

**Information Sheet as required under Rule 4 (1) of R.T.I Act, 2005 of  
Tahasil Office, R.Udayagiri, Dist. Gajapati.**

**Rule 4 (1) (b)**

- (i) Ramagiri Udayagiri Tahasil started its functioning since 10.03.1948 as per Notification No.2379/R dt. 03.03.1948 of Govt. in Rev. & Excise Dept. Orissa.

This Tahasil has been separated from Ganjam District & merged in Gajapati District vide Rev. & Excise Dept. L.No49137/R, dt. 01.01.1992.

**R.Udayagiri Tahasil - at a glance.**

1. Geographical Area. : 1,569.117 Sq. Km.
2. Number of R.I. Circle : (i) R.Udayagiri, (ii) Nuagada, (iii) Chelligada & (iv) Ramagiri.
3. Number Of Rev. Villages : 391.
4. Number of Total Population as per 2001 census : 83,782.
  - (a) Number of Male population : 51,482.
  - (b) Number of female population : 32,300
5. (a) Percentage of Male literacy : 22%
  - (b) Percentage of female literacy : 10%
6. No. of Blocks : 02.
7. No. of Gram Panchayats : 24
8. No. of Police Station : 03.

- (ii) The following designated employees are working in this office vested with the duties and powers as noted against each.

| Sl. No. | Designation           | No. of sanctioned posts | Staff in position | Vested with duties & power  |
|---------|-----------------------|-------------------------|-------------------|---|
| 1       | 2                     | 3                       | 4                 | 5   |
| 1       | Tahasildar            | 01                      | Vacant            | Head of office. Disposal of all nature of Revenue Cases and general administration of office.   |
| 2       | Additional Tahasildar | 01                      | Vacant            | Disposal of all nature of Revenue Cases   |
| 3       | Revenue Supervisor    | 01                      | 01                | To assist Tahasildar in routine administration and supervise the work of the Revenue Inspectors as well as to act as the internal auditor of the circle accounts. |
| 4       | Head Clerk            | 01                      | 01                | Head Ministerial Officer  |
| 5       | Senior Clerk          | 03                      | 03                | Custodian of records and files and its maintenance  |
| 6       | Junior Clerk          | 04                      | 01                | Custodian of records and files and its maintenance  |

|    |                   |    |        |   |
|----|-------------------|----|--------|---|
| 7  | Revenue Inspector | 05 | 05     | Head of Office of the Revenue Circle, collection of land revenue custodian of Govt. Property and to conduct field enquires in assisting the Tahasildar and Add. Tahasildar to make a decision while disposing the revenue cases and disposal of uncontested Mutation cases. |
| 8  | Asst. R. I.       | 05 | 02     | Custodian of revenue records of circle office and its maintenance.  |
| 9  | Amin              | 01 | 01     | Correction of R.O.R. and to assist the Administration and conducting field enquires.  |
| 10 | Driver            | 01 | 01     | To fallout the Tahasildar.  |
| 11 | Daptari           | 01 | 01     | To prepare the records and registers.   |
| 12 | Process server    | 01 | 01     | Execution of Process.   |
| 13 | Peon              | 08 | 08     | Assist the Officer in movement of records and files.  |
| 14 | Chainman          | 01 | Vacant | To assist the amin in field enquires.   |
| 15 | Night Watcher     | 01 | 01     | To watch Tahasil Office   |
| 16 | Bungalow watcher  | 01 | 01     | To watch revenue I.B.s.   |

- (iii) In decision making process, the services of the Revenue Inspectors and utilized under due supervision of the Revenue Supervisors in conducting field enquiries.
- (iv) The Norms as Fixed by Govt. of Orissa in revenue and disaster management Dept. on the functioning of the Tahasil offices of the state are being followed.
- (v) Orissa Record Manual, Manual of Tahasil account, O.G.F.R, nizarat manual, OPLE Act, and rules, OGLS Act. and Rules, O.L.R. Act and Rules, O.P.D.R. Act, O.E..A. Act and Rules, O.M.L. Act and Rules Orissa schedule area Money Landing Act and Rules, Orissa Relief Code, Regulation 2/56, Service Code, Budget Manual and R.T.I. Act 2005 etc.
- (vi) Record of Rights, Village plan, Disposed case Records of all Nature of Revenue cases and registers ancillary to Revenue Cases Log book and other registers as prescribed in O.R.M. and M.T.A.
- (vii) Nil.
- (viii) Does not arise.
- (ix) A separate list enclosed as Annexure – A.
- (x) Information furnished separately in Annexure – A.
- (xi) Information furnished separately in Annexure – B.
- (xii) Nil.
- (xiii) Nil.
- (xiv) Record of Rights of 391 villages.
- (xv) Nil.
- (xvi) Sri Binod Chandra Mahapatra, O.A.S., I/C Tahasildar, R.Udayagiri.

