

Right to Information Act-2005
Obligations of Public Authority to publish particulars
(Under section 4(1)(b) of Chapter –II of Right to Information Act)

Manual 1

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

1. Aims and objectives of the organization:

The Main objective of the District Information & Public Relations Office, Sambalpur is Publicity of Government Programmes and Schemes in the District through Print and Electronic Media. Besides Publicity of Government Programmes through direct Public Relations with the Audio Visual system in Rural Area is also done. In totality, this office makes 4 (four) management works like event management, Relationship management, Speech management and Media management for the District Administration.

2. Mission:

a) To provide social welfare benefits and augmentation of education to the people through different publicity Media, to create an atmosphere for better understanding between the Government and the Public. Specially, the office makes effort to have a fruitful reach of Government programmes to public.

3. Vision

a) To inform and educate people during natural calamities like flood, famine, cyclone, heatwave etc. Besides, this office makes endeavours for sensitization on various Government Programmes, Public Utility Services, development activities and democratic activities.

4. Postal address of the main Office, attached /subordinate office/field units etc.

1. District Information & Public Relations Office, Sambalpur. At/PO/Dist. Sambalpur
2. Sub-Divisional Information & Public Relations Office, Rairakhol At/PO-Rairakhol, District Sambalpur.
3. Sub-Divisional Information & Public Relations Office, Kuchinda At/PO-Kuchinda, District Sambalpur.

5. Working hours both for office and public:-

10 AM to 5 PM with lunch break from 1.30 PM to 2 PM both for public and Office. In emergency situation the Office functions for 24 hours. Besides the office remains open from 7.AM to 1 P.M. during summer days. But the officials are available in any other required circumstances.

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	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Surya Narayan Mishra I/C. DI&PRO, Sambalpur	Management of office Establishment, co-ordination	Drawing & disbursement	-	-	Dissemination of information to press and public
2.	Surya Narayan Mishra SDIPRO, Rairakhol	Management of I.C. & Sub-Divn. office	-	-	-	Duties of SDIPRO as per job chart
3.	Jayadev Panigrahi, SDIPRO, Kuchinda	Management of I.C. & Sub-Divn. office	-	-	-	Duties of SDIPRO as per job chart
4.	Abhiram Mohanty, Projectionist	-				Audio Visual Equipment, Celebration, News Items, Press Cutting, Stock & store, Stationary,
5.	Pradeep Kumar Padhi, Junior Clerk				D.A. to DIPRO Section	Bill, Budget, Establishment, Audit, Assembly Question, Tour Diaries, Receipt & Issue
6.	Debananda Ranabida, Driver					To driving and maintaining the Office Jeep.
7.	Santosh Kumar Mishra, C.L.					Management of Reading Room in consultation with DI&PRO
8.	Gokul Kumar Mahanandia, C.L.					Management of Reading Room in consultation with SDI&PRO
9.	Chandrama Marai, C.L.					Management of Reading Room in consultation with SDI&PRO
10.	Dilip Kumar Senapati, Lt. Peon					Audio Visual Equipment
11.	Golekha Bihari Sahoo, Lt. Peon					Management of Reading Room at charmal in consultation with SDI&PRO

Manual 3
Procedure followed in decision-making process
(Section 4(1) (b) (iii))

SL. No.	Activity	Level of action	Time frame	Remarks
1	2	3	4	5

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, Rules, Regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	2	3	4	5
1	Service Code	Service matter of Govt. servants		
2	G.P.F. Rule	G.P.F. matter		
3	O.C.S.(Pension)Rule	Pension matter		
4	O.G.F.R. Vol-.I & II	Financial matter		
5	O.T.C. Vol-.I & II	Bill & Budget matter		
6	O.C.S.(C.C.A.)Rules	Proceedings		
7.	O.M.S. Rules,	Service matter of Ministerial staff		
8.	O.T. Rules	Traveling Allowance matter		
9.	Orissa Conduct Rules	Govt. Servant Conduct		

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
1	2	3	4	5
1	Appointment and Posting			
2	Transfer & Posting of Staff			
3	Deployment of staff			
4	Audit & Inspection report			
5	Misc. corr. files			
6	Correspondence MPR & QPR			

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

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

Manual 9
Directory of Officers and employees
(Section 4(1) (b) (ix))

Sl No.	Name and designation	Office Phone No	E mail address
1	2	3	4
1.	Surya Narayan Mishra I/C, D.I.& P.R.O., Sambalpur	0663-2410582	

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	2	3
1	Surya Narayan Mishra, SDI&PRO, Rairakhhol	9300-34800
2	Jayadev Panigrahi, SDI&PRO, Kuchinda	9300-34800
3	Abhiram Mohanty, Projectionist	5200-20200
4	Sarat Chandra Sahu, Operator	5200-20200
5	Debananda Ranabida, Driver	5200-20200
6	Santosh Kumar Mishra, C.L	5200-20200
7	Gokul Kumr Mahanandia, C.L.	5200-20200
8	Chandrama Marai, C.L.	5200-20200
9	Puran Chand Chhuria, Lt. Peon	4440-7440
10	Golekha Bihari Sahoo, Lt. Peon	4440-7440
11	Bhaskar Pradhan, Lt. Peon	4440-7440
12	Dilip Kumar Senapati, Lt. Peon	4440-7440
13	Binod Bihari Nayak, N.W.	4440-7440
14	Dharmananda Nail, N.W.	4440-7440
15	Bhagirathi Pradhan, N.W.	4440-7440
16	Biranchi Bar, N.W.	4440-7440
17.	Jakub Kujur, Peon	4440-7440
18.	Promodini Bhoi, Peon	4440-7440

Manual 11
The budget allocated to each agency
(Section 4(1) (b) (xi))

Non-plan budget

Manor head	Activities to be performed	Sanctioned budget	Budget estimate (2010-11)	Revised estimate (2009-10)	Expenditure for the last year (08-09)
25-2220-102-1349-		Pay			
		D.P.			
		D.A.			
		H.R.A			
		RCM			
		O.A.			
		T.E.			
		O.C.			
25-2220-106-0321-		Pay			
		D.P.			
		D.A.			
		H.R.A			
		RCM			
		O.A.			
		T.E.			
		Elect.			
		Water Charges			
		Telephone			
		M.V.			
		O.C			
25-2220-60-106-0321-21033-000-0-1-0		Maintenance			
25-2220-60-106-1022-08001-506-0-1-0		Exhibition			
25-2220-60-106-1128-78268-000-1-1-1		Awareness			
25-2220-60-107-1306-08001-506-1-1-1		Song & Drama			
25-2220-60-789-1306-08001-506-1-1-1		Song & Drama			
25-2250-00-789-1310-78072-000-1-1-1		Spl. Celebration			
25-2250-00-796-1310-78072-000-1-1-1		Celebration			
25-2250-00-800-1310-20002-000-0-1-0		Celebration			
25-2250-00-800-1310-78072-000-1-1-1		Celebration			
25-2251-00-090-0705-01003-560-0-1-0		Celebration			

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

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
1	2	3	4	5	6	7

Manual 14
Information available in an electronic form
[Section 4(1)(b)(xiv)]
 Details of information

SL. No.	Activities for which electronic data available	Nature of information available	Is it available on website or is being used as back end data base
1	2	3	4

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
1.	Notice Board	All type of Notices	Always

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	2	3	4	5	6
1.	Surya Narayan Mishra	Incharge DI&PRO, Sambalpur	0663- 2410582		

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.