

MANNUAL-I

Particular of Organisation, Functions and duties.

The Malkangiri (R&B) Division Malkangiri is functioning under works department for construction, development and maintenance of extensive road network on which the pace and pattern of development rests. Road communication is a key element for economic development of Malkangiri District. The focus, therefore, is to improve the living condition of rural people by providing all whether road communication to inaccessible areas and upgrading the existing road network. The development of Agriculture, small scale and cottage industries, extension of public distribution networks, improving access to health care and education, to a large extent, depend upon stable all weather road communication. Above all, good roads improve the accessibility of the rural areas to markets and facilitate better delivery of services. Therefore, the Government strategy in this sector is to provide all weather road linkages to rural settlements as per the Government of Orissa norms and guidelines.

The Executive Engineer, Malkangiri (R&B) Division is the Division in charge under Works Department .There is 2 Numbers of Sub-Divisional Officer in the rank of Assistant Executive Engineer and Assistant Engineer respectively. They are directly under the control of the Executive Engineer. The details of Sub-Divisions and sections under this division are listed below.

Division In Charge: - Executive Engineer, Malkangiri (R&B) Division.

(1) Assistant Executive Engineer, (R&B) Sub-Division No.II, Malkangiri.

- a) Assistant Engineer, U.G Section-I, Malkangiri
- b) Assistant Engineer, U.G Section-II, Malkangiri
- c) Assistant Engineer, U.G Section-III, Malkangiri
- d) Assistant Engineer, Balimela (R&B) U.G Section.
- e) Junior Engineer, Malkangiri (R&B) Section.

(2) Assistant Engineer, (R&B) Sub-Division No. I, Malkangiri

- a) Junior Engineer, Govindpalli (R&B) Section.
 - b) Junior Engineer, Chitrakonda (R&B) Section.
- 8) 10.00 A.M to 5 A.00 PM with half an hour lunch break from 1.30 PM. to 2.00 PM.
 - 9) Public interaction usually made at the time of selection of site for constructions of new Building works, Road works and R.O.B works.
 - 10) The grievance period for this office is from 12.30 P.M to 4.00 P.M of all working days. (Except Wednesday).

This Division is maintaining 352.12 km of Roads under different categories. The details are listed below.

LIST OF ROADS & BUILDINGS UNDER MALKANGIRI (R&B) DIVISION, MALKANGIRI

Sl. No.	Name of the Road	Category	Length in Km	Chainage
1	2	3	4	5
1	Jeypore - Kota- Malkangiri- Motu Road	S.H.-25	157.72	42/0 Km. to 199/720 Km.
2	Govindpalli - Balimela - Chitrakonda-Silleru Road.	S.H-47	84.10	0/0 to 84/100 Km
3	Chitrakonda- Janbai- Papermetla Road.	MDR-105	29.50	0/0 to 29.500 Km
4	Malkangiri - Balimela Road	MDR	29.20	0/0 to29/200 Km
5	Kalimela Podia Road.	ODR	26.60	0/0 to26/600 Km
6	Balimela Junction to Tunnel Camp via Dyke	ODR	<u>25.00</u>	0/0 to 25 Km
		Total:-	352.12Kms.	

This Division is also responsible for repair, maintenance and renovation of capital assets in building sector for **28974.55 Sqm.** of plinth area under Non-Residential sector and **20463.21 Sqm** of plinth area under residential sector.

Buildings:

- Office of the Executive Engineer Malkangiri (R&B) Division, Malkangiri.
- Government Residential & Non-Residential buildings at Malkangiri N.A.C. area.
- Government Residential & Non-Residential buildings at Balimela N.A.C. area.
- Government Residential & Non-Residential buildings at Motu (Town Portion)
- Government Residential & Non-Residential buildings at M.V- 79 (Town Portion)
- Any other work as per approval of Higher Authorities

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Powers & Duties of Officers and Employees

[Section-4 (1) (b) (ii)]

Sl. No.	Designation	Powers				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Executive Engineer	As codified in OPWD Code, OGFR, OTC & Odisha Service Code	As codified	-	-	As codified in OPWD Code, OGFR, OTC & Odisha Service Code
2	Assistant Executive Engineer/ Assistant Engineer	As per OPWD Code	As codified	-	-	As Codified
3	Junior Engineer	As per OPWD Code	As codified	-	-	As Codified

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Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

Sl. No.	Activity	Level of Action			Time Frame
		1 st step	2 nd step	3 rd step	
1	2	3	4	5	6
1	Improvement & Maintenance of PWD Roads	J.E/A.E/ A.E.E.	A.E/A.E.E /E.E.	E.E/S.E.	One financial year
2	Repair & Maintenance of Govt. Buildings	J.E/A.E/ A.E.E.	A.E/A.E.E /E.E.	E.E/S.E.	One financial year

