

## MANUAL-1

Particulars of organization, functions and duties.

(Section 4(1)(b)(i))

### **1. Aims and objectives of the organization. :**

This is a section of Collectorate. The section is to assist the Collector & District Magistrate, Malkangiri to monitor different revenue laws in the District through the Sub-Collector and Tahasildars of this District.

### **2. Mission/Vision:**

To monitor implementation of Revenue Laws and issue instructions to the implementing authority to reach the Revenue Administrations to foot step of the general public.

### **3. Brief History and background for its establishment:**

To monitor successful implementation of various laws i.e. Orissa Irrigation Rule, Orissa Minor Mineral Concession Rule and to increase the Land Revenue Collection of the District.

### **4. Organisation Charts:**

Collector

Addl. District Magistrate, Malkangiri.

Deputy Collector, (Touzi Section)

### **5. Allocation of business:**

a) Sri Sudhashu Bhoi, OAS-I(JB), Dy. Collector, Touzi Section.

b) Office Staff:

<u>Sl.No.</u>	<u>Name of the Dealing Assistant.</u>
01.	Sri Maguni Mahapatra, Head Clerk.
02.	Smt. Deeptimani Pradhan, Senior Clerk.
03.	Sri Kailash Chandra Mohanty, Junior Clerk.
04.	Smt. Nilabati Challan, Peon.

### **06. Duties to be performed to achieve the mission:**

To dispose off disputes like assessment of water rate, Settlement of Sairat Sources and collection of Land Revenue.

### **07. Details of services rendered:**

01. Implementation of Orissa Irrigation Rule.
02. Implementation of Manual of Tahasil Account.
03. Implementation of Orissa Mineral Concession Rule.

### **Citizen interaction:**

The people in the area are given awareness of about the land revenue administration and to avail the facilities/services through the instruction at any time.

### **09. Postal address of the main office, attached/sub-ordinate office/field Units.**

**MAIN OFFICE:**

Collectorate, Malkangiri.

At/Po/Dist: Malkangiri.Pin Code: 764048.

**Section**

Touzi Section, Collectorate, Malkangiri.

**10. Map of Office location:**

Not required.

**11. Working hours both for office and public:**

Office hour: First Session: 10.00 A.M. to 1.30 P.M.

Second Session: 2.00 P.M. to 5.00 P.M.

**12. Public interaction, if any:**

The Public is at liberty to get the information on Land Revenue at any times during the working hours.

**13. Grievance redress mechanism:**

All the grievance petitions of tenants are disposed off in due time as per law and rules and given reprisal as per law and also a grievance day fixed on every Saturday.

**MANUAL-02**

Powers and duties of Officers and employees.

(Section 4 (1)(b)(ii))

Power and duties of Officers and staff.

Sl.No	Designation of post.	Power				Duties Attached.
		Administrative	Financial	Statutory	Others	
01	Dy.Collector.	Overall administrative power.	No	No	Executive Magistrate Power.	Supervision of work of the section.
02	Head Clerk	Management & supervision of Office.	No	No	Supervision & to expedite any work from clerks	Office Management
03	Senior Clerk	No	No	No	As assigned by Dy. Collector.	Particulars section as assigned by the Deputy-Collector(Touzi)
04	Junior Clerk	No	No	No	-do-	-do-
05	Peon	No	No	No	No	Assist in office work.

**MANUAL-03**

Procedure followed in decision-making process.

(Section 4(1) (b) (iii))

The files are put up at dealing assistant level and routed through the Head Clerk and Dy.Collector of concerned section and the final decision are taken by the Addl.District Magistrate, Malkangiri/Collector, Malkangiri.

No.

### MANNUAL-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.	03 minutes per letter.	
02	Despatch of letter.	05 minutes per letter.	
03	Typing Job.	30 pages per day.	
04	Preparation of food card.	50 food cards per day.	

### MANNUAL-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 publications.
01	The Orissa Irrigation Rule	To monitor its implementation through field functionaries	No	No
02	Manual of Tahasil Accounts.	-do-	No	No
03	Orissa Minor Mineral Concession Rule.	-do-	No	No
04	Orissa Record Manual 1964.	Procedure for maintenance of Office records properly.	No	No

### MANUAL-6

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

(Section 4 (1)(1)(b)(vi))

Details of the records available made in a statement from, wing wise unit wise branch wise and it may be got tabulated, indexed and catalogues (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.
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### MANUAL-7

Particulars of any arrangement that exists for consultations 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 consultative committees and other bodies with which Consultations are held.

