

ORISSA RIGHT TO INFORMATION ACT'2005/
ORISSA RIGHT TO INFORMATION RULE '2005

DISCLOSURE OF INFORMATION REGARDING
DISTRICT PLANNING OFFICE, SAMBALPUR

CHAPTER – 1

*

INTRODUCTION

The District Planning Office, Sambalpur started functioning from February' 1984. The main function of the office is to prepare District Annual Plan and Five Year Plan. Now it is giving the Secretarial Assistance to the District Planning Committee, Sambalpur. Besides, this office is dealing with the schematic work such as MPLADS, MLALADS, Special Problem Fund. The details regarding the above are mentioned under.

CHAPTER – II
MANUAL – 1

DISTRICT PLANNING COMMITTEE

As per the Orissa District Planning Committee Act' 1998 and the District Planning Committee Rule' 2000 the District Planning Committee of Sambalpur district consists of 20 (twenty) members out of which 16 (sixteen) are to be elected members which represents 11 (eleven) members from Zilla Parishad and 5 (five) from Urban Local Bodies. 4 (four) nominated members includes the committee. The District Planning Committee of Sambalpur consists the members are as follows.

S. N.	Name	Constituency	Designation	Remarks.
1			Chairperson	Vacant due to formation of new Govt.
2	Collector, Sambalpur		Member Secretary	
3	Sri Raghumani Pandia, Advocate, At-Hotapada, Dist. Sambalpur		Expert Member	
4	Dr. Arjun Nayak, At/PO- Rengali, Dist. Sambalpur		Expert Member	
5	Sri Ashok Kumar Sahoo	Ward No. 5, Burla NAC	Member	
6	Sri Purushottam Agrawal	Ward No. 4, Rairakhol NAC	Member	
7	Sri Balaram Bhoi	Zilla Parishad, Constituency No. 14	Member	
8	Sri Bipin Bihari Pradhan	Zilla Parishad, Constituency No. 07	Member	
9	Sri Chitrabhanu Singh	Zilla Parishad, Constituency No. 15	Member	
10	Sri Dilip Mirdha	Zilla Parishad, Constituency No. 11	Member	
11	Vacant	Zilla Parishad,	Member	Elected as MLA
12	Sri Gurucharan Patel	Zilla Parishad, Constituency No. 04	Member	
13	Sri Jatindra Sahu	Zilla Parishad, Constituency No. 05	Member	
14	Smt. Lina Kisan	Zilla Parishad, Constituency No. 02	Member	
15	Sri Rajendra Pradhan	Zilla Parishad, Constituency No. 16	Member	
16	Smt. Sabita Bagh	Zilla Parishad, Constituency No. 09	Member	
17	Sri Sovaram Padhan	Zilla Parishad, Constituency No. 03	Member	
18	Sri Lalit Kishore Paikaray	Ward No. 02, Hirakud NAC	Member	Newly elected members.
19	Sri Bidyadhar Suna	Ward No. 19, Sambalpur Municipality	Member	Newly elected members.
20	Sri Susanta Kumar Dansana	Ward No. 28, Sambalpur Municipality	Member	Newly elected members.

Details regarding holding of DPC meeting and subjects approved are given below.

