

## MANUAL-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 land acquisition of different projects in the District through the Requisition Officer i.e Executive Engineer, R&B and M.I Division.

### **2. Mission/Vision:**

To monitor the land acquisition of private land and proper payment of compensation to the land losers.

### **3. Brief History and background for its establishment:**

To monitor successful implementation of Land Acquisition Manual and Land Acquisition Act.

### **4. Organisation Charts:**

Collector

Addl. District Magistrate, Malkangiri.

Land Acquisition Officer, Malkangiri

### **5. Allocation of business:**

a) Sri Sudhashu Bhoi, OAS-I(JB), Land Acquisition Officer.

b) Office Staff:

<u>Sl.No.</u>	<u>Name of the Dealing Assistant.</u>
01.	Sri Maguni Mahapatra, Head Clerk.
02.	Smt. Deeptimani Pradhan, Senior Clerk.

### **06. Duties to be performed to achieve the mission:**

To compensate the land losers during the acquisition of private land for different projects for public purpose.

### **07. Details of services rendered:**

01. Implementation of Land Acquisition Manual.

02. Implementation of Land Acquisition Act.

### **Citizen interaction:**

The people in the area are given awareness of about the land acquisition proceedings and payment of compensation through Notice and Gramasabha.

### **09. Postal address of the main office, attached/sub-ordinate office/field Units.**

### **MAIN OFFICE:**

Collectorate, Malkangiri.

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

### **Section**

Land Acquisition 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:**

The Public is at liberty to get the information on acquisition of Land and payment of compensation at any times during the working hours.

**13. Grievance redress mechanism:**

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

**MANUAL-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	Head Clerk	Management & supervision of Office.	No	No	Supervision & to expedite any work from clerks	Office Management
03	Senior Clerk	No	No	No	As assigned by L.A.O.	Implementation of Land Acquisition

**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 Land Acquisition Officer and the final decision are taken by the Addl.District Magistrate, Malkangiri/Collector, Malkangiri.

**Flow Process Chart for issue of Food Card**

Does not relate to this section.

**MANUAL-4**

Norms set for the discharge of functions.

(Section 4(I)(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.

## 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.	

**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.
01	Land Acquisition Manual	To monitor its implementation of for acquisition of private land and payment of comensation .	No	No
02	Land Acquisition Act 1894	-do-	No	No
03	Orissa Record Manual 1964	Procedure for maintenance of office records properly.	No.	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	Land Acquisition	Extent of private land acquired.	Land Acquisition Secion	--
02	-do-	No.of persons affected.	-do-	--
03	-do-	Amount of compensation paid to the land losers.	-do-	--

**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.
01.		Payment of compensation Committee.		

The meetings are open to public, minutes are accessible to public.

**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.
01		For proper payment of compensation.		

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

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	Sri Sudhanshu Bhoi,OAS-I(JB)	--	--
02	Sri Maguni Mahapatra,Head Clerk.	--	--
03	Smt. Deeptimani Pradhan,Senior Clerk	9439480600	--

**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 Sudhanshu Bhoi,OAS,(I)(JB) Dy.Collector	9300-34800
02	Sri Maguni Mahapatra,Head Clerk	9300-34800
03	Smt Deeptimani Pradhan,Sr.Clerk	

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 beneficiaries benefited.	Amount of subsidy.	Previous years utilization progress.	Previous years achievement.
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 & P.I.O. (G&M Section)	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:  
(Section 4(I) (b) (xvi))

**List 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	Sri.K.N.Bhoi, OAS-I(JB), Dy.Collector, G & M Section	Collectorate Malkangiri.	8763130687	--	Collectorate, Malkangiri.

**List of Asst.Public Information Officers:**

Sl.No	Designation of the Officer designated as Asst.P.I.O.	Postal Address.	Mobile No.	E-mail address.
01.	Smt. Sabitri Paraja, Office Superintendent, Collectorate, Malkangiri.	Collectorate ,Malkangiri.	8895319409	--

**First appellate authority with in the Department.**

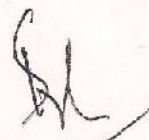
Sl. No.	Designation of the Officer designated as first first appellate authority	Postal Address.	Mobile No.	E-mail address	Demarcation of area/activities if more than one appellate authority is there.
01	Shri.Sundarlal Seal, OAS(S), Addl.Dist.Magistrate, Malkangiri.	Collectorate, Malkangiri.	9437579101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



**Land Acquisition Officer  
Malkangiri.**