

# DISTRICT PANCHAYAT SECTION, COLLECTORATE, SAMBALPUR.

## MANUAL-1

### Particulars of Organization, Functions & Duties

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

#### 1. Aims & Objectives of the Organization:

To make all the Panchyats development, earn more revenue, self sufficient and utilize the GP Properties properly.

#### 2. Allocation of Business:

- a) Annual inspection of GPs.
- b) Development of GPs.
- c) Visit development works under GP.
- d) Conduct PRIs election.

#### 3. Details of Services Rendered:

- a) Development of GP.
- b) Building/ GP Ghar proposal.
- c) Conduct PRIs election.
- d) Lease of GP property.

#### 4. Map of Office Location:

Located in the Collectorate Map.

#### 5. Postal Address of the Main Office:

Office of the District Panchayat Officer, Collectorate, Sambalpur  
At/Po/Dist.-Sambalpur, Pin-768001

#### 6. Public Interaction: Positive

#### 7. Grievance Redress Mechanism:

Function in Collector's Grievance Mechanism.

#### 8. Working Hours Both for Office & Public:

10.00 AM to 5.30 PM with lunch break from 1.30 to 2.00 PM and as specified by Govt.

MANUAL-2

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

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

Powers and duties of officers and staff

Sl. No.	Name & Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	<b>Establishment</b>					
1	Gajendra Sahu, DPO	Yes	Yes	Yes	Yes	Head of Office
2	Merina Mathew, Section Officer	-----	---	---	----	Supervision of all work of the section, RTI, Assembly Question, Grievance, Election
3	Subrat Kumar Pradhan, Sr. Revenue Asst.	-----	-----	-----	---	Deputed to Estt. Section, Collectorate, Sambalpur
4	Jyotsnamayee Patel, Sr. Revenue Asst.	-----	----	---	-----	PEO Estt.
5	Bijay Kumar Barik, Jr. Revenue Asst.	-----	----	-----	-----	Office Establishment, PRI Estt. Bill & Budget
6	Purna Chandra Barada, Driver	----	---	---	----	Deputed to RDC(ND), Sambalpur
7	Rohit Kumbhar, Peon	-----	---	----	----	Distribution of Letters, outside dak of all seats.

## 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 Chart can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Sl. No.	Activity	Level of action	Time frame
1	2	3	4
1	Receipt of letter from Primary Receipt Section as well as Post Office	Entry in Register of letters received,	
2	Receipt of letters from Register of letters received by Dealing Assistant.	Processing in file and submitting to the Head Clerk	
3	Submission of file by Head Clerk after scrutiny	O.I.C for further scrutiny and submit to the Collector, Sambalpur for final approval	

## 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.

Sl. No.	Activity	Time frame/Norm	Remarks
1	2	3	4

As in Manual 3.

**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, Rule, Regulation etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication
1	OGFR	Delegation of financial powers		
2	Orissa Service Code	Dealing with conditions/ service matters of Govt. employees		
3	O.C.S.(Pension)Rules, 1992	Dealing with pension case of retired Govt. servants		
4	O.C.S. (CCA) Rules, 1962	Dealing with departmental/ disciplinary proceedings against Govt. employees		
5	Orissa Leave Rule, 1966	Sanction of leave Govt. servants		
6	O.C.S. (RA) Rules, 1990	Providing employment to the family members of deceased Govt. Servants		
9	Orissa Govt. Servant Conduct Rules, 1959	Conduct of Govt. Servants		
10	Orissa G.P.F. (Amendment) Rules, 1979	Contribution to G.P.F. and advances etc. of Govt. Servants		
12	O.R.S.P. Rules, 1998 to 2017	Fixation of pay of Govt. Servant		
13	Book Circular No.46 procedure for recording and maintenance of C.C.R of Non-Gazetted employees	Maintenance of C.C.R of Non-Gazetted employees		
14	O.T.A Rules	T.A. Matters		
15	Orissa Gram Panchayat Act	GP matters		
16	Odisha Grama Panchayat Election Rules	GP Election matters		

## Manual 6

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

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

Details of the records available may be made in a statement form, 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
1	Service Books of employees	Service Details	Gazetted/Ministerial/Field Staff	
2	Correspondence files	Service matters including Recruitment, Appointment, Promotion, Pension, GPF, Bills, Departmental Proceedings, OA Cases, CCRs	Gazetted/Ministerial/Field Staff & OAT/Bill, GPF & Pension/CCR seats	

## 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 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 meetings
1	2	3	4	5

### Manual 8 (Not applicable)

#### A statement of boards, council, committees 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
1	2	3	4	5
1	Departmental Promotion Committee	For consideration of promotion		
2	Screening Committee on RACPS	For grant of financial up-gradations		
3	Committee for RA Cases	Scrutiny of cases of applications for appointment under RA Scheme		

