

## **Chapter-2 (Manual-1)**

### **Particulars of Organisation, function and duties**

#### **2.1 Objective/ purpose of the public authority**

The objective of the public authority is to maintain all records of its organization.

The purpose of the authority is to publish all the particulars, powers and duties, etc. and to provide relevant information to the concerned public information Officer.

#### **2.2 Mission/ Vision Statement of the Public Authority**

The mission is to maintain the records, rules, manuals and all other official documents to facilitate the Right to Information.

#### **2.3 Brief History of the Public Authority and context of its formation**

The M. R. Boys High School, Paralakhemundi (Gajapati) has been established in the year 1857 which was under Maharaja's Administration till 1953, from 1953 to 1964 under Anchal administration and from 1964 onwards come under Education Department, Govt. of Orissa.

#### **2.4 Duties of the public Authority**

The Headmaster is the Head of Office who administrates and supervises all the works of the School.

#### **2.5 Main activities/ function of the public Authority**

To see the works allotted to the office done within the specified time frame as indicated in 2.6 below.

#### **2.6 List of Services being provided by the public authority with a brief write-up on them.**

This Institution provides education to the children of the age group 11+ to 15+ i.e. from Class VI to X under Department of School and Mass Education, Govt of Orissa, Bhubaneswar.

#### **2.7 Organisational structure, Diagram at various levels namely state, Directorate, Region, District, Block, etc (which ever is applicable)**

M. R. Boys High School, Paralakhemundi is an educational Institution is situated at the District Headquarter of Gajapati District, i.e. Paralakhemundi Municipality. Its Controlling Authority is The Inspector of Schools, Ganjam Circle, Berhampur (Ganjam) who is under the control of Director of Secondary Education of School and Mass Education Department, Govt. of Orissa, Bhubaneswar.

#### **2.8 Expectation of the public Authority from the public for enhancing its effectiveness and efficiency.**

Better Co-ordination and participation of the community in the academic sphere of the school education.

#### **2.9 Arrangements and methods made for seeking public participation and contribution**

Under Community Participation Rule-2000, a School Committee has been formed Parent- Teacher Association who holds meeting for development of the educational atmosphere of the school and other school development.

#### **2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

No such date has been fixed at this institution for hearing the grievances of the public. However, the door of the head of office is opened for every public for hearing the grievances at any working days.

#### **2.11 Address of the main office and other offices at different levels (please categorize the address district wise for facilitating the understanding by the user)**

M. R. Boys High School, Paralakhemundi is situated at the College Square, i.e. Adjacent to SKCG Autonomous College, Paralakhemundi in the Paralakhemundi Municipality, District Headquarter of the Gajapati District.

2.12 Office Hours: - From 10Am to 1PM and 2Pm to 4.15PM for Monday to Friday  
And 6AM to 11.30Am on Saturday

### Chapter-3(Manual-2)

#### Powers and duties of Officers

3.1 Please provide details of the power and duties of the officers and employees of the Organisation.

Designation	power			Duties
	Administrative	Financial	Others	
Headmaster	Deals with Office Administration	Drawing and Disbursing Authority	Supervision of Curricular and Co-curricular activities of the school.	1.Head of Office 2.Establishment work of the offices 3.School administration and supervision
Asst. Teachers			Assigned with teaching subjects.	1. Imparting education to the student specially assigned with their teaching subjects. 2. Guides students in Curricular and Co-Curricular activities of the School.
Peon, Sweeper and Night watcher.			Maintenance of Cleanliness of the school and helps in office work for movement of files and delivery of local Daks	1. Maintain Cleanliness of the School Environment. 2. Watching the property of the school at night. 3. Movement of files and delivery of local daks 4. Helps in other works that so assigned with them at necessary.

### Chapter-4 (Manual-3)

#### Rules, Regulations, Instructions, Manuals and Records for discharging functions

4.1 Please provide list of rules, Regulations, instructions, manuals and Records, held by public authority or under its control or used by its employees for discharging functioning as per the following format. This format is to be filled for each type of document.

