

Manual-1

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	
	Establishment Section					
1	Smt. T.P. Bhagyalaxmi, OAS- I(JB), Deputy Collector (Establishment)	--	--	--	--	O.I.C. of the section
2	Sri Sanjay Kumar Behera, Section Officer	--	--	--		Supervision of the work of the section & Gazetted Estt., & R.A. Scheme
3	Sri Manoj Kumar Padhi, Sr. Rev. Asst.	--	--	--	--	Establishment of Ministerial Staff
4	Sri Ashis Kumar Ray, Sr. Rev. Asst., deputed from O/O Sub-Collector, Sambalpur	--	--	--	--	Revenue Field staff, driver, Class-IV.
5	Sri Sandip Kumar Pradhan, Sr. Rev. Asst.	--	--	--	--	Establishment of Bill, Budget, Pension, GPF, HRMS Project, Audit, inspection, etc.,
6	Sri Ajit Kumar Sahu, Sr. Rev. Asst.	--	--	--	--	Departmental Proceedings, OAT, Peskar to Collector
7	Sri Subrat Kumar Pradhan, Sr. Rev. Asst.	--	--	--	--	Examination seat and CCR.,

Manual 2

Sl. No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
01	Sri Shubham Saxena, IAS, D.M. & Collector, Sambalpur	Level-11 , Cell-7, Rs.80,900/-	
02	Sri Umakanta Raj, OAS(S), Addl. District Magistrate, Sambalpur	Level-14 , Cell-7, Rs.94,100/-	
03	Sri Saroj Kumar Mishra, OAS-I(SB), Spl. LAO	Level-13 , Cell-7, Rs.80,900/-	Spl.LAO
04	Jayashree Padhi, OAS-I(SB), Deputy Collector	Level-13 , Cell-5, Rs.76,200/-	OIC, Revenue
06	Sri Naresh Kumar Singh Bariha, OAS-I(JB), Deputy Collector	Level-12 , Cell-13, Rs.80,000/-	OIC, Nizarat
07	Sri Binod Bihari Dash, OAS-I (JB), Deputy Collector	Level-12 , Cell-10, Rs.73,200/-	OIC, Judicial & Res. Office
08	Smt. T.P. Bhagyalaxmi, OAS-I (JB), Deputy Collector	Level-12 , Cell-1, Rs.56,100/-	OIC, Establishment, RTI, NeGP Cell & HRMS Cell
09	Smt Mitali Madhusmita Dalei, ORS, Asst. Collector	Level-10 , Cell-2, Rs.46,200/-	Deputed to Tahasil Office, Kuchinda
10	Miss Subhasmita Mishra, ORS, Asst. Collector	Level-12 , Cell-1, Rs.56,100/-	OIC, Emergency & Public Grievance Cell
11	Sri Braja Kishore Sahu, ORS, Asst. Collector	Level-10 , Cell-3, Rs.47,600/-	OIC, Election & Development
12	Sri Aditya Kumar Panda, ORS, Asst. Collector	Level-10 , Cell-1, Rs.44,900/-	LAO
13	Sri Sanjay Kumar Behera, Section Officer	Level-9 , Cell-17, Rs.56,900/-	Establishment
14	Sri Bishnu Prasad Sahu, Section Officer	Level-10 , Cell-6, Rs.52,000/-	Revenue
15	Sri Antaryami Pradhan, Section Officer	Level-9 , Cell-12, Rs.49,000/-	Nizarat
16	Sri Ashis Kumar Ray, Senior Revenue Assistant	Level-9 , Cell-8, Rs.43,600/-	Deputed from Tahasil Office, Sadar, Sambalpur
17	Smt. Minati Sharma, Section Officer	Level-9 , Cell-4, Rs.38,700/-	Deputed from DSWO Section to Gen. & Misc. Section
18	Sri Sushanta Panda, Sr. Steno	Level-9 , Cell-16, Rs.55,200/-	Collector's Res Office
19	Sri Manoj Kumar Padhi, Senior Revenue Assistant	Level-7 , Cell-5, Rs.28,700/-	Establishment
20	Sri Dhaneswar Bachha, Senior Revenue Assistant	Level-7 , Cell-6, Rs.29,600/-	Revenue
21	Miss Banishree Panda, Senior Revenue Assistant	Level-7 , Cell-5, Rs.28,700/-	Judicial
22	Kalpana Swain, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Revenue