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Norms for Discharge of Functions

[Section-4 (1) (b) (IV)]

SINo	Activity	Time frame / Norm.	Remarks.
1	2	3	4
NIL			

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Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

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	2	3	4	5
1	Rules as per OPWD Vol. I & II	Contents are modified	Reference no. as per clause	-
2	O.G.F.R.	-do-	-do-	-
3	O.T.C.	-do-	-do-	-
4	C.P.W.A. (Code)	-do-	-do-	-

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Categories of Documents under Control

[Section-4 (1) (b) (VI)]

Sl. No.	Category of the Document	Name of the Document	Details of Information Available	Held by / Under Control of
1	2	3	4	5
1	Agreement (P1, F2, H2 & K2)	Work name Executing Agency Name, Agreement value, Date of commencement & completion, Stipulated time for completion Quantity & rate, nature of work specification of work	Accounts / Estimating Branch	Permanent record
2	Estimates	Detail estimate of the work to be executed, Cost of executed cost of the work specification of work	Estimating branch	-do-
3	Cash book	Indication of transaction OB & CB. Details of cheques drawn details of receipts details of remittance	Cashier	-do-
4	Measurement Books	Details of work done recorded	Junior Engineer in-charge of work	
5	Service book of employees	Details of bio-data of employees	Establishment clerk	-do-
6	Personal files	Details of service particulars of the employees, Details of GPF particulars, details of G.I.S., Details of family particulars, Details of any particulars	-do-	-do-
7	Voucher guard file	All payment particulars	Cashier	
8	Stock	G & S in details Issue & Receipt Stock position of materials	Stock clerk	-do-
9	Log book	Details of vehicles run POL consumption tour details	J.E, Mechanical [R&B]	-do-

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Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

SI No	Name and Address of the Consultative Committees / Bodies	Constitution of the committee / Body	Role and responsibility	Frequency of meetings.
1	2	3	4	5
NIL				

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Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

SI no	Name & address of the Body	Main function of the Body	Constitution of the Body	Date of Constitution	Date up to which valid.	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings
1	2	3	4	5	6	7	8	9
NIL								

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Directory of Officers and Employees

[Section-4 (1) (b) (ix)]

Sl. No	Name	Designation	Office Phone No.	E-mail Address
1	2	3	4	5
1	Sri Arun Kumar Sahu.	E.E	06861-230451.	randb_malkangiri@ rediffmail.com
2	Sri Tapan Kumar Behera	A.E(SDO)	-	-
3	Sri Ratikanta Behera.	A.E(Estimator)	-	-
4	Sri Ashok Kumar Dash	A.E(U.G.Section)	-	-
5	Sri Maheswara Sethy	J.E	-	-
6	Sri Askhaya Kumar Rout	J.E	-	-
7	Sri Sarata Chandra Patra	Graduate A .E (Contractual)	-	-
8	Sri Manas Rajan Behera	J.E (Contractual)	-	-

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Monthly Remuneration & Compensation of Officers and Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Scale of Pay	Monthly Salary	Remarks
1	2	3	4	5	6
1	Sri Arun Kumar Sahu.	E.E	P.B-3-Rs.15600-39100 Grade Pay Rs. 6600	44412	-
2	Sri Tapana Kumar Behera	A.E	P.B-2-Rs.9300-34800 Grade Pay Rs. 4600	36165	-
3	Sri Ratikanta Behera.	A.E	- do -	22952	-
4	Sri Ashok Kumar Dash	A.E	P.B-2-Rs.9300-34800 Grade Pay Rs. 4600	36165	-
5	Sri Maheswara Sethy	J.E	P.B-2-Rs.9300-34800 Grade Pay Rs. 4200	30218	-
6	Sri Ashakya Kumar Rout	J.E	- do -	30218	-
7	Sri Sarata Chandra Patra	Graduate A.E(Contractual)	Consolidated salary @ Rs.7000/- per month	9300	-
8	Sri Manas Ranjan Behera	J.E(Contractual)	Consolidated salary @ Rs.9300/- per month	9300	-
9	Sri Rabindra Nath Mandal	Head Clerk	P.B-2-Rs.9300-34800 Grade Pay Rs. 4200	24658	-
10	Sri Chhotarai Marndi	Senior Clerk	P.B-1-Rs.5200-20200 Grade Pay Rs.2400	19555	-
11	Sri Simadri Behera,	Senior Clerk.	- do -	18522	--
12	Sri Ashok Kumar Nayak,	Junior Clerk.	P.B-1-Rs.5200-20200 Gr. Pay Rs.2000	17259	--
13	Sri Anup Kumar Mishra,	Junior Clerk.	P.B.-1-Rs.5200-20200 Gr. Pay 1900	15206	--

