

**RIGHT TO INFORMATION
ACT – 2005
INFORMATION RELATING
TO P.H.DIVISION KORAPUT**

MANUAL -1

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

1. To provide safe drinking water to the urban people.
2. To improvement the quality and quantity of safe drinking water.
3. This division comes under Housing & Urban Development Department, Govt. of Orissa, Bhubaneswar . Previously the Public Health Division has undertaken W/S and sanitation for both Urban and Rural areas upto July ' 1992. As per guide lines of Govt. of India for safe water supply to the urban people this Department was bifurcated. Now the Urban Public Health Division under taking the works of providing drinking water in ULB. This Department is getting funds from Central Govt. & State Govt. for different water supply schemes
4. Organization chart enclosed.
5. This division is mainly executing the works in Municipality & N.A.C. areas for drinking water supply schemes such as -
 - i) Piped water supply to Domestic use.
 - ii) Piped water supply through stand post.
 - iii) Repair and maintenance of Pipe Water Supply.
 - iv) Sinking of tube wells in different places where there is no Pipe Water supply for public use.
 - v) Sewerage system & Sewerage disposal to different Govt. buildings.
6. Execution , supervision, monitoring and maintenance of existing and new W/S Schemes for W/S to the urban people.
7. W/S to the urban people and its maintenance -
 - i) Rayagada Municipality.
 - ii) Gunupur N.A.C.
 - iii) Gudari N.A.C.
 - iv) Koraput N.A.C.
 - v) Sunabeda N.A.C.
 - vi) Jeypore Municipality.
 - vii) Kotpad N.A.C.
 - viii) Nabarangpur Municipality.
 - ix) Umerkote N.A.C.
 - x) Malkangiri N.A.C.
 - xi) Balimela N.A.C.

8. Citizen Interaction:

Provision has been made so far till enactment of Right to Information Act -2005.

9. Executive Engineer, P.H.Division, Koraput.
Dist : Koraput, PIN -764020.

(A) Assistant Engineer, P.H.Sub-Division, Koraput
Dist : Koraput , PIN -764020.

- 1) Junior Engineer, P.H.Section, No-I Koraput.
- 2) Junior Engineer, P.H.Section, No-II Koraput.
- 3) Junior Engineer, P.H.Section, No-I Sunabeda. Dist: Koraput.
- 4) Junior Engineer, P.H.Section, No-II Sunabeda.Dist: Koraput.

(B) Assistant Engineer, P.H.Sub-Division, Jeypore
Dist: Koraput.

- 1) Junior Engineer, P.H.Section, Jeypore, Dist: Koraput.
- 2) Junior Engineer, P.H.Section, Malkangiri, Dist: Malkangiri.
- 3) Junior Engineer, P.H.Section, Nabarangpur, Dist: Nabarangpur.
- 4) Junior Engineer, P.H.Section, Umerkote, Dist : Nabarangpur.

(C) Assistant Engineer, P.H.Sub-Division, Rayagada.
Dist : Rayagada.

- 1) Junior Engineer, P.H.Section, Gunupur, Dist: Rayagada.
- 2) Junior Engineer, P.H.Section, No-I Rayagada, Dist: Rayagada.
- 3) Junior Engineer, P.H.Section, No-II Rayagada, Dist: Rayagada.

10. Map of office location attached.

11. Working Hours:

From 10.00 AM to 5.00 P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M.

12. Public interaction are being conducted by the District Administration in which the Executive Engineer, is attending public interaction usually made at the time of selection of site for stand post and installation of tube wells.

13. Though there is no specific day for grievances all the Grievances can be heard during office hours subject to availability of head of the office.

MANUAL – 2

Powers and duties of Officers and employees (Section 4(1)(b)(ii)

Powers and duties of Officers and staff

Sl. No.	Designation of posts.	Power	Duties.
1	2	3	4
1.	Executive Engineer.	1)Administrative Power-Sanitary and W/S –A/A Nil. 2)Technical Sanction – Repair and original-Rs.50.00 lakh. 3)Calling and acceptance of tender-Upto Rs.50.00 lakh. 4)Purchase of Stores and T&P – New supply Rs.100000/-, T&P repair –Rs.20000/-. 5)All financial dealing & payment for works / materials -Full power.	i) To provide safe drinking water to public through house connection & stand posts. ii) To provide W/S to all Institution, Commercial organization, Industries etc. iii) To maintain the External W/S system. iv) To maintain the internal P.H. installation and R&M. v) To maintain all Tube wells.
2.	Assistant Engineer.	1)Technical sanction for repair of work upto Rs.30000/-. 2)Check measurement of all works – More than 50%.	
3.	Junior Engineer.	Executing the works & maintaining , preparing of the work bills of the works.	
4.	D.A.O.	Financial Advisor to Executive Engineer.	

