

# THE RIGHT TO INFORMATION ACT-2005

## CHAPTER-I

### INTRODUCTION

#### ORGANIZATION

The Name of the Division: Office of the Executive Engineer,  
Potteru Irrigation Division, Balimela  
At/Post: Balimela, Dist: Malkangiri, Odisha  
Under the Administration control of the  
Chief Construction Engineer, Potteru Irrigation Project,  
Balimela of Department of Water Resources, Govt. of Odisha.

This Division is comprising 05 nos. of Sub-Divisions:-

1. Potteru Irrigation Sub-Division No.I, Balimela.
2. Potteru Irrigation Sub-Division No.II, Balimela.
3. Potteru Irrigation Sub-Division No.III, M.V.19
4. Potteru Irrigation Sub-Division No.IV, M.V.64
5. Stores & Mechanical Sub-Division, Balimela.

#### JURISDICTION

This division is maintaining G.M.C. from RD 00 Km. to 40.309 Km. and T.M.C. from RD 00 Km. to 61.050 Km. with its system. Barrage Head Regulator, Central Stores, Maintenance of Vehicle / Colony Maintenance of Civil occupied quarters at Balimela / Niladrinagar / M.V.7 / M.V.19 / M.V.64.

#### AIM OF DIVISION

To provide irrigation to the cultivators (beneficiaries) coming under the jurisdiction of:-

1. This act may be called the right to information Act-2005.
2. It extends to the whole India except the state of Jammu & Kashmir.
3. (a) Appropriate Govt.: Govt. of Odisha, Department of Water Resources, Bhubaneswar.  
(b) Public Information Officer: Sri Mantosh Haldar, I/c Divisional Accountant.  
Asst. Public Information Officer: Sri Anjan Kuamr Padhy, Estimator.

## CHAPTER - 2

### POWERS AND DUTIES.

Designation : Sub-Divisional Officer.

Administrative : NIL

Technical : Ordinary repair works. 5,000

Others : Sale of Dead and Fallen Trees 250

Duties : Maintenance of Canal system under this Sub-Division.

Designation : Junior Engineer.

Administrative : NIL

Technical : NIL

Others : NIL

Duties : Maintenance of Canals under the Jurisdiction of P.I. Division, Balimela i.e. G.M.C. from RD.00Km. to 40.309Km. and T.M.C. from RD.00Km. to 61.050Km. with its system, Surlikonda Barrage. Maintenance of Colony at Balimela / Niladrinagar.

CHAPTER - 3 (Manual - 2)

POWERS AND DUTIES.

Designation : Executive Engineer.

Administrative : NIL

Deposit / Contribution works: 10,000

Technical Sanction: Original works.

(i)	Roads, Bridges, Building	70,000
(ii)	Irrigation, Flood Control, Drainage Works and storage Reservoirs drinking water supply	70,000
(iii)	All Other works	10,000
	T & P (New Supply)	10,000
	T & P (Repairs & Carriage)	20,000
	Stock	1,00,000

Others : write off / Disposal of Stores.

(i)	Loss of stores not due to theft fraud or negligence of individual	100
(ii)	Sale to private persons at fall value plus 10 %	2,000
(iii)	Write off from returns of T & P articles of which fall value has been recovered. Fall power	
(iv)	Sale of Dead & Fallen Trees	500

## CHAPTER - 4 (Manual - 3)

Rules, Regulations, Instructions, Manual and Records  
for Discharging Functions.

Sl. No.	Name / Title of document	Type of document	Brief write-up of the document	From where one can get a copy Rules / Regulations / instruction / Mannual / Records.	Addresses Telephone No. / Fax / Mail & Others	Fees charged by the Dept. for copy of Rules / Regulations & Mannual.
1	2	3	4	5	6	7

1	Civil Construction Works.	Tender Paper / Agreement / Estimate	Sanctioned Estimate / F2 Agreement / K2 Agreement Registers / Measurement Book / Field Book / Level Book / Graph Sheet	Govt. of Orissa, P.R.O. / Director of Printing and Stationary, Cuttack.		
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## CHAPTER – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with or representation by, members of the public in relation to the formulation of its policy or implementation thereof.

### Implementation of Policy:-

5.2 Whether there is any provision to seek consultation / Participation of Public or its representatives for implementation of Policies ? If there is please provide details of provisions in following format.

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation? Yes / No.	Arrangements for seeking public participation.
1.	Pani Panchayat	Yes	To follow up the guidelines laid down on Pani Panchayat Act.

## CHAPTER - 6 (Manual - 5)

A statement of the Categories of documents that are held by it or under its control.

