

MANUAL - 1

Particulars of Organization, Functions & Duties  
[Section 4(I) (b) (i)]

The Primary role of the Sub-Divisional office is to properly supervise Revenue Administration of the Sub-Division. The main responsibility is to strengthen and monitor the Revenue Administration of this Sub-Division. This bridges the gap & co-ordinate between the lowest hierarchy of Revenue Administration i.e. Tahasil, R.I. with the highest hierarchy of the District i.e. Collector. This office supervises the performance of the Tahasildars in revenue collection and disposal of cases.

Another major responsibility entrusted to the Sub-Divisional office is to ensure public peace, tranquility and maintenance of law and order.

Thirdly, to ensure proper implementation of various social welfare programmes meant for women, children, old and disabled persons, besides sanction of scholarships in favour of SC. & ST. students.

Fourthly, this office has an important role to play in proper distribution of P.D.S. commodities to eligible consumers through retail P.D.S. centres.

Fifthly, this office plays a vital role in mobilizing small savings among all categories of people in the society.

This office also plays an important role in relief and rehabilitation of affected persons during natural calamities like flood, cyclone, drought etc. It also supervises administration of ex-gratia relief in case of death due to lightning, sunstroke and cyclone etc.

This office has the sole responsibility in preparation and revision of the Photo Electoral Rolls of voters in respect of Assembly constituency 18 Rairakhhol under this Sub-Division. It involves preparation of Photo Identity Card of Electors and conduct of election to all 18 Rairakhhol Assembly Constituencies during General Election.

This office looks after the proper functioning of G.Ps, timely auction of properties of the Gram Panchayat and no-confidence motion against the Sarapancha/Naib-Sarapancha.

2. Mission / Vision

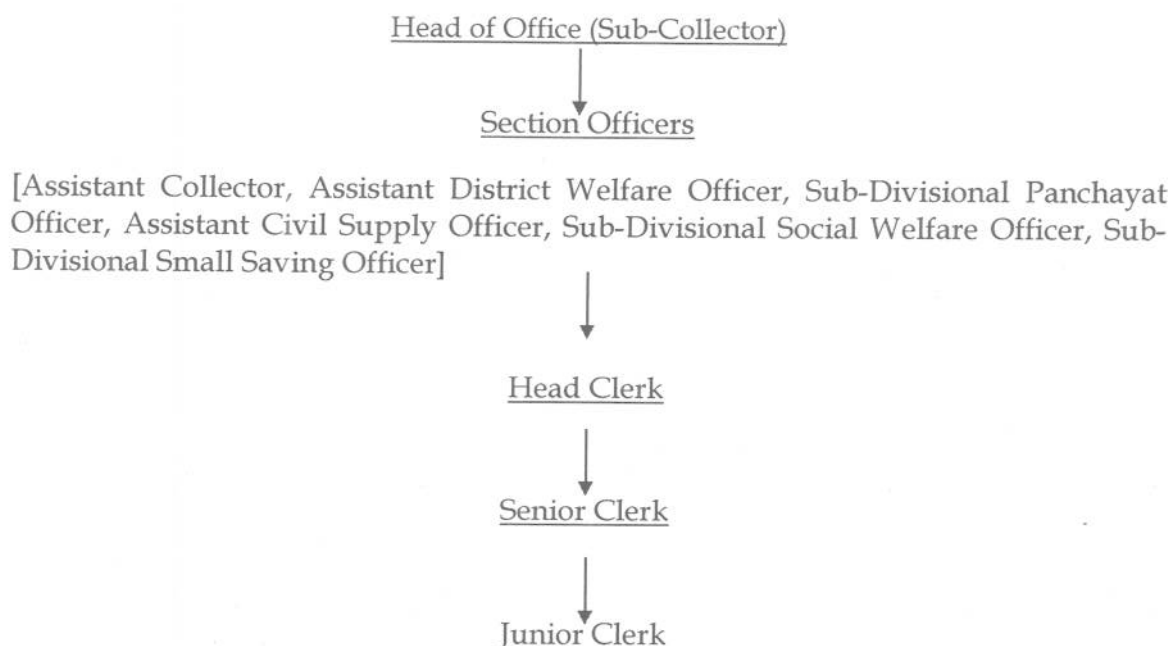
Proper monitoring and supervision of Revenue Administration of the Sub-Division, to maintain law and order in the society, conducting General Election & updation of Electoral Roll, monitoring relief rescue operation during flood, cyclone & other emergent situations.