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

Sl. No.	Activity	Level of action			Time frame	
		1 st stage	2 nd stage	3 rd stage		
1.	Estimating Branch					
i.	Preparation of Schemes including calling & acceptance of tenders and drawal of Agreements.	J.E./A.E.	A.E./E.E.	E.E./S.E.		
ii.	Treatment Plant	J.E./A.E.	A.E./E.E.	E.E./S.E.	9months to one year	
iii.	Treatment Plant	J.E./A.E.	A.E./E.E.	-	One year	
iv.	Rising & distribution syste.	J.E./A.E.	A.E./E.E.	-	3 months	
2.	R/M Works					
i.	Repair and maintenance of pipe water supply.	J.E./A.E.	A.E.	-	Within 48 hours.	
ii.	Repair & maintenance of hand pump tube wells.	J.E./A.E.	A.E.	-	-do-	
3.	Sinking of tube wells.					
i.	Fast drilling rig.	J.E./A.E.	A.E.	-	7 days	
ii.	Callix rig	J.E./A.E.	A.E.	-	One month	
4.	Establishment Branch.					
i.	Preparation of bills, maintenance of S.Books and					

	sanction of personal dues of all employees.				
5.	Accounts Branch.				
i.	Auditing of bills submitted by A.E. & passing and compilation of expenditure made by Divisional Officer/ Sub-Divisional Officer, submitting the Accounts to DAG. Therefore all contractor ledgers & file works related records , metanance of cash book etc.				

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. No.	Activity	Time frame/ Norms	Remarks
1.	Executive Engineer will supervise all executing works. He is the final authority of all financial materials.		

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 publication.
1.	Rules as per OPWD Vol-I & II	Contents are codified.	Reference no. as per clause.	-
2.	OGFR	-do-	-do-	-do-
3.	O.T.C.	-do-	-do-	-do-
4.	C.P.W.A. (Code)	-do-	-do-	-do-
5.	Water supply & Sewerage manual.	-do-	-do-	-do-

MANUAL – 6

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

Prepare a list of records and statement of the categories of documents.

List of regulations, instructions, manuals and records.

Sl. No.	Nature of Record	Details of information available.	Unit/Section where available.	Retention period, where available.
1.	Agreement (F2,K2,G2)	Work name Executing Agency name Date of commencement Date of completion Agreement value, Quantity of rate Nature of work Specification etc.	Estimating & Accounts Branch	Permanent records.
2.	Estimates	Detail estimate for the work to be taken up. Cost of the work Specification of the work.	Estimating Branch.	-do-
3.	Cash Book	Indication of OB & CB Details of cheque drawn. Details of receipts. Details of remittance. Details of payment.	Cashier	-do-
4.	Measurement Book.	Details of work done will be recorded by the J.E. of the work.	J.E.	-do-
5.	Service Book of employees.	Details of Bio-data of employees.	Establishment Clerk	-do-

6.	Personal files	Details of service particulars of employees. Details of G.P.F. particulars . Details of G.I.S. particulars. Details of family particulars. Details of pay particulars.	-do-	-do-
7.	Vouchers & Guard files.	All payment particulars.	Cashier	-do-
8.	Stock register	GRS, Indents, Issue & receipt stock position of materials.	Stock Clerk	-do-
9.	Log books	Details of vehicles, running POL, consumption, Tour details.	J.E. concerned.	-do-
10.	Revenue Cash book.	Details of revenue collected towards water taxes are being maintained.	A.E. concerned.	-do-
11.	Consumer	Domestic	-	-

MANUAL – 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the foundation 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.	Role and responsibility.	Frequency of meeting.
	No such arrangements are exist.			

