

RIGHT TO INFORMATION ACT, 2005

GENERAL & MISC. SECTION,
COLLECTORATE, Gajapati.

Manual- I

Particulars of Organisation, functions and duties [(Section-4 (1)(b)(i)]

1. Aims and objectives of the organisation.

To assist the District Collector in District Administration.

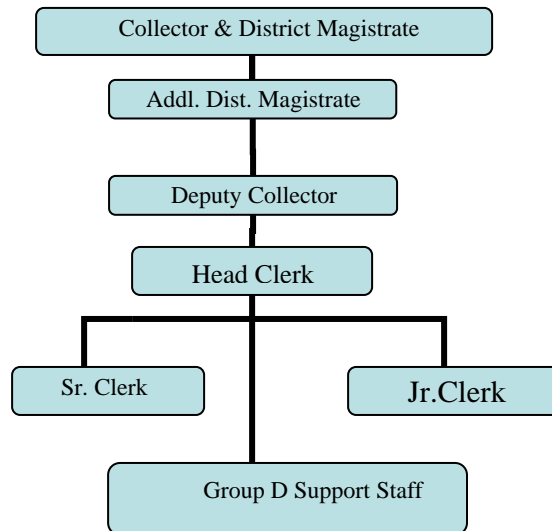
2. Mission/Vision

To facilitate the common Citizen with the Schemes of the Government.

3. Brief History and back-ground for its establishment

This is a branch office of the Collectorate functioning since the inception of the district i.e. from 02.10.1992.

4. Organisation charts



5. Allocation of business

The branch has been entrusted with the work of correspondence relating the following subjects & the sub heads

1. Acts, regulations and amendments
2. Archaeology

3. Assembly, Lok Sabha and Rajya Sabha questions and resolutions
4. Books, Publications and Periodicals.
5. Circulars, Rules and orders
6. Citizenship
7. stock verification of books.
8. Communications (Posts/ Telegraphs, Railways and National High Ways)
9. Emigration
10. Holiday & celebrations.
11. Enquiry and Information.
12. Extradition
13. Inspections
14. Pasting of correction slips
15. Holidays and Celebrations
16. Inventory of private properties rules
17. Legal heir ship
18. Office procedure
19. Organization and association
20. Pass ports and visas
21. Political matters
22. Press registration
23. Estt. of youth hostels
24. Reports and returns
25. Sailors and Soldiers' Board
26. Solvency, Character and Scheduled Caste and Scheduled Tribe Certificates.
27. Sports and culture
28. Strikes
29. Issue of books and periodicals
30. Municipalities/Notified Area councils.
31. Establishment of Civil amenities like working women's Hostel, Sulabha Sauchalayas, Parks, etc.
32. Registration of Jubak sanghas
33. Census Arrangements & Relating to Local Funds, , Grievance, Central Dispatch and reference Library etc.

6. **Duties to be performed to achieve the mission**

Duties are performed by the dedicated team of Officer and employees to achieve the mission. "**STATE AS FACILITATOR**".

7. **Details of Service rendered**

Services of several kinds have been facilitated to all, in forms of guidance/ all related sources of information, Public inconvenience etc.

8. **Citizens interaction**

Public approach the District Administration for several facilities under different aspects of life, they are explained the procedural effect & guided to reach the correct forum for speedy disposal, and if required depending upon the exigencies necessary assistance is also extended.

9. **Postal address of the main office attached/Sub-ordinate office/field units etc.**

The branch operate inside the Collectorate building and the Deputy Collector shares one of the room of the Collectorate building.

10. **Not Administered**

11. **Working hours both for office and public** Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM. during day office and from 7.00 A.M. to 1.00.p.m. during morning office. On all working days as per Govt. Calendar printed and published by the Government of Orissa for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. **Public interaction if any**

The public is cordially accepted at every place in the building to extend the desired assistance.

13. **Grievance redress mechanism.**

If any raised is dealt with top priority, by following time to time instructions issued by the **public grievance and pension administration** departments of the Government, a top opening box marked as **Grievance Box** kept near the entrance to receive the application round the clock 24x7, a register exclusively for recording the contents by the Public. Over and above, the Collector listens to **the public grievance** on every working Saturday from 10 PM onwards. The District Level Officers are present in his chamber for an on the spot disposal.