  
SUB-COLLECTOR  
RAIRAKHOL

3. Brief history and background of its establishment.

The Rairakhhol Sub-Division is an administrative unit of Sambalpur District with its headquarters at Rairakhhol. The Rairakhhol Sub-Division was formed in 1948. Sub-Collector normally a Senior Class-I (Now upgraded to Orissa Administrative Service or Indian Administrative Service cadre) is the head of the Sub-Divisional Establishment. At present the Sadar Sub-Division Comprises of 2 Tahasils, 2 blocks, 27 G.Ps, one NAC.

4. Organisation Chart:-



5. Allocation of Business.

For smooth functioning of the office, the different sections have been distributed amongst concerned section Officers. Besides Head Clerk, Senior Clerk, Junior Clerk, Peon are working in the office to assist them. All officers and staff are working under direct control of Sub-Collector.

6. Duties

This office has got its own role and responsibilities in monitoring the Revenue Administration, maintenance of Law & Order situation, restore public peace & tranquility in this sub-division. This office has an important role in ensuing proper distribution of PDS commodities, mobilizing small savings and proper implementation of various social welfare programmes of Govt. Further it also plays a key role in relief and rescue operation during flood and other emergent situation. Besides its primary work is to conduct General Election & updation of Electoral Roll.

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SUB-COLLECTOR  
RAIRAKHOL

7. Details of Service rendered

- i. The Sub-Collector discharges the role of Returning Officer in respect of 18-Rairakhol Assembly Constituency for conducting General Election. He is the Electoral Registration Officer for updation of Electoral Roll in respect of 18-Rairakhol Assembly Constituency. He also issues E.P.I.C.
- ii. He is the Drawing and Disbursing Officer of this establishment.
- iii. Competent Authority to deal with cases U/S-22, 23 of O.L.R. Act.
- iv. Cases under Preventive Sections of Cr. P. C. especially U/S-97,133,144,145 and 147 are dealt in this office.
- v. Sanction of pension under Indira Gandhi benefit Scheme & Madhubabu Yojana.
- vi. Acts as Appellate Authority U/S - 59 of O.L.R. Act, 1960.  
U/S - 42 of Mutation Manual, 1962.  
U/S - 12 of O.P.L.E. Act.  
U/S - 9 of O.E.A. Act, 1951.  
U/R- 8 of O.M.C. Rules, 1984.
- vii. Certificate cases under O.P.D.R. Act are dealt here.
- viii. Declared as stamp Collector for hearing & disposal of under valuation cases U/S-47 A of Stamp Act.
- ix. Proper monitoring & smooth distribution of P.D.S. commodities by regular checking of Retail Centres, Storage Agent Points. Sub-Collector is the appointing & disciplinary Authority of retail agents.
- x. For mobilization of Small Savings deposits of Agents are appointed by the Sub-Collector.
- xi. Auction Sale of Sairat Sources having upset price exceeds of Rs.50,000.00 is conducted by the Sub-Collector.
- xii. Sub-Collector is the competent Authority to convene special meeting for discussion of vote of no confidence motion against the Sarapancha / Naib-Sarapancha.

8. Postal Address-

Office of the Sub-Collector, Rairakhol.  
At/P.O.- Rairakhol,  
768106.

9. Working Hours.

Normal working hours of this office is from 10.00 A.M. to 5.00 P.M. on any working day and in summer working hour of the office is 7.00 A.M. to 1.00 P.M.