MANUAL – 8

A statement of boards, council, committees and other bodies constituted

(Section 4 (1)(b)(vii)

Sl. No.	Name and address of the body.	Main functions of the body.	Constitution of the body.	Date of constitution.
1	2	3	4	5

Nil

Date upto which valid.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meeting.	Remarks.
1	2	3	4	5

Nil

MANUAL – 9

Directory of Officers and employees

(Section 4 (1)(b)(ix)

DIRECTORY

Sl. No.	Name and designation	Office Phone No.	Email address
1	2	3	4
1.	Sri A.K.Mallick, E.E.P.H.Division, Koraput.	06852-250740	eepkrp@ori.nic.in
2.	Sri B.K.Paro, Assistant Engineer, P.H.Sub-Division, Korput.	06852-251220	Nil
3.	Sri G.C.Nayak, Assistant Engineer, P.H.Sub-Division, Jeypore.	06854-233468	-do-
4.	Sri Jayadev Pradhan, Assistant Engineer, P.H.Sub- Division, Rayagada.	06856-235020	-do-
5.	Sri B.R.Sethi, J.E.P.H.Section, No-I Koraput.	Nil	-do-
6.	Sri B.K.Pattnaik, J.E.P.H.Section, No-II Koraput.	Nil	-do-
7.	Smt. Tapasi Sadangi J.E.P.H.Section-No-I Sunabeda	06853-220360	-do-
8.	Sri P.K.Pattnaik, J.E.P.H.Section No-II Sunabeda.	-do-	-do-
9.	Sri C.R.Nayak, J.E.P.H.Section, Jeypore.	Nil	-do-
10.	Vacant	Nil	-do-
11.	Sri C.R.Naik, J.E.P.H.Section, Umerkote.	Nil	-do-
12.	Sri R.K.Behera, J.E.P.H.Section, Malkangiri.	06861-230270	-do-
13.	Sri K.K.Behera, J.E.P.H.Section, No-I Rayagada.	Nil	-do-
14.	Sri B.P.Agrawal, J.E.P.H.Section No-II Rayagada.	Nil	-do-
15.	Sri M.Pradhan, J.E.P.H.Section, Gunupur.	06857-250029	-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 of the employee.	Designation	Scale of pay	Monthly remuneration.
1	2	3	4	5
1	A.K.Mallick	E.E.	PB:3-15600-39100/-	48,003/-
2	R.Ch. Panda	A.E.(Estr)	Consolidated	10,300/-
3	B.K.Patro	A.E.	PB:2-9300-34800/-	35,700/-
4.	G.Ch. Nayak	A.E.	6500-200-10500/-	36,165/-
5.	Jayadev Pradhan	A.E.	PB:2-9300-34800/-	36,165/-
6.	B.R. Sethi	J.E.	-do-	28,889/-
7.	B.K.Pattnaik	J.E.	-do-	29,644/-
8.	T.Sarangi	J.E.	Consolidated	9,300/-
9.	P.K.Pattnaik	J.E.	PB:2-9300-34800/-	31,441/-
10.	C.R.Naik	J..E.	-do-	25,582/-
11.	R.K.Behera,	J.E.	5000-150-8000/-	24,598/-
12.	K.K.Behera	J.E.	PB:2-9300-34800/-	28,889/-
13.	B.P.Agrawal	J.E.	-do-	28,118/-
14.	M.Pradhan	J.E.	-do-	31,091/-
15.	S.Panda	A.A.	-do-	29,203/-
16.	T.Sabar	H.C.	-do-	23,728/-
17.	G.Sahu	Sr.Clerk	PB:1-5200-20200/-	19,553/-
18.	N.Bhuyan	Sr. Clerk	-do-	17,924/-
19.	P.N.Dalai	Sr. Clerk	-do-	18,518/-
20.	G.Satyabati	Jr.Clerk	-do-	18,767/-
21	R.N.Pattnaik	Jr. Clerk	-do-	11,385/-
22.	H.P.Bisoi	Jr. Clerk	-do-	11,385/-
23.	K.T.Pattnaik	HVD	-do-	18,075/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
1	2	3	4	5
24.	B.Rama Rao	HVD	-do-	17,850/-
25.	D.Tadingi	Peon	IS: 4440-7440/-	13,137/-
26.	H.P.Palka	"	-do-	14,007/-
27.	Smt. M.Jani	"	-do-	12,744/-
28.	Smt. S.Behera	"	-do-	12,941/-
29.	U.K.Padhy	"	-do-	12,744/-
30.	T.Dakua	"	-do-	12,941/-
31.	P.Barik	"	-do-	12,979/-
32.	P.L.Tripathy	Peon	-do-	12,744/-
33.	Smt. S.Swain	"	-do-	12,979/-
34.	R.P.Padhy	"	-do-	12,864/-
35.	Smt. S.Das	"	-do-	13,137/-
36.	D.Gohira	"	-do-	13,588/-
37.	S.S.Barik	"	-do-	12,563/-
38.	Budu Khillo	"	-do-	13,395/-
39.	R.N.Patro	"	-do-	13,048/-
40.	N.Swain	P.D.	PB:1-5200-20200/-	14,042/-