COMMENCEMENT OF DISTRICT PLANNING COMMITTEE MEETING, SAMBALPUR DISTRICT.								
Sl. No.	DPC			Chairperson	No. of DPC members present	Approval of Items	DPC proceedings issued vide No. & Date	Remarks.
	Date	Time	Venue					
1	2	3	4	5	6	7	8	9
Year- 2005-06								
1	20.04.2005	11:00 A.M.	Conference Hall of Collectorate, Sambalpur	Sj. Surendra Nath Naik, Hon'ble Minister, Agriculture	10 Members & 56 Officials	1. Discussion on formulation of Annual Plan 2006-07 and Perspective Five Year Plan 2007-12. 2. Constitution of Sectoral Working Groups 3. Constitution of Monitoring Committee 4. Constitution of Stearing Committee	No. 559 dt. 01.06.2005	
Year- 2006-07								
2	06.03.2006	10:00 A.M.	Conference Hall of Collectorate, Sambalpur	Sj. Surendra Nath Naik, Hon'ble Minister, Agriculture	15 Members & 37 Officials	1. Approval of Annual Plan 2006-07 and discussion on Perspective Five Year Plan 2007-12. 2. Discussion on timely submission of Sectoral Plans.	No. 539 dt. 10.04.2006	
Year- 2007-08								
3	13.11.2007	11:00 A.M.	Conference Hall of Collectorate, Sambalpur	Sj. Surendra Nath Naik, Hon'ble Minister, Agriculture	20 Members & 51 Officials	1. Approval Annual Plan 2007-08 and discussion on 11th Five Year Plan 2007-12. 2. Approval of BRGF Plan 2006-07 and 2007-08. 3. Reconstitution of Sectoral Working Groups.	No. 2431 dt. 10.12.2007	
Year- 2008-09								
4	18.07.2008	11:00 A.M.	Conference Hall of Collectorate, Sambalpur	Sj. Surendra Nath Naik, Hon'ble Minister, Agriculture	17 Members & 47 Officials	1. Approval of RKVY Plan of Sambalpur district. 2. Approval of District Vision 2020. 3. Approval of Reconstitution of Sectoral Working Groups.	No. 1900 dt. 22.08.2008	
5	27.09.2008	10:00 A.M.	Conference Hall of Collectorate, Sambalpur	Sj. Surendra Nath Naik, Hon'ble Minister, Agriculture	15 Members & 58 Officials	1. Approval of Annual Plan 2008-09 and approval of 11th Five Year Plan 2007-12. 2. Approval of C-DAP and BRGF	No. 2136 dt. 03.10.2008	Prepared by TSI, Sambalpur District.

MPLADS

The MP Local Area Development Scheme (MPLADS) was launched in the year 1993-94. The works under the scheme are developmental in nature based on locally felt needs as per the recommendation of the concerned MP. To know more about the scheme visit MPLADS website www.mplads.nic.in. However the list of works not permissible under the scheme is mentioned below.

LIST OF WORKS NOT PERMISSIBLE UNDER MPLADS.

1. Office buildings, residential buildings and other buildings relating to Central or State Governments, Departments, Agencies or Organisation
2. Works belonging to commercial organizations, private institutions or co-operative institutions.

3. Repair and maintenance works of any type other than special repairs for restoration/ up-gradation of any durable asset.
4. Grant and loans
5. Memorials or memorial buildings.
6. Purchase of inventory or stock of any type
7. Acquisition of land or any compensation for land acquired.
8. Assets for all individual benefit except those which are part of approved schemes.
9. Places for religious worship

The Sambalpur district was the nodal district for Sri Sanatan Bisi, Miss Pramila Bohidar and Sri Surendra Lath, Hon'ble Ex-M. Ps, Rajya Sabha and has received funds from Govt. of India Rs. 800.00 lakh for S. Bisi, Ex-MP (Rajya Sabha) and Rs. 1200.00 lakh (Rs. 200.00 lakh per annum) for other MPs (Rajya Sabha). Further the district has also received funds from other nodal districts on the recommendation of the Hon'ble MPs (Rajya Sabha). The position of Sambalpur district regarding receipt (after transfer of funds to other districts) and utilization of MPLADS fund are mentioned below since inception.

Sri Amar Pradhan has been newly elected as the Hon'ble Member of the 15th Lok Sabha and representing Sambalpur Parliamentary Constituency. Being the nodal district for Lok Sabha MP, the funds under the Scheme for the year 2009-10 is yet to be received from Govt. of India, after constitution of the 15th Lok Sabha.

Physical and financial progress of the MPLADS fund of Sambalpur district as on 15.06.2009 is as follows.