10. Citizen Interaction.

Sub-Collector makes regular field visits, holds camp courts, for facilitating citizens interaction. Citizen Interaction is also being made on daily basis at the time of redressal of grievance of citizen during the normal office work. Besides holding special grievance cell at Block level and organizing Jana Sampark Sibir in remote villages.

  
SUB-COLLECTOR  
RAIRAKHOL

11. Map of Office Location.  
Attached.

12. Grievance Petitions.

All the grievance petitions received from different quarters are forwarded to Concern quarters through e-mails for immediate redressal of the same. This office has adopted & implemented method of e-grievance for proper monitoring of the grievance petitions. Proper tracking of the grievance petition is made through auto generated database of e- grievance software.

MANUAL-2  
Power and Duties of Officers  
[Section 4(I) (b) (ii)]

Sl. No.	Designation / Post	Administrative	Financial	Statutory	Others	Duties attached
1	Sub-Collector	Head of Office	DDO	As per Provision of OLR Act, OEA Act, OPLE Act, OGLS Act, Orissa Irrigation Act, MTA Rules, Mutation Manual, OCHPFL Act, 1972, Orissa Minor Minerals Act, OPDR Act, Indian Stamp Act.	Processing of lease cases and submitted to Collector with recommendation under OGLS Act.	<ol style="list-style-type: none"><li>i. Issue permission to sale land by SC/ST people.</li><li>ii. Confirms the settlement of bebandobasta cases.</li><li>iii. Approves remission proposal of CBWR within Rs.500/-.</li><li>iv. Approval of Sairat sources upto Rs.50,000/-</li><li>v. Restoration of possession to SC/ST land owner u/s 23 of OLR Act.</li><li>vi. Appellate Authority u/s 12 of OPLE Act.</li><li>vii. Appellate Authority of Mutation cases u/s-92 of Mutation Manual.</li><li>viii. Hearing of Appeal u/s 59 of OLR Act.</li><li>ix. To hear cases u/s 35 of OCHPFL Act. 1972.</li><li>x. Hearing of Appeals u/s of OEA Act.</li><li>xi. Hearing cases u/s 47(A) of Indian Stamp Act. upto Rs.80,000/-.</li></ol>

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SUB-COLLECTOR  
RAIRAKHOL

MANUAL-3

Procedure Followed in Decision Making Process

[Section 4(I) (b) (iii)]

On receipt of any correspondence action is being initiated by Ministerial staff, then it is duly scrutinized by Head Clerk, endorsed to Sub-Collector for Orders through the concerned Section Officers.

Sl.No.	Activity	Level of Action	Time frame
1	Receipt of letter / application	Clerk	One day
2	The same is put up to Sub-Collector in Daka file		Some day
3	Diarised the letters / application	Clerk	
4	Put up in the concerned file of the section	Clerk	
5	Scrutinized to Head Clerk	Head Clerk	
6	Endorsed to Sub-Collector for Orders / Orders passed by concerned Officer where ever necessary.	Section Officer	One day

MANUAL-4

Norms set for the discharge of functions

[Section 4(I) (b) (iv)]

Sl.No.	Activity	Time frame/Norm	Remarks
1	Diary of letters by Diarist.	3. minutes per letter.	
2	Despatch of letters by Despatch Clerk	5. minutes per letter	
3	Typing	30 pages per day	
4	Writing of notes and draft	Depends on the nature of letter received and answer to be sent.	
5	Scrutinisation of proposal	It depends upon the nature of proposal received	

MANUAL-5

Rules, Regulations, Instructions, Manuals and Records for discharging functions

[Section 4(I) (b) (v)]

Sl.No.	Name of the Act/Rule	Brief gist of contents
1	Cr. P.C	Preventive sections.
2	O.L.R. Act.	U/S 22, 23 & 59.
3	O.P.L.E. Act	Deals with encroachment eviction of Govt. land
4	O.E.A. Act.	U/S 9 vesting cases disposal.
5	O.M.C. Rules	U/S 8 Finalisation of Sairat sources.
6	Mutation Mannual	U/S 42 for correction of R.O.R.
7	O.P.D.R. Act.	For Certificate cases procedure to realise Govt. dues.
8	O.C.H.P.F.L. Act, 1972	4/8 35
9	Evidence Act	For evidence in cases.

