

RIGHT TO INFORMATION ACT,2005 UNDER SOIL CONSERVATION -DIVISION, MALKANGIRI

Chapter-1 Introduction

- 1.1 Please throw light on the background of this hand book (Right to Information Act, 2005)
- This hand book has been created following guidelines envisaged in Odisha Right to Information Rules, 2005, as per Right to Information Act, 2005.
- 1.2 Objective/purpose of this hand book.
- Providing ready guidance to the members of general public, regarding the activities of Soil Conservation Division, Malkangiri as per RTI Act, 2005.
- 1.3 Who is the intended users of this hand book?
- Any citizen of India desirous of procuring information, as per conditions of this RTI Act, 2005.
- 1.4 Organization of the information in this hand book.
- Office of the Soil Conservation Officer, Malkangiri as per RTI Act,2005.
- 1.5 Definitions (Please provide definitions of various terms used in the hand book).
- The definition used in this manual are self explanatory and easily understandable as per RTI Act, 2005.
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.
- 1. Sri S.C.Marndi, SCTA
Public Information Officer.
2. Sri.B.S.Hanral, Sr.Clerk
Asst.Public information officer.
- 1.7 Procedure and fee Structure for getting information not available in the hand book.
- As per schedule provided under Rules 4 and 7of the Right to Information Act, 2005.

Chapter-2 (Manual.1)

Particulars of Organisation, Functions and Duties

- 2.1 Objective/Purpose of the public authority.
- To inspect and Monitor the Soil and Water Conservation activities and Watershed Development programmes of the district relating to this division.
- 2.2 Mission Vision statement of the public authority.
- For successful implementation of the Soil and Water Conservation activities as well as Watershed development programmes of the district relating to this S.C. Division Malkangiri.
- 2.3 Brief history of the public authority and context of its formation.
- The office of the S.C.O-cum-P.D, Watersheds Malkangiri is functioning at old Collectorate, Malkangiri with effect from 03.08.2010 as per order no.355 dated.27.04.2010 of A.D.M, Malkangiri.
- 2.4 Duties of the public authority.
- To inspect and Monitor the Soil and Water Conservation activities as well as Watershed development programmes under various schemes such as JEEBIKA, IWMP, SCA (RLTAP) / IWDP / NWDpra, MGNREGS, etc in Malkangiri district.
- 2.5 Main activities/functions of the public authority.
- To inspect and Monitor the Soil and Water Conservation activities as well as Watershed development programmes in various schemes and management of day to day official works / Attending meetings / Seminars / Workshops, etc when ever occasion arises relating to this office.
- 2.6 List of services being provided by the public authority with a brief write-up on them.
- To inspect and monitor the Soil and Water Conservation activities as well as various Watershed development programmes, manage day to day official works/Attending Meetings/Seminars/Workshops, etc when ever occasion arises at state level & district level.
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- 2.7 Organizational structure diagram at various level namely State, Directorate, Region District, Block etc. (whichever is applicable).

1. DIRECTOR OF SOIL CONSERVATION, ODISHA, BHUBANESWAR
2. DIRECTOR OF ODISHA WATERSHED DEVELOPMENT MISSION, BHUBANESWAR



3. SCO-CUM-PD WATERSHED, MALKANGIRI



4. Asst. Engineer (Attach to S.C.O-cum-P.D Watershed, Malkangiri)
5. ASST.SOIL CONSERVATION OFFICER, MALKANGIRI.
6. ASST. SOIL CONSERVATION OFFICER, CHITRAKONDA

- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
- To extend co-operation from the public for successful implementation of Soil and Water Conservation activities and Watershed development programmes relating to Malkangiri division office.
- 2.9 Arrangements and methods made for seeking public participation/ contribution.
- Through community mobilization, participation, livelihood orientation and capacity building as per common guidelines for Watershed development Project, Govt. of India, 2008.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.
- As per common guidelines for watershed development projects Govt. of India.2008.
- 2.11 Address of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user)