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
	-	-		
	-	-		
	-	-		

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 & Designation	Office Phone No.	E-mail address
1	Gajendra Sahu, DPO	0663-2410048	Dpo.od-sam@nic.in
3	Merina Mathew, Section Officer	-do-	-do-
5	Subrat Kumar Pradhan, Sr. Revenue Asst.	-do-	-do-
4	Jyotsnamayee Patel, Sr. Revenue Asst.	-do-	-do-
6	Bijay Kumar Barik, Jr. Revenue Asst.	-do-	-do-
7	Purna Chandra Barada, Driver	-do-	-do-
8	Rohit Kumbhar, Peon	-do-	-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 and Designation	Pay Scale / Monthly Remuneration
01	Gajendra Sahu, DPO	Level- 12, Cell-01, Rs.56100/- to 177500/-
02	Merina Mathew, Section Officer	Level-09, Cell-10, Rs.35400/- to 112400/-
03	Subrat Kumar Pradhan, Sr. Revenue Asst.	Level- 07, Cell- 06, Rs. 25500/- to 81100/-
04	Jyotsnamayee Patel, Sr. Revenue Asst.	Level- 07, Cell- 01, Rs. 25500/- to 81100/-
05	Bijay Kumar Barik, Jr. Revenue Asst.	Level-04, Cell-06, Rs. 19900/- to 63200/-
06	Purna Chandra Barada, Driver	Level-06, Cell-19, Rs. 23600/- to 74800/-
07	Rohit Kumbhar, Peon	Rs.11830/-

## Manual 11

### The budget allocated to each agency

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

##### Non-plan budget

Minor head	Activities to be performed	Sanctioned budget Allotment Received (2020-21)	Budget Estimate(B.E) (2020-21) ( In Rs.)	Revised Estimate(R.E) (2019-20)	Expenditure for the last year (2019-20)
<b>DIRECTION AND ADMINISTRATION</b>					
	Pay	Central Allocation	2700000	4200000	3936025
	DA		650000	644000	428930
	HRA		45000	80000	23754
	OA		4000	7000	5020
	RCM	20000	12000	20000	20000
	TE	10000	10000	15000	10514
	Electricity	10000		10000	0
	Telephone	10000	15600	13500	13178
	Hiring Charges of Vehicles	160000		192000	176000
	MV	30000		25000	14726
	OC	10000		20000	17070
	Arr. pay(855)	-	530581	-	0
	Computer Consumbles	3000	-	2000	2000
	Upgradation of Computer	5000	-	5000	4800
	Honorarium & DA & SF	-	-	10193040	9242816

##### Plan budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent
1	2	3	4	5	6

**Manual 12 ( Not Applicable)**  
**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
1	2	3	4	5	6	7

**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
1	2	3	4	5	6

**Manual 13 ( Not Applicable)**  
**Particulars of recipients 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 purposes
1	2	3	4	5	6

**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	2	3	4	5

**Manual 15**  
**Particulars of facilities available to citizens for obtaining information**  
**[Section 4(1)(b)(xv)]**

**Facilities available for obtaining information**

Sl. No.	Facility available	Nature of Information available	Working hours
1	2	3	4

**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	Postal Address	Telephone number
1.	Sri Gajendra Sahu, DPO	District Panchayat Office, Collectorate, Sambalpur	0663-2410048

List of Assistant Public Information Officers :

Sl. No.	Designation of the Officer	Postal Address	Telephone number
1.	Smt. Merina Mathew, S.O	District Panchayat Office, Collectorate, Sambalpur	0663-2410048

First Appellate Authority within the Department

Sl. No	Designation of the Officer	Postal Address	Telephone number
1.	, OAS(I), SB), ADM, Sambalpur	Collectorate, Sambalpur	0663-2410386

## Manual 17

### Other information 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.

#### Manual-2

Sl. No.	Name & Designation	Pay scale	Section
01	Gajendra Sahu, DPO	Level- 12, Cell-01, Rs.56100/- to 177500/-	
02	Merina Mathew, Section Officer	Level-09, Cell-10, Rs.35400/- to 112400/-	
03	Subrat Kumar Pradhan, Sr. Revenue Asst.	Level- 07, Cell- 06, Rs. 25500/- to 81100/-	
04	Jyotsnamayee Patel, Sr. Revenue Asst.	Level- 07, Cell- 01, Rs. 25500/- to 81100/-	
05	Bijay Kumar Barik, Jr. Revenue Asst.	Level-04, Cell-06, Rs. 19900/- to 63200/-	
06	Purna Chandra Barada, Driver	Level-06, Cell-19, Rs. 23600/- to 74800/-	
07	Rohit Kumbhar, Peon	Rs.11830/-	

#### Strength Staff in position Vacancy

Dist. Panchayat Officer	-	01	01	-
Jr. Steno	-	01	-	01
Section Officer	-	01	01	-
Sr. Revenue Asst.	-	02	02	-
Jr. Revenue Asst.	-	02	01	01
Driver	-	01	01	-
Peon	-	02	01	01