Sl. No	Name/title of the document	Type of the document	Brief write up of the document	From where one can get a copy of the rules, regulations, instructions, manuals and Records	Address Telephone No. Fax, Email and others	Fee Charged by the Department for a copy of Rules and instructions, manuals and records if any
1	Educational Manual, Service Code, GPF Rules, Pension Rules, Treasury Codes, OGFR and other related Manuals to the service condition of the Govt. Servant.	Law Books	Contains all the service matters of the educational rules.	Purchased from the book store and agent	---	As per the price of the book.

### **Chapter-5 (Manual 4)**

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 or implementation thereof:

As this office is not the competent authority for formulation of policy, the information in this respect may kindly be treated as Nil.

### **Chapter-6 (Manual-5)**

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

6.1 Use the format given below to give the information about the Official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate Level, Others (Please mention the level in place of writing, others).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
NIL				

### **Chapter-7 (Manual -6)**

A Statement of Boards, Council, Committees and Other bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name and Address of the affiliated body : M. R. Boys High School, Paralakhemundi.  
Type of the affiliated body : School and Mass Education Dept. Govt of Orissa  
Brief introduction of the affiliated body : BSE, Orissa Cuttack  
(Establishment year, objectives/ Main Activities)

Role of the Affiliated body (Advisory/ Managing/ Executive/ Others) : Formulating syllabus and conducting Examination relating to Secondary Education of the State

Structure and member constitution : Autonomous Body  
Head of the Body : President, BSE, Orissa Cuttack  
Address of the main office and its branches : Bajrakabati Road, Cuttack  
Frequency of the meeting : NA  
Can public participate in the meetings :NA  
Are minutes of the meetings prepared NA  
Are minutes of the proceedings available to The public? If yes, please provide information about the procedure to obtain them. No

## **Chapter-8 (Manual-7)**

The names, designations and other particulars of the Public Information Officer.

- 8.1 Please Provide contact information about the public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority in the following format.

Name of the public Authority:

Sl. No.	Name	Designation	STD Code Ph., No.			Fax	Email	address
				office	Home			
1	Rama Ch. Nahak	PIO	06815	222703	9437260592	---	---	Headmaster MRB H/S Paralakhemundi
2.	J. Venkat Rao	Asst. PIO	----	-----	9337703018	----	----	Asst. Teacher MRB H/S Paralakhemundi

## **Chapter- 9 (Manual-8)**

### Procedure followed in Decision Making Process

- | Sl  | Item of works  | Process of Action |
|-----|--|-------------------|
| 9.1 | What is the procedure followed to take a decision for Various matters? (A reference to Secretariat Manual and Rules of Business Manual and other Rules/ regulations etc. can be made)                        |                   |
| 9.2 | What are the documented procedures/ laid down Procedures/ defined criteria/Rules to arrive at a Particular decision for important matters? What are different levels through which a decision process moves. |                   |
| 9.3 | What are the arrangements to communicate the Decision to public?   |                   |
| 9.4 | Who are the Officers at various levels whose opinions are sought for the process of decision making?   |                   |
| 9.5 | Who is the final authority that wets the decision?   |                   |
| 9.6 | Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.  |                   |

Subject on which the decision is to be taken  
Guidelines/ Direction, if any  
Process of Execution  
Designation of the officers involved in the decision Making  
Contact information of the above mentioned officers  
If not satisfied by the decision, where and how to appeal.

The information in regard to decision Making Process of this institution may be treated as Nil as the educational institute does not involves in any decision making process. It imparts only the education to the school going pupils of the locality.