PHYSICAL AND FINANCIAL PROGRESS OF MPLAD FUNDS AS ON 15.06.2009

Sl. No.	Name of the M.P. and Constituency	Total funds available	Amount sanctioned	Expenditure incurred	U. C. submitted	Balance U.C.	Total No. of Project taken up	No. of project completed	Balance
1	2	3	4	5	6	7	8	9	10
1	Sri Sanatan Bisi(R/S), Sambalpur	766.85	766.85	753.22	699.47	53.75	131	129	2
2	Sri K.S.Bhoi(L/S),Sambalpur	63.15	63.15	63.15	60.24	2.91	165	165	0
3	Sri Prasanna Acharya(L/S), Sambalpur	691.59	691.59	666.31	469.43	196.88	863	829	34
4	Dr. Debendra Pradhan(L/S), Deogarh	240.11	240.11	240.11	210.98	29.13	131	131	0
5	Miss Pramila Bohidar(R/S), Sambalpur	694.96	694.96	670.73	412.12	258.61	257	233	24
6	Sri Surendra Lath(R/S), Sambalpur	515.59	515.59	491.33	291.02	200.31	257	232	25
7	Sri R.N.Mishra(R/S), Cuttack	24.05	24.05	24.05	24.05	0.00	7	7	0
8	Sri M.M.Samal(R/S), Bhadrak	8.03	8.03	8.03	2.00	6.03	3	3	0
9	Sri R.N.Pany(R/S), Dhenkanal	19.95	20.02	19.37	3.78	15.59	28	25	3
10	Sri Dharmendra Pradhan(L/S), Deogarh	163.00	163.09	148.13	29.55	118.58	124	119	5
11	Sri Pyari Mohan Mohapatra(R/S), Khurda	5.93	5.93	5.93	2.76	3.17	2	2	0
12	Sri Dillip Ray(R/S), Khurda	1.51	1.51	1.51	0.75	0.76	1	1	0
13	Sri Radhakanta Nayak(R/S), Khurda	10.05	6.03	6.03	2.25	3.78	5	5	0
14	Sri B. J. Panda(R/S), Khurda	5.02	4.97	4.97	4.84	0.13	1	1	0
15	Sri Birabhadra Singh, (R/S), Mayurbhanj	5.03	5.03	2.00	0.00	2.00	1	0	1
16	Sri Mangala Kisan (R/S), Sundargarh	5.03	5.03	0.00	0.00	0.00	1	0	1
17	Sri Bhagirathi Majhi (R/S), Mayurbhanj	0.00	1.01	0.00	0.00	0.00	1	0	1
TOTAL		3219.85	3216.95	3104.87	2213.24	891.63	1978	1882	96

**Guidelines
on
Member of Parliament
Local Area Development Scheme
(MPLADS)**



Government of India
Ministry of Statistics and Programme Implementation
Sardar Patel Bhavan
Sansad Marg
New Delhi-110001
Website: www.mplads.nic.in

November 2005

MLALADS

The MLALADS FUND has been introduced since 1997-98 with a view to increase the participation of local people and their representatives in the planning process which is one of the main objectives of Decentralized planning. In the MLALAD Scheme the projects are recommended by the MLAs of the concerned Assembly Constituency of the district. At present Rs. 75.00 lakh per year is allotted by the govt. for each MLA to take up developmental projects in their Assembly Constituency areas. The illustrative list of admissible and inadmissible projects as prescribed in the guidelines supplied by P & C Dept., Govt. of Orissa, Bhubaneswar with amendments thereto are mentioned below.

Illustrative list of projects/ works admissible and not admissible under MLALADS funds

Admissible projects/ works

1. Electrification of Harijan Basti.
2. New works of Rural Electrification.
3. Rural Approach Roads/ Urban Link Roads/ Drainage System.
4. Small works to provide missing links, viz, culverts, small bridges, deep cause-way and other crossed-drainage works (without which existing road cannot be utilized).
5. Improvement of existing roads (only in case of where there is a danger to life or hazard to traffic).
6. Road to Harijan Basties.
7. New Classroom for Primary Schools.
8. Additional Classroom for Primary Schools where necessary.
9. Incomplete School rooms to be completed. R. C. C. roof can be made if possible.
10. Electrification, urinals, lavatories, tube wells for Primary Schools, Girl's High Schools.
11. Classrooms for Ashram Schools (in case other funds are not available).
12. Building of P.H.C/ Sub-Centres extension to the existing building, Labour Rooms, Operation Theatres, Wards.