  
SUB-COLLECTOR  
RAIRAKHOL

10	Nizarat Mannual	Proper maintenance of cash by Nizarat.
11	Orissa Record Mannual	For guidance to Clerks to maintain files.
12	O.G.F.R. Vel- I & II	Deals with cash transaction
13	Service code	For staff leave, increment etc.
14	O.G.L.S. Act & Rules	Procedure for settlement of govt. land
15	Orissa Stamp Act.	For disposal of under valuation cases.
16	Orissa G.P. Act & Rules	For administration of Grampanchayats.
17	Representation of peoples Act.	For election to Assembly Constituency and parliament.
18	O.R.V. Act.	Maintenance of Roster Points.
19	Orissa Treasury Code	Deals with passing of bills.
20	Rules, regulating control and use of Govt. vehicles	Deals with rules and regulation of office vehicle.
21	Orissa Fire Works / Loudspeaker (Regulation) Act. 1955 / Rules, 1965	Permission to use Loudspeaker / display fire works etc.

**MANUAL-6**

Categories of Documents under control.  
[Section 4(I) (b) (vi)]

Sl.No.	Nature of Records	Detail of information available.	Unit / Section where available.
1	D.C.B. Register	Amount of U.C. of Election Expenditure.	Election Section
2	Register of letters received		Diary Clerk
3	Register of letters received.		Issue Clerk
4	Index Register	To keep note of opening of files by the D.A.	Head Clerk
5	Guard File	Important circulars / letters preserved.	Concerned D.A.
6	Assembly Question Register	To watch timely submission of reply	Head Clerk
7	Cash Book with S.R.	Nizarat Section	Nazir
8	Register No.10 (Register of Certificates)	Name & address of debtor, nature and amount of claim stage of proceeding etc.	Certificate section.
9	Register of O.A.P., N.O.A.P., O.D.P	List of beneficiaries	S.S.W.O.
10	Permission Register (Including Court fees)	Name and address of permittee for Loudspeaker / Fire Works, Crackers display.	General & Misc. section / Cr. Court peskar.
11	Grievance Register	Name and address of the petitioner and address to whom sent.	Grievance Section.
12	Register in Form No. 6, 7 & 8	Inclusion / Deletion of name in Electoral Roll.	Election Section.

  
**SUB-COLLECTOR**  
**RAIRAKHOL**

**MANUAL-7**

Particulars of any arrangement that exists for consultation by the members of the public in relation to the formulation of its policy of implementation.

[Section 4(I) (b) (vi)]

Nil

**MANUAL-8**

Statement of Boars, Committees and other bodies constituted.

Sl.No. (1)	Name and address of the body (2)	Main function of the body (3)	Constitution of the body (4)	Date of constitution (5)
1	Sub-Divisional Task Force Committee, Office of Sub-Collector, Rairakhol		Sub-Collector	Chairman
			S.D.P.O	Member
			All Tahasildars	-do-
			Forest Range Officer	-do-
			All Sub-registrars	-do-
			2. Local tribal representatives to be nominated by Collector	-do-
			A.D.W.O	Member Convener
2	Advisory Board (As per Rule-7(1) of the Orissa Dowry Prohibition Rule, 2000 Office of Sub-Collector, Rairakhol	To discuss finalise dowry cases for which application received.	The Board shall be appointed by Govt. Consisting of 5 social welfare workers.	

Date Upto which Valid (6)	Whether meeting open or public, (7)	Whether minutes accessible to public (8)	Frequency of meeting (9)	Remarks (10)
Valid for 3 years	No	No	The convener with consent of Chair person Convenes the meeting.	