41.	D.Mohanty	P.D.	-do-	13,484/-
42.	P.N.Barik	P.D.	-do-	13,379/-
43.	N.Samal	F.M.	-do-	13,508/-
44.	T.Bhujabala	F.M.	-do-	13,876/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
1	R.K.Panda	Storekeeper	9300-34800/-	26,063/-
2	C.K.Rana	MRCBC	2650-4000/-	13,637/-
3	S.Ch.Jena	Bill Clerk	-do-	13,560/-
4	Naidu Jani	F.O.	5200-20200/-	14,099/-
5	Santaram Burma	F.O.	-do-	14,164/-
6	Bhima Mali	F.O.	-do-	14,055/-
7	Ruben Khora	F.O.	-do-	14,462/-
8	Kamul Harizan	F.O.	-do-	14,633/-
9	S.N.Mohapatra	F.O.	-do-	14,633/-
10	Laxman Nayak	F.M.	-do-	10117/-
11	Padlav Kuldeep	F.M.	-do-	12941/-
12	Benu Jani	F.M.	-do-	13,791/-
13	P.V.Sharma	F.M.	-do-	14,753/-
14	K.Rama Rao	F.M.	-do-	15,376/-
15	U.K.Jena	F.M.	-do-	14,216/-
16	M.Bhogi Rao	F.M.	-do-	14,753/-
17	Subal Behera	F.M.	-do-	13,741/-
18	Jagannath Nayak	F.M.	-do-	12,729/-
19	Balabhadra Jani	P.D.	-do-	13,807/-
20	Ganeswar Swain	P.D.	-do-	15,257/-
21	P.K.Bhatta	P.D.	-do-	13,741/-
22	Kabiraj Dalai	P.D.	-do-	14,196/-
23	Dandasi Sethi	P.D.	-do-	13,741/-
24	Balav Muduli	P.D.	-do-	11,093/-
25	Pali Pitam	P.D.	-do-	12,941/-
26	Gobardhan Behera	P.D.	-do-	13,741/-
27	Siba Bagh	P.D.	-do-	11,989/-
28	R.N.Behera	P.D.	-do-	14,633/-
29	Syamu el Huika	P.D.	-do-	15,376/-
30	Appana Nayak	P.D.	-do-	14,164/-
31	R.N.Sahu	P.D.	-do-	15,221/-
32	Agadhu Pradhan	P.D.	-do-	15,376/-
33	Sunadhar Nayak	P.D.	-do-	13,798/-
34.	Bhakta Nayak	P.D.	-do-	13,798/-
35.	Banamali Dhakada	P.D.	-do-	14,633/-
36.	Chaitan Biswal	P.D.	-do-	14,651/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
37	M.Ranga Rao	P.D.	5200-20200/-	14,651/-
38	Baruna Sunani	P.D.	-do-	12,563/-
39	J.Rama Rao	P.D.	-do-	13,151/-
40	Ghasiram Jani	P.D.	-do-	12,518/-
41	Niranajn Parida	L.V.D.	-do-	17,301/-
42	S.Kurma Rao	-do-	-do-	14,753/-
43	Pitabas Rout	Elec.	-do-	12,943/-
44	H.K.Adhikari	P.D.	-do-	13,869/-
45	Trinath Gouda	P.D.	-do-	13,894/-
46	Jahala Moharana	P.D.	-do-	13,058/-
47	Amerendra Patra	P.D.	-do-	13,031/-
48	P.K.Sahu	F.O.	-do-	14,732/-
49	C.S.Nayak	HVD	5200-20200/-	16,882/-
50	Sanyasi Gouda	P.D.	-do-	12,609/-
51	Panchanan Behera	-do-	-do-	14,281/-
52	P.K.Padhy	-do-	-do-	12,609/-
53	Debaraj Jena	-do-	-do-	14,227/-
54	S.C.Padhy	F.M.	-do-	13,771/-
55	P.C.Tripathy	F.M.	-do-	14,683/-
56	Trinath Nayak	P.D.	-do-	14,683/-
57	K.Papana	P.D.	-do-	13,460/-
58	Rabindra Jena	Jr.Electrician	-do-	13,756/-
59	Siba Singh	Khallasi	IS: 4440-7440/-	14,007/-
60	H.K.Pradhan	-do-	-do-	11,320/-
61	P.Rama Rao	-do-	-do-	13,395/-
62	V.Satyanarayan	-do-	-do-	12,993/-
63	Khageswar Nayak	-do-	-do-	12,979/-
64	A.Ch.Behera	-do-	-do-	10,887/-
65	Sanatan Choudhury	-do-	-do-	12,979/-
66	K.Ch.Barik	-do-	-do-	12,186/-
67	Daitari Mali	-do-	-do-	12,563/-
68	M.D.Mohapatra	-do-	-do-	12,979/-
69	Tanka Mali	-do-	-do-	12,590/-
70	H.H.Kuldeep	-do-	-do-	12,979/-
71	N.Sagadia	-do-	-do-	12,590/-
72	P.Srinivas Rao	-do-	-do-	12,168/-
73	Sarojini Behera	-do-	-do-	11,446/-
74	D.P.Panda	-do-	-do-	12,140/-
75	B.K.Nanda	-do-	-do-	12,542/-
76	K.K.Mohanty	-do-	-do-	12,156/-
77	Sasi Pradhan	-do-	-do-	12,559/-
78	Madhu Muduli	-do-	-do-	12,542/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
79	Smt. Namita Behera	Khallasi	-do-	12,559/-
80	Anadi Ch. Biswal	-do-	-do-	12,156/-