Sl. No.	Category of the document	Name of the document & its introduction in one line.	Procedure to obtain	Held by under control of.
1	2	3	4	5

1	Tender documents, F2 Contract, K2 Contract, Departmental Materials, Estimates.	<u>Tender paper</u> Estimates and related papers are kept in O/o the Executive Engineer, P.I.Division, Balimela. The estimates are framed by Divisions and submitted to Chief Construction Engineer, P.I.Project, Balimela for Technical approval and then after the works are taken up through contract / Job or Dept. basis as the case may be	The documents can be obtained on request in writing addressed to the Executive Engineer, P.I.Division, Balimela on payment as fixed by Govt. for copying / xeroxing.	Estimator, Auditor, J.E. Stores.
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## **CHAPTER-7 (Manual-6)**

A statement of Boards, Council, Committee and other bodies constituted as its part.

1. This being a Govt. organization of Department of Water Resources, Odisha. This organization is not affiliated to any Body / Organisation.
2. This project is headed by Chief Construction Engineer, Potteru Irrigation Project, Balimela.
3. The main office of the establishment is office of the Chief Construction Engineer, Potteru Irrigation Project, Balimela branches are 3 (three) divisions i.e.
  1. Executive Engineer, Earth Dam Division, Chitrakonda
  2. Executive Engineer, Potteru Irrigation Division, Balimela.
  3. Executive Engineer, Potteru Canal Division No.III, M.V.79.

### Sub-Divisions under Executive Engineer, Potteru Irrigation Division, Balimela

1. Potteru Irrigation Sub-Division No.I, Balimela.
  2. Potteru Irrigation Sub-Division No.II, Balimela.
  3. Potteru Irrigation Sub-Division No.III, M.V.19
  4. Potteru Irrigation Sub-Division No.IV, M.V.64
  5. Stores & Mechanical Sub-Division, Balimela.
4. Generally no meetings are held on the office. So, the public are not participated and no minutes are prepared and available.

## **CHAPTER-8 (Manual-7)**

### The names, designations and other particulars of the Public Information Officers

Name of the Appellate Authority: Sri Kali Kamal Padhy, Executive Engineer

Sl. No.	Name & Designation	STD Code	Phone No.		Fax	E-Mail
			Office	Res.		
1	2	3	4	5	6	7
Assistant Public Information Officers						
1.	Sri Anjan Kuamr Padhy, Estimator	--	--	--	--	--
Public Information Officers						
2.	Sri Mantosh Haldar, Head Clerk / Divisional Accountant	--	9437748374	--	--	--
1 <sup>st</sup> Appellate Authority						
3.	Sri Kali Kamal Padhi, E.E.	--	--	--	--	--

CHAPTER - 9 (Manual - 8)

Procedure followed in decision making process.

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Sl. No	Subjects on which the decision is to be taken.	All const. matters, All Tender cases.
1	2.	3
1.	Guidelines, Direction if any	As laid down in O.P.W.D. Code and Govt. Circulars in the different subjects.
2.	Process of Execution	Generally all the execution are taken up after approval of estimates / Tender acceptance by the competent authority. The Agreement Are drawn and then after the work order will issued to the contractors for execution of works wherever necessary.
3.	Designation of the Officers involved in decision making.	1. Sub-Divisional Officer. 2. Executive Engineer / Divisional Accountant / Estimator. 3. Chief Construction Engineer. 4. Engineer-in-Chief, Water Resources. 5. Commissioner-cum-Secretary to Govt. Department of Water Resources. 6. T.A.C.(Tender Approval Committee) framed by Govt. wherein the Engineer-in - Chief / Chief Engineer / Chief Construction Engineer are members
4	Contact information of above mentioned officer.	Executive Engineer - 06861-232523 C.C.E., P.I.P., Balimela - 06861-232521 Engineer-in-Chief, W.R. - 0674-2400180 Government.
5.	If not satisfied by the decision where and how to appeal.	Govt. in Department of Water Resources, Orissa.

