

**INFORMATION ON 17 NOS OF FORMATS IN CONNECTION WITH R.T.I. ACT
2005- LAND ACQUISITION SECTION (GEN) COLLECTORATE, GAJAPATI**

BACK

MANNUAL – I

Particulars of Organisation – Functions and Duties (Section 4 (1) b (i))

1. Aims and Objectives of the Organisations : -

The Section is dealing with the following items of work providing services to the public.

(a) Acquisition of private land under provisions of Land Acquisition Act for various Department of Central Govt./ State Govt. / Public Sector undertakings of both Central and State Govt. / Private sectors.

(b) Local matters under provisions of L.A. Act.

2. MISSION/ VISION:-

3. Brief history and back ground for its establishment: -

This section is a part of the Collectorate.

4. Organisation : -

5. Allocation of Business:-

As mentioned in Point 1.

6. Duties to be performed to achieve the Mission:-

7. Details of services rendered:-
As mentioned in Point 1.
8. CITIZENS INTERACTION: - -
9. Postal Address of the Main Office:-
Collectorate, Gajapati
10. Map of Office Location:-
11. Working hour both for office and public:-
10A.M. to 5 P.M. (Excepting Govt. holidays)
12. Public Interaction if any :- -
- 13. Grievance Redressal Mechanism : - -**

MANNUAL -2

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

(Section 4 (1) b (ii))

Power and duties of officers and staff (L.A. Section, Gajapati)

Sl. No.	Designation of posts	Power				Duties attached.
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Land Acquisition Officer, Gajapati	Yes	Yes	Statutory Powers of LA Collector under provision of L.A. Act.	Yes	In charge of Section working as Land Acquisition, Collectorate under provision of L.A. Act.
2.	Senior Clerk (one)	-	-	-	-	General correspondences and L.A. Case records
5.	Amins (one) Deputed from Sub-	-	-	-	-	Preparation of Draft (4(1), 6(1) under L.A. Act and

	Collectors Office					field verification preparation of awards.
7.	Peon (one)	-	-	-	-	Delivery of local daks

MANNUAL -3

Procedure followed in decision – making process

(Section 4 (1) b (iii))

Flow chart regarding disposal of letters: -

Central diary section of collectorate to Diarist of the section. (L.A. Section) Gajapati and for perusal of Land Acquisition officer, Gajapati on the same day.

Dealing Assistant	
Sri V.Basudev Rao, Sr. Clerk	
Collection No. of Files	Subject.
I – 1/08 to 9/08	Land Acquisition matters
II– 1 to 40	L.A of Nowpada to Gunupur Railway Gauge Conversion

VI – 1 to 45	Land Acquisition matters
VIII– 1 to 7	Correspondence on Harabhangi and Chheligada Irrigation Project
IX – I to 4	Correspondence on Fund and Expenditure
X – 1 o 2	Misc.Correspondance
XV-1 to 7	Report and returns

Flow process chart for issue of Food card

<u>Activity</u>	<u>Level of Action</u>	<u>Time Frame</u>
	At the level of LAO.	Within 1 day 70% to be disposed of.
	At the level of ADM	Within 1 day 25% to be disposed of.
	At the level of Collector.	Within 1 day 5% to be disposed of.

MANNUAL – 4

Norms set for discharge of functions

(Section – 4 (i) b (iv)

Sl. No.	Activity	Time frame / Norm	Remarks
1	2	3	4
1.	Diary of letters	3 minutes per letter.	Registered daks including entry in messenger book

2.	Issue of letter	3 minutes per letter	
3.	Typing job	30 pages per day.	
4.	Processing of files	15 minutes per letters	
5.	Drafting in file.	30 minutes per letter.	

MANUAL – 5

Rules, Regulations, Instructions, Manual and records for discharging functions.

(Section 4 (1) b (vi))

List of regulations, instructions, manuals and records.

