

Proactive Disclosure Under RTI Act-2005

4(i)(b)(i)

Manual -1

1. Aim and Objective of the Organisation

The district Statistical Office, Malkangiri is the district agency of Directorate of Economics and Statistics, Orissa, BBSR under Planning and Coordination Dept., Govt. Of Orissa for Malkangiri District.

The objective of this office is to conduct different surveys as conceived and directed by DE&S , Orissa, BBSR. under its supervision and guidance. Provide feedback on different schemes to the state Govt. and district Administration.

2. Mission/ Vision of the Public Authority.

To conduct various Socio-Economics, Agricultural surveys and collect & compile different information collected from different sources for official and public uses. To cooperate and strength the MIS system for the district Administration. To provide feed-back to the govt. for its programme implementation and assist and guide the District Administration on different socio-economics surveys, Census etc.

3. Brief history of the public Authority and context of its formation.

Reorganization of districts in Orissa was started in the year 1992. For providing better administration the southern most district of Orissa, Koraput was divided into four smaller districts. Malkangiri sub-division in the extreme end of Koraput was given the status of a district in the year 1992 with a separate establishment for administration. In that process, The DSO, Malkangiri was setup with independent establishment in the year 1994 by separating it from the mother district Koraput.

4. Duties of the public Authority

Duties of the Officer and the staff are clearly mentioned. The Officer, **the District Statistical Officer (DSO)** is responsible for over all Supervision of the office and field work, training to the staff, drawal & disbursement of salaries and other payments to the employees and communicates with the other offices.

The Statistical Investigator (**SI**) / **Statistical Assistant (SA)** are the Supervisors. They are responsible for staff control , Supervision , Monitoring and training of the of the field staff. They compile the field data and generate the district report and help DSO for timely completion of the work.

The **Primary investigators (PI)** conducts different survey works of higher nature and other works as when assigned by the DSO.

The **Senior Statistical field Inspector (SSFI)/ Statistical field Inspector (SFI)** control the staff of their circle and supervises the work of surveyors and send report to the district office.

The **Statistical field Surveyors (SFS)** are assigned the field survey work. They undertake different survey and other works as and when assigned by the DSO.

The duties of the **ministerial staff** are usually to help the officer to regulate the inner official administration and financial accounting.

The duties of the **Fourth Class** employees are as usual like other govt, offices.

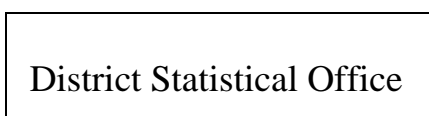
5. Main Activities of the /Functions of the Public Authority.

The main activities /function of the public Authority is to conduct surveys , Censuses and related works on different subjects like Agriculture, Socio-economics aspect of life.

6. List of services being prodided by the Public Authority with a brief write-up on them.

Not Applicable.

7. Organizational structure diagram at various levels namely state, Directorate, Region, District, blocks etc.(Whichever is applicable).



Establishment Section	Accounts Section	Crop Survey Section	Socio- Economics Survey Section	Miscellaneous Survey Section	Official Statistics Section	Computer Section
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Circle Inspector Kalimela	Circle Inspector Kudumuluguma	Circle Inspector Malkangiri	Circle Inspector Mathili
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8 .Expectation of Public Authority from the public for enhancing its effectiveness and efficiency.

This office seeks public cooperation to its staff in collecting information from general public.

9. Arrangement and methods made for seeking public participation/ contribution.

Appeals by the director , Secretaries and other govt officials are circulated through leaflets, public advertisements in both Print and electronics media.

10. Mechanism available for monitoring the servicesdelevry and public grievances resolution.

Not Applicable.

11. Address of the main office and other offices at different levels.

Main Office Address **District Statistical Office**
At-Dugagudi sahi
Po/Ps/Dist.- Malkangiri

12. Working hours of the office.

Usual working hour : 10 AM to 5.00 PM

In Summer : 7.00 AM to 1.00 PM

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Powers and duties of the Officers and the employees (Section - 4 (1) (B) (ii))

Powers and duties of the Officers and the staff

Sl. No.	Designation of the Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	District Statistical Officer (DSO)	Administrative	Financial	Administration	Coordination between other public, Private Authority & General Public	Head of Office, Over all Supervision of Office work, Supervision of Field work, Drawing and disbursing of all payments
2	Statistical Investigator			Head of Section,	To assist the DSO in	Supervision of Survey works,