14	Sri Esmiel Bag	Junior Clerk.	P.B-1-Rs.5200-20200 Gr. Pay Rs.1900	12095	--
15	Sri Santosh Kumar Mohanty,	Draughtsman.	P.B-1-Rs.5200-20200 Gr. Pay Rs. 2800	23526	--
16	Sri Jayarama Gouda,	Daftary.	IS - 4440-14680 Gr. Pay Rs.1650	13454	--
17	Sri Pabitra Mohan Dash,	Peon.	IS - 4440 -14680 Gr. Pay Rs.1400	13147	--
18	Sri Ramakrishna Sarangi,	Peon.	IS - 4440 -7440 Gr. Pay Rs.1400	12005	--
19	Sri Purna Chandra Darjee,	Peon.	IS - 4440 -14680 Gr. Pay Rs.1400	12005	--
20	Sri Rama Chandra Sethy,	Peon	IS - 4440 -14680 Gr. Pay Rs.1400	13166	--
21	Sri Hari Challan,	Peon	IS - 4440 -14680 Gr. Pay Rs.1400	12744	--
22	Smt.Laxmi Achary	Peon.	IS - 4440 -14680 Gr. Pay Rs.1300	12941	--
23	Sri Trinatha Sabara	Peon.	IS - 4440 -14680 Gr. Pay Rs.1300	12186	--
24	Sri Sudhira Bagh	Peon.	IS - 4440 -7440 Gr. Pay Rs.1300	12979	--
25	Sri Rabindra Kumar Sarangi	Peon	IS - 4440 -14680 Gr. Pay Rs.1300	12125	--
26	Sri Pitambara Kansari	Peon	IS - 4440 -14680 Gr. Pay Rs.1300	9498	--
27	Sri Ramesh Kumar Moharana,	Peon	IS - 4440 -14680 Gr. Pay Rs.1300	9211	--
28	Sri V.Raju	Driver (Light vehicle)	P.B-1-Rs.5200-20200 Gr. Pay Rs.1900	16036	-
29	Sri Harihara Gouda	I.B.Watcher	IS - 4440 -14680 Gr. Pay Rs.1300	12587	-
30	Sri Umakanta Senapati	Store Watcher	IS - 4440 -14680 Gr. Pay Rs.1300	8939	-
31	Sri Niranjana Panigrahi	Store Watcher	IS - 4440 -14680 Gr. Pay Rs.1300	8939	-
32	Sri B.Rama Rao	Jr Clerk cum Typist	P.B-1-Rs.5200-20200 Gr. Pay Rs.1900	10721	-

33	Sri Siba Prasad Patnaik	Store Keeper	P.B-1-Rs.5200-20200 Gr. Pay Rs.1900	11076	-
34	Sri Rabin Kumar Biswas	Driver (Light Vehicle)	P.B-1-Rs.5200-20200 Gr. Pay Rs.1900	11076	-
35	Sri Maheswar Rao	Mate	IS - 4440 -14680 Gr. Pay Rs.1300	8667	-
36	Sri Mahendra Kumar Sahu	Mate	IS - 4440 -14680 Gr. Pay Rs.1300	8954	-
37	Sri Rajendra Nayak	Watchman	IS - 4440 -14680 Gr. Pay Rs.1300	8667	-
38	Sri Raghunath Mali	Watchman	IS - 4440 -14680 Gr. Pay Rs.1300	8667	-
39	Sri Bhakta Mali	Gang Mulia	IS - 4440 -14680 Gr. Pay Rs.1300	8667	-
40	Sri Alua Hial	Gang Mulia	IS - 4440 -14680 Gr. Pay Rs.1300	8667	-

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Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Major head	Activities to be Performed	Sanctioned Budget	Budget Estimate (11-12) Rs. in Lakh	Revised Estimate	Expr. For the year (10-11) Rs in Lakh
1	2	3	4	5	6
7-5054 -Sp-SS-04-DOR-RIDF -NABARD	-	-		-	88.21
-do- CRF	-	-	nil	-	nil
-do- RDP			nil		nil
7-3054 Non-Plan-03-SH	-	-	-	-	182.74
7-3054 Non-Plan-04-DOR	-	-		-	105.60
7-3054 Non-Plan-DHR	-	-		-	105.62
Demand No. 7-2059-NP-Critical and Prestigious Building	-	-	12.00	-	14.00
D.No.7-2059 N-P 10 th Plan			8,00		
Demand No. 7-2059-NP-12 th .FCA	-	-		-	31.50
Demand No. 7-2059-NP-M & R D.No.7-2059 N.P S/R to Non Res. Building			13.00		75.00
D.No.7-2059 N.P Other Agency Non Res. Building			5.00		-
D.No.7-2059 N.P Periodical Non Res. Building			7.00		-
D.No.7-2059 N.P Old Non Res. Building			19.00		-
Demand No. 7-4059-S.P-New Collectorate Office			80.00		57.20
Demand No. 7-4059-N.P-Major A.C.C.T Office at Malkangiri			20.00		-
Demand No. 7-4059-S.P-			30.00		-