23	Sri. Birendra Pradhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Gen. & Misc.
24	Sri Subrat Kumar Pradha, Senior Revenue Assistant	Level-7 , Cell-6, Rs.29,600/-	Deputed from DPO
25	Sri Nilamadhab Kushal, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	L.A.O
26	Sri Abhimanyu Panda, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Development
27	Miss Neha Adhikari, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Deputed to Dist. Social Security Office
28	Sri Ajit Kumar Sahu, Senior Revenue Assistant	Level-7 , Cell-2, Rs.26,300/-	Establishment & Peskar to Collector & ADM
29	Sri Sandip Kumar Pradhan, Senior Revenue Assistant	Level-7 , Cell-2, Rs.26,300/-	Establishment
30	Sri Laxmikanta Pradhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Revenue
31	Sri Sanjeev Kumar Seth, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Nizarat
32	Sri Prasanta Naik, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Emergency
33	Smt. Surama Padhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-	Development
34	Sri Saroj Mirdha, Junior Revenue Assistant	Pay-Rs.5,870/-, GP-Rs.1,900/-	District Record Room
35	Sri Jyotshna Patel, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-	D.I & P.R.O
36	Sri Satyajit Pandia, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-	L.A.O
37	Smt. Sima Ghibila, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-	Judicial
38	Sri Niranjan Meher, Junior Revenue Assistant	Level-4 , Cell-8, Rs.24,500/-	Nizarat
39	Sri Karunakar Munda, Junior Revenue Assistant	Level-4 , Cell-3, Rs.21,100/-	Primary Receipt
40	Sri Sanat Kumar Behera, Junior Revenue Assistant	Level-4 , Cell-18, Rs.33,000/-	Dist. Record Room
41	Sri Sibaram Maharana, Junior Revenue Assistant	Level-4 , Cell-1, Rs.19,900/-	Under Suspension
42	Sri Bimal Kumar Dip, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-	Development Section on deputation to Grievance Cell
43	Smt. Nibedita Patro, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-	Development Section on deputation to RTI Cell
44	Sri Ghanendra Barik, Junior Revenue Assistant (Contractual)	Consolidated Remuneration: Rs.11,830/-	Emergency
45	Miss Pinki Atti, Junior Revenue Assistant (Contractual)	Consolidated Remuneration: Rs.9,770/-	Revenue
46	Sri Achyut Nath, Revenue Inspector	Level-9 , Cell-8, Rs.43,600/-	L.A.O
47	Sri Sunil Kumar Sahu, Amin	Level-3 , Cell-8, Rs.22,100/-	Revenue
48	Sri Ashok Kumar Dagara, Driver	Level-7 , Cell-21, Rs.46,100/-	Attached to Collector
49	Sri Bata Krushna Rout, Driver	Level-6 , Cell-18, Rs.39,000/-	Attached to ADM

50	Sri Upendra Behera, Peon	Level-3 , Cell-21, Rs.32,400/-	Collector's Res. Office
51	Sri. Bidyut Kumar Dip, Peon	Level-1 , Cell-13, Rs.23,600/-	Deputed to Sub-Collector's Office, Rairakhol
52	Sri Chittranjan Behera, Peon	Level-1 , Cell-1, Rs.16,600/-	Establishment
53	Sri Hrudananda Rout, Literate Peon	Level-1 , Cell-1, Rs.16,600/-	RTI & Grievance Cell
54	Sri Krushna Chandra Majhi, Chowkidar	Level-4 , Cell-18, Rs.33,000/-	Chowkidar, Circuit House
55	Sri Jogendra Behera, Sweeper-cum-Chowkidar	Level-1 , Cell-12, Rs.22,900/-	Sweeper-cum-Chowkidar
56	Sri Ashok Suna, Sweeper	Level-1 , Cell-12, Rs.22,900/-	Sweeper
57	Sri Srikanta Kar, Peon (Contractual)	Consolidated Remuneration: Rs.11,830/-	Judicial
58	Sri Aswini Patel, Peon (Contractual)	Consolidated Remuneration: Rs.9,770/-	Emergency
59	Sri Rohit Kumar Kandi, Room Attendant (Contractual)	Consolidated Remuneration: Rs.13,020/-	Special Circuit House
60	Sri Prabhat Ranjan Sahoo, Room Attendant (Contractual)	Consolidated Remuneration: Rs.13,020/-	Special Circuit House
61	Sri Saroj Kumar Patel, Kitchen Helper (Contractual)	Consolidated Remuneration: Rs.13,020/-	Special Circuit House
62	Sri Lakhiram Marndi, Khansama (Contractual)	Consolidated Remuneration: Rs.12,300/-	Special Circuit House
63	Sri Neetesh Chandra Khatry, (Consolidated Pay) DeGM Coordinator	Consolidated Remuneration: Rs.35,400/-	DeGM
64	Sri Paritosh Baliarsingh, Amin (Job Contract)	Pay-Rs.5,410/-, G.P- Rs.1,800/-	Dist. Record Room
65	Sri Sagar Mirdha, Process Server (Job Contract)	Pay-Rs.4,937/-, G.P- Rs.1,500/-	Nizarat
66	Sri Jhasaketan Pradhan, Chainman (Job Contract)	Pay-Rs.4,937/-, G.P- Rs.1,500/-	Attached to ADM