**Chapter-10 (Manual-9)**

## Directory of Officers and Employees

10.1 Please provide information district wise in following format

Sl. No.	Name	Designation	STD Code			F A X	E M A I L	address
			Ph., No.	office	Home			
1	Rama Ch. Nahak	PIO	06815	222703	9437260592	--	---	Headmaster MRB H/S Paralakhemundi
2.	J. Venkat Rao	Asst. PIO	----	-----	9337703018	--	---	Asst. Teacher MRB H/S Paralakhemundi
3.	Debi Prasad Pradhan	Asst. Teacher	-----	-----	9437772802	--	---	Asst. Teacher MRB H/S Paralakhemundi
4	Debadas Tamarapu	Asst. Teacher	-----	-----	9861087664	--	---	Asst. Teacher MRB H/S Paralakhemundi
5	K Raja Rao	Asst. Teacher			09490596177	--	---	Asst. Teacher MRB H/S Paralakhemundi
6	Satmik Kumar Patnaik	Asst. Teacher			9861560957	--	---	Asst. Teacher MRB H/S Paralakhemundi
7	Hari Har Dash	Asst. Teacher			9861386044	--	---	Asst. Teacher MRB H/S Paralakhemundi
8	Minakshi Padhi	Asst. Teacher			9437513085	--	---	Asst. Teacher MRB H/S Paralakhemundi
9	K R Dash	Classical Teacher			9337703665	--	---	Classical MRB H/S Paralakhemundi
10	Pratima Roy	Classical Teacher	06815		223002	--	---	Classical MRB H/S Paralakhemundi
11	Ch. V. Rao	Classical Teacher			9437513097	--	---	Classical MRB H/S Paralakhemundi
12	Bishnupriya Devi	Hindi Teacher			9437659154	--	---	Hindi MRB H/S Paralakhemundi
13	Anita Patnaik	Hindi Teacher	06815		222568	--	---	Hindi MRB H/S Paralakhemundi
14	K Dilleswar Rao	Asst. Teacher			9437945469	--	---	Asst. Teacher MRB H/S Paralakhemundi
15	S. K. Parichha	Asst. Teacher			9437513096	--	---	Asst. Teacher MRB H/S Paralakhemundi
16	Upendra Biswal	Asst. Teacher			9861474421	--	---	Asst. Teacher MRB H/S Paralakhemundi
17	B.Brundaban Rao	Asst. Teacher			9437258245	--	---	Asst. Teacher MRB H/S Paralakhemundi
18	S C Rout	Asst. Teacher			9438769526	--	---	Asst. Teacher MRB H/S Paralakhemundi

19	Y. Dharma Rao	Asst. Teacher			9437772656	--	---	Asst. Teacher MRB H/S Paralakhemundi
20	S. Laxman Rao	PET			0944029259 7	--	---	PET MRB H/S Paralakhemundi
21	G. Gobinda Raju	Contract Tr.			9861091382	--	---	Contract. Teacher MRB H/S Paralakhemundi
22	D Sreeram Murty	Contract Tr.			9861360007	--	---	Contract. Teacher MRB H/S Paralakhemundi
23	M Satyanarayan	Contract Tr.			9338399913	--	---	Contract. Teacher MRB H/S Paralakhemundi
24	R. Ramesh	Contract Tr.			9438115470	--	---	Contract. Teacher MRB H/S Paralakhemundi
25	Mahendra kumar Badamundi	Contract Tr.			9861574617	--	---	Contract. Teacher MRB H/S Paralakhemundi
26	Surendra Mahankuda	Jr. Clerk			9861582507	--	---	Jr. Clerk MRB H/S Paralakhemundi
27	HarikrushnaMah apatra	Jr. Clerk			9778349464	--	---	Jr. Clerk MRB H/S Paralakhemundi
28	D. Manmadha Rao	Jr. Clerk			9861093675	--	---	Jr. Clerk MRB H/S Paralakhemundi
29	Narayan Pradhan	Peon				--	---	Peon MRB H/S Paralakhemundi
30	S. Bomali	Peon				--	---	Peon MRB H/S Paralakhemundi
31	S. Sanmukha Rao	Night Watcher				--	---	Night Watcher MRB H/S Paralakhemundi
32	Amulya Kumari Panda	Peon				--	---	Peon MRB H/S Paralakhemundi
33	P Sailendri	Sweeper				--	---	Peon MRB H/S Paralakhemundi
34	N. Hemalata	Peon				--	---	Peon MRB H/S Paralakhemundi
35	K. Padmavati	Peon				--	---	Peon MRB H/S Paralakhemundi
36	Rabindranath Pradhan	Peon			9437815929	--	---	Peon MRB H/S Paralakhemundi

**Chapter-11 (Manual-10)**

The monthly Remuneration Received by each of its officers and employees including the system compensation as provided in regulations

