

## Tahasil Office, Rairakhol, Sambalpur

### Introduction

#### MANUAL-1

Particulars of Organization, functions & Duties  
[Section-4 (1) (b) (i)]

#### 1) Aim and objectives of the Organization:

The main objective of the Tahasil is to-

- Revenue Collection
- Disposal of Revenue Cases.
- Custodian of R.O.Rs
- Supervision of R.I. Circle.
- Grant of lease

#### 2) Mission/vision:

- To achieve target on Revenue Collection given by Govt.
- Maintain of R.O.Rs Up-to-date.
- Provide rescue to people during Natural Calamities like flood, famine, cyclone etc.
- Provide land to homestead less people.

#### 3) Brief history & background for its establishment:

##### i. Geographical Area:

Total Area:-Ac.158099.13 dec

Urban area:- Ac.11282.14 dec

Rural Area:-146816.99 dec

##### ii. Population:- (Census-2011)

Total Population:-55502

Rural:-40123

Urban:-15379

SC:-7981

ST:-10343

##### iii. Administrative Units:

R.I Circle-04(1.Rampur, 2.Kadaligarh, 3.Charmal,4. Badmal, 5.Tribanpur, 6.Luhapank)

#### 4) Allocation of Business:

##### i)Tahasildar empowered to:-

Disposal of Revenue Cases ( Certificate Case, 19(1) (c) ,OLR u/s 22 & 23 ,Mutation, OLR 8(A),Be – Bandobast, Enforcement, ,Lease, Celling) Relating to R.I Circle Rampur, Luhapank & Kadaligarh.

##### ii) Addl-Tahasildar:-

Disposal of Revenue Cases ( Certificate Case, 19(1) (c) ,OLR u/s 22 & 23 ,Mutation, OLR 8(A),Be – Bandobast, Enforcement, ,Lease, Celling) Relating to R.I Circle Badmal, Tribanpur & Charmal.

**5) Duties to be performed to achieve the mission:**

- Hearing of Revenue Cases.
- Performance of Magistrate duty.
- Supervision of work of R.Is & ministerial staff.
- Hearing of Public Grievance.

**6) Details of Services rendered:**

The Collector is the District Head of Revenue Administration. The primary function of the Tahasildar is to collect land revenue and other dues of Govt. He has to co-ordinate the District Administration with regards to conduct misc. enquiry of General Public as and when received from District Administration to facilitate better Revenue Administration to the Public.

**7) Citizen Interaction:**

The Tahasildar is also attending the Loka Samparka Camp as and when fixed by the District Administration.

**8) Postal Address of Main Office, Attached / Subordinated office/ Field units etc.:**

- Tahasil Office, At/Po.- Rairakhol, Dist.- Sambalpur.
- R.I. Office, Rampur, At/Po.- Rairakhol, Dist.- Sambalpur.
- R.I. Office, Kadaligarh, At/Po.- Kadaligarh, Dist.- Sambalpur.
- R.I. Office, Charmal, At/Po- Charmal, Dist.- Sambalpur.
- R.I. office, Badmal, At/Po.-Badmal, Dist.- Sambalpur.
- R.I. Office, Tribanpur, At/po-Tribanpur, Dist-Sambalpur
- R.I Office Luhapank, At/Po-Luhapank ,Dist-Sambalpur

**9) Map of Office Location:**

This office is situated 1 K.M away from the Rairakhol Bus stand & 4 K.M. away from the Rairakhol Railway station & adjacent to Sub-Collector, Office, Rairakhol.

**10) Working hour both Office & Public:**

10.00 AM to 5.30 P.M. with launch break from 1.30PM to 2.00 P.M. for public and office. In emergency situation the office function for 24hours.

**11) Public interaction, if any:** As enumerated in point-8

**12) Grievance redress Mechanism:**

As per District Office Instruction, the grievance petitions are being head and enquired through revenue machinery and action as per rule are being initiated.