13. Government Ayurvedic Dispensaries/ Homeopathic Dispensaries (Construction and extension).
14. Water soupy work in problem villages, Tube wells, Tanks Sanitary wells.
15. Construction of check Dam, Water Harvesting Structure, Small Minor Irrigation Project Branch Canals and its improvements.
16. Construction of Cattle Dispensary Building, L. I. Centre Building.
17. Community Prayer Halls, Public Library Buildings, Bhagabat Ghar, repair/ construction of religious institution by way of renovation, restoration and / on repairs of religious institutions of places.
18. Public Lavatories, Public Urinals.
19. Provision of drinking water facilities in Tourism Centres.
20. Passenger Rest-sheds.
21. Building of Government/ Non-Government High Schools and Colleges.
22. Compound wall for schools.
23. X-ray machine for Hospitals/ Dispensaries.
24. Air conditioning of Operation Theatres.
25. Hostel or Schools and Training Centres.
26. Hostel for Women, S.C. & S.T. candidates.
27. Renovation of Public Sanitary Wells and / or Construction of its platform. Renovation of public tanks.
28. Civic amenities in Urban slums/ Rural villages.
29. Structures/ Sheds in burials/ cremation grounds.
30. Footpath, Pathway and foot bridges.
31. Supplementation of Community Lift Irrigation points.
32. Energisation of Community Lift Irrigation points.
33. 5% of the beneficiary contribution for the Biju Krushak Bikash Yojana projects.
34. Plantation projects/ works to raise nurseries by people desirous of raising nurseries on their own land to supply plantation materials to the poor sections of the society free of cost can be taken up and these projects/ works shall have to be implemented directly through the Forest Department or Bana Sarankhan Samities organized by the Forest Department or the Horticulture Wing of the Agriculture Department or the GPs or User Groups/ Self Help Groups (SHGs) to enlist peoples participation on a participatory mode. Funds for the purpose shall be placed at the disposal of the executing agency or respective Administrative Departments for extension of projects/ works in questions.
35. Proposal to meet the shortfall in community/ parent's contribution for Drinking Water supply schemes proposed for schools in Rural area under "SWAJAL DHARA" Programme.
36. Construction of individual household latrines with bathing facilities in rural areas subject to condition that 100% household of the village will have to be covered under this programme. 75% of the total project cost will be borne by the executing agencies and 25% of the project cost out of MLALAD fund.
37. Pani Panchayat office building can be constructed with a project cost of Rs. 50,000/-. The upper limit of Pani Panchayat office building should not exceed Rs. 3,00,000/- subject to condition that concerned Pani Panchayat will provide land free of cost or the cost of the land.

Inadmissible projects

1. State High way N. H.
2. District Roads.
3. Major bridges.
4. Major/ Medium Irrigation Projects.
5. Roads in Urban and Cantonment areas.
6. Roads coming under N. R. E. P. and J. R. Y.
7. Furniture, laboratory equipments, books for Library, Sports equipments.
8. Staff quarters.
9. Purchase of medicine for hospitals.
10. Assistance to patients.
11. Grants, loans, subsidies and Honorarium of any kind.
12. Assistance to disabled for equipments.
13. Schemes of providing water connections on individual basis.
14. Individual assistance scheme/ such as seeds, fertilizers etc.
15. Survey, Evaluation and Research.
16. Purchase of fuel/ machinery for repairs for vehicles.
17. Radio, Television to Community Centre.
18. Gobar Gas Plant.
19. Repayment of loan/ clearance of Liabilities/ Purchase of land/ land acquisition or compensation for land.
20. Office buildings, residential buildings and other buildings of Central and State Government Departments and agencies or Organisations.
21. Works relating to Commercial Organisations and service associations.
22. Memorials and memorial buildings.
23. Revenue Expenditure/ Recurring Expenditures/ Expenditures inviting future recurring expenditures.

The details report on physical and financial progress of MLALAD Scheme of Sambalpur district as on 15.06.2009 is mentioned below.