	(SI)			Supervision and Monitoring of Section and field work	administratio n	Compilation of information gathered , Training to staff, ensure the adherence to the guidelines & datelines made by Head Office,
3	Statistical Assistant (SA)			Supervision and inspection of field work , compilation & field work		-do-
4	Primary Investigators (PI)			Primary Survey Work		Collect primary information and Misc. Survey works
5	Senior Statistical Field Inspector (SSFI) / Statistical Field Inspector (SFI)			Head of Circle, Staff Control, Inspection , Report to the office from the circle		Inspection of the work of SFSs , other official works at the respective circles
6	Statistical Field Surveyor (SFS)			Agriculture Survey work		Agriculture Survey work, Other Adhoc survey works.
7	Head Clerk-cum-Accountant (HCA)			Over all supervision of ministerial staff , Maintenance of office Accounts		Supervision of Establishment & accounts section, Preparation of office budget, Bill preparation
8	Senior clerk (SC)			Bill Preparation and other accounts work		Preparation of Bill, Establishment work
9	Junior Clerk (JC)			Typing , Office work		Typing, assist the SC and HCA
10	Driver			Drive the office vehicle		Driving office vehicle and its maintenance.

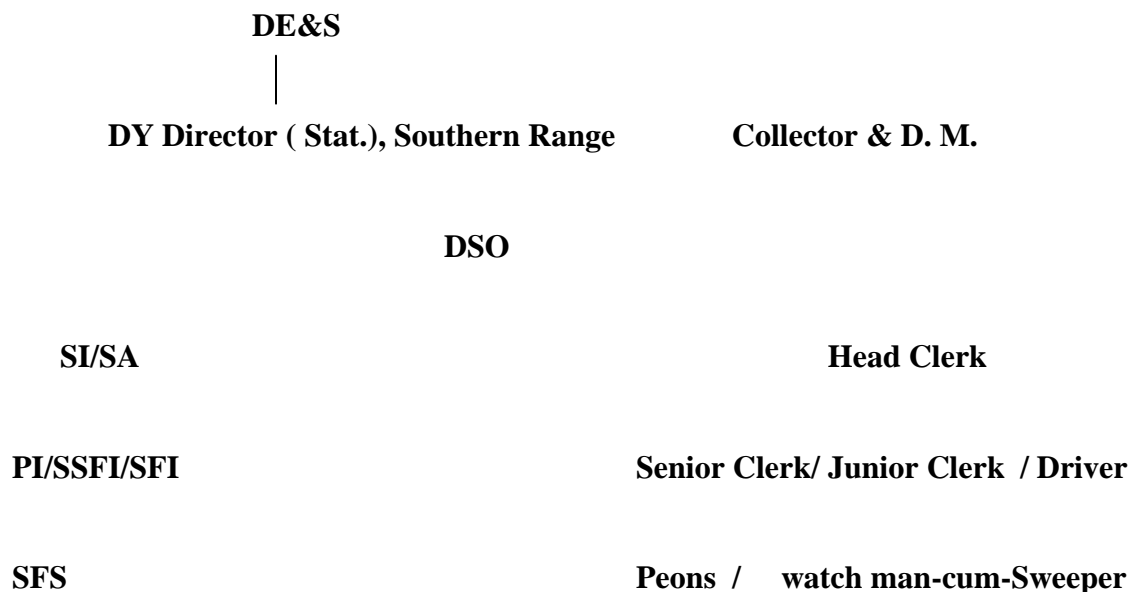
11	Peon					Dairy, Despatch, Mail distribution, transportation of bills to the treasury, Assist the DSO, supervisor, HCA and work under their control
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iii) The Procedure followed in the decision making process, including channels of supervision and accountability.

The procedures as decided by the Govt. of Orissa , P & C Deptt., Directorate of E & S Orissa , are followed in this office . All the staff are responsible to the DSO and the DSO is responsible to laterally to the Collector and vertical to the Deputy Director (stat.) , Southern Range and Director, E& S, P& C Dept etc.

Channels of Supervision.



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iv) The norms set by it for the discharge of its function

The norms as set by the govt. of Orissa is followed .

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v) The rules , regulations , inspections , manuals and records held by it or under its control used by its employees for discharging its function.

Civil Service rulebooks for official procedure and technical guide booklets for survey related technical works.

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VI) A statement of the categories of documents that are held by it or under its control.