**CHAPTER-10 (MANNUAL-9)**  
**Directory of Officers and Employees**

Sl. No.	Name & Designation	STD Code	Phone	Fax	E-Mail
1	2	3	4	5	6
1	Sri Kali Kamal Padhy, E.E.				
2	Sri Naresh Chandra Kar, A.E.				
3	Sri Basudev Tudu, A.E.(Civil)				
4	Sri N.R.Samal, A.E(Civil)				
5	Sri Nabakishor Singh, A.E. (Mech.)				
6	Sri Digambar Bagh ,J.E(Cont)				
7	Sri Dillip Kumar Dalabehera,J.E.(Civil)				
8	Sri Aanjan Kumar Padhy, J.E.(Civil)				
9	Sri Subash Chandra Naik, J.E.(Cont.)				
10	Sri Bijila Ekka, J.E.(Cont.)				
11	Sri Sudarsan Satapathy, J.E(Civil)				
12	Sri Bijay Kumar Mirdha, J.E.(Cont.)				
13	Sri Dhaneswar Hemram, J.E.( Cont.)				
14	Kumari Priyadarshani, J.E(Cont)				
15	Sri Lalit Mohan Behera, J.E (C)				
16	Sri A.B.Narayan, J.E (Cont.)				
17	Sri S.K. Dehury , J.E (Civil)				
18	Sri Dinabandhu Patra, JE(C)				
19	Sri Hiralal Sethi, JE( M)				
20	Sri Mantosh Haldar, Head Clerk				
21	Sri Tonko Behera, Sr.Clerk				
22	Sri B.B.N.Murty, Sr.Clerk				
23	Sri K.Kailash Rao, Sr.Clerk				
24	Sri Ramesh Ch.Tripathy, Jr.Clerk				
25	Sri Maheswar Mohapatra, Jr.Clerk				
26	Sri Jogeswar Sahoo, Jr.Clerk				
27	Sri Maniruddin Khan, Jr.Clerk				
28	Sri R.Srinivas Choudhury, Jr.Clerk				
29	Sri Tapan Kumar Jena, Jr.Clerk				

30	Sri Maheswar Behera, Draughtsman				
31	Sri Ramanath Behera, Peon				
32	Sri Niranjan Panda, Peon				
33	Smt. Animarani Roy, Peon				
34	Smt. Indumati Nayak, Peon				

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1	2	3	4	5	6
35	Smt. Milan Ratha, Peon				
36	Smt. Saraswati Moharana, Peon				
37	Sri Susanta Ku. Sethi, Peon				
38	Sri Bhagabana Dalai, Peon				
39	Sri Kumuti Muduli, Peon				
40	Sri Deva Kumar, Peon				
41	Smt. Ambika Golari, Peon				
42	Sri J.Ramesh Ch.Reddy, Peon				
43	Sri Prasant Kumar Surya, Peon				
44	Sri Pabitra Kumar Rout, Peon				
45	Sri Rama Khillo, NWCS				
46	Sri Krupa Majhi, NWCS				
47	Sri Ananta Khora, NWCS				
48	Sri Abhi khara, NWCS				
49	Sri Karunakar Behera, NWCS				
50	Sri Pangi Jagannath, NWCS				
51	Smt.Padma Khara, C.K.(Regular)				
52	Sri Sibaram Pattnayak, C.K.(Regular)				
53	Sri Abhimanyu Sethi, C.K.(Regular)				
54	Sri Krushna Ch. Mahapatra, C.K.(Regular)				
55	Sri Murtyanjaya Dash, C.K.(Consolidated)				
56	Sri Sadan Mandi, C.K.(Consolidated)				
57	Sri Lokanath Sethi, C.K.(Consolidated)				
58	Sri Rama Ch. Sethi, C.K.(Consolidated)				

