

Office of the Additional Chief Engineer, RWS&S Circle,
Sambalpur.

No. 53 /RWS&S, Dt. 6/11/22

To

The District Informatic Officer,
NIC, Sambalpur.

Sub:

Submission of information under section 4(1) of RTI Act-2005 pertaining to
Proactive disclosure of O/o the Additional Chief Engineer, RWS&S Circle, Sambalpur.

Sir,

With reference to the subject cited above, I am to enclose here with the required
updated information on Proactive disclosure of O/o the Additional Chief Engineer, RWS&S Circle,
Sambalpur under section 4(1) of RTI Act-2005 and request you to please display in official website of
Sambalpur district for information of public.

Encl: As above.

Yours faithfully

N. Sahu
6/11/22

Additional Chief Engineer,
RWS&S Circle, Sambalpur.

Memo No. 54 /RWS&S, Dt. 6.11.22

Copy along with the copy of enclosures submitted to the Engineer-in-Chief, RWS&S
(O) Bhubaneswar for favour of kind information with reference to his letter No. 11045 dt. 14.12.21.

Encl: As above.

N. Sahu
6/11/22

Additional Chief Engineer,
RWS&S Circle, Sambalpur.

Memo No. 55 /RWS&S, Dt. 6.11.22

Copy along with the copy of enclosures submitted to the Under Secretary to Govt.
PR & DW Deptt (O) Bhubaneswar for favour of kind information with reference to memo No. 11046
dt. 14.12.21 of the EIC, RWS&S (O).

Encl: As above.

N. Sahu
6/11/22

Additional Chief Engineer,
RWS&S Circle, Sambalpur.

MANUAL-1

Particulars of Organization, Functions & Duties

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

1) Aims and Objectives of the Organization:

To provide minimum facilities like safe drinking water and to mobilize sanitation activities.

2) Mission/ Vision:

To Provide safe drinking water to Rural habitations and Schools and promote sanitation in Rural areas of Sambalpur, Bargarh, Deogarh, Jharsuguda,, Sundargarh, district of the State.

3) Brief History and Back ground for its Establishment:

The Rural Water Supply and Sanitation Circle, Sambalpur (rest while P.H. Circle, Sambalpur) started its function under R.D. Department, Odisha on 23-01-1991 to deal with Rural Water Supply and Sanitation Sectors and subsequently functioning under PR & DW Deptt (O).

4) Organization address- Near VSS Stadium, Sambalpur-768001

5) Allocation of Business:

Provide safe drinking water to Rural habitations and Schools and promote sanitation in Rural areas. on Sambalpur, Bargarh, Deogarh, Jharsuguda, , Sundargarh, district of the State.

6) Details of Service Render:

To provide safe drinking water and sanitation activities in Rural areas.

7) Citizens Interaction:

Facilitate citizens of Rural areas with safe drinking water and sanitation activities.

8) Postal Address:

Additional Chief Engineer, Rural Water Supply and Sanitation Circle, At- Motijharan, (Near VSS Stadium), Sambalpur- 768 001

MANUAL-2

Powers & Duties of Officers & Employees

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

1	Additional Chief Engineer, RWS&S Circle, Sambalpur.	As per the Provisions made in Odisha Service Code, C.C.A., OTC, OGFR, OPWD, Code, OGPFR etc.
2	Executive Engineer (Estimator) RWS&S Circle, Sambalpur	-do-
3	Asst Executive Engineer (Estimator) RWS&S Circle, Sambalpur	-do-

MANUAL-3

Procedure Followed in Decision Making Process

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

What are the Documented Procedures/ Laid down Procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

In the process proposals/ files generally pass through different channels right from Dealing assistant through the Head Asst/Assistant Engineer (Est.)/ EE for decision by the Addl Chief Engineer.

