

**Manual 1**  
**Particulars of organization, functions and duties**  
**[Section 4(I) (b) (i)]**

1.	Aims and objectives of the organization	Public Service.
2.	Mission/ Vision	To give better service to the public of the town. Maintained the town neat & clean. To supply the clean water, light and good communication, Register of Birth & Death.
3.	Brief history and background for its establishment	The municipality has constituted on the year 1886 consisting 16 Nos.of wards.
4.	Council	Chairperson, Vice-Chairperson & Councillors. Executive Officer, Municipal Engineer, Junior Engineer, Health Officer, Dealing Assistants, Octroi Tax Sirkar
5.	Allocation of business	Sanitation, Education & Communication in Urban Area.
6.	Duties to be performed to achieve the mission	-
7.	Details of services rendered	-
8.	Citizens interaction	-
9.	Postal address of the main office, attached/ subordinate office/ field units etc.	Executive Officer, Parlakhemundi Municipality, Parlakhemundi, Gajapati.
10.	Map of office location	Map of Parlakhemundi town is attached.
11.	Working hours both for office and public	From 10.00 A.M. to 05.00 P.M. in working days.
12.	Grievance redress mechanism	Grievance cell of Parlakhemundi Municipality every day.
13.	Public interaction, if any	-

**Manual 2**  
**Powers and duties of officers and employees**  
[Section 4(l) (b) (ii)]  
**Powers and duties of officers and staff**

Sl.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Council	All Powers		All Powers		Shoulders responsibility to provide the basic service.
2	Chairperson	All powers	Definite			Total administration
3	Vice Chairperson					In absence of Chairperson
4	Executive Officer	Execute all office & Development works etc.	All powers	Statutory powers		
5	Municipal Engineer	Supervision of all Developmental works of the town.	No. powers	No powers	No Powers	
6	Health Officer	Supervision of Sanitary work of the town.	Financial power	statutory	-	Issue Food License, Death & Birth Certificate & Supervision of sanitation work.
7	Junior Engineer	Preparation of Plan & Estimate, site incharge of Developmental works.	-	-	-	-
8	Clerk	Put up files, Dealing with letters & submits to E.O.	-	-	-	-

**Manual 3**  
**Procedure followed in decision-making process**  
 [Section 4(l) (b) (iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained. The Flow Process Charts can give a comprehensive process as may be seen from the following illustration.

**Flow Process Chart for disposal of daks**

Sl.No.	Activity	Level of action	Time frame
1	To receive daks from receipt & submit in Dak Pad for perusal of Executive Officer	J.A	Same day
2	To persue Daks & pass marginal orders, date line thereon, if required	Executive Officer	Same day
3	To put a diary Number and hand over to concerned Dealing Clerk	Diary Clerk	Same day
4	To receive Dak and enter in log book, put up letter in connected file with his views for orders.	Dealing clerk	3 days
5	To pass file to Executive officer	Executive Officer	Same day
6	To pass orders and pass files to Chairperson	Executive Officer	Same day
7	To pass orders	Chairperson	

**Manual 4**  
**Norms set for the discharge of functions**  
 [Section 4(l) (b) (iv)]  
**Illustration**

S. No	Activity	Time frame/ Norm	Remarks
1.	Diary letter	3 minutes per letter	By Diary Clerk
2.	Place letter with his views and draft (if necessary) in the connected file.	5 files per day	By Dealing Clerk
3.	Typing job	30 pages per day	By Dealing Clerk himself.
4.	Dispatch of letter	5 minutes per letter	

### Manual 5

#### Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(l) (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	Brief list of the contents	Reference No.if any	Price in case of priced publication
1	Municipal Act, Rules & Regulations etc.	Collection of Tax, Issued of D & O.Trade licence, Permission for installation of temporary sheds, Lease of Daily Market, Stand Fee, Moving Vehicle, Slaughter house, Coconut tree, Tanks etc.		

### Manual 6

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

[Section 4(l) (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.

#### A statement of the categories of documents held

Sl.No.	Nature of record	Details of information available	Unit / Section where available	Retention period, where available
1	files	Detail Correspondance	-	Two years
2	Case Records	Development Section	-	Two years

### 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

Publication U/S 4 (2) (b) of the Right to Information Act – 2005

[Section 4(l) (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
Nothing to publish				

**Manual 8**  
**A statement of council, committees and other bodies constituted**  
**[Section 4(l) (b) (viii)]**

List of councils, committees etc.

