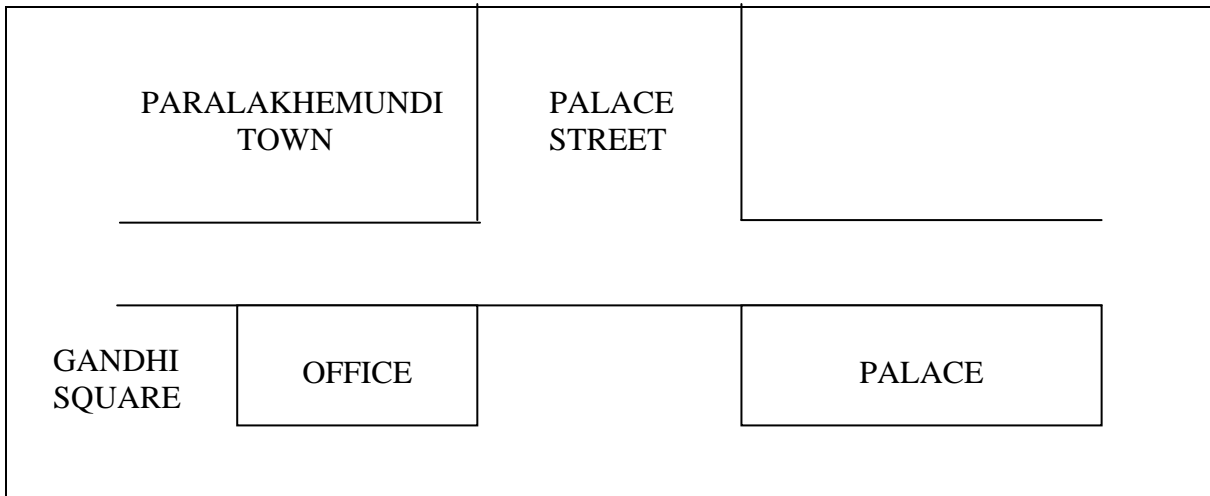


Manual – 1

Particulars of organization, functions and duties

(Section 4(1) 9 (b) (i))

1. **Aims and Objectives of the Organization:** Part of Revenue & D.M, Department.
2. **Mission/ Vision:** Deliver to the people facilities under the law.
3. **Brief History and background for its establishment:**
For protection for the interest of the S.C & S.T communities.
4. **Organization Chart :**
5. **Allocation of business:**
6. **Duties to be performed to achieve the Mission:** Attend on social issues.
7. **Detail of service rendered:** Disposal of cases u/s 2/56 and OLR.
8. **Citizen interaction:** Through visit, Camp Court.
9. **Postal address of the Main Office attached / Sub-ordinate Office / Field units etc:**
Paralakhemundi, Gajapati, PIN: - 761200.
10. **Map of Office location:**



11. **Working Hour (both for office and public):** 10A.M.to 5 P.M.
12. **Public interaction , if any:** On all matters.
13. **Grievance/ redress mechanism:** Grievance Cell

Manual-2

Powers and duties of Officer and employees. (Section 4(1)(b)(ii))

Power 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	O.S.D(LR) Paralakhemundi	Office Head	Yes Delegated for managing finance	OLR Cases, Regulation 2/56		Court work,

Manual-3

Procedure followed in decision-making Process [Section 4(1) (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 of preparing a food card.

Flow Process Chart for issued of Food Card:-

Sl.No	Activity	Level of Section	Time Frame
1	To receive application and put a diary number	Counter Clerk	Same day
2	To mark application to concerned Inspector	-do-	-do-
3	To visit premises of applicant and verify the facts	Inspector	2-3 Days
4	To prepare report and submit to FSO	-do-	Same day
5	To approve / reject application	FSO	1 day
6	To prepare food card if approved and submit to FSO	Counter Clerk	Same day
7	To sign and return card	FSO	Same day
8	To deliver card to applicant	Counter Clerk	Same day.

Such chart may be prepared for major functions.

Manual-4

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

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:-

Sl.No.	Activity	Time frame/Norm	Remarks.
1	Diary of letter	5 minutes per letter	-
2	Dispatch of letter	10 minutes per letter	Registered dak including entry in messenger book
3	Typing Job	30 pages per day	-

Manual-5

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	Reference No., if any	Price in case of priced publications
1	Amended provision of Regulation 2/56 - 2002	All regulation 2/56, Acts and Rules	-	-
2	OLR Act, 1960	-do-	-	-

Manual 6

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 (An illustrative list is given below)

Sl.No.	Nature of records	Details of information available	Unit/Section where available	Retention period, where available
1	OLR records	1. Case u/s 22	Office of the OSD(LR), PKD	Permanent
		2. Case u/s 23	-do-	-do-
		3. Case u/s 23(A)	-do-	-do-
2	Regulation 2/56	1. Case u/s 3(A)	-do-	-do-
		2. Case u/s 3(1)	-do-	-do-
		3. Case u/s 3(2)	-do-	-do-
		(vi) Cases u/s 145		

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).

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
NIL				

Manual 8

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
NIL				

Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
NIL				

Manual 9

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

Directory:-

Sl.No	Name and Designation	Office Phone No.	E-Mail Address
1	Addl. District Magistrate, Gajapati	223333	-
2	OSD(LR),Paralakhemundi	-	-

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	Gross
1	Sri Rasmi Ranjan Das, OAS(1), J.B OSD(LR), Paralakhemundi	Rs. 8000-275-15000	Rs. 20,843
2	Sri Jagadish Kumar Padhy, Jr.Steno	Rs. 4000-100-6000	Rs 10,291
3	Sri Trinath Khadanga, Sr. Clerk	Rs. 4000-100-6000	Rs 8,820
4	Sri Lambodhar Bhuyan, Peon	Rs 2550-55-2660-60-3200	Rs 6,720

Manual 11

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

Plan Budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent
NIL					

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
D.No-3 -2506- L.R- 001 Direction & Administration.	Pay + D.P	207000	253000	212230	212230
	D.A	72000	162000	131900	54433
	H.R.A	7300	10300	8200	7054
	R.C.M	500	2000	2000	500
	T.E	800	10000	5000	775
	Other Contingency	400	5000	2000	400
	Other Expenses	-	5000	2000	-
	Other Contingency	3500	5000	5000	3500
	Telephone Charges	-	-	-	-

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 years utilization progress	Previous years achievements
NIL						

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
NIL					

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	Name of concession/permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
NIL					

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	Information Counter	-	-
2	Website	-	-
3	Library	-	-
4	Notice Board	Yes	10 A.M to 5 P.M

MANUAL-16

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

List of Public Information Officers:

Sl. No	Designation of the Officer designated as PIO	Postal Address	Telephone No.	E-Mail Address	Demarcation of Area/ Activities, if more than one PIO is there
1	Office-On-Spl duty (L.R)	Paralakhemundi Gajapati	-	-	-

List of Assistant Public information Officers:

Sl. No	Designation of the Officer designated as Assistant PIO	Postal Address	Telephone No.	E-Mail Address	Demarcation of Area/ Activities, if more than one PIO is there
NIL					

First appellate authority with in the department:

Sl. No	Designation of the Officer designated as first appellate authority	Postal Address	Telephone No.	E-Mail Address	Demarcation of Area/ Activities, if more than one PIO is there
1	Addl. Dist. Magistrate Gajapati	Paralakhemundi, Gajapati	223333	-	-