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

Other procedures adopted for formal and informal consultations with the public also are indicated such as Bhagidri, 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, committee and other bodies constituted.

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

List of Boards, councils, committees etc.

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

Sl.No.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings.	Remarks.
Nil.				

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

**MANUAL-9**  
 Directory of Officers and employees.  
 (Section-4(1)(b)(ix))

Directory:

Sl.No.	Name and designation.	Mobile No.	E-Mail Address.
01	Sri Sudhanshu Bhoi,OAS-I(JB)	--	--
02	Sri Maguni Mahapatra,Head Clerk.	--	--
03	Smt. Deeptimani Pradhan,Senior Clerk	--	--
04	Sri Kailash Chandra Mohanty,Jr.Clerk.	--	--
05.	Smt. Nilabati Challan,Peon.	--	--

**MANUAL-10**

The monthly remuneration received by each of the officers and employees, including the system compensation as provided in the regulations.

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

Sl.No.	Name and designation.	Pay Scale/Monthly remuneration.
01	Sri Sudhanshu Bhoi,OAS,(I)(JB) Dy. Collector	9300-34800
02	Sri Maguni Mahapatra,Head Clerk	9300-34800
03	Smt Deeptimani Pradhan,Sr. Clerk	
04	Sri Kailash Ch. Mohanty,Jr. Clerk.	5200-20200
05	Smt. Nilabati Challan, Peon.	4440-14680.

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.
Nil.					

Plan Budget

Name of the Plan	Activities to under taken.	Date of commencement.	Expected 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 benefited.	Amount of subsidy.	Previous <sup>1</sup> years utilization progress.	Previous years achievement.
No subsidy scheme.						

List of individual 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 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)(xiii))

**List of Beneficiaries.**

Sl.No	Name and address of the beneficiaries	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.
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, 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?	It is available on website or is being used as back and data base.
01	No	No	No	No

**MANUAL-15**

Particulars of facilities available to citizens for obtaining information.  
(Section-4(1)(b)(xiv))

**Facilities available for obtaining information.**

Sl.No.	Facility available...	Nature of information available.	Working hours.
01	Information counter.	All information's are available in shape of files.	First Session : 10.00 AM to 1.30 P.M. and second Session : 2.00 P.M. to 5.00 P.M.
02	Website	No	-
03	Library	No	-
04	Notice Board & P.I.O. (G&M Section)	All information's are available in shape of files.	First Session : 10.00 AM to 1.30 P.M. and second Session : 2.00 P.M. to 5.00 P.M.

**MANUAL-16**

Name & designation and other particulars of Public Information Officers:  
(Section 4(I) (b) (xvi))

**List of Public Information Officers**

Sl.No	Designation of the Officer designated as P.I.O.	Postal Address.	Mobile No.	E-mail address.	Demarcation of area/activities if more than one PIO is there.
01	Sri.K.N.Bhoi, OAS-I(JB),	Collectorate Malkangiri.	8763130687	--	Collectorate, Malkangiri.

	Dy. Collector, G & M Section				
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**List of Asst. Public Information Officers:**

Sl.No	Designation of the Officer designated as Asst. P.I.O.	Postal Address.	Mobile No.	E-mail address.
01.	Smt. Sabitri Parajapati Office Superintendent, Collectorate, Malkangiri.	Collectorate, Malkangiri.	8895319409	--

**First appellate authority with in the Department.**

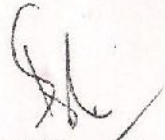
Sl. No.	Designation of the Officer designated as first appellate authority	Postal Address.	Mobile No.	E-mail address	Demarcation of area/activities if more than one appellate authority is there.
01	Shri. Sundarlal Seal, OAS(S), Addl. Dist. Magistrate, Malkangiri.	Collectorate, Malkangiri.	9437579101	--	Collectorate, Malkangiri.

**MANUAL-17**

Other information as may be prescribed.

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.

  
Deputy Collector (Touzi),  
Collectorate, Malkangiri.