Manual-2

Powers and duties of Officer 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	2	3	4	5	6	7
1	Deputy Collector	Over all supervision	Nil	Nil	-	Work as Team leader.
2	Head Clerk					.Issue & receipt of letters & presentation of correspondence works & overhaul supervision of the office work
3	Sr.Clerk (1)					Preparation of draft
4	Jr.Clerk (1)					

Manual-3

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

Sl.No.	Activity	Level of action	Time frame
1	Letter received	Central Receipt	Instantly
2	Marginal order	OIC	Same day
3	Application	Head of Office	Same day

Manual-4

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

The correspondence are dealt as per ORISSA Record manual, 1964 as far as practicable and all others assignment are dealt on the basis of the exigencies varying from case to case.

Manual-5

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

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	
1	Orissa Record Manual 1964	- Office procedural effects		
2				
3.				
4.				

Manual 6

A statement of the categories of documents that are held by it for under its control (Section 4(1)(b)(vi))

Sl.No.	Nature of records	Details of information available	Unit/Section where available	Retention period , where available
The file index register for each calendar year sub-divided in to collection and file numbers are available.				

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))

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
Not Administered									

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

Directory

SI.No.	Name and designation	Office Phone number	E.Mail address
1	2	3	4
1	SriBhabani Prasad Mishra, OAS, Deputy Collector, General & Misc. Section	06815-222397	
2	Sri Dukha Pujari, H. C.	06815-222397	
3.	Sri Bijaya Ch.Patnaik,S.C.	06815-222397	
4.	Sri M.M.Patnaik,J.c.	06815-222397	
5.	Sri Raj Gopal Rao,Peon	06815-222397	
6.	Sri A.R.choudhary,Peon	06815-222397	
7.	Smt.S.Ghanta,Peon.	06815-222397	
8.	Sri R.N.Bhukta,(from consolidation)	06815-222397	

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))

SI.No.	Name and designation	Pay scale/monthly remuneration
1	2	3
1	SriBhabani Prasad Mishra, OAS, Deputy Collector, General & Misc. Section	6500-10500
2	Sri Dukha Pujari, H. C.	5000-8000
3	Sri Bijaya Ch.Patnaik,S.C.	4000-6000
4	Sri M.M.Patnaik,J.c.	3050-4590
5	Sri Raj Gopal Rao,Peon	2550-3200
6	Sri A.R.choudhary,Peon	2550-3200
7	Smt.S.Ghanta,Peon.	2550-3200
8	Sri R.N.Bhukta,(from consolidation)	2550-3200

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

Major Head	Activites to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
1	2	3	4	5	6
Not administered					

Manual 12
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 year utilization progress	Previous year achievements.
Not administered						

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 purpose.
Not administered					

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

List of beneficiates.

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 time similar concession given in past with purpose.
Not Administered					

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	Can it be shared with public	Is it available on website or is being used as back end date base
	application for pass port		yes	available on website

the official website <http://gajapati.nic.in>

2. All records/documents are made available to public.

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
	Reception by the Deputy collector in the office of the Collectorate, Gajapati		

Manual 16
Designation and other particulars of Public Information Officers (Section 4(1)(b)(XVI))

Sri Bhabani Prasad Mishra, OAS, Deputy collector, Gen & Misc. is designated as P.I.O. of Collectorate.

Designation of Officer Designated as Asst. PIO	Postal Address	Telephone No	E-Mail Address
Junior Clerk	Collectorate, Gajapati	06815-222397	
Designation of Officer Designated as First Appellate authority	Postal Address	Telephone No	E-Mail Address
ADM, Gajapati	Collectorate, Gajapati	06815-223333	

Manual 17

Other information as may be prescribed (Section 4(1)(b)(XVII))

All of the information as may be prescribed shall be collected, tabulated compiled and provided in the form of manual form time to time as and when executed entrant received.

Details of Society Registered under the Societies Registration Act, 1860- [Click](#)

ADDITIONAL INFORMATIONS OF GEN. & MISC.SECTION

There are two urban local bodies in Gajapati district i.e. Paralakhemundi Municipality and Kashinagar N.A.C. During the year 2007-08 the following Grant-in-Bills have been received from Government in Housing and Urban Development department.

PARALAKHEMUNDI MUNICIPALITY.