- | | | |
|------------------------------|----|---|
| A) Main Office
(Division) | -- | Office of the Soil Conservation Officer-Cum-P.D.
(Watershed) Malkangiri.
At-Old Collectorate, Po- Malkangiri, Dist. - Malkangiri
Pin-764048. |
| B) Sub-division
Offices. | -- | Office of the Asst. Soil Conservation Officer
At-Old Collectorate, Po- Malkangiri
Dist- Malkangiri. PIN- 764048. |
| C) Sub-division
Offices. | -- | Office of the Asst. Soil Conservation Officer
At/Po- Chitrakonda.
Dist- Malkangiri. |

- 2.12 Monitoring hours of the Office:
Morning hour of the Office-10.00AM
Lunch hour-1.30PM to 2.00PM
Closing hour of the Office-5.00PM
During summer season (15th April to 10th June)
Morning hour of the Office-7.00AM.
Closing hour of the Office-1.00PM

Chapter-3 (Manual.2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organisation.

Sl. No	Designation	Admin	Financial	Others	Duties
1.	S.C.O-cum-P.D,W/S,Malk-angiri	Office Admn.	D.D.O	Power to accord technical sanction up to Rs.5,00,000/- & Administrative approval up to Rs.2,00,000/-	Over all function of the Division office.
2.	A.S.C.O			Power to accord technical sanction up to Rs.2,00,000/- & Administrative approval up to Rs. 25.000/-	Over all function of the Sub-Division office.
3.	Asst. Engineer			Power to accord technical sanction up to Rs.2.75,000/- For (WHS/DW)	Attached to S.C.O & he will act as per guidance of the S.C.O.
4.	Head Clerk	Account charge & overall charge of all sections.		-	Dealing with account matters / passing of files of all sanctions etc.
5.	Senior Clerk				Dealing the records files of establishment section. Preparation of establishment bills.
6.	Junior Clerk				In charge of stock & store/ type/Receive & Dispatch.
7.	S.C.T.A				Dealing the files of official letters records relating to Technical Section. Checking of P/Es. Checking of concerned Register of this office.

Chapter-4 (Manual.3)

Rules, Regulations, Instructions, Manual and records for Discharging Functions

- 4.1 Please provide list of rules, regulations, instructions manual and records, held by public authority or under its control or used its employees for discharging functions as per the following format. This format has to be filled for each type of document.
- 1) Govt. rules, regulations and instructions from higher authorities are followed as per orders communicated to this office, and according work is discharged (Estimating Branch)
 - 2) The provision of OPWD code Vol.1 & II, along with CPWD code are followed for over all office functioning. (Accounts Branch).

 - 3) Besides provisions under OGFR and OTC are followed for financial matters.(Accounts Branch)
 - 4) O.S.C. is followed for deciding matters related to office establishments (Estimating Branch).
 - 5) Govt. Schedule of Rates is followed for preparation of estimates (Estimating Branch).

OFFICE ESTABLISHMENT.

Sl. No	Name, Title of documents	Type of Documents	Brief write up of the Documents	From where one can get a copy of rules, regulations, instructions, manual and records	Address, Phone.No.Fax, E Mail & Others	Fee charged by the Deptt & copy of rules, regulations instructions, manual and Records if any.
1	2	3	4	5	6	7
1.	Orissa service code	-	Regarding service condition	Finance Department	Soil Conservation Officer-Cum-P.D. (W/S) Malkangiri, Phone No. 230394,	-
2.	Orissa service manual Volume I & II	-	Governing service condition	G.A.Department	-do-	-
3.	O.C.S.Pension Rules,1992	-	Governing pensionary benefits.	Finance Department	-do-	-
4.	O.C.S.(C.C. A) Rules,1962	-	Procedure for disciplinary proceedings.	G.A.Department	-do-	-
5.	O.G.S.Conduct Rules,1959	-	Governing conduct of Govt. Services.	G.A.Department	-do-	-
6.	Implementation of curriculum & address if Finance Department	-	Governing different as per as service	Finance Department	-do-	-
7.	O.C.S.(Rehabilitation Assistance) Rules,1990	-	Rehabilitation Assistance	G.A.Department	-do-	-
8.	ORV(ACT)	-	S.C.& S.T.dev Deptt, Rules governing reservation of vacancies of post.	S.C & S.T.Dev. Deptt.	-do-	-
9.	Manual for R.T.I. Act, 2005	-	SCO,Malkangiri	Official website of Govt.of Orissa.	-do-	-
10.	NWDPRA(Warasa jana sobha gita guideline)	-	-do-	-do-	-do-	-
11.	SCA (RLTAP) C.G.I.08	-	-do-	-do-	-do-	-
12.	JEEBIKA (W/s) RLAP Guideline,2008)	-	-do-	-do-	-do-	-
13.	IWMP	-	-do-	-do-	-do-	-

