R&B) Office.
4	Log Book	Day to day disposal of letters by concerned section	Concerned section	S.E.N.C. (R&B) Office.
5	Pay Acquaintance roll.	Pay particulars of staff	Cash section	S.E.N.C. (R&B) Office.
6	Tender sale register	Sale of tender documents	Estimating Branch	-do-
7	Estimate register	Estimates of different work	Estimating Branch	-do-
8	Administrative Approval Register	Different works administratively approved	Estimating section	-do-
9	Allotment Register	Recording of allotment placed against different heads of account	Budget section	-do-
10	L.C. Register	Recording of letter of credit received from higher authorities.	Budget Section	-do-
11	Enlistment of contractors Register	Names of persons registered as contractor	Budget Section	-do-
12	Security Deposit Register	Recording security deposited by	Budget Section	S.E.N.C. (R&B) Office.

	Register	deposited by contractors.		(R&B), SBP.
13	Contractors license Renewal Register	Recording names of contractors renewing their licenses.	Budget Section	-do-
14	Tender Register	Record the detail of tender received.	Estimating Section	-do-
15	Technical Sanction Register	Record of estimates sanctioned by E.E.	-do-	-do-
16	Cash Book	Record day to day financial transaction	Cashier	-do-
17	Subsidiary cash book	For Right to Information	-do-	-do-
18	Bill Register	Record the details of bill passed in this office.	-do-	-do-
19	Book of Drawl	Record the details of bills submitted to treasury	-do-	-do-
20	Incumbency register	Details of incumbency period of staff of this office	-do-	-do-
21	Account of postage service stamp register	Postage stamp account	-do-	-do-
22	Peon book register	Movement of dak by hand	Issue Clerk	-do-
23	I.B. Reservation Register	Record reservation of Suit No. I of upper I.B. at Sambalpur.	Stenographer	-do

Chapter -7 (Manual -6)

A statement of boards, council, committees and other bodies constituted as its part.

7.1 Superintending Engineer, Northern Circle (R&B) Sambalpur

At. Brooks Hill, *Po./*Dist. - Sambalpur

Pool Committee –

Allotment and cancellation of govt. residential building to the govt. employees working at Sambalpur under P.W.D.

S.E.N.C., E.E. Sambalpur (R&B) Division.

Senior Superintending Engineer among Northern Circle (R&B) and N.H. Circle, Sambalpur

At: Brooks Hill *Po./*Dist. - Sambalpur

As and when required

No

Yes

No

Chapter – 8 (Manual – 7)

1. Information about the Public Information Officer, Asst. Public Information Officer and Departmental Appellate Authority of the Public Authority.

Name of the Public Authority: Sri Ramaballav Swain

Asst. Public Information Officer:

SI No.	Name	Designation	STD Code	Phone No.		FAX E.Mail	Address
				Office	Residential		
1	Sri Jagabandhu Dash	Jr Enginneer	0663	2412303		2412303	O/O S.E. Northern Circle(R&B) At:- Brooks Hill Po./Dist- Sambalpur

Public Information Officer:

SI No.	Name	Designation	STD Code	Phone No.		FAX E.Mail	Address
				Office	Residential		
1	Sri Alok Kumar Naik	A. E.(Estr.) I/C P.A. to SE	0663	2412303		2412303	Personal Asst. to S.E. Northern Circle (R&B) At:- Brooks Hill Po./Dist- Sambalpur

Departmental Appellate Authority:

SI No.	Name	Designation	STD Code	Phone No.		FAX E.Mail	Address
				Office	Residential		
1	Sri Ramaballav Swain	Superintending Engineer	0663	2412303	2548453	2412303	Superintending Engineer Northern Circle (R&B), At:- Brooks Hill, Po./Dist-Sambalpur

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process.

1. What is the procedure followed to take a decision for various matters? : Rules and regulation as prescribed in different codes listed under manual – 3 are followed.
2. What are the documented procedures laid down / defined criteria / rules to arrive at a particular decision for important matter ? : Detail procedure laid down in O.P.W.D.code vol.I & II are followed. Different levels to process a move are E.E. – SE – CE Govt. in work Deptt.
3. What are the arrangements to communicate the decision to the public? : When required through correspondence.
4. What are the officers at various levels whose opinion are sought for the process of decision making? : Executive Engineer – Division level.
S.E. – Circle level.
EIC./C.E. – Head office level.
EIC cum secretary – Govt. level.
5. Who is the final authority that wets the decision? : As per delegation of power at different level to make decision.
6. Information for the important matters on which the decision is taken by the Public Authority.