**Tahasildar.**  
**R.Udayagiri.**

**ANNEXURE – A**

| Sl. No. | Name of the Employee    | Designation      | Pay     | D.P.    | D.A.    | H.R.A. | Gross    |
|---------|-------------------------|------------------|---------|---------|---------|--------|----------|
| 01      | 02                      | 03               | 04      | 05      | 06      | 07     | 08       |
| 01      | Sri. A.K. Padhy. O.A.S. | Addl. Tahasildar | 8,700/- | 4,350/- | 4,568/- | 653/-  | 18,271/- |
| 02      | Sri J. Ranasingh        | Head Clerk       | 5,300/- | 2,650/- | 2,783/- | --     | 10,733/- |
| 03      | Sri Madhab Behera       | R. S.            | 5,125/- | 2,563/- | 2,691/- | --     | 10,389/- |
| 04      | Sri D.N. Behera         | Sr. Clerk.       | 5,200/- | 2,600/- | 2,730/- | --     | 10,530/- |
| 05      | Sri S.K. Mishra         | Sr. Clerk.       | 4,200/- | 2,100/- | 2,205/- | --     | 8,575/-  |
| 06      | Sri Satyabadi Panigrahi | Sr. Clerk.       | 4,000/- | 2,000/- | 2,100/- | --     | 8,100/-  |
| 07      | Sri S. S. Satapathy     | J. Clerk         | 3,950/- | 1,975/- | 2,074/- | --     | 7,999/-  |
| 08      | Sri N. Swain            | R.I.             | 3,725/- | 1,863/- | 1,956/- | --     | 7,544/-  |
| 09      | Sri K.Ch. Patra         | R.I.             | 3,725/- | 1,863/- | 1,956/- | --     | 7,544/-  |
| 10      | Sri P. K. Dalai         | R.I.             | 3,800/- | 1,900/- | 1,995/- | 570/-  | 8,265/-  |
| 11      | Sri S. Dalabehera       | R.I.             | 3,725/- | 1,863/- | 1,956/- | --     | 7,544/-  |
| 12      | Sri R. Basudev.         | R.I.             | 4,590/- | 2,295/- | 2,410/- | --     | 9,295/-  |
| 13      | Sri B. K. Nayak         | Driver           | 3,950/- | 1,975/- | 2,074/- | --     | 7,999/-  |
| 14      | Sri B. Bhagasingh       | Amin             | 3,725/- | 1,863/- | 1,956/- | 289/-  | 7,823/-  |
| 15      | Sri P. K. Pattanaik.    | A.R.I.           | 3,440/- | 1,720/- | 1,806/- | 387/-  | 7,353/-  |
| 16      | Sri B. Das.             | A.R.I.           | 3,510/- | 1,755/- | 1,843/- | 395/-  | 7,503/-  |
| 17      | Sri H.K. Sabat          | Daptari          | 3,510/- | 1,755/- | 1,843/- | 263/-  | 7,371/-  |
| 18      | Sri. B.N. Behera        | N. Watcher       | 3,215/- | 1,608/- | 1,688/- | --     | 6,511/-  |
| 19      | Sri R. K. Nayak         | Peon             | 2,960/- | 1,480/- | 1,554/- | 222/-  | 6,216/-  |
| 20      | Sri A. Pattanaik        | Peon             | 3,280/- | 1,640/- | 1,722/- | 379/-  | 7,011/-  |
| 21      | Sri S. Gamango          | R.S.W.           | 3,200/- | 1,600/- | 1,680/- | 360/-  | 6,840/-  |
| 22      | Sri L. Sabara           | R.S.W            | 3,280/- | 1,640/- | 1,722/- | 369/-  | 7,011/-  |
| 23      | Sri P. Ku. Pattanaik    | R.S.W.           | 3,200/- | 1,600/- | 1,680/- | 360/-  | 6,840/-  |
| 24      | Sri kuresh Paik         | Watcher          | 3,080/- | 1,540/- | 1,617/- | --     | 6,237/-  |
| 25      | Sri K. Ch. Paik         | Peon             | 3,200/- | 1,600/- | 1,680/- | 240/-  | 6,720/-  |
| 26      | Sri G. Bhuyan           | R.S.W.           | 3,200/- | 1,600/- | 1,680/- | 360/-  | 6,840/-  |
| 27      | Sri R.M. Pradhan        | P.S.             | 3,345/- | 1,673/- | 1,756/- | 376/-  | 7,150/-  |
| 28      | Sri J. Sabar            | Peon             | 3,200/- | 1,600/- | 1,680/- | --     | 6,480/-  |