MANUAL-4

Norms for Discharge of Functions

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

Note: Various functions of the department are discharged in accordance with relevant Acts, Rules Circulars, Resolutions and Guidelines etc. issued from time to time. Also followed the provisions as laid down in O.P.W.D. code, Odisha Service Code, C.C.A. Rules, OAT Rules, OGFR, Budget Manual, OTC, OGPFR etc.

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

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

Sl. No.	Name of the Act, Rules, Regulations etc.	Brief Gist of the Contents
1	O.S. Code	Service conditions, Appointment, promotion fixation of pay, suspension, retirement, leave etc.
2	O.T.A. Rule	Rules regulating tours in side the State and out side the State
3	O.G.P.F. Rule	Rules relating to sanction of G.P.F. and repayment
4	OCS (Civil) Pension Rules	Sanction of pension, DCRG, CVP, family pension etc.
5	OCS (CC&A) Rules	Deals with Departmental proceedings
6	OGSC Rules	Describes regarding Government servants conduct
7	ORV Act and ORV Rules	Determining rules for reservation of SC & ST for appointment and promotion
8	OPWD Code Volume-I & II	Dealt with cases of A/ A, T.S., Tender etc.
9	OT Code Vol-I & II	Preparation and produce the Establishment bills
10	OGF Rules Volume-I & II	Regulating official expenditure, purchase etc.
11	DFPR Rules	Deals with financial power of the Authorities

MANUAL-6

Categories of Documents Under Control

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

2	3	4
Nature of Record	Details of Information Available	Unit/ Section Where
Diary Register	Receipt of letters and distribution thereof	Diary Section
Issue Register	Letters issued by this office	Issue Section
File Index Register	Details of Files	All concerned Section
Pay and Acquaintance Roll	Salary and other entitlements of staff	Establishment Section
Contingent Bill Register	Purchase of office contingency	Establishment Section
Tender Register	Position of tenders invited by this office	Estimating Section
Allotment Register	Allotments of funds	Accounts Section
Transfer posting file and files relating to other Establishment matter		Establishment Section
Files relating to Tender, execution of works, material purchases and relating to other Estimating work matters		Estimating Branch
Files relating to L.C., allotment, Budget, A.Q. vehicles and other files relating to Accounts matters		Accounts Branch
Confidential files, CCR's of the staff and other files relating to confidential nature		Confidential Section

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

Nil

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Nil

MANUAL-10
Monthly Remuneration & Compensation of Officers &
Employees

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

(As mentioned above)

MANUAL-11
Budget Allocated to each Agency

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

(As stated above)

MANUAL-12
Manner of Execution of Subsidy Programmes

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

Nil

MANUAL-13
Particulars of Recipients of Concessions, Permits or
Authorizations Granted

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

Nil

MANUAL-14
Information Available in an Electronic Form

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

Nil

MANUAL-15

Particulars of Facilities Available to Citizens for
Obtaining Information

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

Sl. No.	Facility Available	Working Hours
1	2	4
1	Information Counter	-
2	Website	-
3	Library	-
4	Notice Board	-

10AM to 3.30PM in case of day office & 7.00AM to 1.00PM in case morning office.

MANUAL-16
Names, Designations & Other Particulars of the Public
Information Officers

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

Asst. Public Information Officer (APIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.
1	2	3	4	5

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Public Information Officer (PIO):

Sl. No.	Name	Designation	Mobile No.	E-Mail	Address
1	2	3	5	7	8
1	Sri Rajendra Kumar Mishra	Head Asst	9437113940	Serwsbp@nic.in	O/o Addl Chief Engineer, RWS&S Circle, Sambalpu

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Mobile No.	E-Mail	Address
1	2	3	5	7	8
1	Dr.Niranjana Sahu	AddlChiefEngineer	9437084810	Serwsbp@nic.in	O/o Addl Chief Engineer RWS&S Circle, Sambalpur

[: Information available in this manual was last u

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Other Useful Information

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

Nil

Additional Chief Engineer,
RWS&S Circle, Sambalpur.