Sl.No.	Name and address of the body	Main functions of the body	Constitution of the body	Dae of constitution
1	2	3	4	5
1	Council Meeting	To decide the various problems of the town	1. Chairperson 2. Vice Chairperson 3. All Councillors 4. M.L.A. 5. M.P. 6. Nominee 7. invitee 8. Govt. Officer	

Sl.No.	Date upto which valid	Whether meetings open to public	Whether minutes accessivle to public	Frequency of meetings	remarks
1	permanent	No	No	Monthly	-

**OFFICE OF THE MUNICIPAL COUNCIL; PARLAKHEMUNDI; GAJAPATI,**  
**Month and Year: SEPTEMBER 2005**

**Manual 9**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**  
**Directory**

Sl.No.	Name & Designation	Office Phone Numbers
1	Sri Rabindra Nath Mohanty Executive officer	06815-222252
2	Sri Basant Kumar Padhi, Municipal Engineer	06815-223374
3	Dr.Mohan Barik Health Officer	06815-223372
4	Sri Rajib Kumar Panda Junior Engineer	
5	Smt.N.Dayamani, Senior Assistant	
6	Sri T.Appa Rao, Junior Assistant	
7	Sri Muralidhar Behera, Junior Assistant	
8	Sri Chandra Sekhar Mohapatra, Octroi Tax Sirkar	
9	Sri N.Babu Rao, Octroi Tax Sirkar	

10	Sri Rajarao Nagabansa, Octroi Tax Sirkar	
11	Sri Harikrishna Palaka, Octroi Tax Sirkar	
12	Sri Ghanashyam Behera, Octroi Tax Sirkar	
13	Sri Y.Gaddaya, Octroi Tax Sirkar	
14	Sri Aliya Sabara, Octroi tax Sirkar	
15	Sri Gangadhar Khanja, Octroi Tax Sirkar	
16	Sri Brundaban Pani, Octroi Tax Sirkar	
17	Sri A.Durga Prasad, Octroi Tax Sirkar	
18	Sri V.Laxman Rao, octroi Tax Sirkar	
19	Sri Suresh Ch.Panigrahi, Octroi tax Sirkar	
20	Sri Manoj kumar Satapathy, Bill Collector	
21	Smt.Chandramati Jena, Bill Collector	
22	Sri S.Koteswar Rao, pharmacist	
23	Sri Prafula Kumar Behera, Peon	
24	Sri Netra Karjee, peon	
25	Smt.Subasini Mohankuda, peon	
26	Smt.Hemalata Mishra, Peon	
27	Smt Kanchan Mohankuda, peon	
28	Smt Hemalata Mishra, Peon	
29	Sri Dandapani Panda, Peon	
30	Sri Appana Paricha, Peon	
31	Sri Surjya Narayan Mohankuda Night Watcher	
32	Sri Bhakta Batchal Routa, Peon	
33	Sri P.Sankar Rao, Treasury Sirkar	
34	Sri Ch.Mohan Rao, Peon	
35	Sri B.Bhimudu, peon	
36	Sri Bansidhar Patnaik, Peon	
37	Sri Balmiki Barika, Peon	
38	Sri P.Durga Rao, Peon	
39	Sri N.Simanchala, Zamadar	
40	Sri pradepta Kumar Lima, Zamadar	
41	Sri Ram Prasad Jena, Zamadar	
42	Sri padal Laxmikanta, Sweeper	
43	Sri Padal Rabi, Sweeper	
44	Sri N.Abhimanyu, Sweeper	
45	Sri Padal Kishore, Sweeper	
46	Sri Padal Ganesh, Sweeper	
47	Sri N.Saraswati, Sweeper	
48	Smt. N.Manga, Sweeper	
49	Smt Jangam phulamati, Sweeper	
50	Sri Guralu Arakhita, Sweeper	
51	Smt G.Lalita, Sweeper	
52	Smt G.Radha, Sweeper	
53	Smt Jangam Amalu, Sweeper	