PHYSICAL AND FINANCIAL PROGRESS OF MLALAD FUNDS AS ON 15.06.2009

(Rs. in Lakh)

Sl. No.	Name of the Assembly Constituency	Allotment Received	Amount Recommended	Amount sanctioned	Expenditure	U. C. Submitted	No. of Projects				
							Received	Sanctioned	Completed	Ongoing	Not Started.
1	2	3	4	5	6	7	8	9	10	11	12
1	Sambalpur	327.60	327.08	327.08	269.13		539	539	479	53	7
2	Rairakhol	520.00	519.76	519.76	422.78		789	789	609	174	6
3	Kuchinda	520.00	519.97	519.97	428.27		1063	1063	885	167	11
4	Jharsuguda	239.20	239.17	239.17	197.67		702	702	532	162	8
5	Laikera	270.40	270.78	270.78	221.33		738	738	594	137	7
Total		1877.20	1876.76	1876.76	1539.18	726.74	3831	3831	3099	693	39

Special Problem Fund

The Scheme of Special Problem Funds has been introduced in the state during 1997-98. The Schemes aims at taking of small and essential projects of local importance involving special nature of problems in the absence of which the development process will remain incomplete. The scheme also aims at construction of new projects which will contribute to the overall development of community and well-being of the general public for which funds are not available otherwise.

Funds for the scheme of Special Problem fund is provided in the State Plan Budget of Planning & Co-ordination Department in the form of GIA each year. The maximum ceiling limit for a project under the scheme is fixed at Rs. 10.00 lakh. However, Government may relax this ceiling limit in exceptional cases. Hon'ble Minister, MLAs, other public representatives, very senior officers of the state govt. and the district Collector may recommend projects involving special nature of problems. The works under the scheme are executed by an appropriate agencies/ departments

Admissible project list under the scheme –

1. Electrification of Harijan bastees/ Tribal habitations/ Girl's High Schools/ Primary Schools.
2. Road to Harijan Bastees/ Tribal habitations.
3. Construction of Working Women Hostel's for SCs/ STs.
4. Protection of old cultural/ heritage buildings.
5. Expansion/ renovation of State Level Govt/ Non-Govt. cultural/ Sports institutions.
6. Small works to provide missing links viz. culverts, bridges, deep causeway and cross drainage works to make existing roads operational.
7. Construction of Passengers Rest sheds.
8. Completion of incomplete rooms/ additional Classrooms for schools.
9. Provision of urinals, lavatories, tube-wells in Primary schools and Girl's High Schools.
10. Projects encouraging promotion of science/ information technology/ Bio-technology/ other modern technology for improving the skill of students in schools and colleges.
11. Extension to existing PHC/ Sub-Centres building and construction of Labour room, operation theatre and indoor wards in existing PHCs.
12. Provision of X-ray machines in hospitals/ Air Conditioners in Operation theatres.
13. Construction and extension of Govt. Ayurvedic/ Homeopathy dispensaries.
14. Water supply works in problem villages and urban local bodies in cost sharing basis.
15. Development of infrastructure facilities at places of tourist importance.
16. Construction of Public Library Buildings/ Bhagabat Ghars.
17. Renovations/ re-construction/ repair of old religious monuments/ cultural/ sports institutions.
18. Proposal for encouraging state level sports activities/ representations.
19. Construction of public owned Kalyan Mandap on cost sharing basis.
20. Projects aiming at environmental protection.
21. Installation of electric crematorium.

Inadmissible project list

1. Construction and repair of National High Way/ State High Way/ District Roads.
2. Major bridges.
3. Construction and repair of roads in urban/ cantonment areas and those coming under the schemes of NREP, JRY and PMGSY.
4. Major and medium irrigations projects.
5. Construction of staff quarters.
6. Contingent expenses like purchase of furniture, laboratory equipment, library books, sports equipment, medicines, vehicle, radio, television set etc.
7. A project of routine repair/ maintenance nature or a project requiring recurring expenditure or a project inviting future liabilities.
8. A project benefiting an individual and not the community at large.
9. Payment of honorarium, financial assistance or subsidy of any kind.
10. Re-payment of loan clearance of arrears and liabilities, purchase of land, payment of compensation.
11. Surveys, studies, evaluation and research projects.

