

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

1. Aims and objectives of the organization :

The aims and objectives of this office is to meet the requirement of the planners in executing all the work taken up under different schemes in the district.

2. Mission/ Vision

For management of this Office;- District Planning Officer,Malkangiri-1,Senior Clerk,-1 Junior Clerk-1 Peon-1 Contractual Peon-1. for implementation of MPLAD Scheme/MLALAD Scheme/RLTAP (Dist Window)/RLTAP(Spl Plan)/Biju KBK Fund.

3. History & Background of its Establishment:

This office has been started functioning after bifurcation of the un-divided Koraput district form 2.10.1992. This project having an area of 61,153 Sq. Kms. consisting of 2 NACs & 1045 Revenue villages and divided into 108 G.Ps, 7 Blocks & 7 Tahasils. According to 2001 census the population of this sub-plan area is 5,04,198. Out of them 1,07,654 S.C, 2,89,538 S.T and Rest of 1,07,006 others. The percentage of literacy comes to 30.53% of which Male 40.14% and Female 20.91%.

4. Duties performed :

SL.No	Name and Designaton	Section/Works allotted	Remarks
1	Sri Lokanath Mandia,OAS(1) JB, District Planning Officr,Malkangiri	Administation and Monitoring of different development work	
2	Senior Economic Investigator	Vacancy	
3	Sri G.B.Kar Sr,Clerk	Maintenance of records of different scheme	
4	Sri Raghunath Behera Jr,Clerk,	Bill ,Budget & Establishment,etc.	
5	Sri G.P.Khosla, Peon	Distribution f dak to door to door as and when required,	
6	Sri Gagadhar Pattanik,Constractual Peon	Night Watcher	

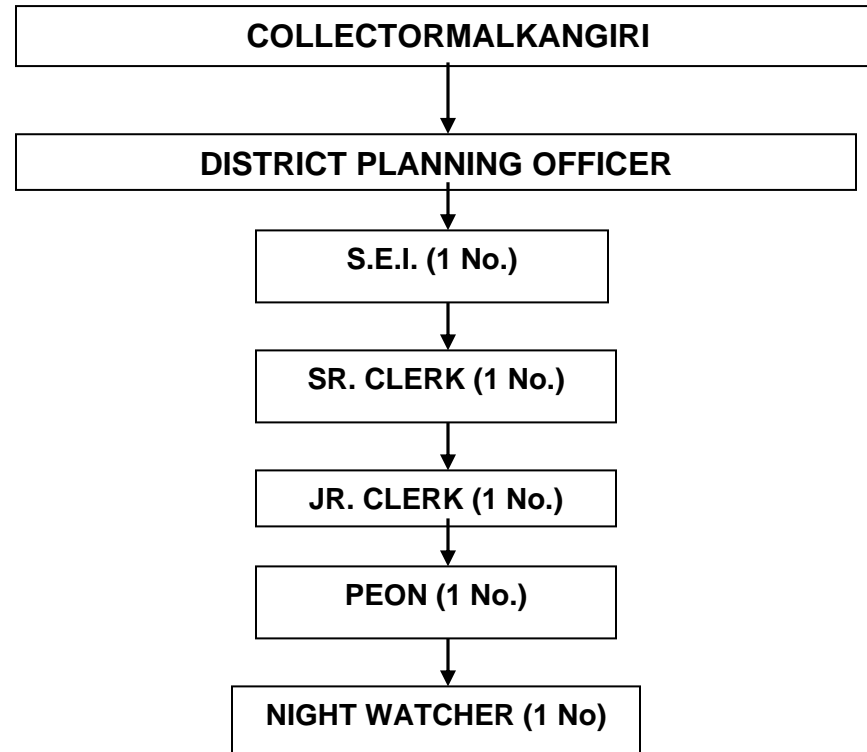
5. Allocation of Business:-

6. Duties to be performed to achieve the mission:-

All are performing their duties in the working hour and as and when required by authority to achieve the mission

Sl.No.	Name and Designation	Date of First appointment	Date of joining this Office	Remarks
1	Sri Lokanarh Mandia OAS(1)JB I/C District Planning Officer, Malkangiri.		14.09.2010.	
2	Senior Economic Investigator	Vacancy Since 2003,		
4	Sri G.B.Kar, Sr,Clerk	26.07.1989	01.07.2004	
5	Sri Raghunath Behera,Jr,Clerk.	20.03.1997.	30.06.2007.	
6	Sri G.P.Kgosla,Peon	27.05.1992.	09.11.1995.	
7	Sri Gagadhar Pattank,Constructural Peon,	21.12.2006.	21.12.2006.	

7. ORGANISATIONAL STRUCTURE AT DISTRICT LEVEL



8. Arrangements for Citizens Interaction / Public Participation

The people in the area are given awareness of about the tribal welfare and development & to avail the facilities/services through the institution at any time.