54	Sri S.Surjya Narayana, Sweeper	
55	Smt Kamala Padal, Sweeper	
56	Smt.N.Anjali, sweeper	
57	Sri S.Bhubana, Sweeper	
58	Smt N.Subasini, Sweeper	
59	Smt N.Sukumari, Sweeper	
60	Smt Nailu Jambubati, Sweeper	
61	Smt Adapa Savitri, Sweeper	
62	Smt Nagabansa Mariamma, Sweeper	
63	Smt Nagabansa Kannama, Sweeper	
64	Smt Nagabansa Rasulu, Sweeper	
65	Smt S.Shanti, Sweeper	
66	Sri N.Babudhana, Sweeper	
67	Sri Jangam Bipra, Sweeper	
68	Sri Nailu Ananta, Sweeper	
69	Smt Guralu Seudu, Sweeper	
70	Sri Padal Janu, Sweeper	
71	Smt B.Appayamma, Sweeper	
72	Smt Nagabansa Kanna, Sweeper	
73	Sri Guralu Raju, Sweeper	
74	Sri Hari Krishna Nagabansa, Sweeper	
75	Smt Padal parvati, Sweeper	
76	Smt Padal Meera, Sweeper	
77	Miss Jangam Punamma, Sweeper	
78	Smt Padal Nirmala, Sweeper	
79	Smt Nagabansa Binodini, Sweeper	
80	Smt Nagabansa Chilakama, Sweeper	
81	Sri Panad Simanchala, Sweeper	
82	Sri Bada Krishna, Sweeper	
83	Smt. Nailu Sukundi, Sweeper	
84	Sri Nanu Padal, Sweeper	
85	Sri Umakanta Mishra, S.I.	
86	Sri Laxman Sahoo, V.S.Clerk	
87	Sri Raj Kishore Behera, Jr.Clerk	
88	Smt.G.Devaki, MPHWH	
89	Smt Surasri Mishra, MPHWH	
90	Sri Pradeep Ku.Pattojosi, Sr.Helper	
91	Sri Trinath Sahu, Peon	

**OFFICE OF THE MUNICIPAL COUNCIL; PARLAKHEMUNDI; GAJAPATI,**  
**Month and Year: SEPTEMBER 2005**  
**Manual 10**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**  
**Directory**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Pay Scale/ Monthly remuneration.</b>
1	Sri Rabindra Nath Mohanty Executive officer	
2	Sri Basant Kumar Padhi, Municipal Engineer	6500-200-10500/- 15465/-
3	Dr.Mohan Barik Health Officer	6500-200-10500/- 16459-00
4	Sri Rajib Kumar Panda Junior Engineer	5000-150-8000/- 10554-00
5	Smt.N.Dayamani, Senior Assistant	4000-100-6000/- 8972-00
6	Sri T.Appa Rao, Junior Assistant	3050-75-3950-80-4590/- 7197-00
7	Sri Muralidhar Behera, Junior Assistant	3050-75-3950-80-4590/- 7406-00
8	Sri Chandra Sekhar Mohapatra, Octroi Tax Sirkar	2650-65-3300-70-4000/- 6719-00
9	Sri N.Babu Rao, Octroi Tax Sirkar	2650-65-3300-70-4000/- 6880-00
10	Sri Rajarao Nagabansa, Octroi Tax Sirkar	2650-65-3300-70-4000/- 6117-00
11	Sri Harikrishna Palaka, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5828-00
12	Sri Ghanashyam Behera, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5843-00
13	Sri Y.Gaddaya, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5996-00
14	Sri Aliya Sabara, Octroi tax Sirkar	2650-65-3300-70-4000/- 5828-00
15	Sri Gangadhar Khanja, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5996-00
16	Sri Brundaban Pani, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5385-00
17	Sri A.Durga Prasad, Octroi Tax Sirkar	2650-65-3300-70-4000/- 5764-00
18	Sri V.Laxman Rao, octroi Tax Sirkar	2650-65-3300-70-4000/- 5764-00
19	Sri Suresh Ch.Panigrahi,	2650-65-3300-70-4000/-