**13) Organization Chart:**

a) |

b) |

**MANUAL-2**

**Powers & Duties of Officers & Employees**

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

Sl. No.	Name	Designation	Powers	Duties
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1	2	3	4	5	6	7	8
1	Miss Rubi Behera, OAS	Tahasildar	Head of Office Administration	D.D.O of Tahasil Estt.	Executive Magistrate		
2	Gourisan kar Sahoo	ASO-Cum-Addl. Tahasildar					updating the RORs & incharge of Record Room
4	Rakesh Ch. Samal	Senior Clerk					Mutation, OLR 8A, , Ceilling.
5	Ranjan Pradhan	Senior Clerk					Record keeper, Allination, Revenue
6	Kambupani Seth	Senior Clerk					In-charge head clerk,, Asst nazir, OPDR, Audit
7	Santosh pradhan	Senior Clerk					Nizarat, Touzi
8	Kamlesh Besan	Senior Clerk					, Encroachment , OLR 19(1) (C) ,Judicial ,Chit fund, OLR 22&23.
9	Nirmal Nayak	Junior Clerk					Emergency, Misc. Certificate, Homestead & Agricultural lease.
10	Komal Kumari Kisan	Junior Clerk					Establishment, Bill & Budget , Issue & despatch
11	Mihir Rn Mohanty	Junior Clerk)					Gen & mise ,grievance, Demarcation , be-bandobase
12	Dilip Pradhan	RI					Revenue Inspector in Rampur RI Circle.
13	Patitapaban Naik	RI					Revenue Inspector in Kadaligarh RI Circle.
14	Dhananjaya sahu	RI					Revenue Inspector in Charmal RI Circle.
15	Manjulata Bag	R.I					Revenue Inspector in Tribanpur RI Circle
16	Dukhanasan Mirdah	R.I					Revenue Inspector in Badmal RI Circle.
17	Dutia Kisan	A.R.I					I/C R.I Circle Luhapank
18	Ashis Bhoi	A.R.I					Attach to R.I Circle Badmal

19	Debasis Panda	A.R.I			Attach to R.I Circle Tribanpur
20	Iswar pr Badpanda	ARI			Attach to R.I Circle Charmal
21	Kapileshwar Dharua	ARI			Attach to R.I Circle Kadaligarh
22	Sarmila Pradhan	ARI			Attach to R.I Circle Rampur
23	Bimal Sahu	Amin			Attach to the Record room
24	Lalit sahu	Amin			Attach to the Record room
23	Mohan Badi	Peon			Attach to RI Circle Tribanpur.
20	Anirudha Mirdha	Peon			Attach to RI Circle .Badmal
21	Mohan Pradhan	Peon			Attach to RI Circle Luhapank
22	Basanta Mirdha	Peon			Attach to R.I Circle Charmal

23	Binapani Rout	Peon		Office
24	Iswara Behera	Peon		Attach to RI Circle Rampur.
25	Rashmita Podha	Peon		Office
26	Rita Bahadur	Peon		Office
27	Pradeep Panda	Peon		Attach to RI Circle Kadaligarh.
28	Nilamadhaba Munda	Process Server		Office
29	Rajiba Palei	Process Server		Office
30	Suresh Ch. Dehury	Chowkidar		Deputed to Sub-collector office Rainakhol
31	Dhanajaya Sahu	Chowkidar		Office

### MANUAL-3

## Procedure Followed in Decision Making Process

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

Sl. No.	Activity	Level of Action	Time Frame
1	2	3	4
1	To receive application and put a diary number	Diarist	Same Day
2	To mark application to concerned D.A	Head Clerk	Same Day

4 Decision made by Tahasildar Tahasildar Same Day

### MANUAL-4

## Norms for Discharge of Functions

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

Sl. No.	Activity	Time Frame/ Norms	Remarks
1	2	3	4
1	Diary of letter	3 minutes per letter	Delivered the letters to the concerned DA
2	Issue of letter	3 minutes per letter	Delivered the letters to the concerned DA
3	Despatch Register	5 minutes per letter	Registered Daks including entry in the peon book