81	Smt. Bhagabati Khora	-do-	-do-	12,574/-
82	Bhaskar Mahankuda	-do-	-do-	11,416/-
83	Tamburu Nayak	P.D.	5200-20200/-	14,313/-
84	M.K.Sahu	P.D.	-do-	13,869/-
85	Dhoba Swain	F.M.	-do-	12,639/-
86	Ram Bahadur	F.O.	-do-	13,057/-
87	Darsan Suna	F.O.	-do-	13,394/-
88	L.K.Patra	Khallasi	4440-7440/-	13,166/-
89	R.P.Nala	A.M.R.	-do-	12,744/-
90	G.C.Das	Choukidar	-do-	12,563/-
91	Kitu Kadarka	P.D.	-do-	14,699/-
92	M.Hari	F.O.	-do-	13,460/-
93	G.M.Rao	Choukidar	-do-	13,798/-
94	Chaitan Majhi	-do-	-do-	11,856/-
95	R.Ch.Rout	Khallasi	-do-	14,699/-
96	Dandapani Nayak	Choukidar	-do-	12,559/-
97	Gangadhar Singh	-do-	-do-	12,558/-
98	Bhagaban Muduli	-do-	-do-	10,140/-
99	Jagannath Sahoo	-do-	-do-	12,156/-
100	R.R.Sukia	-do-	-do-	11,123/-
101	Panchanan Pradhan	-do-	-do-	12,156/-
102	D.Bhoi	-do-	-do-	11,279/-
103	M.S.Bagh	-do-	-do-	12,539/-
104	Bhagyalata Padhy	Khallasi	-do-	11,446/-
105	A.K.Mohanty	Choukidar	-do-	12,140/-
106	M.D.Raju	Khallasi	-do-	12,928/-
107	Dalimbo Mali	Choukidar	-do-	11,810/-
108	Judhistir Sethy	P.D.	5200-20200/-	13,031/-
109	Nabin Deep	F.M.	-do-	13,620/-
110	T.Eswari	S.Khallasi	4440-7440/-	13,186/-
111	Bimal Hantal	Sweeper	-do-	11,446/-
112	Smt.Padma Gudia	-do-	-do-	11,446/-
113	Sarat Ch. Pattnaik	F.O.	5200-20200/-	14,243/-
114	R.N.Muduli	P.D.	-do-	13,027/-
115	T.Kama Rao	Helper	4440-7440/-	13,798/-
116	Damodar Mohanata	-do-	-do-	12,563/-
117	Bhimsen Dwibedi	Jr. Elec.	5200-20200/-	14,651/-
118	K.Ch.Bhuyan	Helper	4440-7440/-	12,156/-
119	Benugopal Rao	-do-	-do-	12,156/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
120	N.Ch. Das	Helper	4440-7440/-	12,156/-
121	Durga Ch. Jena	-do-	-do-	12,944/-
122	Udhab Mali	Mali	-do-	12,559/-
123	Khagapati Mali	P.D.	5200-20200/-	14,196/-
124	S.N.Moharana	F.O.	-do-	13,741/-
125	Madan Sukia	Khallasi	4440-7440/-	9516/-
126	N.P.Behera	-do-	-do-	8891/-
127	Baladev Rath	Peon	-do-	9211/-
128	T.K.Nayak	Khallasi	-do-	9516/-
129	Chandru Paraja	Choukidar	-do-	8954/-
130	Harish Ch. Nayak	Khallasi	-do-	9516/-
131	T.Venkat Rao	-do-	-do-	8659/-
132	H.K.Biswal	-do-	-do-	8659/-
133	Gouranga Gouda	-do-	-do-	8659/-
134	S.Ch. Miniyaka	-do-	-do-	8659/-
135	Nella Kadraka	-do-	-do-	8659/-
136	S.Venkata Ramana	Sweeper	-do-	8659/-
137	Jagu Kandagiri	Khallasi	-do-	8659/-
138	P.Gouri Sankar	-do-	-do-	9821/-
139	Hari Mali	Choukidar	-do-	8667/-
140	R.N.Pangi	Khallasi	-do-	9241/-
141	Saroj Nayak	-do-	-do-	8659/-
142	Pradeep Ku. Das	Peon	-do-	9821/-
143	Sudarsan Behera	Khallasi	-do-	8067/-
148	Dibakar Khadanga	-do-	-do-	9516/-
149	P.K.Khadanga	Jr. Clerk	5200-20200/-	11419/-
150	S.Adinarayan	LVD	-do-	9882/-
151	P.Ch. Padhy	Khallasi	4440-7440/-	8187/-
152	R.K.Gouda	-do-	-do-	8659/-
153	P.K.Pathy	-do-	-do-	8067/-
154	D.S.Baboo	-do-	-do-	8067/-
155	V.U.M.Rao	-do-	-do-	8779/-
156	Brusa Kadraka	-do-	-do-	8659/-
157	R.P.Kadraka	-do-	-do-	8659/-
158	R.Ch.Kadraka	-do-	-do-	8659/-
159	S.Kadraka	-do-	-do-	8398/-
160	Lingaraj Gouda	Choukidar	-do-	8067/-
161	S.K.Bhoi	Khallasi	-do-	8659/-
162	C.Kadraka	-do-	-do-	8659/-
163	S.N.Dash	-do-	-do-	8659/-
164	Kasi Gouda	-do-	-do-	8659/-
165	G.Rama Rao	-do-	-do-	8483/-
166	M.Dalai	-do-	-do-	8363/-
167	N.K.Khatua	-do-	-do-	9516/-

