

**RIGHT TO INFORMATION ACT, 2005**

**DISTRICT NIZARAT SECTION, COLLECTORATE, GAJAPATI**

**Manual- I**

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

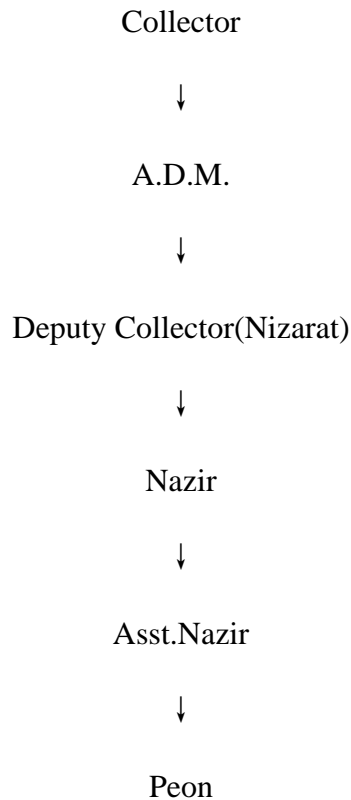
**1. Aims and objectives of the organization.**

Smooth cash transaction of the District Office, Proper maintenance of Circuit House, arrangement and smooth accommodation of the V.I.Ps and State Guests. Stock & Store of the articles of the office, Provision of forms & stationary

**3. Brief History and back-ground for its establishment**

The Nizarat Section is functioning as a wing of the Collectorate since inception of Gajapati District, i.e 02-10-1992

**4. Hierarchy chart**



**5. Location :**

It is functioning in two rooms of the Collectorate, Gajapati

## 6. Allocation of business

All cash transaction of district office, Maintenance of circuit house and providing accommodation and treatment of State guests & VIPs, Accounts of monetary transaction, Indent of forms and stationary, Stock & store of articles & furniture and Account of Govt. vehicle of the district.

## 7. Duties to be performed to achieve the mission

Nazir is assigned with maintenance of cash transaction of the Collectorate. Asst. Nazir looks after maintenance of Circuit House and ensure accommodation and treatment of VIPs & State Guests. All the works are executed under supervision of Dy. Collector, Nizarat .

**8. Grievance redress mechanism.** Monitored by Collector through grievance cell vis-à-vis Nizarat Officer

### Manual-2

#### **Powers and duties of Officer and employees. (section 4(1)(b)(ii))**

Sl. No.	Designation of post.	Duties attached			
		Administrative	Financial	Statutory	
1	Collector	Yes	Yes	Yes	
2	ADM	Yes	Yes	Yes	
3	Nizarat Officer, Collectorate, Gajapati	Direct control over the section.	-NO-	Supervision of Circuit House and to see its proper maintenance. Verification of Cash Book as well as physical verification of Cash and Stock store.	Supervision of day to day work
4	Nazir	-	-	-	Maintenance of Cash book and keeping accounts and record thereof. Supervision of Circuit House.
5	Sr. Clerk-cum-Asst. Nazir	-	-	-	Attached in Circuit House and to see its proper maintenance and smooth

					accommodation of VIPs and State Guests. Audit. One Sr. Clerk assigned with receipt & issue, establishment, forms & stationary, and preparation of contingent bills and allotment position.
9	Peon	-	-	-	Treasury & Bank work with the district Nazir
10	Choukidar (Circuit House)	-	-	-	Attend the Guest and watch the circuit
12	Sweeper 1 (C.H)	-	-	-	To attend Circuit House.

