

MANNUAL-1

Particulars of organization, functions and duties.

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

1. Aims and objectives of the organization. :

This is a section of Collectorate. The section is to assist the Collector & District Magistrate, Malkangiri to monitor different matter like CMRF, Red Cross, Disaster Management/Natural Calamity, Ex-gratia payment to NOK, M.I.S. Report.

2. Mission/Vision:

Nothing to comply.

3. Brief History and background for its establishment:

Nothing to comply.

4. Organisation Charts:

Collector

Addl.District Magistrate, Malkangiri.

Deputy Collector, (Emergency Section).

5. Allocation of business:

a) Shri.Kedarnath Bhoi, OAS-I(JB), Dy. Collector, Emergency Section.

b) Office Staff:

<u>Sl.No.</u>	<u>Name of the Dealing Assistant.</u>
01.	Sri.Bani Kinkar Patnaik Sr.Clerk.
02.	Smt.Manimala Patnaik, Sr.Clerk.
03.	Sri.Mahesh Biswas, Jr.Clerk.
04.	Sri.Naka Gouda, Peon.

06. Duties to be performed to achieve the mission:

The staffs are performing their duties to facilitate the public in all respects.

07. Details of services rendered:

01. Chief Ministers Relief Fund.
02. Disaster Management.
03. Natural Calamity.
04. Red Cross
05. Ex-gratia payment to Noke of Kin
06. M.I.S. Report

Citizens interaction:

The people of the area are well aware about the service rendered to them by this section.

09. Postal address of the main office, attached/sub-ordinate office/field unite etc. :

MAIN OFFICE:

Collectorate, Malkangiri.

At/Po/Dist : Malkangiri. Pin Code : 764048.

Section:

Emergency Section, Collectorate, Malkangiri.

10. Map of Office location:

Not required.

11. Working hours both for office and public:

Office hour: First Session: 10.00 A.M. to 1.30 P.M.

Second Session: 2.00 P.M. to 5.00 P.M.

12. Public interaction, if any:**13. Grievance redressal mechanism:**

All the grievance petitions of tenants are disposed off in due time as per law and rules and given reprisal per law and also a grievance day fixed on every Saturday.

MANNUAL-02

Powers and duties of Officers and employees.

(Section 4 (1)(b)(ii))

Power and duties of Officers and staff:

Sl.No	Designation of post.	Power				Duties Attached.
		Administrative	Financial	Statutory	Others	
01	Dy.Collector.	Overall administrative power.	No	No	Executive Magistrate Power.	Supervision of work of the section.
02	Senior Clerk	No	No	No	No	Dealing with files
03	Junior Clerk	No	No	No	--	Dealing with files.
04	Peon.	No	No	No	--	Assist in Office works.

MANUAL-03

Procedure followed in decision-making process.

(Section 4(1) (b) (iii))

The files are put up at dealing assistant level and routed through the Head Clerk and Dy.Collector of concerned section and the final decision are taken by the Addl.Dist.Magistrate, Malkangiri/Collector, Malkangiri.

Nil.

MANUAL-4

Norms set for the discharge of functions.

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.

Illustration:

Sl. No.	Activity	Time Frame/Norm.	Remarks.
01	Diary of letter.	03 minutes per letter.	
02	Despatch of letter.	05 minutes per letter.	
03	Typing Job.	30 pages per day.	
04	Preparation of food card.	50 food cards per day.	

MANUAL-5

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

(Section 4(1)(b)(vi))

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.
01	Orissa Relief Code.		No	--
02	Red Cross Manual		No	--
03	Guideline of CMRF		No	
04	Guideline of Central Assistance		No	--

MANUAL-6

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

(Section 4 (1)(1)(b)(vi))

Details of the records available made in a statement from, wing wise unit wise branch wise and it may be got tabulated, indexed and catalogues

(An illustrative list is given below :)

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.
01	In shape of files.	Transaction of cash and accounts of Red Cross, Allotment against financial assistance from Chief Ministers Relief Fund, Central Assistance(Ex-gratia to NOK) MIS Report,Drought,Flood, Natural Calamity/Disaster Management	Emergency Section	Permanent.