Sl. No.	Name of the Act. rules regulations etc.	Brief list of the contents.	Reference No. if any	Price in case of priced Publications
1.	Orissa Records Manual 1064	Procedure for maintenance of File and records.	-	-
2.	Land Acquisition Act. 1894	Procedure for Acquisition of land.	-	-
3.	Guard file	Containing important Circulars and orders.		

MANUAL -6

A statement of the categories of documents that are held by it under its control.

Section 4 (1) b (vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD.

Sl. No.	Name of the record.	Details of information available	Units/ Section where available	Retention period where available.
1	2	3	4	5
1.	Land Acquisition Case Records.	Requisition by the R.O. Land Plan/ Land Schedule of Acquisition area/ Govt. Notifications U/s 4(1) Declaration U/s 6 (1), orders U/s 7 of L.A. Act Enquiry, Award possession etc.	Land Acquisition Section.	Permanent.

MANNUAL -7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation.

(Section 4 (1) b (V (ii))

Details of consultative Committee 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.	2	3	4	5
1.	Rehabilitation Advisory Committee of Baijhal and Chheligada Irrigation Project.	Resolution No. 590 dt. 03.10.07 of R.D.C(S.D),Berhampur	1. Examination of socio economic of displaced/ affected families. 2. Acquisition of land and proper payment of compensation. 3. Examination of R & R Plan 4. Examination & recommendation of	Once in 3 months.

			<p>common facilities to be provided to the displaced/affected families.</p> <p>5. Approval of Rehabilitation/Resettlement programme.</p> <p>6. Examination of grievances of project affected persons.</p>	
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MANUAL – 8

A statement of Boards councils 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
	As indicated in Manual 7			

Date upto which valid	Whether meetings open to public.	Whether minutes assessable to public	Frequency of meetings.	Remarks.
6	7	8	9	10
Till dissolution by Govt. in Revenue Deptt.	No.	Yes	Once in 3 months.	As per Resolution of Govt. in Revenue Deptt. the R.A.C. meeting is conducted.

MANNUAL – 9

Directory of Officers and Employees.

(Section 4 (1) b (ix))

DIRECTORY

Sl. No.	Name and Designation	Office Phone No.	E-mail/ Address
1	Sri Bhabani Prasad Mishre (OAS) Land Acquisition Officer (In Charge)	06815-222943	--
2.	Sri V.Basudev Rao, Senior Clerk	- do -	
3.	Sri Harihar Mallik,Amin	- do -	

MANNUAL – 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	Office Phone No.	E-mail/ Address
1	Sri Bhabani Prasad Mishre (OAS) Land Acquisition Officer (In Charge)	06815-222943	--
2.	Sri V.Basudev Rao, Senior Clerk	- do -	
3.	Sri Harihar Mallik,Amin	- do -	

MANNUAL – 11

The budget allocated to each agency

Section 4 (1) b (xi)

NON PLAN BUDGET

Major head	Activities to be performed	Sanctioned budget	Budget estimate.	Revised	Expenditure for the last year
To be submitted by Establishment section, Collectorate, Gajapati					

PLAN BUDGET

Name of the Plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount Sanctioned	Amount disbursed spent.
To be submitted by Establishment section, Collectorate, Gajapati					

MANNUAL – 12 - NIL

MANNUAL – 13 NIL

MANNUAL – 14 NIL

MANNUAL – 15

Particulars of facilities available to citizens for obtaining information.

Section 4 (1) b (xv)

FACILITIES AVAILABLE FOR OBTAINING INFORMATION

Sl. No.	Facilities available	Nature of information available.	Working hours.
1.	Information counter (Sampark)		10 A.M. to 5 P.M.