12. Construction of office buildings, staff quarters of govt/ non-govt organization.
13. Works relating to commercial organizations/ service associations.
14. Construction of memorials and memorial buildings.

Details of physical and financial progress under the scheme is given below.

PHYSICAL & FINANCIAL PROGRESS OF SPECIAL PROBLEM FUND AS ON 31.03.2009.

Name of the District: - Sambalpur

(in Rs.)

Sl. No.	Year	Allotment Received from Govt. of Orissa	Amount Released	Expenditure Incurred	% of Expenditure	No. of Projects			U. C. sent to A.G., Orissa
						Sanctioned	Completed	On-going	
1	2	3	4	5	6	7	8	9	10
1	1997-98	50000	50000	50000	100	1	1	-	-
2	1998-99	200000	200000	200000	100	3	3	-	-
3	1999-00	310000	310000	310000	100	7	7	-	-
4	2002-03	3000000	3000000	3000000	100	28	28	-	-
5	2004-05	1650000	1650000	1610000	98	14	13	1	-
6	2007-08	600000	600000	550000	92	2	1	1	-
7	2008-09	6200000	6200000	4100000	66	9	3	6	-
Total		12010000	12010000	9820000	82	64	56	8	-

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.	Deputy Director, Planning, Sambalpur					Head of Office
2.	S.E.I.					MPLADS
3.	S.E.I.					MLALADS
4.	Cartographer					DPC, Annual Plan
5.	Senior Clerk					Bill, Budget, Establishment, MPLADS contingency
6.	Junior Clerk					Issue, Despatch, type work, MLALADS
7.	Driver					Driving vehicles
8.	Peon					Dak distribution and other unskilled works.
9.	Peon					Manual and unskilled work.
10.	Choukidar-Cum-Sweeper					Watching and cleaning of office

Manual – 3
Rules, Regulations, Instructions, Manual and Records for Discharging Functions

S. N.	Name/ Titles of the documents	Type of Documents	Briefs write up of the documents	From where one can get a copy of Rules, regulations, instructions, manuals and records	Address, Telephone No., FAX, E-mail & others	Fee charged by the Departments for copy of Rules, regulations, instructions, manuals and records (if any)
1	2	3	4	5	6	7
1.	ODPC Act' 98	Act	Constitution of DPC and business of the Committee	P & C Deptt. Govt. of Orissa, BBSR		
2.	ODPC Rule' 2000	Rule	Constitution, powers, functions, misc. of DPC	P & C Deptt. Govt. of Orissa, BBSR		
3.	Guidelines on MPLADS Nov'2005	Guideline	Concept, implementation and monitoring of the scheme	Ministry of Statistics and Programme Implementation, Govt. of India, Sardar Patel Bhawan, New Delhi- 110001	www.mplads.nic.in , www.sambalpur.nic.in	
4.	Rules and procedures for sanction of MLALADS fund' 1997	Rules	Rules and procedures for sanction of MLALADS fund	P & C Deptt. Govt. of Orissa, BBSR		

Manual – 4

Particulars of any arrangement that exists for consultations with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Implementation of Policy.

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participations
1	District Planning Committee	Yes	Members
2	MPLADS	Yes	Hon'ble M. Ps
3	MLALADS	Yes	Hon'ble M.L.As

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	2	3	4	5
1	List of members of DPC, meetings of DPC with proceedings	DPC	Through application with desired fees and online www.sambalpur.nic.in	Deputy Director, Planning, Sambalpur
2	Sanction list of projects under MPLADS of Sambalpur district	MPLADS	Through application with desired fees and online www.sambalpur.nic.in	Deputy Director, Planning, Sambalpur
3	Sanction list of projects under MLALADS of Sambalpur district	MLALADS	Through application with desired fees and online www.sambalpur.nic.in	Deputy Director, Planning, Sambalpur