MANUAL-7

Particulars of any arrangement that exists for consultations 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 committee/bodies	Constitution of the committee/body.	Roles and responsibility.	Frequency of meetings.
Nil.				

Other procedures adopted for formal and informal consultations with the public also are indicated such as Bhagidri, Jan Sunvai, interaction with resident welfare associations etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

MANUAL-8

A statement of boards, council, committee 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.
Nil.				

Sl.No.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings.	Remarks.
Nil.				

Please attach copies of detailed notification/orders for their constitutions.

MANUAL-9

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

Directory:

Sl.No.	Name and designation.	Mobile No.	E-Mail Address.
01	Shri.Kedarnath Bhoi,OAS-I(JB), Dy.Collector.	9439149707	--
02	Sri.Bani Kinkar Patnaik,Sr.Clerk.	9437907711	--
03	Smt. Manimala Patnaik,Sr.Clerk.	9438180256	--
04	Sri.Mahesh Biswas,Jr.Clerk.	9437776226	--

MANUAL-10

The monthly remuneration received by each of the officers and employees, including the system compensation as provided in the regulations.

(Section-4(1)(b)(x))

Sl.No.	Name and designation.	Pay Scale/Monthly remuneration.
01	Sri Kedarnath Bhoi,OAS,(I)(JB) Dy.Collector	15600-39100
02	Sri Bani Kinkar Patnaik, Sr.Clerk	5200-20200
03	Smt. Manimala Patnaik, Sr.Clerk	5200-20200
04	Sri Mahesh Biswas, Jr.Cler	5200-20200
05	Sri Naka Gouda, Peon	4440-7440

Note : Details about system of compensation provided in regulations may be given.

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.
Nil.					

Plan Budget

Name of the Plan	Activities to under taken.	Date of commencement.	Expected date for completion.	Amount sanctioned.	Amount disbursed/spent.
Nil.					

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 beneficiarie s benefited.	Amount of subsidy.	Previous years utilization progress.	Previo us years achieve ment.
No subsidy scheme.						

List of individual 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.
No subsidy scheme.					

Details of schemes under which subsidies are granted should be given.

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 beneficiaries	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.
Nil.					

Note : Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions licenses etc.

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?	It is available on website or is being used as back and data base.
01	No	No	No	No

MANUAL-15

Particulars of facilities available to citizens for obtaining information.
(Section-4(1)(b)(xiv))

Facilities available for obtaining information.

Sl.No.	Facility available...	Nature of information available.	Working hours.
01	Information counter.	All information's are available in shape of files.	First Session : 10.00 AM to 1.30 P.M. and second Session : 2.00 P.M. to 5.00 P.M.
02	Website	No	-
03	Library	No	-
04	Notice Board.	All information's are available in shape of files.	First Session : 10.00 AM to 1.30 P.M. and second Session : 2.00 P.M. to 5.00 P.M.

MANUAL-16

Name & designation and other particulars of Public Information Officers:

Sl.No	Designation of the Officer designated as P.I.O.	Postal Address.	Mobile No.	E-mail address.	Demarcation of area/activities if more than one PIO is there.
01	Sd/ Sudhansu Bhasin, OAS-I(JB), Dy. Collector, Nilmat Section.	Collectorate Malkangiri.	9438067801	--	Collectorate, Malkangiri.

List of Asst.Public Information Officers:

Sl.No	Designation of the Officer designated as P.I.O.	Postal Address.	Mobile No.	E-mail address.
Not appointed as yet.				

First appellate authority with in the Department.

Sl. No.	Designation of the Officer designated as P.I.O.	Postal Address.	Mobile No.	E-mail address	Demarcation of area/activities if more than one appellate authority is there.
01	Shri Sundar Lal Seal, OAS(S), Addl. Dist. Magistrate, Malkangiri.	Collectorate, Malkangiri.	9437579101	--	Collectorate, Malkangiri.

MANUAL-17

Other information as may be prescribed.

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

As per rule.

Deputy Collector,(Emergency),
Collectorate, Malkangiri.