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 gates 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	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 to submit then to the ADM	
4	Submission by ADM	Collector 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		
7	O.M.S. (Method of recruitment of Jr. Clerks in district and sub-ordinates) Rules, 1985	Recruitment of Ministerial staff, promotion & condition of services		
8	Orissa Dist. & Sub-ordinate Offices Stenographer Services (Recruitment & conditions of services of stenographers) Rules, 1988	Recruitment of Jr. Stenographers condition of their service		
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		
11	O.D.R.S. Rules, 1998	Recruitment & promotion of Revenue field staff		
12	O.R.S.P. Rules, 1998	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		

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/RFS seats	
2	Correspondence files	Service matters including Recruitment, Appointment, Promotion, Pension, GPF, Bills, Departmental Proceedings, OA Cases, CCRs	Gazetted/Ministerial/RFS/DP & 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	Collector – Chairman ADM, Sub-Collectors, DWO – Members, Dy. Collector, (Estt.) – Member-Convener	
2	Screening Committee on RACPS	For grant of financial up-gradations	Collector – Chairman ADM, -Members Dy. -Collector, (Estt.) – Member-Convener	
3	Committee for RA Cases	Scrutiny of cases of applications for	Dy. -Collector, (Estt.) OIC, Emergency,	

		appointment under RA Scheme	OIC, Nizarat.	
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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	Sri Shubham Saxena, IAS, Dist. Magistrate & Collector, Sambalpur	0663-2411001 0663-2411022	dm-sambalpur@nic.in
2	Sri Umakanta Raj, OAS(S), Addl. District Magistrate, Sambalpur	0663-2410386	
3	Jayashree Padhi, OAS-I (SB), Deputy Collector, Revenue, Collectorate, Sambalpur		
4	Sri Binod Bihari Dash, OAS-I (JB), Deputy Collector, Judicial Collectorate, Sambalpur		
5	Sri Naresh Kumar Singh Bariha, OAS-I(JB), Nizarat Officer		
6	Smt. T.P. Bhagyalaxmi, OAS-I(JB), Deputy Collector Establishment and PIO, Collectorate, Sambalpur		
7	Miss Subhasmita Mishra, OAS-I(JB), Deputy Collector Emergency & Public Grievance Officer Collectorate, Sambalpur	0663-2410305	
8	Smt. Mitali Madhusmita Dalei, ORS, Asst. Collector		
9	Sri Braja Kishore Sahu, ORS, Asst. Collector, Election & Development, Collectorate, Sambalpur		
10	Sri Aditya Kumar Panda, ORS, Asst. Collector & LAO Sambalpur		