Chapter-5 (Manual-4)

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 or implementation thereof.

- 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.
There is no such arrangement for interaction with public for formulation of policy or implementation thereof.

Chapter-6 (Manual-5)

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

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at SCO-cum-PD Watersheds, Malkangiri level (please mention the level in place of writing others).

Sl. No.	Category of the documents	Name of the document and its introduction in one line	Procedure to obtain the documents.	Held by/under control of
1	2	3	4	5
1	Manual	Manual for RTI,Act,2005	Available in official website of NiC, Malkangiri	PIO
2	Letters orders	Correspondence on Technical matters.	Application to the concerned branch or by personal contact with the branch.	Estimating Branch
3	-do-	Account matters	-do-	Accounts Section
4	Register	Register of sanction of plan & estimates. Technical details relating to works whose estimates have been sanctioned	-do-	Technical Section
5	Files	Various work files. Details relating to various correspondences made for any particular work.	-do-	Technical Section
6	Budget matters	Budget matters, details relating to budget estimates.	-do-	Technical Section
7	Orders	Allotment on various heads/works.	-do-	Accounts Section
8	Bills	Details and position of payments of bills submitted to division office.	-do-	Accounts Section

Chapter-7 (Manual-6)

A statement of boards, council, committees and other bodies constituted as its part.

- 7.1 Please provide information on Boards, Council, Committees and other Bodies related to the public authority in the following format:
Do not come under purview of the SCO-Cum-PD watershed, Malkangiri.

Chapter-8 (Manual-7)

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

- 8.1 Please provide contact information about the Public Information Officers. Assistant Public Information Officers and Departmental Appellate Authority of the office in the following format.

• **Public Information Officer.**

Sl. No.	Name	Designation	STD Code	Ph. No		Fax	E-Mail	Address
				Office	Home			
1	Sri. S.C.Marndi	SCTA	06861	230394	-	-	-	C/O- Soil Conservation Officer-Cum-P.D. (W/S) Malkangiri Odisha PIN-764048

• **Asst. Public Information Officer.**

Sl. No.	Name	Designation	STD Code	Ph. No		Fax	E-Mail	Address
				Office	Home			
1	Sri. B.S.Hantal	Sr.Clerk	06861	230394	-	-	-	C/O- Soil Conservation Officer-Cum-P.D. (W/S) Malkangiri PIN-764048

• **Department Appellate Authority.**

Sl. No.	Name	Designation	STD Code	Ph. No		Fax	E-Mail	Address
				Office	Home			
1	P.K.Naik	Soil Conservation Officer-Cum-P.D. (W/S) Malkangiri	06861	230394	-	-	-	C/O- Soil Conservation Officer-Cum-P.D. (W/S) Malkangiri PIN-764048

Chapter-9 (Manual-8)

Procedure followed in Decision Making Process.

9.1 After receipt of the letters from different quarters the same are being distributed between different sections after diary after the letters are marked and entered in the diary register in the name of concerned dealing assistance, he being the custodian of the files put of the letters in the files through the head ministerial staff that is head clerk. The files are being send to the table of the SCO-cum-PD watershed Malkangiri for taking final decision for disposal of the letters.

Different levels through which a decision process manner: -

Director of Soil Conservation, Odisha, Bhubaneswar, Director, OWDM, Bhubaneswar Executive Engineer (Soil Conservation) Soil Conservation Officer Asst. Soil Conservation Officer, Asst. Engineer (Soil Conservation).