59	Sri Sushant Barad, C.K.(Consolidated)				sushantbarad@yahoo.co.in
60	Sri Mukunda Khemundu, C.K.(Consolidated)				

**Sb/-**

## CHAPTER-11 (MANUAL-10)

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulation**

Sl. No.	Name & Designation	Monthly remuneration	Phone No.	The procedure of determine the remuneration as given in the regulation
1	2	3	4	5
<b><u>GAZETTED</u></b>				
1	Sri Kali Kamal Padhy, E.E.	42627		Pay + G.P + D.A
2	Sri Naresh Chandra Kar, A.E.	28675		Pay + G.P + D.A
3	Sri Basudev Tudu, A.E(Civil)	34081		Pay + G.P + D.A
4	Sri N.R.Samal, A.E(Civil)	L.P.C. awaited		Pay + G.P + D.A
5	Sri Nabakishor Singh, A.E. (Mech.)	22952		Pay + G.P + D.A
6	Sri Dillip Kumar Dalabehera,J.E.(Civil)	26395		Pay + G.P + D.A
7	Sri Aanjan Kumar Padhy, J.E.(Civil)	21004		Pay + G.P + D.A
8	Sri Sudarsan Satapathy, J.E(Civil)	29875		Pay + G.P + D.A+HRA
9	Sri Lalit Mohan Behera, J.E (C)	21446		Pay + D.P + D.A
10	Sri S.K.Dehury, J.E (Civil)	33010		Pay+GP+DA+HRA+GCA
11	Sri Subash Chandra Naik, J.E.(Cont.)	9300		Consolidated
12	Sri Bijila Ekka, J.E.(Cont.)	9300		Consolidated
13	Sri Bijay Kumar Mirdha, J.E.(Cont.)	9300		Consolidated
14	Sri Dhaneswar Hemram, J.E.( Cont.)	9300		Consolidated
15	Kumari Priyadarshani, J.E(Cont)	9300		Consolidated
16	Sri A.B.Narayan, J.E (Cont.)	9300		Consolidated
17	Sri Dinabandhu Patra, JE(Cont.)	9300		Consolidated
18	Sri Digambar Bagh ,J.E(Cont)	9300		Consolidated
19	Sri Hiralal Sethi, JE( M)	21689		Pay + D.P + D.A
<b><u>NON-GAZETTED</u></b>				
20	Sri Mantosh Halder, Head Clerk	26848		Pay + G.P + D.A
21	Sri Tonko Behera, Sr.Clerk	19766		Pay + G.P + D.A
22	Sri B.B.N.Murty, Sr.Clerk	19766		Pay + G.P + D.A + GCA
23	Sri K.Kailash Rao, Sr.Clerk	L.P.C. awaited		Pay + G.P + D.A
24	Sri Ramesh Ch.Tripathy, Jr.Clerk	18603		Pay + G.P + D.A
25	Sri Maheswar Mohapatra, Jr.Clerk	18603		Pay + G.P + D.A

26	Sri Jogeswar Sahoo, Jr.Clerk	18643		Pay + G.P + D.A + GCA
27	Sri Maniruddin Khan, Jr.Clerk	17003		Pay + G.P + D.A
28	Sri R.Srinivas Choudhury, Jr.Clerk	16270		Pay + G.P + D.A
29	Sri Tapan Kumar Jena, Jr.Clerk	11730		Pay + G.P + D.A
30	Sri Maheswar Behera, Draughtsman	17894		Pay + G.P + D.A

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1	2	3	4	5
31	Sri Ramanath Behera, Peon	13137		Pay + G.P + D.A
32	Sri Niranjana Panda, Peon	13137		Pay + G.P + D.A
33	Smt. Animarani Roy, Peon	13137		Pay + G.P + D.A
34	Smt. Indumati Nayak, Peon	12699		Pay + G.P + D.A
35	Smt. Milan Ratha, Peon	13137		Pay + G.P + D.A
36	Smt. Saraswati Moharana, Peon	13572		Pay + G.P + D.A + HRA
37	Sri Susanta Ku. Sethi, Peon	12140		Pay + G.P + D.A
38	Sri Bhagabana Dalai, Peon	13756		Pay + G.P + D.A
39	Sri Kumuti Muduli, Peon	13545		Pay + G.P + D.A
40	Sri Deva Kumar, Peon	9498		Pay + G.P + D.A
41	Smt. Ambika Golari, Peon	9498		Pay + G.P + D.A
42	Sri J.Ramesh Ch.Reddy, Peon	9498		Pay + G.P + D.A
43	Sri Prasant Kumar Surya, Peon	9211		Pay + G.P + D.A
44	Sri Pabitra Kumar Rout, Peon	8939		Pay + G.P + D.A
45	Sri Rama Khillo, NWCS	12744		Pay + G.P + D.A
46	Sri Krupa Majhi, NWCS	12744		Pay + G.P + D.A
47	Sri Ananta Khora, NWCS	12322		Pay + G.P + D.A
48	Sri Abhi khara, NWCS	12744		Pay + G.P + D.A
49	Sri Karunakar Behera, NWCS	7798		Pay + D.P + D.A
50	Sri Pangi Jagannath, NWCS	10263		Pay + G.P + D.A
51	Smt.Padma Khara, C.K.(Regular)	8224		Pay + D.P + D.A
52	Sri Sibaram Pattnayak, C.K.(Regular)	8224		Pay + D.P + D.A
53	Sri Abhimanyu Sethi, C.K.(Regular)	8224		Pay + D.P + D.A
54	Sri Krushna Ch. Mahapatra, C.K.(Regular)	8224		Pay + D.P + D.A

55	Sri Murtyanjaya Dash, C.K.(Consolidated)	2550		Consolidated
56	Sri Sadan Mandi, C.K.(Consolidated)	2550		Consolidated
57	Sri Lokanath Sethi, C.K.(Consolidated)	2550		Consolidated
58	Sri Rama Ch. Sethi, C.K.(Consolidated)	2550		Consolidated
59	Sri Sushant Barad, C.K.(Consolidated)	2550		Consolidated
60	Sri Mukunda Khemundu, C.K.(Consolidated)	2550		Consolidated

