

MANUAL-I
Particulars of Organization, Functions and duties.
(Section 4(1)(b)(i))

01. Aims and objectives of the organization:

This office is working on “Small Savings Collection activities in the district covering in Seven Blocks”.

02.Mission/Vision:

With a view to increase the resource position of the state Government Small Savings Scheme has been instructed. State Government is entitle to get financial year by the post offices.

03.Brief history and background for its establishment:

This office started functioning from August’ 1994,being bifurcation of undivided Koraput district though the Malkangiri district was created in the year-1992.

04. Organisation Charts:

Collector, Addl. District Magistrate and District Small Savings officer,
Malkangiri.

05. Allocation of Business:

06.Duties to be performed to achieve the mission:

To dispose of all small savings matters.

07.Details of services rendered.

- i) Appointment of Small Savings Agents.
- ii) Renewal of Agentship of Agents.
- iii) Issue of free small savings lottery coupons.

08.Citizens interaction:

09: Postal address of the main office,attached/subordinate office/field units etc:

District Small Savings Office,Malkangiri.

10. Map of office Location:-

Collectorate Building,Malkangiri.

11. Working hours both for office and public:-

Office hour: 10.00 AM to 1.30 P.M. (Working days)(First session)

2.00 P.M. to 5.00 P.M. (Second session)

12. Public interaction, if any:-**13. Grievance redress mechanism:-**

MANUAL-2
Powers and duties of officers and employees
(Section 4(1)(b)(ii))
Power and duties of officers and staff.

Sl. No.	Designation of post.	Powers.				Duties Attached.
		Administrative	Finance	Statutory	Others	
1	2	3	4	5	6	7
01	Collector	Overall Admin. power.	Yes.	Yes.	Dist.Magistrate, power.	All power upon Malkangiri dist.
02	A.D.M, Malkangiri.	All Small Savings related matters.	No.	No.	As assigned the Authority.	Small savings matters.
03	DSSO, Malkangiri	Supervisory power of office.	No	No	As assigned the Authority.	Small savings matters.
04	Junior Clerk.	Management of office.	No.	No	As assigned the DSSO.	Office management
05	Contractual peon.	No	No	No	As assigned the DSSO.	Assist to office work.

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 for issue of Food Card

Sl.No.	Activity	Level of action	Time frame.
01	To receive application or letters and put a diary.	Counter clerk.	Same day.
02	To mark application to concerned Dealing Assistant.	-do-	-do-
03	Letter put up by D.A. to officers	Clerk	2-3 days.
04	Decision taken by officer.	Officer	Same day.
05	To approve/reject application	FSO	Same day

Such charts may be prepared for major functions.

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/Norm	Remarks.
01.	Diary of letter	3 minutes per letter.	
02.	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book.
03.	Typing job	30 pages per day.	Due to non posting of typist ,Jr.clerk is doing the job.

MANUAL-5
Rules, regulations, instruction, manuals and records for discharging functions.
(Section 4(1)(b)(v))

Prepare a list of rules, regulations, instruction manuals and records for discharging functions, available with the public authority for the smooth discharge of its functions,

List of regulations, instruction, manuals and records.

Sl.No	Name of the act, rules, regulations etc.	Brief gists of the contents.	Reference No. if any.	Price in case of prices publications
01.	Hand book for post office SAS/MPKB Y Agents.	Rules for Agency system, all current savings schemes, Notes, Clarifications, specimen of all forms.		

MANUAL-6
A statement the categories of documents that are held by if for under its control.
(Section 4(1)(b)(vi))

Details of the records available may be made in a statement form, wingwise unit branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below).

A statement of the categories of documents held.

Sl.No.	Nature of record	Details of information available.	Unit/Section where available.	Retention period where available.
NIL.				

MANUAL-7

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 of implementation.

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

Details of consultable committees and other bodies with which consultations are held.

Sl.No.	Name and address of the consultative committee/bodies.	Constitution of committee/body.	Roles and responsibility	Frequency of meetings.
NIL				

Other procedures adopted for formal and informal consultations with the public may also be indicate such as Bhagidari, Jan Sunvai, interaction with resident welfare associations etc.

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

MANUAL-8

A statement of boards,council,committees etc.

Sl.No.	Name and address of the body.	Main functions of the body.	Constitution of the body.	Date of constitution
NIL				

Date up to which valid.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings.	Remarks.
NIL				

Please attach copies of deailed notification / orders for their constitutions.

