

Manual-2
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]
Powers and duties of officers and staff

Sl. No.	Name of the Section	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
	Judicial Section					
1	Sri Shubham Saxena, IAS, D.M. & Collector		Sanction of Solatium Fund	<p>Competent Authority to-</p> <ol style="list-style-type: none"> 1. Issue and renew of Arms Licence as per Arms Act, 1959 & Arms Rules, 2016, Arms (Amendment) Act, 2019 2. Issue of Explosive Licence as per Explosive Rules, 2008 3. Issue of NOC for opening of Petrol Pumps, issue licence for petroleum products as per Petroleum Rules, 2002 4. Issue & renew of Cinema Licence, Opera Houses 5. Sanction of Parole and furlough release to the UTPs as per Jail Manual, recommend the premature release of the life convict as per Jail Manual 6. Deployment Executive Magistrate (Law & Order) 		<ol style="list-style-type: none"> 1. Issue of Arms Licence 2. Issue of Explosive Licence 3. Issue of NOC for Petrol Pump/ Diesel Storage/ Stone Crusher/ Explosive etc. 4. Issue of Cinema Licence/ Opera House 5. Sanction of Parole & Furlough leave 6. Recommend for premature release 7. Recommend for solatium Fund 8. Law & Order
2	Sri Lingraj Panda, IAS, Addl. District Magistrate		<ol style="list-style-type: none"> 1. Pass for payment of Fee Bills / Retainer Fee of Law Officers 	<ol style="list-style-type: none"> 1. Competent authority (delegated by D.M. for giving Character and Antecedent Verification report 2. Issue of "C" Certificate 		
3	Sri Binod Bihari Das, OAS, OIC, Judicial					<ol style="list-style-type: none"> 1. Scrutinizing & examining the proposals and endorsed before ADM/Collector 2. Overall Supervision

4	Banishree Panda, SRA					Arms & Ammunition, Court Matter, NOC-Crusher/Brick Kiln/ Petroleum/K.Oil, Explosive, Sanction of Prosecution, Police Administration
5	Sri Khirod Ku. Bal, JRA					Issue, Receipt, Dispatch, Law & Order, 'C' Certificate of Govt. Vehicle
6	Smt. Sima Ghibila, JRA					Assembly Question, Meetings, Public Grievances, R.T.I., Law Office/Fee Bill of Law Officers, VCA, Pollution/ Environment, Jail Matter, Solatium, Cinematography

Manual 2

Sl. No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
01			
02			
03			
04			

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	To receive an application & put a diary number.	Receive Clerk	
2	To mark application to the concerned Tahasildar / S.P. / S.P., Spl. Branch / Fire Officer as the case may be.	OIC	
3	To furnish verification report to Dy. Collector, Judicial Section.	Concerned Clerk	
4	To prepare report and submit to Dy. Collector, Judicial Section.	Concerned Clerk	
5	To approve, reject or process the file to the A.D.M.	OIC	
6	To process the file to the Collector & D.M.	ADM	
7	To approve & return file	ADM/Collector	
8	To dispatch the letter to the concerned quarter	Despatch Clerk	

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

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	Arms Act, 1959 & Arms Rules, 2016, Arms (Amendment) Act, 2019	Grant, Renewal, cancellation of Arms Licence		
2	Petroleum Act, 1934 & Petroleum Rules, 2002	Issue of NOC and Storage Licence		
3	Explosive Act, 1884 & Explosive Rules, 2008	Issue of Fire Works Licence, Issue of NOC for Explosive Licence		
4	Odisha Cinema (Regulation) Rules, 1964	Issue of Cinema Licence		
5	Odisha Law Officers Rules, 1971	Appointment of Law Officers and their daily fees		
6	Jail Manual			
7	Motor Vehicle Act, 1988			

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	Arms Licence Register			
2	Case Matter Register			
3	VCA Register			
4	Allotment Register			
5	Fee Bill Register			
6	Guard File			
7	Grievance Register			
8	RTI Register			
9	Index Register			
10	Receive Register			
11	Issue Register			
12	Solatum Register			

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
1				

Manual 8

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				
2				
3				

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 Binod Bihari Das, OAS, OIC, Judicial	9937283210	
2	Banishree Panda, SRA	9439212868	
3	Sri Khirod Ku. Bal, JRA	7327981431	
4	Smt. Sima Ghibila, JRA	9777696494	
5	Sri Srikanta Kar, Peon	9438046953	

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		
02		
03		

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.)

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

Nothing to comply

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 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

Nothing to comply

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 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

Nothing to comply

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
1	Arms Licence	Details of Arms Licence	No	Only for District Office

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
1			

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.			

List of Assistant Public Information Officers :

Sl. No.	Name & Designation of the Officer	Postal Address	Telephone number
1.			

First Appellate Authority within the Department

Sl. No	Name & Designation of the Officer	Postal Address	Telephone number
1.			

Nothing to comply

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.

Nothing to comply