SI No.	Subject in which decision is to be taken	Guidelines Direction if any	Process of execution	Designation of officer involved in decision making	Contract information of the officer	If not satisfied where & how to appeal
1	According technical sanction to estimates, inviting tender. Accepting / Rejecting tender for work value. (i) Costing Rs.50.00 lakh to Rs.3.00 Crore (Except repair work) (ii) Full power for repair works.	OPWD code	Inviting open tender in double cover.	SE	2412303	CE

2.	Extension of time by equal amount of time as provided in the agreement for the accepted by the SE.	OPWD code	On recommendation of E.E.	SE	2412303	CE
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Chapter – 10 (Manual – 9)

1. Directory of Officers and Employees.

Sl No	Name	Designation	STD Code	Phone No.		FAX E.Mail	Address
				Office	Residential		
1	Sri Ramaballav Swain	Superintending Engineer	0663	2412303	2548453	2412303	Superintending Engineer, Northern Circle, At-Brooks Hill Po./ Dist-Sambalpur.
2	Sri Alok Kumar Naik	A E (Estr.) I/C P.A. to SENC	0663	2412303	-----	2412303	Personal Asst, to S.E.N.C.(R&B), SBP
3.	Sri Surendra Nath Padhi	Asst. Engineer Estimator	0663	2412303		2412303	o/o the S.E.N.C. (R&B) SBP
4	Sri Jagabandhu Dash	Jr.Engineer Estimator	0663	2421303		2412303	o/o the S.E.N.C. (R&B)SBP
5.	Sri Sailendra Narayan Bohidar	Sr. Clerk	0663	-do-		-do-	-do-
6	Sri Siba Narayan Panda	Junior Clerk	-do-	-do-		-do-	-do-
7	Sri Rajani Kanta Debta	Junior Clerk	-do-	-do-		-do-	-do-
8	Sri Dilip Kumar Samanta	Junior Clerk	-do-	-do-		-do-	-do-
9	Sri Birendra Kumar Samal	Junior Clerk	-do-	-do-		-do-	-do-

10	Sri Umesh Ku. Nath	Junior Clerk	-do-	-do-	-do-	-do-
11	Smt. Prabhati Samantaray	Junior Clerk	-do-	-do-	-do-	-do-
12	Sri Niren Ku. Bagarty	Tracer	-do-	-do-	-do-	-do-
13	Smt .Susama Panigrahi	Despatcher	-do-	-do-	-do-	-do-
14	Sri Narayan Podh	Daftary	0663	2421303	2412303	o/o the S.E.N.C. (R&B)SBP
15	Sri Sukadeb Bhoi	Peon	-do-	-do-	-do-	-do-
16	Sri Markanda Chand	Peon	-do-	-do-	-do-	-do-
17	Sri Goutam Dhar	Peon	-do-	-do-	-do-	-do-
18	S.K.Ansur	Peon	-do-	-do-	-do-	-do-
19	Sri Dibya Sekhar Khelet.	Peon	-do-	-do-	-do-	-do-

Chapter – 11 (Manual – 10)

Monthly remuneration received by officers and employees including system of compensation.

SI No.	Name	Designation	Monthly remuneration	Compensation/compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	Sri Ramaballav Swain	Superintending Engineer	Rs 39,089/-	-	As per relevant pay scale of Orissa Revised pay scales Rule, 2008.
2	Sri Alok Kumar Naik	A.E. Estimator	Rs.17,995 /-	-	
4	Sri Surendra Nath Padhi	A.E. Estimator	Rs.25,498 /-	-	
6	Sri Jagabandhu Dash	J.E. Estimator	Rs.25,242 /-	-	
8	Sri Sailendra Narayan Bohidar	Sr. Clerk	Rs.15,708 /-	-	
9	Smt. Prabhati Samantaray	Jr. Clerk	Rs.13,554/-	-	
10	Sri Siba Narayan Panda	Jr. Clerk	Rs.14,230/-	-	
11	Sri Birendra Ku. Samal	Jr. Clerk	Rs 14,203/-	-	
12	Sri Rajanikanta Debta	Jr. Clerk	Rs.13,749/-	-	
13	Sri Dillip Kumar Samanta	Jr. Clerk	Rs.11,968/-	-	
14	Sri Umesh Ku. Nath	Jr. Clerk	Rs 12,553/-	-	
15	Sri Shankar Prasad Mishra	Draughtsman	Rs.19,483 /-	-	
16	Sri Niren Ku. Bagarti	Tracer	Rs.15,311 /-	-	
17	Smt. Susama Panigrahi	Jr. Despathar	Rs.13,127 /-	-	
18	Sri Narayan Podh	Draftary	Rs 9,850./-	-	
19	Sri Gautam Dhar	Peon	Rs. 9248 /-	-	
20	Markanda Chand	Peon	Rs 9 ,992 /-	-	
21	Sri Sukadeb Bhoi	Peon	Rs.10,494 /-	-	
22	Sk. Ansur	Peon	Rs.10,126/-	-	
23.	Sri Dibya Sekhar Khelet.	Farsh	Rs. 7003/-	-	

Chapter – 12 (Manual – 11)

1. The Budget allocated to each Agency.

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

For Public Authority responsible for development, construction, technical works.

Information about the details of the budget for different activities under different schemes.

SI No.	Name of the scheme /Head	Activity	Starting date of the activity	Planned date of the activity	Amount proposed	Amount Sanctioned	Amount released disbursement (No. of installment)	Actual expenditure for the last year.	Responsible officer for the quality and complete execution of the work
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NIL

For other Public Authorities:

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

Chapter – 13 (Manual – 12)

Manner of execution of subsidy programmes

Not applicable to this office.