Sl. No.	Name of the grant	G.O. No. & Date	Amount
1.	Compensation in lieu of octroi grant for the month of March and April, 2007.	13980/H 12.6.2007	Rs.11,13,120/-
2.	12 th F.C. grant for maintenance of Roads & Bridges.	1906/H 19.1.2008	Rs.5,82,500/-
3.	12 th F.C. for Non-Residential buildings.	27323/H,3.12.07	Rs.1,94,750/-
4.	SJSRY State Matching Share.	2644/29.1.08	Rs.12,000/-
5.	SJSRY State Matching Share.	2632/29.1.08	Rs.47,000/-
6.	SJSRY State Matching Share.	2656/H,29.1.08	Rs.16,000/-
7.	IDSMT State Govt. Share	4661/H,15.2.08	Rs.10,19,000/-
8.	12 th F.C. Solid waste management	4496/H,15.2.08	Rs.4,49,000/-
9.	12 th F.C. data base & maintenance.	4675/15.2.08	Rs.59,000/-
10.	IDSMT State Govt. Share	4696/H,15.2.08	Rs.3,18,000/-
11.	12 th F.C. Solid waste management	4100/H,8.2.08	Rs.3,368/-
12.	12 th F.C. data base & maintenance.	4118/H,8.2.08	Rs.442/-
13.	12 th F.C. Solid waste management.	6500/H,23.2.08	Rs.1,41,000/-
14.	Compensation in lieu of octroi grants for the month of May to Feb, 2008.	6645/H,25.2.08	Rs.54,31,505/-
15.	Compensation for performance based incentive, 2008.	6984/H,27.2.08	Rs.12,90,000/-
16.	Road maintenance Grant(normal)	4321/H,13.2.08	Rs.8,91,621/-
17.	Compensation for performance based incentive, 2008.	6847/H,26.2.08	Rs.1,66,000/-
18.	Compensation for performance based incentive, 2008.	6835/H,26.2.08	Rs.5,57,000/-
19.	Compensation to ULB for Entertainment tax, 2008.	596/H,3.3.08.	Rs.6,000/-

KASHINAGAR NAC.

Sl. No.	Name of the grant	G.O. No. & Date	Amount
1	Compensation in lieu of octroi grant for the month of March and April, 2007.	13972/H,12.6.07	Rs.3,37,176/-
2	Compensation in lieu of octroi grant for the month of May & June, 2007.	18313/H,6.8.07	Rs.3,62,176/-
3	Compensation in lieu of octroi grant for the month of July, 2007.	19315/H,24.8.07	Rs.1,81,088/-

4	Compensation in lieu of octroi grant for the month of September, 2007.	23009/H,11.10.07	Rs.1,81,088/-
5	Compensation in lieu of octroi grant for the month of August, 2007.	22229/H,29.9.07	Rs.1,61,088/-
6	12 th F.C. grant for maintenance of Roads & Bridges.	23358/16.10.07	Rs.2,30,125/-
7	12 th F.C. for Non-Residential buildings.	23348/16.10.07	Rs.89,500/-
8	Road maintenance Grant(Hard case)	25754/H,16.11.07	Rs.5,00,000/-
9	Compensation in lieu of octroi grant for the month of October, 2007.	25857/H,16.11.07	Rs.1,81,088/-
10	Compensation in lieu of octroi grant for the month of November, 2007.	29975/H,31.12.07	Rs.1,81,088/-
11	SJSRY State Matching Share.	2660/H,29.1.08	Rs.19,000/-
12	Road maintenance Grant(normal)	27194/H,1.12.07	Rs.2,71,412/-
13	Compensation in lieu of octroi grant for the month of December, 2007.	2681/H29.1.08	Rs. 1,81,087/-
14	SJSRY State Matching Share.	2648/H,29.1.08	Rs.14,000/-
15	SJSRY State Matching Share.	2636/H, 29.1.08	Rs.54,000/-
16	12 th F.C. grant for maintenance of Roads & Bridges.	4129/H,8.2.08	Rs.2,30,125/-
17	12 th F.C. Solid waste management.	4501/H15.2.08	Rs.2,24,000/-
18.	12 th F.C. Solid waste management.(Int.)	4106/H,8.2.08	Rs.1,680/-
19	12 th F.C. data base & maintenance.	4673/H,15.2.08	Rs.23,000/-
20	12 th F.C. data base & maintenance.(Int.)	4112/H,8.2.08	Rs.172/-
21	Road maintenance Grant (normal)	4309/H,13.2.0-8	Rs.2,71,145/-
22	Compensation in lieu of octroi grant for the month of January, 2008.	4715/H,15.2.08	Rs.1,72,259/-
23	Compensation for lighting & electricity.	6839/H,26.2.08	Rs.4,55,000/-
24	Compensation in lieu of octroi grant for the month of February, 2008.	7030/H,27.2.08	Rs.3,88,190/-
25	Compensation based incentive, 2008.	6885/H,26.2.08	Rs.87,000/-
26	Compensation to ULB for Entertainment tax, 2008.	7011/H,27.2.08	Rs.1,000/-
27	Compensation based incentive, 2008.	6881/H,26.2.08	Rs.6,75,000/-

The details of Utilisation Certificates countersigned and submitted to Government in Housing & Urban development department in respect of Paralakhemundi Municipality and Kashinagar N.A.C. for the year 2007-08.

