

RIGHT TO INFORMATION ACT, 2005

DISTRICT ESTABLISHMENT SECTION, COLLECTORATE, GAJAPATI

Manual 1

Particulars of organization, functions and duties (Section 4(1)9b) (i)

1. Brief History of establishment:

The establishment wing, Collectorate Gajapati has been functioning since inception of the district. i.e. from 2-10-1992

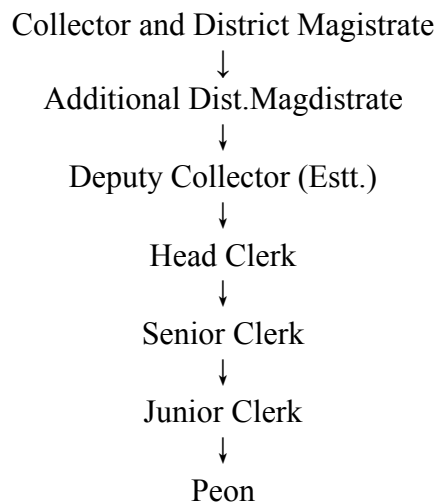
Aims and Objectives of the Organization:

Maintenance, stability of administrative set up, Recruitment of ministerial, revenue field staff including drivers and stenographers under revenue administration, Initiation of disciplinary measures. All types of personal monetary claims and salary of staff.

2. Mission/ Vision:

To ensure transparency in administration.

3. Staffing pattern:



4. Allocation of business:

The work of gazetted establishment, non-gazetted establishment of revenue department directly under the administrative control of Collector are dealt in the Section. The salary bill and other financial related claims, pension, disciplinary measures, transfer-posting, promotion of staff, issue of distress/non distress certificates under Rehabilitation Assistance Scheme

Manual-2 Powers and duties of Officer and employees. (Section 4(1)(b)(ii))

Sl.No	Designation of post.	Financial	Assignment
1	Deputy Collector, Establishment Section	Drawing Officer(as delegated by Collector.)	All establishment matter.
2	Head Clerk		Section supervision
3	Sr. Clerks		Duty entrusted from time to time.
4	Jr. Clerks		Either independent or attached as ordered from time to time.
5	Peons		

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

The tabular information exhibits process of decision making

Sl.No.	Activity	Level of action	Time frame
1	Letter received and submitted to Head of Office for perusal.	Receipt Clerk	Same day
2	To mark letter to concern D.A.	H.C.	Same day
3	Enter in Receipt Register	Receipt Clerk	Same day

4	Receive the letter & enter in the log book	D.A. concerned	Same day
5	Prepare and put up before the H.C. for examination	D.A.concerned	Urgent- Same day Ordinary - within 3 days
6	To be placed before the Deputy Collector(Estt).	H.C.	-do-
7	Action of Deputy Collector(Estt)	Deputy Collector(Estt)	-do-

Manual-4 Norms set for the discharge of functions (Section 4(1)(b)(iv))

All the norms and working procedure provided in the O.R.M. are being followed. The rest of the work for which no such norms are provided are also given equal importance for disposal. Here, in this section there are some works which need to be processed through the different stages are being carefully examined to make them fault free.

Manual-5 Rules, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

Rules and regulation provided in the following Code, Manual and Rules are meticulously followed while discharging official work.

Sl. No.	Name of the Act ,Rules, Regulations etc.	Brief gist of the contents
1	Orissa Service Code	Service matter of employees
2	Orissa Pension Rules	Pension matters
3	Orissa Leave Rules	Leave matters
4	O.C.S.(CCA) Rules	Disciplinary actions
5	O.G.S.C.R.	Duty of public servant
6	O.T.C	Preparation of bill
7	T.A Rule	Travelling allowance
8	Budget Manual	Budget Of staff

9	G.P.F Rule	Provident fund matter
10	O.G.F.R.	Financial matter

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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 wise and it may be got tabulated ,indexed and catalogued

Sl.No.	Nature of records	Details of information available	Unit/Section where available	Retention period , where available
		NOT ADMINISTERED		

Manual 7 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).