### MANUAL-5

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

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

Sl. No.	Names of the Act, Rules, Regulation etc.	Brief History of the Contents	Ref. No., if any	Price in case of Priced Publication
1	2	3	4	5
1	Service Code	Service Matters of Govt. Servant.		
2	GPF Rule	GPF Matter		
3	OCS (Pension) Rule	Pension Matter		
4	OGFR Vol-I and II	Financial Matter		
5	OCS (CCA) Rules	Proceedings		
6	OMS Rule	Service Matters of Ministerials Staff		
7	Odisha Conduct Rules	Govt. Servant Conduct		
8	Odisha Nizarat Manual	Rules for management of Nizarat		
9	Manual of Tahasil Account	As per manual of Tahasil Account		
10	OGLS Act 1962 & Rules 1985	Alienation of Govt. Land and De-reservation of Govt. Land		

### MANUAL-6

## Categories of Documents Under Control

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

Sl.	Name of the Records	Details of Information	Unit/ Section where	Retention Period
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1	2	3	4	5
1	Appointment & Posting	-	Establishment Section	
2	Transfer & Posting	-	Establishment Section	
3	Deployment of Staff	-	Establishment Section	
4	Roster arrangement	-	Establishment Section	
5	Training of Revenue Field Staff	-	Establishment Section	
6	Confirmation of Service to employes	-	Establishment Section	
7	Gradation List	-	Establishment Section	
8	Audit Objection	-	Establishment Section	
9	Grievance Cell Register	-	Grievance Cell Section	
10	All type of files pertaining to Nizarat	Cash Books, Vouchers & Circulars	Nizarat	
11	Encroachment Cases	-	Lease Section	
12	Lease Cases	-	Lease Section	
13	Mutaion	-	Revenue Section	
14	OLR	-	OLR Section	
15	Certificate Cases (OPDR)	-	Revenue Section	
16	Misc. Certificates	-	General Misc.	
17	Fire/ Sunstroke/ Lightening Death	-	Emergency Section	

### MANUAL-7

#### Particulars of Arrangement in Formulation of Policy

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

**Not applicable**

### MANUAL-8

#### Boards, Councils, Committees & Other Bodies Constituted

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

**Not applicable**

### MANUAL-9

#### Directory of Officers & Employees

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

Sl. No.	Name	Designation	Office Ph. No.	Residence/ Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Rubi Behera	Tahasildar	06644 253035	8249895815		tah.raira-od@nic.in	Tahasil Office, Rairakhol

2	Gouri Shankar Sahoo	Addl. Tahasildar	7978421835	-do-
3	Rakesh Ch Samal	Sr Clerk	9439892182	-do-
4	Kambupani seth	Senior Clerk	9777308365	
5	Ranjan Kumar Pradhan	Senior Clerk	7077574107	-do-
6	Santosh Kumar Pradhan	Senior Clerk	9853271833	-do-
7	Kamalesh Besan	Senior Clerk	8249408699	-do-
8	Nirmal Chandra	Junier Clerk	8338969535	-do-
9	Komal Kumari Kisan	Junior clerk		
10	Mihir ranjan Mohanty	junier Clerk	9090004779	-do-
11	Bimal Kumar sahu	Amin	9777372834	-do-
12	Lalit Kumar Sahu	Amin	9556616693	-do-
13	Dukhanansan Mirdha	RI	9937852521	-do-
	Dhanjaya sahu	RI	8018342397	-do-
14				
15	Dillip Kumar Pradhan	RI	8455836675	-do-
16	Manjulata bag	RI	8282309372	-do-
17	Patitapaban Naik	RI	9938224333	-do-
18	Ashish Kum Bhoi	ARI	9778859495	
19	Iswar Chandra Badpanda	ARI	9337027753	-do-
20	Debasis Panda	ARI	8908118721	-do-
21	Dutia Kisan	ARI	9178023081	-do-
22	Kapileswar Duarua	ARI	7873455527	-do-
23	Sharmila Pradhan	ARI	7077314209	-do-
24	Ranjan Kumar Sahoo	DEO	9178598688	-do-
25	Binapani Ratha	PEON	8260094068	-do-
26	Rasmita Podha	PEON	9556969686	-do-
27	Rita Bahadur	PEON	7854033050	-do-
28	Rajib Palei	PEON	7854033050	
29	Nilamadhab Munda	P.S	9583446807	-do-
30	Dhanjaya Sahu	CHOWKIDAR	9777634318	-do-
31	Harihara Lakra	CHAINMAN	9078169969	-do-
32	Anirudhha Mirdha	PEON	8018636433	-do-
33	Basanta Mirdha	PEON	9692816968	-do-
34	Mohan Badi	PEON	7873749362	-do-
35	Iswar Behera	P.S	9438205994	-do-
36	Pradip Panda	PEON	9438292415	-do-
37	Suresh Ch Dehury	CHOWKIDAR		