MANNUAL – 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 P.I.O.	Postal Address	Telephone No.	E-mail Address	Demarcation of Area/ Activities if more than one PIO is there
1	Sri Bhabani Prasad Mishra,OAS	Collectorate,Gajapati	06815-222943		

LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS

1.	Sri Sri Bhabani Prasad Mishra,, OAS (Land Acquisition Officer, Gajapati)	Collectorate,Gajapati	06815-222943		
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FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

Sl. No.	Designation of the officer designated as First Appellate Authority	Postal Address	Telephone No.	E-mail Address	Demarcation of Area
1.	Sri Gunanidhi Jena O.A.S.(1) (S.B.) Addl. District Magistrate, Gajapati	Collectorate,Gajapati	06815-222943		

MANUAL -17

Other information as may be prescribed

Section 4 (1) b (xvii)

Nil

Position of Land acquisition till end of FEBRUARY' 2008 is given below for discussion.

Total Proposal	Pending position of 4(1) proposal				Pending position of 6(1) proposal					Pending position U/S- 7			Payment of Compensation	No. of Proposals	Possession delivered.
	At the level of LAO	At the level of RDC	At the level of revenue Dept	Total	At the level of LAO	At the level of RDC	At the level of Administrative Dept	At the level of Govt.	Total	At the level of LAO	At the level of Gov t	Total			
71	06	00	00	06	02	00	00	00	02	00	02	02	Full 20 Part 32	00	47

Name of the project		Pending with LAO	Pending with R.O.	Present position
U/S- 4 (1)	1. Jhadabandha M.I.P Village-Kharidhepa	00	01	Returned to Requisitioning Officer (E.E, M.I.Divsn, Pkd) for rectification of defects vide this office L.No. 8481 dtd. 11.10.07.
	2.High level bridge over Mahendratanya river	00	01	20% Estt. Charges has not been deposited by the R.O.
	3. Roulapadar,M.I.P of village-Anagha & Ramagiri	00	02	-do-
	4. Suaghai M.I.P Raipur & Lobarsing	00	02	-do-
U/S- 6(1)	1.Jhadabandha,M.I.P of village Khapuripeta & Chandiput	02	00	Notification U/S 4(1) has since been published in the locality. The D.F.O has furnished the value of tree growth. The same is under scrutiny. The proposal U/S 6(1) will be submitted to Govt. through R.D.C (SD), Berhampur shortly.
U/S 7	1.Nowpada-Gunupur Railway Gauge Conversion of village Budura & Kantrajodi	02	00	Pending with Govt.in Revenue & R&DM for issuance of order U/S 7 of the L.A Act.for payment of compensation.

FOREST SETTLEMENT

Total No. Of Proposals For Declaration Reserve. Forest	Position of 4 (i) proposal pending at the level of			Position of publication u/s-21 of the act pending at the level of			Total
	Govt.	D.F.O	F.S.O	Govt.	D.F.O	F.S.O	
28	4	4	6	5	0	9	28

Details of Pending Forest settlement cases

U/S 4 (1)

Forest Block	Date of submission of proposal	Area in Hc.	Pending with	Remarks
1.Mandasa (c)\	5.6.98	318.320	Govt.Level	Reminder has been issued to Govt. for expediting Notification.
2.Ramagiri	16.5.88	49.248	-do-	-do-
3.R.Udayagiri(west part-1	2.8.94	930.000	-do-	-do-
4.Kalasingi	3.10.85	310.000	-do-	-do-
5.Kantasaru	3.6.91	559.000	F.S.O Level	Programme has been chalked out for field verification.
6.Ragaisingi	14.12.87	246.080	-do-	-do-
7.Mohana-A	18.10.95	388.685	-do-	Joint verification has already been conducted.
8.Jhalarsingi	14.12.87	167.670	-do-	-do-
9.R.Udayagiri-West part-II	2.8.94	708.000	-do-	-do-
10.Retanga	12.8.87	959.514	-do-	-do-
Manikapur	28.9.87	376.147	D.F.O Level	Proposal is under preparation stage.

Dhabadhobuni		283.880	-do-	Necessary funds have not yet been received.
Alara-Rmaguda	11.8.86	488.000	-do-	This proposal comes under the preview of the authorities Lakhari wild life sanctuary. Hence no action at district level is necessary.
Painda		342.720	-do-	Necessary funds have not yet been received.