

## DEVELOPMENT 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.      | Sukanta Tripathy, OAS(I) (Jr.)    | --             | --        | --        | --     | OIC of the Section   |
| 2.      | Pramod Kumar Mahapatra, Sr. Clerk | --             | --        | --        | --     | BDOs & JEs Estt., Focus Village, Jana Samparka Sibira, Rural Water supply, Audit Show cause /Surcharge Notices |
| 3.      | Rajendra Mahapatra, Sr. Clerk     | --             | --        | --        | --     | BGJY,BSVY, RGGVY, Forest, Higher Education, Medical matter   |
| 4.      | Dhaneswar Bachha, Jr. Clerk       | --             | --        | --        | --     | RPDAC, WODC , Industry matters, Issue & Despatch.  |

### Manual 3

#### 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 stages through which a proposal passes, the levels at which it gates examined and the final authority to which it has to go for 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.

| Sl. No. | Activity | Level of action | Time frame |
|---------|----------|-----------------|------------|
|         |          |                 |            |

### 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.

| Sl. No. | Activity | Time frame/Norm | Remarks |
|---------|----------|-----------------|---------|
| 1       | 2        | 3               | 4       |
|         |          |                 |         |

### Manual 5

#### 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.      | Orissa Record Manual                   | Maintenance of records and files    |                      |                                     |
| 2.      | Orissa Service Code                    | Service matter of Govt. servant     |                      |                                     |
| 3.      | Orissa Pension Rules                   | Pension matter                      |                      |                                     |
| 4.      | Orissa Leave Rules                     | Sanction of Leave of Govt. Servants |                      |                                     |

### Manual 6

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 wise 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 |
|---------|------------------|----------------------------------|------------------------------|----------------------------------|
|         |                  |                                  |                              |                                  |

### 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 Committees/Bodies      | Constitution of the committee/body | Role and responsibility | Frequency of meetings |
|--------|---|------------------------------------|-------------------------|-----------------------|
| 1.     | Rehabilitation and Periphery Development Advisory Committee | 24 <sup>th</sup> October,2006      | Periphery Development   |                       |
| 2.     | Dist. Electrical Committee                                  | 26 <sup>th</sup> Sept,2007         | Village Electrification |                       |

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, 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                                |
| 1.     | RPDAC, Sambalpur             | Periphery Development      |                          | 24 <sup>th</sup> October, 2006   |
| 2.     | Dist. Electrical Committee   | Village Electrification    |                          | 26 <sup>th</sup> September, 2007 |

| Date up to which valid | Whether meetings open to public | Whether minutes accessible to public | Frequency of meetings | Remarks |
|------------------------|---------------------------------|--------------------------------------|-----------------------|---------|
| 6                      | 7                               | 8                                    | 9                     | 10      |
|                        | No                              | No                                   |                       |         |
|                        | No                              | No                                   |                       |         |

Please attach copies of detailed notification/ orders for their constitutions.

**Manual 9**

**Directory of Officers and employees**

**(Section 4(1) (b) (ix))**

**Directory**

| Sl. No. | Name & Designation                | Office Phone No. | E-mail address |
|---------|-----------------------------------|------------------|----------------|
|         | DDO Section                       |                  |                |
| 1.      | Sukanta Tripathy, OAS (I) Jr.     | 0663-2410011     |                |
| 2.      | Pramod Kumar Mahapatra, Sr. Clerk | -do-             |                |
| 3.      | Rajendra Mahapatra, Sr. Clerk     | -do-             |                |
| 4.      | Dhaneswar Bachha, Jr. Clerk       | -do-             |                |

Manual 10

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 |
|--------|-----------------------------------|----------------------------------|
| 1.     | Sukanta Tripathy, OAS (I) Jr.     | 9300 to 34800                    |
| 2.     | Pramod Kumar Mahapatra, Sr. Clerk | 5200 to 20200                    |
| 3.     | Rajendra Mahapatra, Sr. Clerk     | 5200 to 20200                    |
| 4.     | Dhaneswar Bachha, Jr. Clerk       | 5200 to 20200                    |

Note : Details about system of compensation provided in regulations may be given

Manual 11

The budget allocated to each agency

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

Non-plan budget

| Minor head | Activities to be performed | Sanctioned budget | Budget estimate (2006-07) ( In Rs.) | Revised estimate (2005-06) ( In Rs.) | Expenditure for the last year (2004-05) ( In Rs.) |
|------------|----------------------------|-------------------|-------------------------------------|--------------------------------------|---|
|            |                            |                   |                                     |                                      |   |
|            |                            |                   |                                     |                                      |   |

Plan budget

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

Manual 12( Not Applicable)

The manner of execution of subsidy programme

(Section 4(1) (b) (xii))

List of institutions given subsidy

| Sl.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

| Sl.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 propose |
|--------|-------------------------------------|------------------------------------|-------------------|------------------------------------|---|
|        |                                     |                                    |                   |                                    |   |

Manual 13 ( Not Applicable)

Particulars of recipients of concessions, permits or authorizations granted

(Section 4(1) (b) (xiii))

List of beneficiaries

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

Manual 14

Information available in an electronic form

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

Details of information

| S.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 |
|-------|--|---------------------------------|------------------------------|---|
| 1     | 2  | 3                               | 4                            | 5   |
|       |  |                                 |                              |   |

Manual 15

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       | 2                  | 3                               | 4             |
|         |                    |                                 |               |

Manual 16

Name designation and other particulars of Public Information Officers

(Section 4(1) (b) (xvi)

List of Public Information Officers

| Sl.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      | District Development Officer, Sambalpur      | Collectorate, Sambalpur | 0663-2410011  |                |  |

List of Assistant Public Information Officers

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

First appellate authority with in the department

| Sl. No. | Designation of the Officer designated as first appellate authority | Postal address          | Telephone No. | e-mail address | Demarcation of Area/ Activities, if more than one appellate authority is there |
|---------|--|-------------------------|---------------|----------------|--|
| 1       | Additional District Magistrate, Sambalpur                          | Collectorate, Sambalpur | 0663-2410386  |                |  |

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, compiled, collected and provided in the form of manual from time to time.

Office of the District Magistrate & Collector, Sambalpur

Memo No 943 /Dev Dt 17-06-11

Copy to Public Information Officer, Collectorate, Sambalpur for information and necessary action with reference to his Letter No. 237 /RTI., Dt.05.04.2011.

*copy to Dist. InformatiC officer, collectorate, Sambalpur for information and necessary action.*

*Jim King 10/6/11*  
District Development Officer,  
Sambalpur

*237/4*