	Octroi tax Sirkar	5602-00
20	Sri Manoj kumar Satapathy, Bill Collector	2650-65-3300-70-4000/- 5726-00
21	Smt.Chandramati Jena, Bill Collector	2650-65-3300-70-4000/- 5711-00
22	Sri S.Koteswar Rao, pharmacist	4000-100-6000/- 9002-00
23	Sri Prafula Kumar Behera, Peon	2550-55-2660-60-3200/- 5728-00
24	Sri Netra Karjee, peon	2550-55-2660-60-3200/- 5544-00
25	Smt.Subasini Mohankuda, peon	2550-55-2660-60-3200/- 5704-00
26	Smt.Hemalata Mishra, Peon	2550-55-2660-60-3200/- 5498-00
27	Smt Kanchan Mohankuda, peon	2550-55-2660-60-3200/- 5704-00
28	Smt.T. Hemalata, Peon	2550-55-2660-60-3200/- 5704-00
29	Sri Dandapani Panda, Peon	2550-55-2660-60-3200/- 5394-00
30	Sri Appana Paricha, Peon	2550-55-2660-60-3200/- 5544-00
31	Sri Surjya Narayan Mohankuda Night Watcher	2550-55-2660-60-3200/- 5544-00
32	Sri Bhakta Batchal Routa, Peon	2550-55-2660-60-3200/- 5544-00
33	Sri P.Sankar Rao, Treasury Sirkar	2650-65-3300-70-4000/- 5997-00
34	Sri Ch.Mohan Rao, Peon	2550-55-2660-60-3200/- 5498-00
35	Sri B.Bhimudu, peon	2550-55-2660-60-3200/- 5704-00
36	Sri Bansidhar Patnaik, Peon	2550-55-2660-60-3200/- 5368-00
37	Sri Balmiki Barika, Peon	2550-55-2660-60-3200/- 5568-00
38	Sri P.Durga Rao, Peon	2550-55-2660-60-3200/- 5444-00
39	Sri N.Simanchala, Zamadar	2610-60-3150-65-3540/- 5678-00
40	Sri pradeepta Kumar Lima, Zamadar	2610-60-3150-65-3540/- 5798-00
41	Sri Ram Prasad Jena, Zamadar	2610-60-3150-65-3540/- 5866-00
42	Sri N.Murali Mohan Rao, peon	2550-55-2660-60-3200/-

		5704-00
42	Sri padal Laxmikanta, Sweeper	2550-55-2660-60-3200 Rs -5559/-
43	Sri Padal Rabi, Sweeper	2550-55-2660-60-3200 Rs -5559/-
44	Sri N.Abhimanyu, Sweeper Sweeper	2550-55-2660-60-3200 Rs -5559/-
45	Sri Padal Kishore, Sweeper	2550-55-2660-60-3200 Rs -5559/-
46	Sri Padal Ganesh, Sweeper	2550-55-2660-60-3200 Rs -5559/-
47	Sri N.Saraswati, Sweeper	2550-55-2660-60-3200 Rs -5559/-
48	Smt. N.Manga, Sweeper	2550-55-2660-60-3200 Rs -5559/-
49	Smt Jangam phulamati, Sweeper	2550-55-2660-60-3200 Rs -5559/-
50	Sri Guralu Arakhita, Sweeper	2550-55-2660-60-3200 Rs -5559/-
51	Smt G.Lalita, Sweeper	2550-55-2660-60-3200 Rs -5559/-
52	Smt G.Radha, Sweeper	2550-55-2660-60-3200 Rs -5559/-
53	Smt Jangam Amalu, Sweeper	2550-55-2660-60-3200 Rs -5559/-
54	Sri S.Surjya Narayana, Sweeper	2550-55-2660-60-3200 Rs -5559/-
55	Smt Kamala Padal, Sweeper	2550-55-2660-60-3200 Rs -5559/-
56	Smt.N.Anjali, sweeper	2550-55-2660-60-3200 Rs -5559/-
57	Sri S.Bhubana, Sweeper	2550-55-2660-60-3200 Rs -5559/-
58	Smt N.Subasini, Sweeper	2550-55-2660-60-3200 Rs -5559/-
59	Smt N.Sukumari, Sweeper	2550-55-2660-60-3200 Rs -5559/-
60	Smt Nailu Jambubati, Sweeper	2550-55-2660-60-3200 Rs -5559/-
61	Smt Adapa Savitri, Sweeper	2550-55-2660-60-3200 Rs -5559/-
62	Smt Nagabansa Mariamma, Sweeper	2550-55-2660-60-3200 Rs -5559/-
63	Smt Nagabansa Kannama, Sweeper	2550-55-2660-60-3200 Rs -5559/-
64	Smt Nagabansa Rasulu,	2550-55-2660-60-3200