Dist. Sub-Registrar Office at Malkangiri					
Demand No.7-4216 -S.P-Circuit House Deptt			51.00		16.00
Demand No.7-4216 -S.P-Dist.Planning office			21.29		15.00
Demand No. 7-2216-H-N.P-21126 M/R			8.00		59.00
Demand No. 7-2216-H-N.P-21021 Critical buildings.			6.00		32.00
Demand No. 7-2216-N.P-10 th Plan Res buildings.			7.00		
Demand No. 7-2216-H-N.P-Other Agency Res. buildings.			2.00		
Demand No. 7-2216-N.P-21021 Periodical Res. buildings.			3.00		
Demand No. 7-5053-S.P-Air Strip at Malkangiri			-		18.05
Demand No. 7-4202-DRC Hostel Buildingi			-		4.07
Demand No. 7-4202-DRC Adminstrative Buildingi			-		9.19
Demand No. 3-2245-RANC Flood			-		9.50

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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 Subsidiary.	Previous years utilization progress.	Previous years achievement.
1	2	3	4	5	6	7
NIL						

List of individuals given subsidy:-

Sl No	Name and address of the beneficiary.	Purpose for which subsidy provided.	No. of beneficiaries.	Amount of Subsidiary.	Previous years utilization progress.
1	2	3	4	5	6
NIL					

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

Particulars of recipients of concessions, permits or authorization granted.

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 time similar concession given in past with purpose .
1	2	3	4	5	6
NIL					

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

Information available in an electronic form.

Details of information: -

SI No	Activities for which electronic Data available.	Nature of information available.	Can it shared with public.	Is it available on web site or is being used a back end data base
1	2	3	4	5
		NIL		

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[Section-4 (1) (b) (xv)]

Particulars of facilities available to citizens for obtaining information.

Details of information: -

SI No	Facility available.	Nature of information available.	Working hours.
1	2	3	4
1	NOTICE BOARD	All	10 A.M to 5 P.M

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Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

Public Information Officer:

Sl. No.	Name	Designation	Office Ph. No.	Fax	E-mail	Address
1	2	3	4	5	6	7
1	Sri Ratikanta Behera	A.E. (Estimator)	0681-230451	-	randb_malkangiri@rediffmail.com	Office of the Executive Engineer, Malkangiri (R & B) Division, Malkangiri

Assistant Public Information Officer:

Sl. No.	Name	Designation	Office Ph. No.	Fax	E-mail	Address
1	2	3	4	5	6	7
					randb_malkangiri@rediffmail.com	Office of the Executive Engineer, Malkangiri (R & B) Division, Malkangiri

First Appellate Authority:

Sl. No.	Name	Designation	Office Ph. No.	Fax	E-mail	Address
1	2	3	4	5	6	7
1	Sri Arun Kumar Sahu	Executive Engineer	0681-230451	-	randb_malkangiri@rediffmail.com	Office of the Executive Engineer, Malkangiri (R & B) Division, Malkangiri

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Other information as may be prescribed.

[Section-4 (1) (b) (xvii)]

Nil



OFFICE OF THE EXECUTIVE ENGINEER
MALKANGIRI (R&B) DIVISION, MALKANGIRI

-ooOoo-

No.

Dated, Malkangiri the

August'2011.

To,

District Information Officer
Malkangiri

Sub: -

Submission of information in prescribed format as required (manual 1 to 17)
under R.T.I Act'2005.

Ref: -

Letter no.2175 dt.29.07.11 of the Collector, Malkangiri.

Sir,

With reference to the Letter and subject noted above, it is to furnish here
with the required information in respect of this Division (Manual 1 to 17) in both hard and soft
copies for further action at your end.

Enclo:-

Hard copies &
C D 1 no.

Yours faithfully,

Executive Engineer
Malkangiri (R&B) Division.

Memo No.

Dated.

Copy submitted to Collector, Malkangiri for favour of kind information with
reference to his Lr. No.2175 dt.29.07.11

Executive Engineer
Malkangiri (R&B) Division.