Sl. No.	Name	Designation	Monthly remuneration/Pay Scale	Compensation/ Compensatory allowance	The procedure to determine remuneration as given in the regulation
1	Rama Ch. Nahak	Headmaster	18925 6500-105000		Time Scale
2	J. Venkat Rao	Asst. Teacher	16530 5300-8300		Time Scale
3	Debi Prasad Pradhan	Asst. Teacher	16189 5300-8300		Time Scale
4	Debadas Tamarapu	Asst. Teacher	15846 5300-8300		Time Scale
5	K Raja Rao	Asst. Teacher	15504 5000-8000		Time Scale
6	Satmik Kumar Patnaik	Asst. Teacher	15504 5000-8000		Time Scale
7	Hari Har Dash	Asst. Teacher	15504 5000-8000		Time Scale
8	Minakshi Padhi	Asst. Teacher	14478 5000-8000		Time Scale
9	K R Dash	Clasical Teacher	16189 5000-8000		Time Scale
10	Pratima Roy	Clasical Teacher	15504 5000-8000		Time Scale
11	Ch. V. Rao	Clasical Teacher	13781 4750-7500		Time Scale
12	Bishnupriya Devi	Hindi Teacher	16189 5000-8000		Time Scale
13	Anita Patnaik	Hindi Teacher	14250 4750-7500		Time Scale
14	K Dilleswar Rao	Asst. Teacher	13110 5000-8000		Time Scale
15	S. K. Parichha	Asst. Teacher	12768 5000-8000		Time Scale
16	Upendra Biswal	Asst. Teacher	12348 5000-8000		Time Scale
17	B.Brundaban Rao	Asst. Teacher	14821 5000-8000		Time Scale
18	S C Rout	Asst. Teacher	12404 4500-7000		Time Scale
19	Y. Dharma Rao	Asst. Teacher	11116 4500-7000		Time Scale
20	S. Laxman Rao	PET	10717 3600-5600		Time Scale
21	G. Govida Raju	Contract Teacher	4000/-		Consolidated
22	D Sreeram Murty	Contract Teacher	4000/-		Consolidated

23	M Satyanarayan	Contract Teacher	4000/-		Consolidated
24	R. Ramesh	Contract Teacher	3000/-		Consolidated
25	Mahendra kumar Badamundi	Contract Teacher	3000/-		Consolidated
26	Surendra Mahankuda	Jr. Clerk	8493 3050-4550		Time Scale
27	HarikrushnaMahapatra	Jr. Clerk	7981 3050-4550		Time Scale
28	D. Manmadha Rao	Jr. Clerk	7125 3050-4550		Time Scale
29	Narayan Pradhan	Peon	7627 2610-3590		Time Scale
30	S. Bomali	Peon	7478 2610-3590		Time Scale
31	S. Sanmukha Rao	Night Watcher	7232 2610-3590		Time Scale
32	Amulya Kumari Panda	Peon	7627 2610-3590		Time Scale
33	P Sailendri	Sweeper	7627 2610-3590		Time Scale
34	N. Hemalata	Peon	7296 2550-3200		Time Scale
35	K. Padmavati	Peon	6791 2550-3200		Time Scale
36	Rabindranath Pradhan	Peon	5940 2550-3200		Time Scale

### **Chapter-12 (Manual -11)**

The Budget Allocated to each agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For public Authorities responsible for development, Construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year:

Sl No.	Name of the Scheme	Activity	Starting date of the activity	Amount Proposed	Amount Sanctioned	Amount released/ disbursed	Actual expenditure for the last year	Responsible office for the quality and the complete execution of the work
Nil								

For other public Authorities

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (No. of installments)	Total Expenditures
Nil					

**Chapter-13**

The manner of execution of subsidy programmes

Nil.

**Chapter-14 (Manual-13)**

Particulars of recipients of concessions, permits of authorization granted by it.

Nil

**Chapter-15(Manual-14)**

Norms set by it for discharge of its function s

15.1 Please provide the details of the Norms/ Standards set by the Departments for execution of various activities/ Programmes.

Nil.

**Chapter-16 (Manual-15)**

Information available in an electronic form.

16.1 Please provide the details of information related to the various schemes which are available in the electronic format.

Nil

**Chapter-17 (Manual-16)**

Particulars of the facility available to citizens for obtaining information.

17.1 Means, methods or facilities available to the public which are adopted by the Department for dissemination of information like

- Office Library
- Notice Board
- Inspection of records of the office

**Chapter-18 (Manual-17)**

Other useful information.

Nil