	Sweeper	Rs -5559/-
65	Smt S.Shanti, Sweeper	2550-55-2660-60-3200 Rs -5559/-
66	Sri N.Babudhana, Sweeper	2550-55-2660-60-3200 Rs -5559/-
67	Sri Jangam Bipra, Sweeper	2550-55-2660-60-3200 Rs -5559/-
68	Sri Nailu Ananta, Sweeper	2550-55-2660-60-3200 Rs -5559/-
69	Smt Guralu Seudu, Sweeper	2550-55-2660-60-3200 Rs -5559/-
70	Sri Padal Janu, Sweeper	2550-55-2660-60-3200 Rs -5559/-
71	Smt B.Appayamma, Sweeper	2550-55-2660-60-3200 Rs -5559/-
72	Smt Nagabansa Kanna, Sweeper	2550-55-2660-60-3200 Rs -5559/-
73	Sri Guralu Raju, Sweeper	2550-55-2660-60-3200 Rs -5559/-
74	Sri Hari Krishna Nagabansa, Sweeper	2550-55-2660-60-3200 Rs -5559/-
75	Smt Padal parvati, Sweeper	2550-55-2660-60-3200 Rs -5559/-
76	Smt Padal Meera, Sweeper	2550-55-2660-60-3200 Rs -5559/-
77	Miss Jangam Punamma, Sweeper	2550-55-2660-60-3200 Rs -5278/-
78	Smt Padal Nirmala, Sweeper	2550-55-2660-60-3200 Rs -5559/-
79	Smt Nagabansa Binodini, Sweeper	2550-55-2660-60-3200 Rs -5559/-
80	Smt Nagabansa Chilakama, Sweeper	2550-55-2660-60-3200 Rs -5058/-
81	Sri Panad Simanchala, Sweeper	2550-55-2660-60-3200 Rs -5058/-
82	Sri Bada Krishna, Sweeper	2550-55-2660-60-3200 Rs -5058/-
83	Smt. Nailu Sukundi, Sweeper	2550-55-2660-60-3200 Rs -5058/-
84	Sri Nanu Padal, Sweeper	2550-55-2660-60-3200 Rs -5058/-

**Manual 11**  
**The budget allocated to District Office, Gajapati**  
 [Section 4(l) (b) (xi)]  
 Publication U/S 4 (2) (b) of the Right to Information Act – 2005  
**Non-plan budget – 2005-06**


**Plan budget**

<b>Name of the plan scheme</b>	<b>Activities to be undertaken</b>	<b>Date of commencement</b>	<b>Expected date for completion</b>	<b>Amount sanctioned</b>	<b>Amount disbursed/ spent</b>
--NIL--					

**Manual 12**  
**The manner of execution of subsidy program**  
 [Section 4(l) (b) (xii)]  
 Publication U/S 4 (2) (b) of the Right to Information Act – 2005  
**List of institutions given subsidy**

<b>S. No</b>	<b>Name and address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
Nothing to publish						

**List of individuals given subsidy**

<b>S. No</b>	<b>Name and address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and Criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
Nothing to publish					

**Manual 13**  
**Particulars of recipients of concessions, permits or authorizations granted**  
 [Section 4(l) (b) (xiii)]  
 Publication U/S 4 (2) (b) of the Right to Information Act – 2005  
**List of beneficiaries**

<b>S. No</b>	<b>Name and address of the beneficiary</b>	<b>Nature of concession/ permit/ authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme and Criterion for selection</b>	<b>No. of times similar concession given in past with purpose</b>
Nothing to publish					

**Manual 14**  
**Information available in an electronic form**  
 [ Section 4(i)(b)(xiv)  
 Publication U/S 4 (2)(b) of the Right to information Act – 2005  
**Detail of Information**

<b>Sl.No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on Website or is being used as back end date base</b>
<b>1</b>	<b>No</b>		<b>No</b>	

**Manual 15**  
**Particulars of facilities available to citizens for obtaining information**  
 [ section 4 (i)(b)(xv) ]  
 Publication U/S 4 (2)(b) of the Right to Information Act 2005  
**Facilities available for obtaining information**

<b>Sl.No</b>	<b>Facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
<b>1</b>	<b>Notice Board</b>	<b>Every information relating to Municipality</b>	<b>10 Am to 5 PM</b>

**Manual 16**

**Name, designation and other particulars of Public Information Officers**

[Section 4(l) (b) (xvi)]

Publication U/S 4 (2) (b) of the Right to Information Act – 2005

**List of Public Information Officers**

Sl.No.	Designation of the Officer designated as P.I.O.	Postal Address	Tele.No.	E.mail address	Demarcation of area activities, if more then 1 P.I.O. is there
1	Municipal Engineer	Parlakhemundi Municipality	06815223374		Parlakhemundi Municipality.

**List of Assistant Public Information Officers**

Sl.No.	Designation of the officer designated as Asst.P.I.O	Postal Address	Tel.No	E.mail address
1	Cashier	Parlakhemundi Municipality		

**First appellate authority with in the department**

Sl.No.	Designation of the officer designated as 1 <sup>st</sup> .Appealate Authority	Postal address	Tel.No.	E.mail No.	Demarcation of area / activities if morethen one appealate authority is there.
1	Executive Officer	Parlakhemundi municipality	0681522252		Parlakhemundi Municipality.