9.2 What are the arrangements to communicate the decision to the public?

- All field works are executed departmentally by engaging local laborers.

9.3 Who are the officers at various levels whose opinions are sought for the process of decision making?

- The officers of various levels whose opinions are sought for in the process of decision making are the Director of Soil Conservation, Orissa. Bhubaneswar, Director, OWDM, Bhubaneswar / Executive Engineer, / Soil Conservation Officer / Asst. Soil Conservation Officer.

9.4 Who is the final authority that wets the decision?

- The final authority that wets the decision are he ones stated in 9.4 above depending on the cost and importance of the project involved.

9.5 Please provide information separately in the following format for important matters on which the decision is taken by the public authority.

Guidelines/Directions if any	The field works as well as office works are being done as per the guidelines and directions issued by the competent authorities.
Process of execution.	The process of execution is to be taken after sanction of Plan and estimates.
Designation of officers involved in decision making.	i) Director of Soil Conservation Orissa, Bhubaneswar. ii) Executive Engineer, Soil Conservation, iii) Soil Conservation Officer, Malkangiri iv) Asst. oil Conservation Officer, Malkangiri
Contact information of above mentioned officers	i) Director of Soil Conservation Orissa, Bhubaneswar. ii) Executive Engineer, Soil Conservation, iii) Soil Conservation Officer, Malkangiri iv) Asst. oil Conservation Officer, Malkangiri
If not satisfied by the decision, where and how to appeal.	Normally prescribed rules are followed for taking decisions. Hence, there is any des-satisfied, the same may be communicated to the lenet of decision making involved or the next higher authority.

Chapter-11(Manual-10)

The Monthly Remuneration Received by each of its officers and Employees, including the System of Compensation as Provided in Regulations.

- Please provide information in following format.

Sl. No.	Name	Designation	Monthly remuneration		Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
			Scale of pay	Basic pay including G.P		
1	2	3	4	5	6	7
1	Sarbashre P.K.Naik	I/ C, S.C.O.	-	-	-	Provisions as per Service Code and ORSP Rule and circulars received from F.D. (O) BBSR, from time to time.
2	M.R.Behura	Asst.Engineer	9300 to 34800	22980/	-	-do-
3	P.K.Mandal	Head Clerk	-do-	18350/	-	-do-
4	B.S.Hantal	Sr.Clerk	5200 to 20200	11630/	-	-do-
5	A.K.Panda	Jr.Clerk	-do-	11960/-	-	-do-
6	S.K.Kandi	-do-	-do-	7320/-	-	-do-
7	A.K.Gantayat	F.M.D	4440 to 14680	9660/-	-	-do-
8	S.Ch.Marandi	S.C.T.A	5200 to 20200	12270/-	-	-do-
9	B.Naik	Choukidar	-do-	7800/-	-	-do-
10	M.S.Podiami	Sweeper	-do-	8420/-	-	-do-
11	B.K.Parida	Peon	-do-	8300/-	-	-do-
12	H.B.Golari	-do-	-do-	8190/-	-	-do-
13	T.Panda	-do-	-do-	8180/-	-	-do-
14	Smt.S.L.Panda	-do-	-do-	5440/-	-	-do-

Chapter-12(Manual-11)
The Budget Allocated to each agency.
Particulars of all plans, proposed expenditures and reports on
disbursement made