***Tahasildar, R.Udayagiri.***

**ANNEXURE – B.**

| Allotment and expenditure under Demand No. 2029 – L.R. for 2007 – 08. |                    |             |                    |
|---|--------------------|-------------|--------------------|
| Unit  | Allotment Received | Expenditure | Amount Surrendered |
| 01  | 02                 | 03          | 04                 |
| Pay   | 14,28,100/-        | 14,25,498/- | 2,602/-            |
| D.P.  | 7,40,566/-         | 7,01,378/-  | 39,188/-           |
| D.A.  | 9,21,375/-         | 8,86,634/-  | 34,741/-           |
| H.R.A.  | 84,375/-           | 57,502/-    | 26,873/-           |
| O.A.  | 1,800/-            | 1,740/-     | 60/-               |
| T.E.  | 23,700/-           | 23,635/-    | 65/-               |
| R.C.M.  | 10,600/-           | 10,600/-    | Nil.               |
| Electricity   | 32,000/-           | --          | 32,000/-           |
| Telephone   | 7,600/-            | 7,472/-     | 128/-              |
| M.V.  | 16,200/-           | 16,198/-    | 2/-                |
| O.C.  | 27,000/-           | 27,000/-    | Nil.               |
| Water Charges   | 1,600/-            | 1,600/-     | Nil.               |
| R.R.T.  | 500/-              | --          | 500/-              |
| Mo jami mo Dhia   | 25,000/-           | 15,635/-    | 9365/-             |

*Tahasildar,  
R.Udayagiri.*

## ANNEXURE – B.

*Revised Estimate for 2007 – 08 and Budget Estimate for 2008 – 09 Under Demand No. 03 – 2029 – L.R. 104 Management of Govt, Estate (A)  
Tahasil Establishment. (Amount in Rs.)*

| Unit                  | Actual of the preceding year 06 – 07 | Allotment received during the year 07 – 08. | Actual for Three months for the year 2007 – 08. | Arrear outstanding as on 01.04.2007. | Requirement for the year 07 – 08 | Provisions made in the year |                                       |
|-----------------------|--------------------------------------|---|---|--------------------------------------|----------------------------------|-----------------------------|---------------------------------------|
|                       |                                      |   |   |                                      |                                  | R.E for the Year 2007 – 08  | Budget statement for the year 08 – 09 |
| 01                    | 02                                   | 03  | 04  | 05                                   | 06                               | 07                          | 08                                    |
| Pay                   | 15,29,561/-                          | 14,28,100/-                                 | 3,76,223/-                                      | 61,100/-                             | 14,78,042/-                      | 14,78,042/-                 | 14,78,042/-                           |
| D.P.                  | 6,33,731/-                           | 7,40,566/-                                  | 1,87,908/-                                      | 7,790/-                              | 7,38,859/-                       | 7,38,859/-                  | 7,38,859/-                            |
| D.A.                  | 6,39,095/-                           | 9,21,375/-                                  | 1,40,478/-                                      | 25,783/-                             | 9,21,017/-                       | 9,21,017/-                  | 9,21,017/-                            |
| H.R.A.                | 5,64,332/-                           | 84,375/-                                    | 14,260/-  | 11,724/-                             | 60,115/-                         | 60,115/-                    | 60,115/-                              |
| O.A.                  | --                                   | 1,800/-                                     | --  | --                                   | 10,395/-                         | 10,395/-                    | 10,395/-                              |
| T.E.                  | 33,000/-                             | 23,700/-                                    | --  | 10,000/-                             | 30,000/-                         | 30,000/-                    | 15,000/-                              |
| R.C.M.                | 18,000/-                             | 10,600/-                                    | --  | 10,600/-                             | 18,600/-                         | 18,600/-                    | 18,000/-                              |
| Water charges         | 1,000/-                              | 1,600/-                                     | --  | 5,000/-                              | 5,000/-                          | 5,000/-                     | 5,000/-                               |
| O.C.                  | --                                   | 27,000/-                                    | --  | --                                   | 40,000/-                         | 40,000/-                    | 40,000/-                              |
| Electricity           | --                                   | 32,000/-                                    | --  | --                                   | 32,000/-                         | 32,000/-                    | 50,000/-                              |
| Telephone             | 16,000/-                             | 7,600/-                                     | --  | --                                   | 41,000/-                         | 41,000/-                    | 42,000/-                              |
| O.C. Computer         | 15,000/-                             | --  | --  | --                                   | --                               | --                          | --                                    |
| M.V.                  | 30,000/-                             | 16,200/-                                    | --  | --                                   | 4,55,000/-                       | --                          | 4,60,000/-                            |
| O.C. (Land pass Book) | 50,000/-                             | 25,000/-                                    | --  | --                                   | --                               | --                          | --                                    |
| R.R.T.                | --                                   | 5,000/-                                     | --  | --                                   | --                               | --                          | --                                    |

*Tahasildar, R.Udayagiri.*