

**DISTRICT INFORMATION AND PUBLIC RELATIONS OFFICE,  
MALKANGIRI**

**MANUAL-1**

**Particular of Organization, Functions & Duties  
(Section-4(1)(b)(1))**

**01. Aim & Objective of the organization**

- i). Organization of all national festivals like Independence Day, Republic Day & Utkal Divas
- ii). Celebration of Jayanti such as Gandhi Jayanti, Ambedkar Jayanti & Laxman Nayak Jayanti.
- iii). Publicity on all development works and other emergence works of state as well as Central Govt.
- iv). Covering of meetings and conference of VIPs
- v). Covering of meeting of Lok Adalat under District legal Advisory Authority
- vi). Covering of news on day to day Govt. activities
- vii). Organization of Sports and Culture
- viii) Organization of Mega Cultural programme(Malyabanta Mahotsava)
- ix). Preparation of Success Stories on Govt. programmes implemented in the district.
- x). Keeping records of freedom fighters in the district and initiating action to sanction of

**02.Mission & Vision**

To create awareness among the people of Malkangiri towards developmental works of Government and providing correct information to the people

**03. Brief History & background for its Establishment**

The District Information and Public Relations Office, Malkangiri started functioning w.e.f. 01.01.1994 after its emergence from undivided Koraput District.

Presently this office is functioning in old Collectorate Building from its inception.

**04.Organization Chart:**

As mentioned in Sl. No.01

**05. Allocation of Business**

Main business of this section is to provide information on developmental works of Government, organization of Exhibition, to give information of locality to Government,

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

By way organization of development Exhibition, publicity, street play, folk dance, meetings, seminar etc.

**07. Details of Services Rendered.**

The services rendered by this office is purely in the interest of the public

**08.Citizen Interaction:**

Any interaction of the citizen is recorded in this office and forwarded to the proper quarter for needful action.

**09. Postal Address:**

District Information and Public Relations Officer, Malkangiri

**10. Map of the Location:**

Presently this office is functioning in old Collectorate Building from its inception.

**11. Working Hours:**

10.00 a.m. to 5.00 p.m.

**12. Public Interaction:**

As this office is Information office, so this office purely relates to the subject.

**13. Grievance Redressal Mechanism:**

Any grievance is received is forwarded to the proper quarter for immediate action.

**MANUAL-02  
POWERS & DUTIES OF OFFICERS & EMPLOYEES  
(Section-4(1)(b)(ii))**

Sl.no.	Designation	Power				Duties
		Administrative	Financial	Statutory	Others	
01.	DI&PRO		DDO			
02.	Junior Clerk					He deals estt.cash & Bill
03.	Jr.Typist-cum-S.K.					RTI Act,correspondence & press clipping, receipt & dispatch
04.	Driver					
05.	Ass.Operator					
06.	Literate Peon					i/c librarian
07.	Peon					
08.	Night watcher					

**MANUAL-3  
Procedure Followed in Decision Making Process  
(Section-4(1)(b)(iii))**

The Procedure to 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 examine and the public authority to which it has to go for approved 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.

Sl. No.	Activity	Level of action	Time frame
01.	To received letters, application and mentioned in the Receipt letter and letter is given to the concerned Dealing Assistant	Counter Clerk	Assembly Question and Urgent letter is put up same day, & other letters put up within 2-3 days.

**MANUAL-4**  
**Norms for Discharge of Functions**  
**Section-4(1)(b)(iv)**

Sl.no	Activity	Time Frame/Norm	Remarks
01.	Diary of letter	3 minutes per letter	
02.	Dispatch letter	5 minute per letter	Register dak including entry in messenger book
03.	Typing job	50 pages per day	

**MANUAL-5**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUALS RECORDS FOR DISCHARGING FUNCTIONS.**

**Section-4(1)(b)(v)**

As per requirement, it is followed the subject and action is taken.

**MANUAL-6**  
**CATEGORIES OF DOCUMENTS UNDER CONTROL**

**Section-4(1) (b)(VI)**

01. CABLE TELEVISION ACT-1995

**MANUAL-7**  
**PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY**  
**Section-4(1)(b)(VII)**

Note: Other Procedure followed formal and informal consultations with the public may also by indicated such as Bhagidari, Jansanvi interaction with resident welfare association etc.