(Section 1(b) (VI))

Sl. No.	Nature of Records	Details of information available	Procedures to obtain the documents	Held by/ under the control
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1	Files, Registers, Guard Files, Administrative files , Leave registers, Attendance register etc	All correspondences and instructions etc. as well as correspondence regarding land & Building, Posts, Administrative, Finance, and Regulatory in nature		Establishment Section
2	Bill Register, Book of drawal, Cash Books, Acquaintances and related documents, receipts book etc.	Bill drawal and detailed accounts of govt and private transaction, Pension and Audit		Accounts Section
3	Staff Control register, village list , Sample list, Technical Guidance booklets and technical files , survey equipments, Leave registers of SSFI/SFI/SFS etc.	Deployment of staff in different circles, technical guides to function , Village list, Sample Villages list for EARAS		Crop Survey section
4	Sample list, Village list and technical guidelines for socio-economics survey and related technical files	Village list of the district, sample list of villages where socio-economics survey is to be done and technical guidelines for it and related files		Socio-economics survey section

5	Miscellaneous survey guidelines and related files	Official data , Village infrastrucure related data , Market survey data , Other Adhoc survey data etc.		Misc. Survey section
6	Books , Publications & Library and related files, ULBs data	Books published by DE & S and data related to the district different features. Selling of booklets books on urban local body statistics etc.		Official Statistics section
7	Computers, computer related consumables and related information			Computer Section

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VII) The 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 implementation thereof.

Not Applicable

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VIII) A statement of boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those board ,councils, committees, and other bodies are open to the public or the minutes of such meetings are accessible for public.

Not Applicable

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IX) A directory of its officers and employees

SI No.	Name	Designation	Office Tel. No.	E-mail Address
1	2	3	4	5
1.	Sri Pradipta Ranjan Sahoo	DSO	06861-230426	dsomkg@gmail.com
2.	Sri Budhram Singh	SI	-do-	-do-
3.	Sri Kashinath Baskey	SI	-do-	-do-
4.	Sri Nagendra Kumar Rath	SA	-do-	-do-
5.	Sri Rama chandra Mishra	SA	-do-	-do-
7.	Sri Kailash Chandra.	HCA	-do-	-do-

	Badatya			
8.	Sri Amiya Kumar Panigrahi	SC	-do-	-do-
9.	Sri Harish Chandra Bothra	SSFI	-do-	-do-
10.	Sri Jadumani Mohanty	SFI	-do-	-do-
11.	Sri Madan Charan Rana	SFI	-do-	-do-
12.	Sri Bhagaban Nayak	SFS	-do-	-do-
13.	Sri Bidyanath Behera	SFS	-do-	-do-
14.	Sri Dibakar Samntray	SFS	-do-	-do-
15.	Sri Shobharam Pujari	SFS	-do-	-do-
16.	Sri Bhikhyakari Khatei	SFS	-do-	-do-
17.	Sri Rasbehari Sahoo	SFS	-do-	-do-
18.	Sri Dhoba Motari	SFS	-do-	-do-
19.	Sri Surendranath Das	SFS	-do-	-do-
20.	Sri Sanasi Mantry	SFS	-do-	-do-
21.	Sri Rabindranath Das	SFS	-do-	-do-
22.	Sri Ghana Bagh	SFS	-do-	-do-
23.	Sri Amuya Kumar Nayak	SFS	-do-	-do-
24.	Sri Iswar Chandra Mallick	SFS	-do-	-do-
25.	Sri Dambarudhara Gauda	SFS	-do-	-do-
26.	Sri Jagannath Gomango	SFS	-do-	-do-
27.	Sri Bijan Bhusan Chhotray	SFS	-do-	-do-
28.	Sri Chita ranjan Swain	SFS	-do-	-do-
29.	Sri Gagan Bihari Ojha	SFS	-do-	-do-
30.	Sri Tumnath Nayak	SFS	-do-	-do-
31.	Sri Dillip Kumar Rath	Peon	-do-	-do-
32.	Sri Mamata Pattnaik	Peon	-do-	-do-

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X) The monthly remuneration received by each of officers & employees, including the system of compensation as provided in its regulation.

The monthly salary and other allowances as admissible for state govt. employees.

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XI) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and repots of disbursement mode.

Not applicable

Manual-12

XII) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.

Not Applicable.

Manual-13

XIII) Particulars of recipients of concessions, permits or authorization granted by it.

Not Applicable

Manual-14

XIV) Details in respect of the information available to hold by it, reduced in an electronic form.

District At Glance, District Statistical Hand Book is available in printed form. No such electronic form is not available with this office till now.

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XV) The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room , if maintained for public use.

Not Applicable

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XVI) The Name, Designation and other particulars of the public information officers.

Name	Design	Design as per RTI Act-2005	Phone no with STD Code	FAX	E-Mail	Address
Sri P.R. Sahoo	DSO	AA	06861-230426	-	dsomkg@gmail.com	D. S. O. At-Durgagudisahi P0/Dist- Malkangiri
Sri K.N. Baskey	SI	PIO	-do-			
Sri R.C. Mishra	SA	APIO	-do-			

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XVII) Such Other information as may be prescribed and thereafter update these publications every year.

Not Applicable

Public Information Officer
District Statistical Office
Malakngiri