Sl. No.	Name of the employee.	Designation	Scale of pay	Monthly remuneration.
168	N.K.Parida	Choukidar	4440-7440/-	9211/-
169	Raju Khillo	Khallasi	-do-	9516/-
170	Gopinath Sahoo		-do-	9516/-
171	Brundaban Barik		-do-	9516/-
172	B.S.Rao	Choukidar	-do-	9211/-
173	K.Ch.Benia	Khallasi	-do-	8667/-
174	B.B.Nayak	-do-	-do-	9516/-
175	U.Behera	-do-	-do-	9821/-
176	Jadunath Pradhan	-do-	-do-	8667/-
177	Somanath Sen	-do-	-do-	9821/-
178	M.K.Panda	-do-	-do-	9821/-
179	B.N.Pattnaik	Choukidar	-do-	9821/-
180	B.Nag Bhusan	Khallasi	-do-	9821/-
181	M.Eswar Rao	-do-	-do-	9211/-
182	Bidesi Gouda	Khallasi	-do-	9516/-
183	Arjun Sahoo	Khallasi	-do-	8667/-
184	Brundaban Dash	Choukidar	-do-	8667/-
185	J.Dangri	Khallasi	-do-	8667/-

MANUAL 11

Plan Budget

Name of the Scheme	Activities to be under taken.	Date of commencement.	Expected date for completion.	Amount sanctioned.	Amount disbursed/ spent till 10/2010.
1	2	3	4	5	6
D.No.13-4215-W/S & S.P-W/S-Urban poor KBK under RLTA.P.	Improvement in service level, extension of pipe line, construction of reservoirs, providing domestic W/S connection etc.	1.4.2010	31.3.2011	Rs.350.00 lakh	Rs.182.42 lakhs
D.No.13-4215-W/S&S-Urban W/S programmes.	-do-	1.4.2010	31.3.2011	Rs.109.23 lakh	Rs.33.07 lakh
D.No.13-4215-State share of AUWSP.	-	-	-	-	-
D.No.13-4215 Urban Sewerage Scheme.	Improvement of Sewerage system of different Govt. bldgs (Res) / N.R.	1.4.2010	31.3.2011	Rs.8.55 lakh	-
D.No.13-4215 Installation of H.P. tube well in different ULBs.	Improvement of W/S in scarcity pockets and un-covered areas of ULBs	1.4.2010	31.3.2011	Rs.0.70 lakh (BP)	-

