

**DISCLOSURE
SUE MOTOO
UNDER
RTI ACT, 2005**

**DISTRICT EMPLOYMENT EXCHANGE,
MALKANGIRI.**

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

1. Aims and objectives : Registration of un-employed persons. Providing Employment assistance, Guidance in the matter Of job opportunity, education & training facilities, grooming the job seekers with skill for self-employment etc.
2. Mission/Vision : To reduce unemployment by grooming the job seekers with employable skill.
3. Brief history and background for its establishment : This organization came into existence after 2nd World War with a thrust to resettle war disables and Subsequently opened for general public.
4. Organization Charts. : District Employment Exchange, Malkangiri.
5. Allocation of business. : NIL.
6. Duties to be performed : As stated in column 1.
7. Details of Services rendered. : Registration, Guidance, Submission of name against different vacancies, Collection of Employment Market Information, Supervision of training programme etc.
8. Citizens interaction. : Interaction with un-employed and job oriented citizens.
9. Postal address of the main Office, Subordinate/field Office : District Employment Officer, District Employment Exchange, Malkangiri.
10. Map of office location. : It is situated in Lathiaguda in Malkangiri, ½ Kms. away from DNK Chowk and 1 ½ Kms. away from main bus stand.
11. Working hours both for Office and public. : 10.00 am to 05.00 pm for office work.
10.00 am to 01.00 pm issue of registration forms and Regn. is done up to 05.00 pm.
12. Public interactions. If any : Through out official routine work.
13. Grievances redress mechanism. : Through the Grievance redressal Cell.

Manual 2
Powers and duties of officers and employees
[Section 4(1) (b)(ii)]

Sl No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	DEO	✓	-	✓	-	
2	JEO	-	-	-	✓	
3	Sr.Clerk	-	-	-	✓	

Manual 3
Procedure followed in the decision-making process, including channels of
Supervision accountability.
[Section 4(1) (b)(iii)]

Sl No	Activity/Steps	Level of action	Procedure
1	Subject on which decision is to be taken.	Registration, Vacancy, Submission, Guidance and other normal works of Emp.Exchange.	Manual provision and Executive direction etc.
2	Guidelines / Direction, if any	At field office level	Manual and Executive direction etc.
3	Process of Execution	At field office level	As directed in the Manual and Executive directive.
4	Designation of Officers involved in decision making	Director, RADE, DEO	As directed in the Manual and Executive directive.
5	Contact information of above mentioned Officer	Director of Employment, District Employment Exchange.	-
6	If not satisfied by the decision, where and how to appeal.	At the Directorate	By writing.

Manual 4
Norms set for the discharges of functions
[Section 4(1) (b) (iv)]

Employment Manual and Executive Direction are sufficient for discharging any required function.

Manual 5
Rules, Regulations, Instructions, manuals and records for discharging functions
[Section 4(1) (b)(v)]

Sl No.	Name / Title of the document	Type of document	Brief write up of the document	From where one can get a copy of rules / regulations / instructions / manuals and records	Address, Telephone No., e-mail & others	Fee charged by the Deptt. for a copy of rules, regulations, instructions, manual and records
1	2	3	4	5	6	7
1.	Employment Manual. Vol. -I Vol. -II	In Book form	It contains details of rules, regulations and steps to be followed for the functioning of Employment Exchange	DGE & T, New Delhi.	DGE & T, New Delhi.	Official supply only

Manual 6

**A statement of the categories of documents that are held by it or its control
[Section 4(1) (b)(vi)]**

SI No.	Category of document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	2	3	4	5
1.	a. Manual b. Executive Instruction	Set of rules and regulations.	One can apply direct to the concern Deptt.	DGE & T, New Delhi, Directorate of Employment, Odisha.

Manual 7

**Particulars of any arrangement that exists for consultation with or representation by the members the public in relation to the formulation of its policy of
Implementation
[Section 4(1) (b)(vii)]**

SI No	Subject / Topic	Is it mandatory to ensure public participation Yes / No	Arrangement for seeking public participation
1	2	3	4
1.	NIL	NO	NIL

Manual 8
A statement of boards, council, committees and other bodies constituted
Implementation
[Section 4(1) (b)(viii)]

- Name of the address of the affiliated body.
- Type of affiliated body.
- Brief introduction of the affiliated body.
- Role of the affiliated body.
- Structure and member composition. **(NIL)**
- Head of the body.
- Address of main Office and its Branches.
- Frequency of Meeting.
- Can public participate in the Meeting.
- Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them.

Manual 9
Directory of officers and employees
[Section 4(1) (b)(ix)]

Directory

Sl No	Name	Designation	STD Code	Ph. No	Fax	e-mail	Address
1	Prasanta Kumar Bhoi	DEO	06861	230427	-	Emp.mkg@rediff.com	DEEx. Malkangiri
2	Nunaram Singh	JEO	-do-	-do-	-	-	-do-
3	Gupta Madhi	Sr.Clerk	-do-	-do-	-	-	-do-

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	Designation	Monthly Remuneration	Other allowances, if any
1	Prasanta Kumar Bhoi	DEO	Rs. 9300-34800 with G.P -4600/-	NIL
2	Nunaram Singh	JEO	Rs. 9300-34800 with G.P -4200/-	NIL
3	Gupta Madhi	Sr.Clerk	Rs. 5200-20200 with G.P -2400/-	NIL
4	Smt. Jamuna Pujari	P.C.C	Rs. 4400-7400 with G.P -1300/-	NIL

Manual 11

**The budget allocated to each agency
[Section 4(1) (b)(xi)]**

Non-plan

Sl No.	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed	Actual exp. For the last year	Officer responsible

Not Applicable

Plan budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed

Not Applicable

Manual 12

The manner of execution of subsidy program

[Section 4(1) (b)(xii)]

List of institutions given subsidy

Not Applicable

Manual 13

Particulars of recipients of concession permits or authorizations granted

[Section 4(1) (b)(xiii)]

List of beneficiaries

Not Applicable

Manual 14

Information available in an electronic form

[Section 4(1) (b)(xiv)]

Details of information

NIL

Manual 15

**Particulars of facilities available to citizens for obtaining information
[Section 4(1)) (b)(xv)]
Facilities available for obtaining information**

SI No	Facility available	Nature of information available	Working hours
1	Through public Information Officer	As to be required by the Applicant	10.00 am 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**

SI 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.	District Employment Officer, Malkangiri	DEEx., Malkangiri	06861-230427	Emp.mkg@rediff.com	Operational Area of DEEx., Malkangiri

List of Assistant public information Officers

SI No	Designation of the officer	Postal address	Telephone No	e-mail address
1.	Junior Employment Officer, Malkangiri	DEEx., Malkangiri	06861-230427	Emp.mkg@rediff.com

First appellate authority within the department

SI 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.	R.M.Killana, Regional Asst. Director of Employment , South Zone, Berhampur	DEEx., Ganjam Berhampur	0680-2280643	Radebam.mission@rediffmail.com	

Manual 17
Other information as may be prescribed
[Section 4(1) (b)(xvii)]

NIL

District Employment Officer
Malkangiri