MANUAL-9

Directory of officers and employees. (Section 4(1)(b)(ix))

Directory.

Sl.No.	Name & Designation.	Office phone.	E-mail address.
01.	Sri Sudhansu Bhoi,O.A.S.- I(JB),DSSO,Malkangiri		
02	Sri Rama Chandra Kartami,Jr.Clerk.	9438806096.	
03	Sri Prakash Ch.Darjee,Contractual peon.		

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 and Designation	Pay scale/Monthly remuneration.
01.	Sri Sudhansu Bhoi,O.A.S.-I JB(I),In-Charge of DSSO.	9300/- to 34800/-
02.	Sri Rama Chandra Kartami,Junior Clerk	5200/- to 20200/-
03	Sri Prakash Chandra Darjee,Contractual peon.	Consolidated pay @Rs.4,440/-P.M.

Note : Details about system of compensation provided in regulations may be given.

MANUAL-11

The Budget allocated to each agency

(Section 4(1)(b)(xi))

Non-plan budget.

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year.
05-2047- OFS -00- 103 promotion of small savings- 0308- Dist.Estt.	Budget prepared by the D.A.				
2011-12	Pay +G.P.	1,90,000.00	1,90,000.00	0	1,23,228.00
	D.A.	1,08,000.00	1,08,000.00	0	52,945.00
	T.E.	2,000.00	2,000.00	0	1,839.00
	O.C.	1000.00	2,000.00	0	1,500.00
	Consolidated pay	53,280.00	53,280.00	0	64,620.00

Plan budget.

Name of the plan scheme.	Activities to be under taken	Date of commencement.	Excepted date for completion	Amount sanctioned	Amount disbursed/spent.
		NIL			

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 achievement
			No subsidy scheme.			

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 with purpose.
No.Subsidy scheme.					

Details of schemes under which subsidies are granted should be given.

MANUAL-13
Particulars of recipients of concessions,permits or authorizations granted
(Section 4 (1) (b) (xii))

List of beneficiaries.

Sl.No.	Name and address of the beneficiary.	Nature of concession/permit/ Authorization provided.	Purpose for which granted.	Scheme and Creation for selection.	No.of times similar concession given in past with purpose.
NIL					

Note:- Creation of database and its hosting on website should be done on priority basis for activities like issue of permits,issue of authorizations,grants of concessions liceses etc.

MANUAL-14
Information available in an electronic form
(Selection 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 ?	It is available on website or is being used as back end data base.
NIL				

MANUAL-15

Particulars of facilities available to citizens to citizen for obtaining information.

Selection 4(1)(b)(xiv)

Facilities available for obtaining information.

Sl.No.	Facility available	Nature of information available.	Working hours.
01.	Information counter	All information on Small Savings matter.	First session-10 AM to 1.30 PM and Second session 2.00 PM to 5.PM.
02.	Website		
03	Library	No library facilities in this office.	
04	Notice Board.	All information on small Savings matter.	First session-10 AM to 1.30 PM and Second session 2.00 PM to 5.PM.

MANUAL-16

Name designation and other particulars of public Information Officer.

(Selection 4(1)(b)(xvi)

List of Public Information Officers.

Sl.No.	Designation of the Officer designated as P.I.O.	Postal address	Tele phone No.	E-mail address.	Demarcation of area/activities,if more than one PIO is there.
01.	Sri Sudhansu Bhoi,OAS-I(JB).	DSSO,Malkangiri			

List of Assit.Public Information Officers.

Sl.No.	Designation of the officer designated as A.P.I.O.	Postal address.	Telephone Number	E-mail.address
01.	Sri Rama Chandra Kartami,Jr.Clerk	DSSO,office,Malkangiri	9438806096	

First appellate authority with in the department.

Sl.No.	Designation of the officer designated as	Postal address	Telephone	E-mail	Demrcatin of area/activities
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	first appellate authority.		number	1	,if more than one appellate authority is there.
01.	Addl.Dist.Magistrate, Malkangiri.	At/Post/Dist.Malkangiri ,Pin-764045.	06861-230388.	0	Malkangiri district jurisdiction.

MANUAL-17
Other information as may be prescribed.
Selection 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.

.....As per rule.....

Dist.Small Savings Officer,
Malkangiri.