Manual – 6

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

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| <ul style="list-style-type: none"> ○ Name and address of the affiliated body ○ Type of Affiliated Body (Board, Council, Committees, Other Bodies) ○ Brief introduction of the Affiliated Body (Establishment, Year, Objective/ Main Activities) ○ Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others) ○ Structure and Member composition ○ Head of the Body ○ Address of main office and its Branches ○ Frequency of Meetings ○ Can public participate in the meetings? ○ Are minutes of the meetings prepared? ○ Are minutes of the meetings available to the public? If yes please provide ○ Information about the procedure to obtain them. | <ul style="list-style-type: none"> -: District Planning Committee, Sambalpur -: Committees -: District Planning Committee constituted in 2003 vide Notification No. for approval and finalisation of District Plan. -: Advisory and Monitoring -: Chairperson- A Cabinet Minister Member Secretary- Collector of the District Expert Member- 2 Nos. Rural Representatives- 11 Nos. Urban Representatives- 5 Nos. Total Members- 20 nos. -: Chairperson -: District Planning Office, Sambalpur -: As and when necessary -: With the permission of the Chairperson/ Committee -: Yes -: Yes -: Through application with desired fees and on district website. |
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Manual – 7

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

Name of the Public Authority

Asst. Public Information Officer:

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Office	Home			
1	Smt. Merina Mathew	Sr. Clerk	0663	2410460		(0663) 2410460	ddp_sbp@rediffmail.com	District Planning Office, Sambalpur

Public Information Officers:

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Office	Home			
1	Sri Pradeep Kumar Tirkey,	S.E.I.	0663	2410460		(0663) 2410460	ddp_sbp@rediffmail.com	

Department Appellate Authority :

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Office	Home			
1	Smt. Manasi Satapathy	Deputy Director, Planning, Sambalpur	0663	2410460		(0663) 2410460	ddp_sbp@rediffmail.com	

Manual – 8

Procedure followed in Decision Making Process

What are the documented procedures/ laid down procedures/
Defined Criteria/ Rules to arrive at a particular decision for
improvement matters? What are different levels through
which a decision process moves?

- Dealing Assistant,
Deputy Director, Planning- Collector

What are the arrangements to communicate the decision to the public? – In the Office and in
the Web Site

www.mplads.nic.in/
www.sambalpur.nic.in)

Who are the Officers at various levels whose opinions are sought for
the process of decision making ?

- BDOs, EOs, DLOs,
PD, DRDA, Sambalpur

Who is the final authority that wets the decision?

- Collector, Sambalpur

Sl. No	
Subject on which the decision is to be taken	MPLADS / MLALADS/ DPC matters
Guidelines/ Directions, if any	Related guidelines of Govt. of Orissa and Govt. of India
Process of Execution	PRI, Line Department
Designation of the Officers involved in decision making	BDOs, Executive Engineers and District Level Officers, PD, DRDA, Sambalpur, Collector
Contact information of above mentioned Officers	0663- 2400001
If not satisfied by the decision, where and how to appeal	Collector, Sambalpur

Manual – 9

Directory of Officers and Employee

S. N.	Name	Designation	STD Code	Ph. No.		Tele Fax	E-Mail	Address
				Office	Mobile			
1	Smt. Manasi Satapathy	Deputy Director, Planning, Sambalpur	0663	2410460	9861076667	(0663) 2410460	ddp_sbp@rediffmail.com	District Planning Office, Sambalpur
2	Sri Satrughna Naik	S.E.I.	0663	2410460				-do-
3	Sri Pradeep Kumar Tirkey	S.E.I.	0663	2410460				-do-
4	Smt. Basanta Manjari Khuntia	Cartographer	0663	2410460				-do-
5	Smt. Merina Methew	Senior Clerk	0663	2410460				-do-
6	Sri Billiam Bara	Driver	0663	2410460				-do-
7	Sri Ghanashyam Bag	Peon	0663	2410460				-do-
8	Sri Daharu Munda	Peon	0663	2410460				-do-
9	Sri Anil Kumar Mirdha	Choukidar-Cum-Sweeper	0663	2410460				-do-

Manual – 10

The Monthly Remuneration Received By each of its Officers and Employee, including the system of Compensation as Provided in Regulations.