NOT ADMINISTERED

Manual 8 A statement of Boards , council ,committees and other bodies constituted (Section 4(1)(b)(viii)

NOT ADMINISTERED

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

Name and designation	Office Phone number
Sri Abhimanyu Majhi, O.A.S., Deputy Collector(Estt.)	06815-222397
Sri Paresh Kumar Panigrahi Jr. Clerk	
Sri Kishore Ch. Dash , Jr. Clerk	
Sri R Papa Rao, Peon	
Smt. E. Durgamma, Peon	

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))

Directory of Officers and Employees(Gazetted and Non Gazetted officers)					
[Section 4(1)(b)(ix)]					
Sl. No.	Name of the Officer/ Date of Birth/ Home Address	Date of 1st entry into Governme nt Service	Present assignment	Phone no	Pay scale/Monthly remuneration
1	2	3	4	5	6
1	SRI D.V SWAMY ,COLLECTOR& DM		Collector & DM	06815- 222397(O) 06815- 222396(R)	10650-325-15850 23083/-
2	SRI GUNANIDHI JENA, OAS-I ,ADM		ADM	06815- 223333(O) 06815- 222578(R)	10650-325-15850 26174/-
3	SRI BHABANI PRASAD MISHRA,,OAS,DEPUTY COLLECTOR		Emergency, G&M,LA,FS, Red-Cross, Res Office of the Collector Judicial & FA Section	06815-222943, TOLL FREE NO1077	6500-200-10500 15331/-
4	SRI ABHIMANYU MAJHI, OAS ,DEPUTY COLLECTOR,		Nizarat, Establishment, Small saving Section		6500-200-10500 15331/-
5	SRI RAM SANKAR PATTANAİK , D.S.S.O		Under suspension		6500-200-10500 15331/-
Office Superintendent					
1	Chittaranjan Behera 15-07-1951	09-01-1971	Office Superintendent	06815- 222397	6500-200-10500
HEAD CLERCK					
1	Sri B. Biswanatham 06.11.1957 Paralakhemundi.	28.02.1980	Head Clerk Development Section		5500-150-8000/ 14074/-

2	Sri M.S.Sahani 21.06.1952 Phulabani	25.10.1979	Head Clerk Election Section		5500-150-8000/
3	Sri R.K.Behera 07.02.1959 Arjipalli,Chatrapur	31.08.1981	Head Clerk Revenue Section		5500-150-8000/ 13770/-
4	Sri Dukha Pujari 09.08.1961 Gadaro	10.08.1983	Head Clerk G&M Section		5500-150-8000/ 12075/-
5	Sri Mangala Nayak 01.07.1964 Mureisahi	31.05.1989	Head Clerk Nizarat Section		5500-150-8000/ 12075/-
6	Sri Balogopal Panigrahy 15.03.1952 Parlakhemundi	24.07.1974			5500-150-8000/ 11445/-
STENOGRAPHER					
1	Sri Subash Ch. Sethi 15-07-1968 Paralakhemundi	04-06-1994	Steno to ADM		4750-125-7500 11288/-
2	Sri Siba prasad Pattanaik 05-12-1971 Paralakhemundi	06-08-1994	Steno to Collector		4750-125-7500 10920/-
SENIOR CLERK					
1	Sri Ladu Kishor Das 08.01.1964 Hinjalipalli	23.08.1989	Emergency Section		4000-100-6000/- 10920/-
2	Sri Benudhar Chanda 11.05.1966 Talapada	24.08.1989	Bench Clerk to ADM		4000-100-6000/- 10920/-
3	Sri Bhairab Prasad Patnaik 02.11.1965 Berhampur	30.10.1989	Bench Clerk to Collector		4000-100-6000/- 10550/-
4	Sri Bijaya Ch. Patnaik 01.04.1961 Chatrapur	30.01.1990	G&M and Nizarat Section		4000-100-6000/- 10291/-
5	Sri Arjun Behera 10.04.1966 Humma	30.01.1990	Revenue Section		4000-100-6000/- 9720/-
6	Sri Dilip Kumar Pani 01.06.1972 Kabisurya Nagar,Ganjam	19.01.1991	Revenue Section		4000-100-6000/- 9031/-