### **Manual-3**

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

Sl.No.	Activity	Level of action	Time frame
1	To received of letters and put a diary number.	Head ministerial and Diarist.	Same day
2	For marking	Head Clerk	-do-
3	To send reply of the letters	Concerned D.As	3 Days
4	For Assembly Question & urgent letters disposal.	-do-	Same day
5	Reservation of Circuit House	Asst. Nazir	As per vacancy

### Manual-4

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

Details of norms and standards set out in respect of various activities are given in following tables. Some of the norms are indicated below as an illustration.Sl. No.	Activity	Time frame/Norm	Remarks.
1	Diary of letters	3 minute per letter	
2	Disposal of ordinary letters	With in 3 days	
3	Urgent and Assembly Question	Same day	If information available
4	Approval of Draft	In one day	
5	Typing of draft	In one day	

### Manual-5

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

#### **List of regulations, instructions manuals and records for discharging of functions as follows.**

Sl. No.	Name of the act ,rules, regulations etc.	Brief gist of the contents
1	Orissa Nizarat Manual 1964	1. Cash transaction and maintenance of cash book 2. Supervision & reservation of Circuit house 3. Village Map and forms & stationery.
2	O.R.M 1964	Office Procedure

3	Orissa Circuit Houses and Inspection Bungalows Rules 1985	Entitled and non entitled person deserves accommodation in the circuit house
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### Manual 6

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

**Statement of the categories of documents held by the Section.**

Sl.No.	Nature of records	Details of information available	Unit/Section where available
1	Main Cash Book and seven nos of subsidiary Registers	Details of cash transaction	Nizarat Section
2	Bank draft register	Receipt of bank draft	-do-
3	Bank account reconcile register	Details of bank account	-do-
4	Bill Register	Entry of Bills	-do-
5	Contingency Register	Drawal of Contingency bills	-do-
6	Issue of Cheque Register		
7	Money Receipt & Issue Register		
8	Dead Stock Store Register	Furniture's and miscellaneous articles	-do-
9	Stock register of Forms & Stationary	Stock of forms and stationary	-do-
10	Stock register of Circuit house	Article of circuit house and other miscellaneous goods	-do-

11	Stock register of spare parts of vehicle	Spare parts of vehicle	-do-
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**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**

**Manual 9**

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

Sl.No.	Name and designation	Office Phone number
1	2	3
1	Sri Abhimanyu Majhi OAS, Deputy Collector (Nizarat)	06815-223045
2.	Sri Mangala Nayak, H.C & Dist.Nazir	-do-
3.	Sri Bijaya Ch. pattanayak, Asst. Nazir	-do-
4	Sri Punra Ch. Pradhan, Peon	-do-
5	Sri Dangua Sabar, daftary	-do-
6	Sri Raikan Sabar,NW,Circuit house	-do-
7	Sri Ramesh Ch. Behera sweeper , Circuit house	-do-
8	Sri Duryadhan Behera , Garderner ,	

	Circuit house	
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### **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	Sri Abhimanyu Majhi OAS, Deputy Collector (Nizarat	6500 - 10500
2.	Sri Mangala Nayak, H.C & Dist.Nazir	5000- 8000
3.	Sri Bijaya Ch. pattanayak, Asst. Nazir	3200-4900
4	Sri Punra Ch. Pradhan, Peon	2550-3200
5	Sri Dangua Sabar, daftary	2550-3200
6	Sri Raikan Sabar,NW,Circuit house	2550-3200
7	Sri Ramesh Ch. Behera sweeper , Circuit house	2550-3200
8	Sri Duryadhan Behera , Garderner , Circuit house	

### **Manual 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 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 beneficiaries	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 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 time similar concession given in past with purpose.
Not Administered					

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### **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
Nil				

### 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	Notice Board	Auction sale	10 AM to 5 PM

### Manual-16

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

Sl No	Designation of Officer Designated as PIO	Postal Address	Telephone No
1	OIC, General & Misc. Section, Collectorate	Collectorate, Gajapati	-

#### First Appellate authority with in the Department

Sl No	Designation of Officer Designated as First Applet authority	Postal Address	Telephone No
1	A.D.M., Gajapati	Collectorate, Gajapati	06815-223333

### Manual -17

Other information as may be prescribed, compiled, collected and provided in the form of manual from time to time.