S. N.	Name	Designation	Monthly remuneration as per Orissa revised pay scale, 2008.	Compensation/Compensatory/ Allowance	The Procedures to determine the remuneration as given in the regulation
1	Smt. Manasi Satapathy	Deputy Director, Planning, Sambalpur	Rs. 31,244/-	-	State Govt. Budgetary provision (Non-Plan)
2	Sri Satrughna Naik	S.E.I.	Rs. 23,509/-	-	-do-
3	Sri Pradeep Kumar Tirkey	S.E.I.	Rs. 23,509/-	-	-do-
4	Smt. Basanta Manjari Khuntia	Cartographer	Rs. 17,820/-	-	-do-
5	Smt. Merina Methew	Senior Clerk	Rs. 13,424/-	-	-do-
6	Sri Billiam Bara	Driver	Rs. 13,556/-	-	-do-
7	Sri Ghanashyam Bag	Peon	Rs. 9,412/-	-	-do-
8	Sri Daharu Munda	Peon	Rs. 10,494/-	-	-do-
9	Sri Anil Kumar Mirdha	Choukidar-Cum-Sweeper	Rs. 7,377/-	-	-do-

Manual – 11

The Budget Allocated to each Agency (Particulars of all Plans, proposed expenditures and reports on disbursement made)

Sl. No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed (No. of installment)	Actual expenditure for the last year	Responsible Officers for the quality and the complete execution of the works
1									

For other Public Authorities :

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released disbursed (No. of installments)	Total expenditures

Chapter – 12

The Manner of Execution of Subsidy Programmes

Not applicable

Manual – 13

Particulars of Recipients of Concessions, permits or authorization granted by it

Not applicable

Manual- 14

Norms Set by it for the discharge of its functions.

Not applicable

Manual- 15

Information available in the Electronic form

Projects under MPLADS/ MLALADS/ Special Problem Fund project-wise list of sanctioned since inception.

Manual – 16

Particulars of the facilities available to citizens for obtaining information.

- Office Library :- No
- Drama and Shows :- No
- Through News paper :- No
- Exhibition :- No
- Notice Board :- Yes
- Inspection of Records in the office :- Yes

- System of issuing of copies of documents :- Hard copy/ Soft copy
- Printed Manual Available :- No
- Website of the Public Authority :- www.mplads.nic.in/
www.sambalpur.nic.in
- Others means of advertising :- No

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Other Useful Information.

- Application form (a copy of filled application form for reference) mentioned below.

FORM – A
See Rule- 4 (I)

Application for Information under section 6 (1) of the Act.

To

The Public Information Officer
District Planning Office, Sambalpur (Name of the office with address)

1. Full name of the applicant : - Sahadev Sahu
2. Father/ Spouse name : - Sukadeva Sahu
3. Permanent address : - Dhama, Sambalpur.
4. Particulars in respect of Identity of the applicant
5. Particulars of information solicited
 - a. Subject matter of information : - Sanction of MLALADS fund
 - b. The period to which the information relates : - 2004-05
 - c. Specific details of information : - Sanction of Sri S. Bisi, Hon'ble M.L.A.
 - d. Whether information is required by post or in person : - 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 : - Sahadev Sahu and
xerox copy
7. Has the information provided earlier :- No
8. Is this information not made available by the Public Authority : - No
9. Do you agree to pay the required fee : - Yes
10. Have you deposited application fee :- Yes, Challan No. 17/20.12.2005
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same : - No

Place : Sambalpur
Date : 20.12.2005

X
Full Signature of the applicant
Address (Dhama, Sambalpur)

Office of the Public Information Officer

Received the application from
address.....
..... on
..... seeking information.

Place : Full name of Public Information Officer
Date : Designation & Seal

- Fee
- How to write a precise information request. Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal.

With relation to training imparted to public by Public Authority.

Not applicable

With relation to Certificate No Objection Certificate etc. issued by the Public Authority not include in Manual – 13

Not applicable

With relation to registration process.

Not applicable

With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

Not applicable

18.8 Details of any other public services provided by the Public Authority.

N I L