7	Sri Narasingha Behera 03.05.1967 Seragada,Ganjam	12.03.1993	Revenue Section	4000-100-6000/- 9031/-
8	Sri Babulal Pujari 12.04.1973 Abarsing	14.05.1996	Devlopment Section	4000-100-6000/- 9031/-
9	Sri Gopal Krishna Adhikari 04.07.1962 Paralakhemundi	03.08.1989		4000-100-6000/- 9240/-
10	Sri B. basudev Rao 13.12.1973 Paralakhemundi	27.06.1996	Land acquisition section	4000-100-6000/- 8820/-
11	Sri L.N Behera 21.07.1956 Paralakhemundi	20.03.1985	Revenue Section	4000-100-6000/- 10920/-

JUNIOR CLERK

1	2	3		4
1	Sri Bala Krushna Padhi 01.12.1968 Berhampur	01.06.1990	Devlopment Section	3050-75-3950/-80-4590/- 7088/-
2	Sri Mahesh Prasad Patro 26.05.1964 Paralakhemundi	25.07.1989 25.07.1995	Confidential Assistant	3050-75-3950/-80-4590/ 8863/-
3	Sri Paresh Kumar Panigrahy 02.07.1966 Paralakhemundi	26.10.1989 07.06.1996	Establishment Section	3050-75-3950/-80-4590/ 8863/-
4	Sri Madan Mohan Patnaik 25.06.1967 Paralakhemundi	13.05.1996	G&M Section	3050-75-3950/-80-4590/ 8139/-
5	Sri Kishor Chandra Das 23.11.1964 Munisipentho,Ganjam	13.05.1996	Establishment Section	3050-75-3950/-80-4590/ 8214/-

DRIVER

1	Sri V.R Patro 05-12-1971 Paralakhemundi	06-08-1994	Driver to Collector		3050-75-3950-80-4590 8139/-
2	Sri Markend Ch. Nayak 15-07-1968 Paralakhemundi	04-06-1994	Driver to ADM		3050-75-3950-80-4590 8074/-
CLASS IV STAFF					
1	Sri Dangua Sabar 10-03-1957 Bada palli ,ganjam	31-10-1982	Daftary Nizarat Section		2610-60-3150-65-3540/- 6774/-
2	Sri Purna ch Pattanaik 01-07-1957 Rayagada ,Gajapati	26-08-1981	L.Peon Collector chamber		2550-55-2660-60-3200 6888/-
3	Sri Purna ch Pradhan 06-07-1969 Paralakhemundi	16-10-1988	L.Peon Nizarat Section		2550-55-2660-60-3200 6888/-
4	Sri K.Appa Rao 08-02-1954 Madhusudanpur,Gajapati	29-09-1977	Peon		2550-55-2660-60-3200/- 6888/-
5	Sri Janaki ch Behera 25-05-1960 Paralakhemundi	17-10-1979	Peon Res office		2550-55-2660-60-3200/- 6888/-
6	Sri Ganapati Nayak 03-06-1961 Paralakhemundi	04-07-1986	Revenue Section		2550-55-2660-60-3200/- 6685/-
7	Sri R Papa Rao 03-04-1961 Deviti.Gajapati	02-04-1994	Estt Section		2550-55-2660-60-3200/- 6480/-
8	Sri Rajgopal Rao 05-07-1962 Paralakhemundi	01-10-1993	G&M Section		2550-55-2660-60-3200/- 6720/-