9. Grievance redress mechanism

All the grievance petitions of general public are disposed off in time as per law and rules and given redressal as per law.

10. Address of the Office & its sub-Offices :

A. Administrative Set up :

District Planning Office, Malkangiri
At/Post- Malkangiri
Dist- Malkangiri
Pin – 764048

11. Map of office location:-

This office is situated within the SHG building malkangiri which is ½ K.M away from the district head quarter.

12. Working hours both for office and public

1 st Session	-	10.00 A.M to 1.30 P.M
2 nd Session	-	2.00 P.M to 5.00 P.M

MANUAL – 2
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
		Admn.	Fin.	Stat.	Others	
1	District Planning Office ,Malkangiri	Over all admn. power	Yes	Yes		Office administration/ supervision of all the Works executed by this DPO,Malkangiri
2	Senior Economic Investigator , Malkangiri					Vacant
3	Senior Clerk	No	No	No.	As assigned by DPO,Malkangiri	Particulars section as assigned by the DPO,Malkangiri
4	Junior Clerk	No	No	No	-do-	Particulars section as assigned by the DPO,Malkangiri
5	Night Watcher	No	No	No	-do-	Watchman of office.
6	Office Peon	No	No	No	-do-	Assist the clerical staff in official business as per the section-wise assignment.

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 issue of Food Card

Sl.No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	Counter Clerk	Same day
2	To mark application to concerned dealing assistant.	-do-	-do-
3	To visit premises of applicant and verify the facts	DPO,Malkangiri	2-3 days
4	To prepare report and submit to DPO,Malkangiri	DPO,Malkangiri	-do-
5	To approve/reject application	DPO,Malkangiri	1 day

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.

Illustration

Sl.N o.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job	30 pages per day	Due to non posting of typist Jr. Clerks are doing the job.

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	Orissa Record Manual,1964	Procedure for maintenance of office record properly.		
2	Orissa Service Code	Procedure for maintenance of records of Govt. employee.		
3	Orissa Leave Rule,1966	Procedure for sanction of leave to Govt. employee		
4	Orissa Civil Service(Conduct, Classification and Appeal) Rule,1992	Procedure for taking penal action against the Govt. employee		

MANUAL – 6
Categories of documents 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.	Index No.	Name of the Section	Remarks
1	DPU-I	Estabilishment	
2	DPU-II	Assssment of Resources	
3	DPU-III	Untied Funds	
4	DPU-IV	Incentive Grants	
5	DPU-V	Working Groups inspection of Annual Plan 5 year Dist Plan	
6	DPU-VI	Library	
7	DPU-VII	Cartographic	
8	DPU-VIII	Patta Bank	
9	DPU-IX	DPC Metting	
10	DPU-X	Manpower planning employment Generaban	
11	DPU-XI	Tour and Inspection	
12	DPU-XII	Type Writer and Gestens	
13	DPU-XIII	Voluntary organisation	
14	DPU-XIV	Confidentials	
15	DPU-XV	Miscellaneous	
16	DPU-XVI	MPLAD Scheme	

17	DPU-XVII	District Planning Committee	
18	DPU-XVIII	Metting and Scheme	
19	DPU-XIX	Inshallution of Computer	
20	DPU-XX	Correspondence on RLTA P	
21	DPU-XXI	Correspondence on MLALAD	

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	Roles and responsibility	Frequency of meetings
01	District planning Committee Meeting	District Committee, Malkangiri	Formulation and approval of annual and 5 year Plan	As per date fixed by the DPC, Chairman

MANUAL – 8
A statement of board, council, committees and other bodies constituted
 (Section 4(1)(b)(viii))

List of boards, councils, committee etc

Sl.No	Name and address of the body	Main functions of the body	Constituted of the body	Date of constituted
01	02	03	04	05
01	District Planning committee , Malkangiri	Formulation and approval of Annual and 5 year Plan	15 members	28.04.2007

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
06	07	08	09	10
5 year upto membership of ZP and NAC and which ever is earlier	No	yes	As per date fixed by the DPC, Chairman	

MANUAL – 9
Directory of Officers and employees
(Section 4(1)(b)(ix))

Directory

Sl No	Name	Designation	Phone No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri Lokanath Mandia, OAS(1)JB	I/C District Planning Officer,	230176 (06861)		9437114340	230176 (06861)	
2	Sri G.B.Kar,	Senior Clerk					
3	Sri Raghunath Behera	Junior Clerk					
4	Sri G.P.Khosla,	Peon					
5	Sri Gangadhar Pattanik,	Contractual Peon					

MANUAL – 10
Monthly remuneration & Compensation of Officers & Employees
(Section 4(1)(b)(x))