  
SUB-COLLECTOR  
RAIRAKHOL

MANUAL-9

Directory of Officers and employees  
[Section 4(I)(b)(ix)]

Sl. No.	Name of the Employees	Designation	Office Phone No.	Email Address
1	Sri Kabindra Kumar Sahoo, OAS(I) JB	Sub-Collector	06644-253003	<a href="mailto:subcol.rair-od@nic.in">subcol.rair-od@nic.in</a>
2	Miss Amlan Aparajita Misra, ORS	Asst. Collector	-do-	-do-
3	Sri Panchanana Maharana	Asst. District Welfare Officer	-do-	-do-
4	Sri Uday Kumar Behera	Sub-Divisional Panchayat Officer	-do-	-do-
5	Sri Ramsingh Hembram	Asst. Civil Supplies Officer	-do-	-do-
6	Sri Radheshyam Mishra	Senior Clerk	-do-	-do-
7	Miss Sarojini Jena	Junior Steno	-do-	-do-
8	Sri Rakesh Chandra Samal	Junior Clerk	-do-	-do-
9	Sri Ashok Kumar Dash	Junior Clerk	-do-	-do-
10	Sri Prasanta Pandey	Junior Clerk	-do-	-do-
11	Sri Pradeep Kumar Bhainsal	Junior Clerk	-do-	-do-
12	Sri Bikash Biswal	Junior Clerk	-do-	-do-
13	Sri Bhojraj Mohapatra	Junior Clerk	-do-	-do-
14	Sri Jagmohan Kisan	Junior Clerk	-do-	-do-
15	Sri Sunil Kumar Barik	Junior Clerk	-do-	-do-
16	Sri Dharmendra Kumbhar	Junior Clerk	-do-	-do-
17	Sri Govinda Prasad Naik	Junior Clerk	-do-	-do-
18	Sri Khetrabasi Pradhan	Driver	-do-	-do-
19	Sri Judhistir Pradhan	Peon	-do-	-do-
20	Sri Indramani Behera	Peon	-do-	-do-
21	Sri Birendra Patra	Peon	-do-	-do-
22	Sri Baruna Kumar Podha	Peon	-do-	-do-
23	Smt. Damayanti Pradhan	Peon	-do-	-do-
24	Sri Sahadev Pradhan	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 regulation  
[Section 4(I)(b)(x)]

Sl. No.	Name of the Employees	Designation	Scale of pay	Monthly Remuneration
1	Sri Kabindra Kumar Sahoo, OAS(I) JB	Sub-Collector	PB-3 Rs.15,600/- - Rs.39,900/- With GP Rs.5400/-	Rs.71903/-
2	Miss Amlan Aparajita Misra, ORS	Asst. Collector	PB-2 Rs.9,300/- - Rs.34,800/-With GP Rs.4600/-	Rs.31275/-
3	Sri Panchanana Maharana	Asst. District Welfare Officer	PB-2 Rs.9,300/- - Rs.34,800/-With GP Rs.4600/-	Rs.56228/-
4	Sri Uday Kumar Behera	Sub-Divisional Panchayat Officer	PB-2 Rs.9,300/- - Rs.34,800/-With GP Rs.4600/-	Rs.50670/-
5	Sri Ramsingh Hembram	Asst. Civil Supplies Officer	PB-2 Rs.9,300/- - Rs.34,800/-With GP Rs.4600/-	Salary drawn by CSO, Sambalpur
6	Sri Radheshyam Mishra	Senior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.2400/-	Rs.23371/-
7	Miss Sarojini Jena	Junior Steno	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.2400/-	Rs.18158/-
8	Sri Rakesh Chandra Samal	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.19550/-
9	Sri Ashok Kumar Dash	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.24638/-
10	Sri Prasanta Pandey	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.18424/-
11	Sri Pradeep Kumar Bhainsal	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.18424/-
12	Sri Bikash Biswal	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.18424/-
13	Sri Bhojraj Mohapatra	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.17342/-
14	Sri Jagmohan Kisan	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.16965/-
15	Sri Sunil Kumar Barik	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.17342/-
16	Sri Dharmendra Kumbhar	Junior Clerk	PB-1 Rs.5200/- -	Rs.17342/-