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 Shubham Saxena, IAS, D.M. & Collector, Sambalpur	Level-11 , Cell-7, Rs.80,900/-
02	Sri Umakanta Raj, OAS(S), Addl. District Magistrate, Sambalpur	Level-14 , Cell-7, Rs.94,100/-
03	Jayashree Padhi, OAS-I(SB), Deputy Collector	Level-13 , Cell-5, Rs.76,200/-
04	Sri Saroj Kumar Mishra, OAS-I(SB), Spl. LAO	Level-13 , Cell-7, Rs.80,900/-
05	Sri Naresh Kumar Singh Bariha, OAS-I(JB), Deputy Collector	Level-12 , Cell-13, Rs.80,000/-
06	Sri Binod Bihari Dash, OAS-I (JB), Deputy Collector	Level-12 , Cell-10, Rs.73,200/-
07	Smt. T.P. Bhagyalaxmi, OAS-I (JB), Deputy Collector	Level-12 , Cell-1, Rs.56,100/-
08	Smt Mitali Madhusmita Dalei, ORS, Asst. Collector	Level-10 , Cell-2, Rs.46,200/-
09	Miss Subhasmita Mishra, OAS, Deputy Collector	Level-12 , Cell-1, Rs.56,100/-
10	Sri Braja Kishore Sahu, ORS, Asst. Collector	Level-10 , Cell-3, Rs.47,600/-
11	Sri Aditya Kumar Panda, ORS, Asst. Collector	Level-10 , Cell-1, Rs.44,900/-
12	Sri Sanjay Kumar Behera, Section Officer	Level-9 , Cell-17, Rs.56,900/-
13	Sri Bishnu Prasad Sahu, Section Officer	Level-10 , Cell-6, Rs.52,000/-
14	Sri Antaryami Pradhan, Section Officer	Level-9 , Cell-12, Rs.49,000/-
15	Sri Ashis Kumar Ray, Senior Revenue Assistant	Level-9 , Cell-8, Rs.43,600/-
16	Smt. Minati Sharma, Section Officer	Level-9 , Cell-4, Rs.38,700/-
17	Sri Sushanta Panda, Sr. Steno	Level-9 , Cell-16, Rs.55,200/-
18	Sri Manoj Kumar Padhi, Senior Revenue Assistant	Level-7 , Cell-5, Rs.28,700/-
19	Sri Dhaneswar Bachha, Senior Revenue Assistant	Level-7 , Cell-6, Rs.29,600/-

20	Miss Banishree Panda, Senior Revenue Assistant	Level-7 , Cell-5, Rs.28,700/-
21	Kalpana Swain, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
22	Sri. Birendra Pradhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
23	Sri Subrat Kumar Pradhan, Senior Revenue Assistant	Level-7 , Cell-6, Rs.29,600/-
24	Sri Nilamadhab Kushal, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
25	Sri Abhimanyu Panda, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
26	Miss Neha Adhikari, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
27	Sri Ajit Kumar Sahu, Senior Revenue Assistant	Level-7 , Cell-2, Rs.26,300/-
28	Sri Sandip Kumar Pradhan, Senior Revenue Assistant	Level-7 , Cell-2, Rs.26,300/-
29	Sri Laxmikanta Pradhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
30	Sri Sanjeev Kumar Seth, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
31	Sri Prasanta Naik, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
32	Smt. Surama Padhan, Senior Revenue Assistant	Level-7 , Cell-3, Rs.27,100/-
33	Sri Saroj Mirdha, Junior Revenue Assistant	Pay-Rs.5,870/-, GP-Rs.1,900/-
34	Sri Jyotshna Patel, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-
35	Sri Satyajit Pandia, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-
36	Smt. Sima Ghibila, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-
37	Sri Niranjana Meher, Junior Revenue Assistant	Level-4 , Cell-8, Rs.24,500/-
38	Sri Karunakar Munda, Junior Revenue Assistant	Level-4 , Cell-3, Rs.21,100/-
39	Sri Sanat Kumar Behera, Junior Revenue Assistant	Level-4 , Cell-18, Rs.33,000/-
40	Sri Sibaram Maharana, Junior Revenue Assistant	Level-4 , Cell-1, Rs.19,900/-
41	Sri Bimal Kumar Dip, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-
42	Smt. Nibedita Patro, Junior Revenue Assistant	Level-4 , Cell-5, Rs.22,400/-
43	Sri Ghanendra Barik, Junior Revenue Assistant (Contractual)	Consolidated Remuneration: Rs.11,830/-
44	Miss Pinki Atti, Junior Revenue Assistant (Contractual)	Consolidated Remuneration: Rs.9,770/-
45	Sri Achyut Nath, Revenue Inspector	Level-9 , Cell-8, Rs.43,600/-
46	Sri Sunil Kumar Sahu, Amin	Level-3 , Cell-8, Rs.22,100/-
47	Sri Ashok Kumar Dagara, Driver	Level-7 , Cell-21, Rs.46,100/-

