

RIGHT TO INFORMATION ACT, 2005

District Small Savings

Collectorate, Gajapati.

Manual 1

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

1. Aims and Objectives of the Organization

This Small Saving Section emphasis upon the publicity of the various savings schemes and works for the promotion among the people and for the mobilization of their household savings for the national development.

2. Mission/ Vision:

To achive target of Rs 60000000(Six Crores) fixed by the Govt.

3. Brief History and background for its establishment:

The State Govt. has set up his own Small Savings Organisation with Small Savings Directorate at State Headquarters and Offices at the lower formation i.e. District level/Sub-Divisional level.

4. Organization Chart :

District Magistrate & Collector.



. Addl.District Magistrate.



District Small Savings Officer



. Junior Clerk



Peon.

5. Allocation of business:

The Small Collections are mobilized through different schemes like Post Office Savings Bank Account, Recurring deposit Account, Term deposit,

Public Provident Fund, Monthly Income Scheme, Kisan Vikas Patra,

National Savings Certificate VIII Issue, Deposit Scheme for retiring Govt.

Employees as per Govt. notification from time to time.

6. Duties to be performed to achieve the Mission:

(1) Mobilisation of Incentive Schemes.

(2) Organisation of Pay Roll Savings Schemes in Central & State Government Offices, Public Sector Organisation.

(3) Organisation of Savings Village.

(4) Organization of Sanchayika in a School.

(5) Appointment of Agents i.e.MPKBY/SAS.

7. Detail of service rendered:

Through Agency System.

8. Citizen interaction:

To motivate the public for deposit in different Small Savings Schemes.

9. Postal address of the Main Office:

Director, Small Savings, Finance Department, Orissa, Bhubaneswar.

District Office:-District Small Savings Office, Collectorate, Gajapati

Field Units:-S.E.Os/L.S.E.Os at Block level.

10. Map of Office location

The Office of the Director, Small Savings is located at Secretariate, Finance Department, Bhubaneswar in Hall No.3.

District Small Savings Office is functioning in the Collectorate building

11. Working Hour (both for office and public)

10A.M.to 5 P.M. including lunch hour.

12. Public interaction , if any:

Issue Small Savings Incentive Coupons..

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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	District Small Savings Officer					All Small Savings matters.
2	Junior Clerk					Independently handled all Small Savings matters and duty entrusted from time to time.
3.	Peon					Auxillary body and office work.

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

The table given below shows process of decision making:

Sl.No.	Activity	Level of action	Time frame
1	Letter received and submitted to	D.A.concerned.	Same day

	Head of Office for perusal. Enter in Received register and in the Log Book		
2	Prepare and put up before the D.S.S.O.for examination.	D.A.concerned	Urgent- Same day Ordinary - within 3 days
3	Action of D.S.S.O.	D.S.S.O.	At his level- Same day At higher level- same day or the day next keeping in view the legal aspects in mind.

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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.

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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
1	Post Office small savings schemes	1.Acts and Rules with clarification 2.Savings Bank procedural rules and notes.

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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

Statement of the categories of documents held

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

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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

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
NOT APPLICABLE				

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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
NOT APPLICABLE				

Date up to	Whether meetings open to public	Whether minutes	Frequency of meeting	Remarks.

which valid		accessible to public		
1	2	3	4	5
NOT APPLICABLE				

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

Directory

Sl.No.	Name and designation	Office Phone number
1	2	3
1	Sri Abhimanyu Majhi, OAS, Small Savings Officer I/C	06652-232915
2	Sri Padmna ch Patnaik, Junior Clerk.I/C.	-do-
3	Sri Ganeswar Pradhan, Peon	-do-

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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/ Remuneration
1	D.S.S.O.	6500-200-10500/-
2	Sri Padma Ch. Pattanaik, I/C , Jr. Clerk	3200-85-4900/-
3	Sri Ganesawr Pradhan, Peon	2550/- (Consolidated Salary)

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

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

3-2053-DA-093 Dist. Estt.	Allotment received	Expenditure incurred	Surrender		
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Pay	150000	66005	83995		
DP	75000	33004	41996		
D.A	48000	47925	75		
H.R.A.	3000	343	2657		
O.A.	1237	760	477		
T.E.	2500	1980	520		
R.C.M.	00	00	00		
Telephone	500	483	17		
Water	00	00	00		
Electricity	00	00	00		
O.C.	500	500	00		
Prize money	25000	25000	00		
Incentive	693	693	00		
Consolidated pay	5100	2715	2385		

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 APPLICABLE						

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 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 time similar concession given in past with purpose.
1	2	3	4	5	6
NOT APPLICABLE					

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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 data base
1	Small Savings Incentive Schemes.	Result of total Nos. of prize winners of small savings incentive schemes for latest series..	Yes	Website
2	Small Savings at a glance	Name of Schemes, Rate of interest, Maturity period, Minimum period, Other facilities.	Yes	Website

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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.	Website	1.Result of total Nos. of prize winners of small savings incentive schemes for latest series. 2.Details of Small Savings Incentive Schemes at a glance	10 A.M. to 5 P.M.
2.	Notice Board	Prize winning coupon Nos. of small savings incentive schemes for latest series of Gajapati.	10 A.M. to 5 P.M.

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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