Chapter – 14 (Manual – 13)

Particulars of recipients of concessions, permits or authorisation granted by it.

No applicable to this office.

Chapter – 15 (Manual – 14)

Norms set by the Deptt. For the discharge of its function

1. Please provide the details of the Norms/standards set by the department for execution of various activities / Programmes.
 1. Disposal of the tender cases = 7 days (Where no negotiation is required)

Chapter – 16 (Manual – 15)

Information available in an electronic form

1. Information related to the various schemes which are available in the electronic format.
 1. Web Site - Nature

Invitation of tender	24 Hours
By Northern	
Circle (R&B) Sambalpur	
 2. Notice Board - Office hours.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information.

1. Means / methods or facilities available to the public which are adopted by the department to dissemination of information.
 - through News paper.
 - Notice board.

Chapter – 18 (Manual – 17)

Other useful information

1. Frequently asked questions and their Answered by Public.

NIL
2. Related to seeking information.

Application form (a copy of filled in application form for reference)

FORM – A

See Rule – 4 (1)

Application for information under section 6 (l) of the Act

To

**The Public Information Officer,
(Name of the office with address)**

1. Full Name of the applicant
2. Father / Spouse Name
3. Permanent Address

4. Particulars in respect of identify of the applicant.
5. Particulars of information Solicited
 - (a) Subject matter of information
 - (b) The period to which the information relates
 - (c) Specific details of information required
 - (d) Whether information is required by post or in person.
(The actual postal charges shall be included in providing information)
 - (e) In case by post (Ordinary, registered or Speed)
6. Address to which information will be sent & in which form
7. Has the information provided earlier
8. Is this information not made available by the Public authority

- 9. Do you agree to pay the required fee

- 10. Have you deposited application fee
(If yes details of such deposit)

- 11. Whether belongs to BPL category
have you furnished the proof of the
same

Place
Date

Full Signature of the Applicant
Address

Office of the Public Information Officer

Received the application from
Address

 on Seeking information.

Place
Date

Full Name of Public Information Officer
Designation & Seal

Fee: Application fee in the shape of Treasury challan or in cash.
 How to write a precise information request. Few tips
 Right of the citizen in case of denial of information and procedure to appeal:
 The applicant may appeal to the Appellate Authority for information.

- 3. With relation to training imparted to public by Public Authority.

(No training imparted to public)

4. With relation to certificate, no objection certificate etc. issued by the public Authority not included in Manual – 13.

(Not applicable)

5. With relation to registration process

- Objective: Registration for 'D' and 'C' class contractor
- Eligibility for registration for 'D' ___ no work experience.
For 'C' class ___ with work experience.
- Pre-requisites (if any) Nil
- Contact information for applying ___ office of SE, Northern Circle (R&B),
Sambalpur
- Application fees (wherever applicable) Rs. 3000/- for 'D' class
Rs. 6000/- for 'C' class
- Other fees (Wherever applicable) security deposit
For 'D' class = Rs. 20,000/-
For 'C' class=Rs.20,000/-
- Application form (In case application is made on plain paper in prescribed format, please mention the details which the applicant has to provide):
With attested copy of photograph (Passport size) / permanent / present address.
- List of enclosures / documents – 1. List of T&P in possession of the applicant.
2. Vat clearance Certificate / Pan Card Copy.
3. Work experience certificate in case of 'C' class.
- Format of enclosures / documents - No Format
- Procedure of application - Physically apply during office hour.
- Process followed in the public Authority after the receipt of application:
-Registered as contractor and issue license.
- Validity period of registration (if applicable):for three year ending at 31st March(3 years from the date of commencement of the financial year during which the license during which the renewal of the license granted .)
- Process of renewal (if any): Apply for renewal of license one month before due date expiry with required renewal fees for 'D' class. Rs. 1000/- and for 'C' class Rs. 2000/-, performance certificate, VAT clearance certificate. In case of delay in submission of license & application beyond stipulated date fines as

prescribed under Codal rules as per O.P.W.D. Amendment 2005.(Substituted by F.D.U.O.R.No.282/WF-1., Dt.04.05.2005)

6. With relation to collection of tax.....
7. With relation to issuing new connection Electricity / water supply, temporary and permanent disconnection, etc (This will be applicable to local bodies like municipal corp./ Municipalities / UPCL).
(Not applicable to this office)
8. Details of any other public services provided by the Public Authority.

Nil

Application under RTI

1. To be applied to PIO Concerned in prescribed format specifying the exact information (Form-A) wanted for **Document to be attached.**
 - (i) Application fees Rs.10/- in case of Non-BPL in the form of cash/ Treasury Challan.
 - (ii) No application fees in case of BPL.(Copy of BPL card to be enclosed)
 - (iii) Proof of Residence (Copy of Voter I.D. Card issued by Election Commissioner of India / Any other approved documents to stand as proof as per RTI Act, 2005 .

Time for delivery of information

As prescribed Under RTI Act 2005.