48	Sri Bata Krushna Rout, Driver	Level-6 , Cell-18, Rs.39,000/-
49	Sri Upendra Behera, Peon	Level-3 , Cell-21, Rs.32,400/-
50	Sri. Bidyut Kumar Dip, Peon	Level-1 , Cell-13, Rs.23,600/-
51	Sri Chittranjan Behera, Peon	Level-1 , Cell-1, Rs.16,600/-
52	Sri Hrudananda Rout, Literate Peon	Level-1 , Cell-1, Rs.16,600/-
53	Sri Krushna Chandra Majhi, Chowkidar	Level-4 , Cell-18, Rs.33,000/-
54	Sri Jogendra Behera, Sweeper-cum-Chowkidar	Level-1 , Cell-12, Rs.22,900/-
55	Sri Ashok Suna, Sweeper	Level-1 , Cell-12, Rs.22,900/-
56	Sri Srikanta Kar, Peon (Contractual)	Consolidated Remuneration: Rs.11,830/-
57	Sri Aswini Patel, Peon (Contractual)	Consolidated Remuneration: Rs.9,770/-
58	Sri Rohit Kumar Kandi, Room Attendant (Contractual)	Consolidated Remuneration: Rs.13,020/-
59	Sri Prabhat Ranjan Sahoo, Room Attendant (Contractual)	Consolidated Remuneration: Rs.13,020/-
60	Sri Saroj Kumar Patel, Kitchen Helper (Contractual)	Consolidated Remuneration: Rs.13,020/-
61	Sri Lakhiram Marndi, Khansama (Contractual)	Consolidated Remuneration: Rs.12,300/-
62	Sri Neetesh Chandra Khatry, (Consolidated Pay) DeGM Coordinator	Level-9 , Cell-1, Rs.35,400/-
63	Sri Paritosh Baliarsingh, Amin (Job Contract)	Pay-Rs.5,410/-, G.P- Rs.1,800/-
64	Sri Sagar Mirdha, Process Server (Job Contract)	Pay-Rs.4,937/-, G.P- Rs.1,500/-
65	Sri Jhasaketan Pradhan, Chainman (Job Contract)	Pay-Rs.4,937/-, G.P- Rs.1,500/-

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 (2019-20)	Budget Estimate(B.E) (2019-20) (In Rs.)	Revised Estimate(R.E) (2018-19) (In Rs.)	Expenditure for the last year (2018-19) (In Rs.)
	DA	Nil	Nil	Nil	Nil

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	Name & Designation of the Officer	Postal Address	Telephone number
1.	Smt. T.P. Bhagyalaxmi, OAS-I(JB), PIO, Collectorate, Sambalpur	Collectorate, Sambalpur	

List of Assistant Public Information Officers :

Sl. No.	Name & Designation of the Officer	Postal Address	Telephone number
1.	Smt. Nibedita Patro, Junior Revenue Assistant-cum-APIO	Collectorate, Sambalpur	

First Appellate Authority within the Department

Sl. No	Name & Designation of the Officer	Postal Address	Telephone number
1.	Sri Umakanta Raj, OAS(S), ADM, Sambalpur	Collectorate, Sambalpur	

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.

Staff

Collector & Dist Magistrate	-	01	Peon	-	06
Addl. Dist Magistrate	-	01	Litr. Peon	-	01
Deputy Collector	-	02	Chowkidar	-	01
OSD & Dy. Collector	-	00	Sweeper-cum-Chowkidar	-	01
Asst. Collector	-	05	Sweeper	-	01
Office Superintendent	-	00	Room Attendant	-	02
PA	-	00	Gardener	-	00
Section Officer	-	03	Kitchen Helper	-	01
Senior Revenue Assistant	-	14	Khansama	-	01
Junior Revenue Assistant	-	09			
Senior Steno	-	01			
Junior Steno	-	01			
DeGM	-	01			
Driver	-	03			
RI	-	01			
Amin	-	02			