9	Sri D. Janaki Rao 17-06-1965 Paralakhemundi	29-09-1993	Peon NIC		2550-55-2660-60-3200/- 6840/-
10	Sri Prasanta ku Ratha 25-07-1972 Paralakhemundi	21-03-1995	Peon Res office		2550-55-2660-60-3200/- 6720/-
11	Sri G.Prakash Rao 01-07-1962 vistala, Kasinagar	01-10-1993	Peon Emg Sectiont		2550-55-2660-60-3200/- 6720/-
12	Sri Tarini pr Nayak 10-5-0964 Paralakhemundi	21-03-1995	Peon Issue&Despatch		2550-55-2660-60-3200/- 6744/-
13	Sri Prafulla ch Parichha 30-11-1966 Paralakhemundi	30-09-1993	Peon Res Office		2550-55-2660-60-3200/- 6990/-
14	Miss Babita Sadangi 12-06-1970 Paralakhemundi	22-03-1995	Peon Revnue Section		2550-55-2660-60-3200/- 6720/-
15	Smt Tamala Biswal 30-07-1955 Paralakhemundi	28-10-1983	Peon Emg Section		2550-55-2660-60-3200/- 6888/-
16	Smt Sulakhayani Ghanta 05-05-1953 Narayanapur,Gajapati	28-04-1987	Peon G&M Section		2550-55-2660-60-3200/- 6888/-
17	Smt Gangalakhmi Behera 20-05-1971 Paralakhemundi	22-03-1995	Peon On deputation		2550-55-2660-60-3200/- 6720/-
18	Smt E Durgamma 03-07-1973 Paralakhemundi	20-01-1998	Peon G&M		2550-55-2660-60-3200/- 6720/-
19	Sri S.S Trinath Rao 27-05-1969 Paralakhemundi	30-09-1993	Peon Res office		2550-55-2660-60-3200/- 6720/-

20	Sri Pramod ch . Panda 22-01-1970 Rankuda,Ganjam	02-05-1994	Peon Collectorate	2550-55-2660-60-3200/- 6480/-
21	Sri Ramesh Behera 10-06-1974 Paralakhemundi	22-03-1995	Sweeper Circuit house	2550-55-2660-60-3200/- 6720/-
22	Sri Durya dhana Behera 07-01-1972 Paralakhemundi	25-05-1999	Gardener Circuit house	2610-60-3150-65-3540 6489/-
23	Sri Ashra Sabar 12-12-1965 Tumula,Gajapati	04-10-1993	Night Watch man Collectorate	2550-55-2660-60-3200/- 6480/-
24	Sri Raikan Sabar 01-12-1965 Tumula,Gajapati	21-03-1994	Night Watch man Circuit house	2550-55-2660-60-3200/- 6480/-
25	Sri Raghu nath Datta 01-07-1942 R.Udayagiri,Gajapati	26-05-2006	Night Watch man Collectorate	2550-55-2660-60-3200/- 5276/-
26	Sri Appa Rao Choudhury 1-7-1962 Paralakhemundi	29-9-19	L. Peon Collectorate	2550-55-2660-60-3200/- 6888/-

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ALLOTMENT POSITION

3-2053-DA-093 Dist. Estt.	Allotment received	Expenditure incurred during 07-08	Allotment surrendered
Pay	3500000	3144106	355894
D.P.	1750000	1563333	186667
D.A	2049080	2038355	10725

H.R.A.	230000	164973	65027
O.A.	11000	9711	1229
T.E.	50000	48475	1525
R.C.M.	40000	39974	26
Telephone	36000	36000	00
Water	10000	10000	00
Electricity	110000	110000	00
O.C.	30000	30000	00
M.V	140000	140000	00
Other Charges.	15000	15000	00
Depttl.Exam.	5000	5000	00
3-2053DA-093-Maintenance of C.H.	110870	110870	00
3-2052SGS-090-Festival Advance under dist estt.	120000	120000	00
3-7610-Loans to govt. servants.House Building Adv.	90000	90000	00
3-2053-00-094-1400-20002-000-0-1-0	400	00	400

Manual 12 The manner of execution of subsidy Programme (Section 4(1)(b)(xii))

NOT ADMINISTERED

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Manual 13 Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b) (xiii))

NOT ADMINISTERED

Manual 14

Information available in an electronic form Section 4(1)(b)(xiv)

Sl.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 date base
1	Departmental proceeding	All	No	Not applicable

Manual 15 Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))

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MANUAL-16 Name designation and other particulars of public information officer [Section 4(b)(xvi)]

Designation of Officer Designated as PIO	Postal Address	Telephone No
OIC, Gen Misc	Collectorate, Gajapati	06815-222943

First Applet authority with in the Department

Designation of Officer Designated as First Applet authority	Postal Address	Telephone No
Designation of Officer Designated as First Applet authority	Postal Address	Telephone No
ADM, Gajapati	Collectorate, Gajapati	06815-223333