Sl No	Name	Designation	Scale of Pay	Gross Pay	Net Pay	The procedure to Determine the Remuneration as Given in the Regulation
1	2	3	4	5	6	7
1	Sri Lokanath Mandia, OAS (1)JB	I/C District planning Officer, Malkangiri.	(PB-3, Rs. 15,600/- - 39,100/- + (GP) Rs. 7600/-) Group - A (Non – Tech.)	/-	-	
2	Sri G.B.Kar	Sr,Clerk	(PB-1, Rs. 5,200/- - 20,200/- + G.P Rs. 2400/-) Group - C(Non – Tech.)	19387/-	110936/-	
3	Sri Raghunath Behera,	Jr,Clerk	Scale Rs. 5,200/- to 20,200+G.P-1900/- Group 'C' Non Technical	14631/-	6987/-	
4	Sri G.P.Khosla,	Peon	(1-S-Rs, 4440/- to Rs. 7440/- + GP Rs. 1300/-) Group – D (Technical)	12064/-	7289/-	
5	Sri Gangadhar pattanik,	Peon	Contractual pay -	2500/-	2500/-	

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
16-3451-102	Pay-136	4,40,000.00	4,40,000.00	4,40,000.00	3,55,547.00
(2009-10)	DA-156	1,03,000.00	1,03,000.00	1,03,000.00	98,230.00
	HRA-403	55,000.00	55,000.00	55,000.00	00.00
	RCM-516	2,000.00	2,000.00	2,000.00	2,000.00
	D.A Arrear 855	64,000.00	64,000.00	64,000.00	62,899.00
	TE-06001	7,000.00	7,000.00	7,000.00	6,738.00
	Tel.Ch. 154	3,000.00	3,000.00	3,000.00	3,000.00
	M.V. 397	5,000.00	5,000.00	5,000.00	5,000.00
	O.C.-506	5,000.00	5,000.00	5,000.00	4,955.00
	Other Charges	--	--	--	--
	Contractual Appoitment	32,500.00	32,500.00	32,500.00	28,871.00
	O.A	--	--	--	--
	FA-4700050	15,000.00	15,000.00	15,000.00	10,000.00

MANUAL – 12
The manner of execution of subsidy programme
(Section 4(1)(b)(xii))

Programme / Scheme :

1. Name of Programme / scheme :
- Duration of the programme / scheme :
- Objective of the programme :
- Physical and financial targets of the programme (for the last year)

Eligibility of Beneficiary :

- Pre-requisites for the benefit :
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme
(Also mention the amount of subsidy or other help given
Detail of the benefits given in the programme)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fee (Where applicable)
- Other Fees (Where applicable)
- Application format (where applicable), If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- Details of the available fund (At various level like District Level, Block Level, etc.)

List of beneficiaries in the format given below :

SI No Code	Name	Amount of subsidy	Parent / Guardian	Address			
				District	City	Village	House No

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
	Not applicable					

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

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

Detail list enclosed.

Each individual ST family under Below poverty Line is provided with 50% subsidy of the Unit cost subject limit of Rs. 10,000/-. The balance 50% fund relating to the scheme is supposed to come from credit institutions i.e. bank linkage to overcome poverty.

MANUAL – 13

List of beneficiaries in the format given below :

Sl No Code	Name	Amount of subsidy	Parent / Guardian	Address			
				District	City	Village	House No

No such transactions are made in this organization.

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 end data base
1	Nil	--	--	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
1	Information Counter	All information's on DPO Matter.	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM
2	Website	---- NO ----	----
3	Library	---- NO ----	----
4	Notice Board	All information's on DPO	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM

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
1	Information Counter	All information's on DPO Matter.	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM
2	Website	---- NO ----	----
3	Library	---- NO ----	----
4	Notice Board	All information's on DPO	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM

MANUAL – 16
Name designation and other particulars of Public Information Officers
 (Section 4(1)(b)(xvi))

List of Public Information Officers

Sl No.	Designation of the officer designated as P.I.O.	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1	Sri Lokanath Mandia,O,A,S(I)JB, District Planing Officer,Malkangiri	At/Post/Dist. MALKANGIRI Pin-764048	Ph-06861 230176 (Off.)		DPO jurisdiction.

List of Asst. Public Information Officers

Sl. No.	Designation of the officer designated as Asst. P.I.O.	Postal address	Telephone No.	e-mail address
1	Sri.Raghunath Behera,Junior Clerk	At/Post/Dist. MALKANGIRI Pin-764048	Ph-06861 230176 (Off.)	

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 appellate authority is there
1	Sri R.Vineel Krishna, I.A.S Collector & Dist,Magistrate Malkangiri,	At/Post/Dist. MALKANGIR I Pin-764048	Ph-06861 230232 (Off.)		jurisdiction.

MANUAL – 17

Other information as may be prescribed

(Section 4(1)(b)(xvii))

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.

- Not applicable -