NON-PLAN FOR 2010-11 ENDING 10/2010

Major Head	Activities to be performed.	Sanctioned Budget (Rs. in lakhs)	Budget estimate (Rs. in lakhs)	Revised estimate (Rs. in lakhs)	Expenditure for the last year (Rs. in lakhs)
1	2	3	4	5	6
D.No.13-2215-W/S&S-101-W/S-Urban tube wells-N.P.	-	119.30 lakhs	-	-	413.99 lakhs
D.No.13-2215-W/S&S-Electrical dues.	-	440.80 lakhs	-	-	376.00 lakhs
D.No.13-2216-Housing Govt. Res. Bldgs.	Improvement of / Renovation of W/S, S/I & S/D to Govt. Res. Bldgs.	33.60 lakhs	-	-	67.30 lakhs
D.No.13-2215-M&E-Wages works.	-	9.24 lakhs	-	-	17.15 lakhs
D.No.13-2215 – Maintenance of capital assets.	Improvement of W/S system and renovation of P.H. structures etc.	174.00 lakhs	174.00 lakhs	-	79.00 lakhs
D.No.2216-Maintenance of Govt. Res. Bldgs. (Critical)	Improvement of W/S & S/I & S/D to Govt. bldgs (Res).	54.00 lakhs	54.00 lakhs	-	54.00 lakhs
D.No.13-2059-Maintenance of Govt. Offices, Non-residential buildings (Critical)	-do- Non-Res. Bldgs.	48.00 lakhs	48.00 lakhs	-	54.00 lakhs
D.No.13-2215 – Maintenance of Urban Sewerage,	Improvement / Renovation of S/S.	25.00lakhs	25.00 lakhs	-	22.00 lakhs

MANUAL – 12

The manner of execution of subsidy programme

(Section 4(1)(b)(xii)

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
	No Such subsidy					

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.
	No such subsidy				

MANUAL – 13

Particulars of receipts of concessions, permits or authorizations granted

(Section 4(1)(b)(xiii)

List of beneficiaries

Sl.No	Name and address of the beneficiary.	Nature of concession/permit/authorization provided.	Purpose for which granted.	Scheme and criterion for selection.	No. of times similar concession given in past with purpose.
	Not applicable at Division level				

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.	Is it available on website or is being used as back end data base.
	1) Computerization of filing is not made at Division level.			
	2) All the informations are available in the hard copy.			

MANUAL – 15

Information available in an electronic form

(Section 4(1)(b)(xiv))

Facilities available for obtaining information

Sl. No.	Facility	Nature of information available.	Working hours
1	Estimating Branch.	All the informations relating to works, estimate, design, drawing, tender acceptance, award of contract & budget etc. will be available.	
2	Accounts Branch.	All Financial transactions made at the division level and sub-division level including all supporting documents.	

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 as P.I.O.	Post Address	Telephone No.	e-mail address.	Demarcation of Area/Activities, if more than one PIO is there.
1	A.E. (Estimator)	At/PO: Koraput Dist: Koraput Pin -764020	06852- 250740	-	-