PARALAKHEMUNDI MUNICIPALITY.

Sl. No.	Year	Name of the grant	G.O.No. & Date.	Amount sanctioned	U.Cs countersigned.
1.	2006-07	Compensation in lieu of octroi grant for the month of	6782/15.3.07	Rs.7,44,266/-	Rs.7,44,266/-

		Feb, 2007.			
2.	2005-07	12 th F.C. data base & maintenance.	6775/13.3.06, 25868/7.11.06, 29031/12.2.07.	Rs.1,77,000/-	Rs.1,46,022/-
3.	2007-08	Compensation in lieu of octroi grant.	13980/12.6.07	Rs.11,13.120/-	Rs.11,13.120/-
4.	2006-07	Compensation in lieu of octroi grant.	4548/28.2.07	Rs.3,00,000/-	Rs.3,00,000/-
5.	2006-07	Road maintenance Grant(Hard case)	2516/8.2.07	Rs.3,83,000/-	Rs.3,83,000/-
6.	2007-08	12 th F.C. grant for maintenance of Roads & Bridges.	23002/13.10.06	Rs.5,82,500/-	Rs.4,50,000/-
7.	2005-06	Road maintenance Grant(Hard case)	5042/28.2.06	Rs.7,00,000/-	Rs.4,99,140/-
8.	2006-07	Road maintenance Grant(Hard case)	4473/28.2.07	Rs.8,00,000/-	Rs.5,71,341/-
9.	2006-07	Road maintenance Grant(Hard case)	4473/28.2.07	Rs.7,28,000/-	Rs.7,28,000/-
10.	2006-07	12 th F.C. for Non-Residential buildings.	556/8.1.07	Rs.1,94,750/-	Rs.1,94,750/-
11.	2006-07	12 th F.C. grant for maintenance of Roads & Bridges.	23002/13.10.06, 1456/20.1.07.	Rs.5,82,500/- Rs.5,82,500/-	Rs7,15,000/-

KASHINAGAR N.A.C.

Sl. No.	Year	Name of the grant	G.O.No. & Date.	Amount sanctioned	U.Cs countersigned.
1.	2006-07	Compensation in lieu of octroi grant	12063/3.6.06	Rs1,71,658/-	Rs1,71,658/-
2.	2006-07	Compensation in lieu of octroi grant	12975/06.06.06.	Rs.85,829/-	Rs.85,829/-
3.	2007-08	Compensation in lieu of octroi grant.	16652/26.7.06	Rs.85,829/-	Rs.85,829/-
4.	2006-07	Compensation in lieu of octroi grant.	19325/26.8.06	Rs.85,829/-	Rs.85,829/-
5.	2006-07	Compensation in lieu of octroi grant.	21881/26.9.06	Rs.85,829/-	Rs.85,829/-
6.	2006-	Compensation in	21885/26.09.06	Rs.85,829/-	Rs.85,829/-

	07	lieu of octroi grant.			
7.	2006-07	Compensation in lieu of octroi grant.	28289/10.11.06	75,829/-	75,829/-
8.	2006-07	Compensation in lieu of octroi grant.	29450/15.12.06	Rs.85,829/-	Rs.85,829/-
9.	2006-07	Compensation in lieu of octroi grant.	3079/14.2.07	Rs.2,73,658/-	Rs.2,73,658/-
10.	2006-07	Compensation in lieu of octroi grant.	4574/28.2.07	Rs.2,00,000/-	Rs.2,00,000/-
11.	2006-07	Purchase of fax machine.	2989/14.2.07	Rs.21,000/-	Rs.21,000/-
12.	2006-07	Road maintenance Grant(Normal)	22248/4.10.06	Rs.3,82,000/-	Rs.3,82,000/-
13.	2006-07	12 th F.C. grant for maintenance of Roads & Bridges.	23012/13.10.06	Rs.2,30.125/-	Rs.2,30.125/-
14.	2006-07	12 th F.C. grant for maintenance of Roads & Bridges.	29552/18.12.06	Rs.2,30.125/-	Rs.2,30.125/-
15.	2006-07	Road maintenance Grant(Normal)	2516/8.2..07.	Rs.3,83,000/-	Rs.3,83,000/-