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

**MANUAL-8**  
**BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED**

**Section-4(1)(b)(VIII)**

Nil

**MANUAL-9**  
**DIRECTORY OF OFFICERS & EMPLOYEES**  
**Section-4(1)(b)(IX)**

SL.N O.	Name	designation	Mobile no.	Fa x	e- ma il	address
01.	Sri K.Bhoi	DI&PRO	8763130687			H.qurts,M kg
02.	Sri H.K.Kirtaniya	Jr. clerk	9438445906			H.qurts,M kg
03.	Smt.J.M.Acharya	Jr. Typist-cum-S.K.	94383346093			H.qurts,M kg
04.	R.K.Mohanty	Asst.Opera tor	9437236997			H.qurts,M kg

05.	S.Kirisani	Driver	966853278 2		H.qurts,M kg
06.	S.Biswal	Peon	943869200 1		H.qurts,M kg
07.	S.Mallick	Literate Peon	943947406 5		H.qurts,M kg
08.	L.Muduli	Nightwatch er			H.qurts,M kg

**MANUAL-10  
MONTHLY REMUNERATION & COMPENSATION OF OFFICERS &  
EMPLOYEES  
Section-4(1)(b)(X)**

SL.NO.	Name	designation	Pay scale(in Rs.)
01.	Sri K. Bhoi	DI&PRO	
02.	Sri H.K.Kirtaniya	Jr. clerk	5200-20200
03.	Smt.J.M.Acharya	Jr. Typist-cum- S.K.	5200-20200
04.	R.K.Mohanty	Asst.Operator	6090
05.	S.Kirisani	Driver	5200-20200
06.	S.Biswal	Peon	4440-7440
07.	S.Mallick	Literate Peon	4440
08.	L.Muduli	Nightwatcher	4440

**MANUAL-11  
BUDGET ALLOCATED TO EACH AGENCY  
Section-4(1)(b)(XI)**

SL.NO.	Major head	activities	Sanctioned budget (In Rs.)	Budget estimate (In Rs.)	Expenditure for the last year
01.	25- 2250- 60-796- 2397- 08001- 506	Laxman Nayak Fashi Divas	5000	5000	5000
	-do-	Ambedkar Jayanti	5000	5000	5000
	-do-	Independency Day	10000	10000	10000
	-do-	Gandhi Jayanti	10000	10000	10000
	-do-	Utkal Divas	10000	10000	20000
	-do-	Laxman Nayak Jayaanti	5000	5000	5000
	-do-	Republic Day	10000	10000	20000

**MANUAL-12**

**MANER OF EXECUTION OF SUBSIDY PROGRAMME**

**Section-4(1)(b)(XII)**

**NIL**

**MANUAL-13**

**PARTICULARS OF RECEIPIENTS OF CONCESSIONS PERMITS OR  
AUTHORIZATIONS GRANTED**

**Section-4(1)(b)(XIII)**

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 concession, licenses etc.

**MANUAL-14**

**INFORMATION AVAILABLE IN A AN ELECTRONIC FORM**

**Section-4(1)(b)(xiv)**

**Under process**

**MANUAL-15**

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR  
OBTAINING INFORMATION**

**Section-4(1)(b)(XV)**

Sl.no.	Facility available	Nature of information	Working hours
01.	Information	Publicity, dissemination of election result,give information to public on dev. Works & others.	
02.	Website		
03.	library	News papers, magazines & Books	7.00 a.m. to 10.00 a.m. & 5.00 p.m. to 8.00 p.m.
04.	Notice board	Informations put on the notice board	

**MANUAL-16**  
**NAMES, DESIGNAIONS & OTHER PARTICULARS OF THE PUBLIC**  
**INFORMATION OFFICERS**  
**Section-4(1)(b)(XVI)**

**PUBLIC INFORMATION OFFICER**

Sl.no.	Name	designat ion	Office ph.no.	Mobile no.	f a x	e- mai l	Address
01.	Smt. J.M.Acharya,	Jr.Typist -cum- S.K.	23059 4	94383460 93			O/O DI&PRO,Mkg

**First Appellate Authority**

Sl.no.	Name	designati on	Office ph.no.	Mobile no.	fax	e- mail	Address
01.	Sri K.Bhoi.	DI&PRO	230594	8763130687	230594		DI&PRO, Malkangiri

**MANUAL-17**  
**Other useful information**  
**Section-4(1)(b)(XVII)**

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