  
**SUB-COLLECTOR**  
**RAJAKHOL**

			Rs.20,200/-with GP Rs.1900/-	
17	Sri Govinda Prasad Naik	Junior Clerk	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.1900/-	Rs.16965/-
18	Sri Khetrabasi Pradhan	Driver	PB-1 Rs.5200/- - Rs.20,200/-with GP Rs.2000/-	Rs.29072/-
19	Sri Judhistir Pradhan	Peon	PB-IS Rs.4750/- - Rs.14680/-with GP Rs.1800/-	Rs.24956/-
20	Sri Indramani Behera	Peon	PB-IS Rs.4750/- - Rs.14680/-with GP Rs.1775/-	Rs.24805/-
21	Sri Birendra Patra	Peon	PB-IS Rs.4750/- - Rs.14680/-with GP Rs.1775/-	Rs.23977/-
22	Sri Baruna Kumar Podha	Peon	Contractual	Rs.6250/-
23	Smt. Damayanti Pradhan	Peon	PB-IS Rs.4750/- - Rs.14680/-with GP Rs.1600/-	Rs.15840/-
24	Sri Sahadev Pradhan	Peon	PB-IS Rs.4750/- - Rs.14680/-with GP Rs.1775/-	Rs.24748/-

- 11 -

MANUAL- 11

The budget allocated to each agency  
[Section 4(I)(b)(xi)]

Non- Plan budget

Sl. No.	Head of Account	Budget Provision Made during 2016-17	Allotment received	Expenditure Made
1	1-2015-Election		410700	
2	3-2053-Sub-Division-Estt		3481000	
3	11-2225-Welfare		960000	
4	17-2515-ORDP-GP		793000	

- 12 -

*VKS*  
SUB-COLLECTOR  
RAIRAKHOL

MANUAL-12  
Manner of Execution of Subsidy Programmes  
[Section 4(I) (b) (xii)]

NIL

MANUAL-13  
Particulars of Recipients of Concessions, Permits or Authorizations Granted  
[Section 4(I) (b) (xiii)]

NIL

MANUAL-14  
Information Available in an Electronic Form  
[Section 4(I) (b) (xiv)]

NIL

MANUAL-15  
Particulars of Facilities Available to Citizens for Obtaining Information  
[Section 4(I) (b) (xv)]

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	Notice Board	--	10.00 A.M. to 5.00 P.M. on each working day

MANUAL-16  
Name, Designation and other particulars of Public Information  
[Section 4(I) (b) (xvi)]

Public Information Officer

Sl. No.	Name	Designation	Office Ph. No.	E-Mail	Address
1	Miss Amlan Aparajita Misra, ORS	Asst. Collector	06644-253003	<a href="mailto:subcol.rair-od@nic.in">subcol.rair-od@nic.in</a>	Sub-Collector Office, Rairakhol

Asst. Public Information Officer

Sl. No.	Name	Designation	Office Ph. No.	E-Mail	Address
1	Sri Sunil Kumar Barik	Junior Clerk	06644-253003	<a href="mailto:subcol.rair-od@nic.in">subcol.rair-od@nic.in</a>	Sub-Collector Office, Rairakhol

1<sup>st</sup> Appellate Authority

Sl. No.	Name	Designation	Office Ph. No.	E-Mail	Address
1	Sri Kabindra Kumar Sahoo, OAS(I) JB	Sub-Collector	06644-253003	<a href="mailto:subcol.rair-od@nic.in">subcol.rair-od@nic.in</a>	Sub-Collector Office, Rairakhol

  
SUB-COLLECTOR  
RAIRAKHOL

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 provide in the form of manual from time to time.

*VKSmm*  
20/12/16  
SUB-COLLECTOR  
RAIRAKHOL