**Sb/-**

**CHAPTER -12 (MANUAL - 11)**  
**The Budget Allocated to each Agency**

(Particulars of all plans, proposed expenditures and reports on disbursement made)

Year 2004-05

Sl.No.	Name of the Scheme(Head)	Activity	Starting date of the Activity	Amount Proposed	Amount Sanctioned	Amount expenditure for the last year	Responsible officer and the designation to competent to expect of the work.
1	2	3	4	5	6	7	8
1	<u>20-2701M.I.P.</u> 3704390	Salary	01.04.04				Executive Engineer,P.I.Division, Balimela
2	Special repair of work				3000		/ Asst.Financial Adviser,
3	Gate works				1000	62,16,192/-	B.D.Project, (PIP Unit),
4	M & E				500	60,266/-	Chittrakonda.
						1,12,77,66,644	

## CHAPTER-13 (MANNUAL-12)

### The manner of Execution of Subsidy Programmes

#### 13.1 Name of Programme Scheme: State Non-Plan Scheme / A.I.B.P.

1.	Name of Programme Scheme	State Non-Plan Scheme / A.I.B.P.
2.	Duration of the Programme / Scheme.	30.06.2005
3.	Objective of the Programme	To give water in canal system by creating extra ayacut of 4000 Ha.
4.	Physical and financial target of the programme (for the last year)	
5.	Eligibility of Beneficiary	Cultivators of G.M.C. and T.M.C.
6.	Criteria for deciding eligibility.	There is no criterial subject to payment of water tax to the Revenue Department if the irrigation system is covering to the land of cultivators which will be determined by the joint verification no subsidy is given.
7.	Procedure for the distribution of the subsidy.	
8.	Where to apply or whom to contact in the office for applying	<u>Executive Engineer</u> Sri Mantosh Haldar, P.I.O. Sri A.K.Padhy, A.P.I.O.
9.	Application fee	Not determined
10.	Other fees	Not yet decided
11.	Application format	Plain paper (non format is required) (Where applicable, if the application is made on plain paper please)
12.	List of attachments	The details document required and for the purpose it is required. Name of the applicant / Identity of applicant.
13.	Format of attachment	Not yet prepared.
14.	Where to contact in case of process related complaints.	Executive Engineer, P.I.Division, Balimela
15.	Details of the available fund. (At various levels like, District level, Block level etc.)	It can be ascertained in the office of the C.C.E., P.I.Project, Balimela.
16.	List of beneficiaries in the format given below.	No beneficiary list is ascertained.

CHAPTER – 14 (Manual – 13)

Particulars of Recipients of Concession, Permit or Authorization granted by it.

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-- NIL --

CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions.

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Details of norms / Standards are adopted as per the codal provision laid down on ORISSA PUBLIC WORKS DEPARTMENT CODE.

CHAPTER – 16 (Manual – 15)

No information can be available in the electronic format since this office is not having the facility i.e. Computer / Laptop etc.

CHAPTER – 17

Means, methods or facilitation available to the public which are adopted by the department for dissemination of information

Notice Board ✓

Inspection of Records in the office. ✓

System of issuing of copies of documents. ✓

CHAPTER – 18 (Manual – 17)

Other useful information.

18.1 Frequent asked Question and their Answers by Public.

-- NIL --

18.2 Related to seeking information request in writing in plain paper.

Fee not yet fixed.

How to write : Few Tips.

18.3 With relation to training imported to public by public authority.

-- NIL --

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18.4 With relation to Certificate, No Objection Certificate etc. issued by the Public Authority not included in Manual-13.

- i. Name and description of the certificates and N.O. Cs. Nil
- ii. Eligibility for applying. : Not yet specified.
- iii. Contact information of applying : P.O., P.I Division, Balimela.
- iv. Application fee : Not yet decided.
- v. Other fees(Wherever applicable) : Not yet decided.
- vi. Application form. : Specific format of application not yet prepared till then application is made in plain paper mentioning the details has to provide.

18.6 With relation to collection of Tax by Public Authority (Municipal corporation, Trade Tax, Entertainment Tax etc.)

-- Not Required --

18.7 With relation to issuing new connection electricity / Water Supply, Temporary and Permanent disconnection etc. (This will be applicable to local bodies like Municipality Corporation / Municipalities / U.P.C.L.).

-- Not Required --

18.8 Details of any other Public Services provided by the Public Authority.

-- Not Required --

*KK Reddy*  
25/6/11  
Executive Engineer  
Pottery Irrigation Division  
BALIMELA  
13/6/11