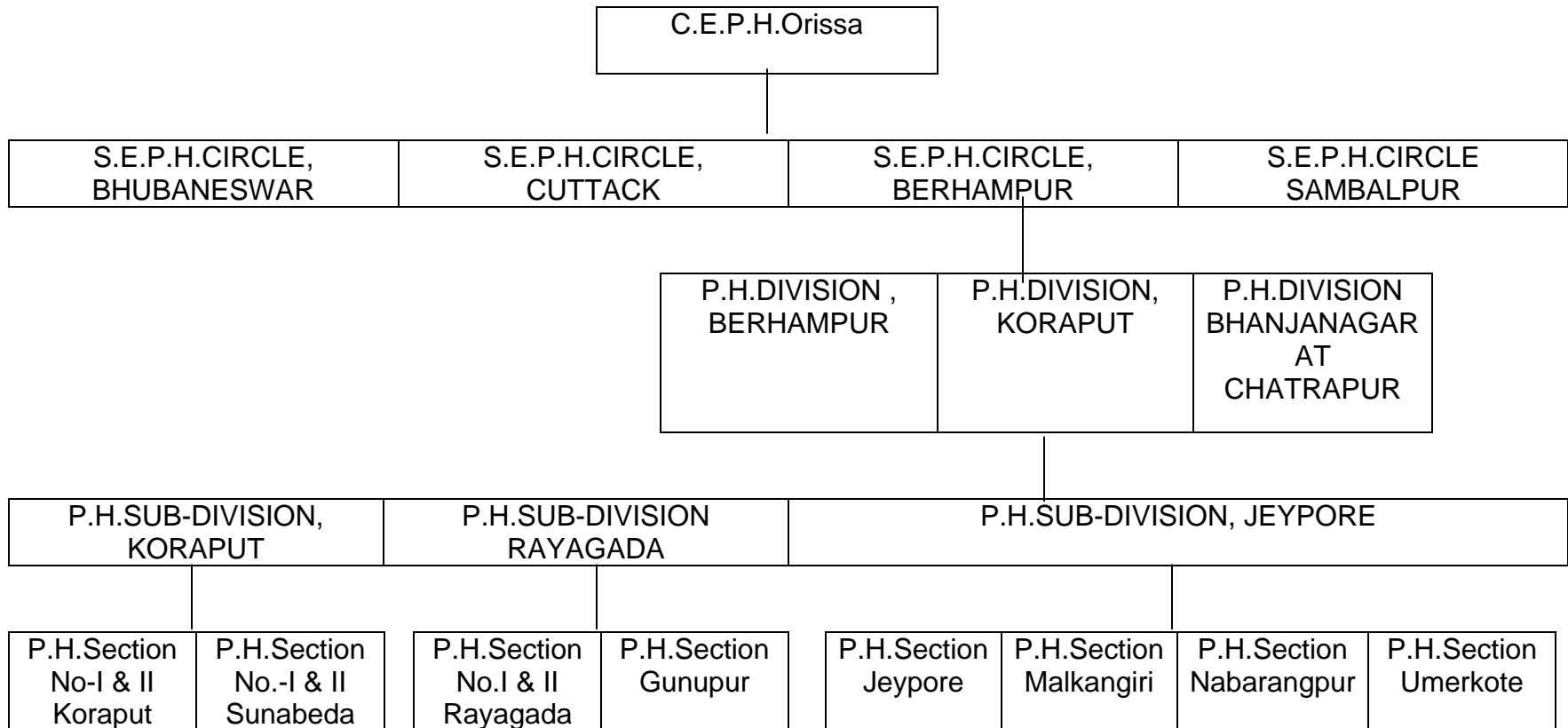
List of Assistant Public Information Officers

Sl. No.	Designation of the Officer as P.I.O.	Post Address	Telephone No.	e-mail address.	Demarcation of Area/Activities, if more than one PIO is there.
1	Head Clerk	O/O the Executive Engineer,P.H. Division Koraput At/PO/Dist: Koraput.	06852- 250740	-	-

First appellate authority within the department

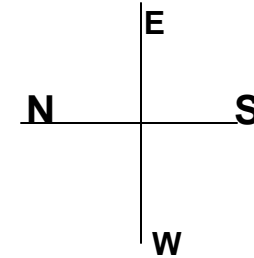
Sl. No.	Designation of the officer designated as first appellate authority.	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there.
1	E.E.P.H.Division Koraput.	At/PO/Dist: Koraput.	06852- 250740	eephkrp@ ori.nic.in	-

ORGANIZATION CHART (SL.NO.4) OF MANUAL – 1



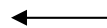
P.H.DIVISION OFFICE MAP

NOT TO SCALE

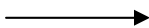


H.P. PETROL BULK

ROAD TOWARDS RAIPUR ←



N.H. 43



ROAD TOWARDS VIZIANAGARAM

STATE BANK OF INDIA	KCC BACK	CLEAR WATER PUMP HOUSE
---------------------	----------	------------------------

ROAD TOWARDS MALISAH I

GATE

P.H.DIVISION KORAPUT

MANUAL – 17

Other informations 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.

_____ NIL _____