

Manual-1

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	
	Revenue Section, Collectorate, Sambalpur					
1	Bishnu Prasad Sahu (Section Officer)	Administrative	-	-	-	Overall Supervision, Inspection of Higher Authority, RTI Appeal Cases, Assembly Question.
2	Manmohan Sahoo (Section Officer)	Administrative	-	-	-	Lease and Alienation, Vasundhara, FRA
3	Dhaneswar Bachha (Senior Revenue Assistant)	Administrative	-	-	-	Protection of Govt. Land, HLO, & Basic Parameter, Revenue Meeting, Grievance Petition.
4	Ramakanta Barik (Senior Revenue Assistant)	Administrative	-	-	-	All MPR, QPR of Revenue Section, All other Review Meeting including V.C on Review Matters, Mo Jami Mo Diha, 80 CPC, Building, LIGH/MIGH Scheme, FSR, Unauthorized religious structure, Audit & Inspection of AG (O), B/R, Service Delivery Act, Endowment, Revenue Master Plan, Rehabilitation & Resettlement issues pertaining to land Acquisition.
5	Kalpana Swain (Senior Revenue Assistant)	Administrative	-	-	-	OLR, OEA, Nazul and Abadi land, Touzi, Irrigation, Inspection Audit, WP(C), Bebandobasta case, NHRC, OHRC, ORTPS, RCCMS.

6	Laxmikant Pradhan (Senior Revenue Assistant)	Administrative	-	-	-	Sairat Sources, BCP, Chit fund matters, Collection of user fee, MPR, NLRMP, Submission of UC, Scanning of case record, Creation of new RI Circle, Appointment of DEO in Tahasil Offices, VC of NLRMP, Cadastral Map, Land Pass Book, Hi-Tech Survey, Correspondence on Encroachment/ Mutation cases, National Lok Adalat, Creation of new Revenue Village over forest land.
7	Pinki Atti (Junior Revenue Assistant)	Administrative	-	-	-	Issue, Receive, Establishment, OPDR
8	Sunil Kumar Sahu(Amin)	Administrative	-	-	-	Data Entry

Manual 2

Sl. No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
01	Bishnu Prasad Sahu(Section Officer)	Level-10, Cell-5, Rs 50,500/-	Revenue
02	Manmohan Sahoo(Section Officer)		Revenue
03	Dhaneswar Bachha(Senior Revenue Assistant)	Level-7, Cell-5, Rs 28,700/-	Revenue
04	Ramakanta Barik(Senior Revenue Assistant)	Level-7, Cell-2, Rs 26,300/-	Revenue
05	Kalpana Swain(Senior Revenue Assistant)	Level-7, Cell-1, Rs 25,500/-	Revenue
06	Laxmikant Pradhan(Senior Revenue Assistant)	Level-7, Cell-1, Rs 25,500/-	Revenue
07	Pinki Atti(Junior Revenue Assistant)	Consolidated Remuneration:8,880/-	Revenue
08	Sunil Kumar Sahu(Amin)	Level-3, Cell-7, Rs 21,500/-	Revenue

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	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	Deputy Collector 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
	Nil	Nil	Nil

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	RTI Act. 2005	Supply of information to Public		
2	OGLS Act.	Settlement of Govt/Private land		
3	OLR Act.	Settlement of land U/S 22, 23, U/S 8(A) etc		
4	Regulation 2/56	Settlement of land at Tribal area		
5	OPLA Act.	Eviction of Un-authorized Govt land		
6	OPDR Act.	Realisation of Govt. Money through Certificate proceeding		
7	Special survey Act.2012	Hi-Tech Survey		
8	Minor mineral Concession Rules 2004	Minor minerals		
9	Orissa mutation manual	Mutation of land.		

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	Correspondence files	Sanction of Govt. Land through lease & alienation, Preparation MPRs in connection with mutation, encroachment, certificate cases, DCB etc		
2	Hearing of Appeal cases under RTI Act.	Case Records		
3	Hearing of Revenue Cases in the Court of ADM/Collector	Case records		

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
	Nil	Nil	Nil	Nil

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	Sub-Divisional level Team	To check lifeline of minor minerals		
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	Collectorate Office Sambalpur	0663-2410386	
2			
3			

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	Bishnu Prasad Sahu(Section Officer)	Level-10, Cell-5, Rs 50,500/-
02	Manmohan Sahoo(Section Officer)	
03	Dhaneswar Bachha(Senior Revenue Assistant)	Level-7, Cell-5, Rs 28,700/-
04	Ramakanta Barik(Senior Revenue Assistant)	Level-7, Cell-2, Rs 26,300/-
05	Kalpana Swain(Senior Revenue Assistant)	Level-7, Cell-1, Rs 25,500/-
06	Laxmikant Pradhan(Senior Revenue Assistant)	Level-7, Cell-1, Rs 25,500/-
07	Pinki Atti(Junior Revenue Assistant)	Consolidated Remuneration:8,880/-
08	Sunil Kumar Sahu(Amin)	Level-3, Cell-7, Rs 21,500/-

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.)

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
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
	Nil	Nil	Nil	Nil	Nil	Nil

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
	Nil	Nil	Nil	Nil	Nil

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
	Nil	Nil	Nil	Nil	Nil

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
	Nil	Nil	Nil	Nil

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
	Nil	Nil	Nil

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.	Sri Manoj Meher,ORS		

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		

First Appellate Authority within the Department

Sl. No	Name & Designation of the Officer	Postal Address	Telephone number
1.	Lingraj Panda, IAS, 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.

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	Kitchern 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	