YEAR-2010-11

Sl. No	Name of the Scheme/Head	Activity	Starting date of the Acti-vity	Duration of the Project(in year)	Amount proposed (Rs. in lakhs)	Amount sanctioned	Amount released/ Disbursed	expendi-ture	Officer Responsible for Quality and Execution of the Work
1	2	3	4	5	6	7	8	9	10
1	NWDPRA	Treatment of watersheds	2007-08	5	16.75	16.75	16.75	Nil	A.S.C.O, Chitrokonda nad Malkangiri
2	IWDP-I	Treatment of Watershed in 5000Ha.	2003-04	5	300	225	225 (3 installments)	198.85	J.S.C.O-Cum- P.I.A, Khairaput
3	IWDP-II	Treatment of Watershed in 5000Ha.	2004-05	5	300	135	135(2 installments)	129.60	J.S.C.O-Cum- P.I.A, Mathili
4	IWDP-III	Treatment of Watershed in 5000Ha.	2004-05	5	300	225	135(2 installments)	132.96	J.S.C.O-Cum- P.I.A, Malkangiri
5	IWDP-IV	Treatment of Watershed in 5000Ha	2006-07	5	300	135	135(2 installments)	133.58	S.C.Asst.-Cum- P.I.A, Kalimela
6	IWMP	Treatment of Watershed in 12800Ha	2009-10	7	1536	285.796	92.16	1.43168	J.S.C.O-Cum- P.I.A, Mathili/Malkangir i/Korukonda
7	SCA(RLTAP)	Treatment of Watershed in 12500Ha	2008-09	5	1187.5	676.88	534.375	Nil	J.S.C.O-Cum- P.I.A, Mathili/Malkangir i/Korukonda/Khai raput and S.C.Asst.-Cum- P.I.A, Kalimela
8	JEEBIKA	Livelihood promotion activities in 40 w/s	2008-09	3	700	227.27	227.27	40.89157	J.S.C.O-Cum- P.I.A, Mathili/Malkangir i/Khairaput and S.C.Asst.-Cum- P.I.A, Kalimela
9	MGNREGS	Cashew Plantation-666.5 / Ha. and Mango Plantation-1109.25 Ha	2010-11	1	517.40381	110	110	210.4914	All PIAs

Chapter-12(Manual-11)
The Budget Allocated to each agency.
Particulars of all plans, proposed expenditures and reports on
disbursement made.

For public Authorities responsible for developmental, construction, technical works.

- 12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Chapter-13(Manual-12)
The Manner of Execution of Subsidy Programmes

This division office does not execute any subsidy programme. So, furnishing of details as per enclosed proforma is not applicable.

Chapter-14(Manual-13)
Particulars or recipients of Concessions, permits or authorization
granted by it.

Do not come under the Purview of the Soil Conservation Officer Cum P.D. Watershed Malkangiri.

Chapter-15(Manual-14)
Norms set by it for the discharge of its functions.

- 15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.
The Developmental Programmes of various Schemes are being implemented as per Guidelines Prescribed by Govt.

Chapter-16(Manual-15)
Information available in an electronic form

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.
Information available in an Electronic Form available in Official website of NIC only.



SCO-CUM-PD WATERSHED, MALKANGIRI



R.T.I Act-2005.

Chapter-17(Manual-16)

Particulars of the facilities available to citizens for obtaining information

NOTICE BOARD

Available in Notice Board of S.C.O-Cum-P.D(Watershed) Malkangiri
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Chapter-18(Manual-17)

Other Useful Information

- 18.1 Procedure Adopted as per RTI Act-2005 and Orissa Right To Information Rule-2005.
- 18.2 Fee: As per schedule provided under Rules 4 and 7 of the Right to Information Act, 2005.
- 18.3 With relation to training imparted to public by Public Authority.
This office does not impart any training to public for any purpose.
- 18.4 With relation to Certificate. No. objection certificate etc. issued by the Public Authority not included in Manual-13
This office does not issue any form of certificate, No objection certificate etc. to any body.
- 18.5 With relation to registration process.
This office does not provide any kind of registration to any body.
- 18.6 With relation to collection to tax by public authority (Municipal Corporation, Trade, Tax, entertainment tax etc.)
No. Tax is collected by this office.
- 18.7 With relation to issuing new connection electricity/ water supply, temporary and permanent disconnection etc.
(This will be applicable to local bodies like Municipal Corporation/ Municipalities/ UPCL)
This is not applicable in case of this office.
- 18.8 Details of any other public services provided by the Public Authority.
As mentioned in 2.1 of this hand book.

Soil Conservation Officer.
Malkangiri