	NAME	DESIGNATION	Pay scale ,Rs		
			LEVEL. 12	CELL .1	
	<b>Rubi Behera</b>	<b>Tahasildar</b>			<b>,Rs 56100</b>
2	Gouri Shankar Sahoo	Addl. Tahasildar			
3	Rakesh Ch Samal	Sr Clerk	LEVEL. 7	CELL 2	,Rs 26300
4	Kambupani seth	Senior Clerk	LEVEL. 7	CELL 2	,Rs 26300
5	Ranjan Kumar Pradhan	Senior Clerk	LEVEL. 7	CELL 2	,Rs 26300
6	Santosh Kumar Pradhan	Senior Clerk	LEVEL. 7	CELL 2	,Rs 26300
7	Kamalesh Besan	Senior Clerk	LEVEL. 7	CELL 2	,Rs 26300
8	Nirmal Chandra	Junier Clerk	LEVEL. 4	CELL 4	,Rs 21700
9	Komal Kumari Kisan	Junior clerk	LEVEL. 4	CELL 3	,Rs 21100
10	Mihir ranjan Mohanty	junier Clerk	Consolidated Rs.10750		
11	Bimal Kumar sahu	Amin	Consolidated Rs.10600		
12	Lalit Kumar Sahu	Amin	Consolidated Rs.10600		
13	Dukhanansan Mirdha	RI	LEVEL. 9	CELL 1	,Rs 35400
	Dhanjaya sahuo	RI	Consolidated Rs.20430		
14					
15	Dillip Kumar Pradhan	RI	LEVEL. 9	CELL 7	,Rs 42300
16	Manjulata bag	RI	LEVEL. 9	CELL 7	,Rs 42300
17	Patitapaban Naik	RI	LEVEL. 9	CELL 4	,Rs 38700
18	Ashish Kum Bhoi	ARI	LEVEL. 4	CELL 4	,Rs 21700
19	Iswar Chandra Badpanda	ARI	LEVEL. 4	CELL 4	,Rs 21700
20	Debasis Panda	ARI	LEVEL. 4	CELL 4	,Rs 21700
21	Dutia Kisan	ARI	LEVEL. 4	CELL 6	,Rs 23100
22	Kapileswar Duarua	ARI	LEVEL. 4	CELL 5	,Rs 22400
23	Sharmila Pradhan	ARI	LEVEL. 4	CELL 4	,Rs 21700
24	Ranjan Kumar Sahoo	DEO	Consolidated Rs.8880		
25	Binapani Ratha	PEON	LEVEL. 1	CELL 9	,Rs 21700
26	Rasmita Podha	PEON	Consolidated Rs.11830		
27	Rita Bahadur	PEON	Consolidated Rs.11830		
28	Rajib Palei	PEON	LEVEL. 1	CELL 8	,Rs 21400
29	Nilamadhab Munda	P.S	Consolidated Rs.11830		
30	Dhanjaya Sahu	CHOWKIDAR	LEVEL. 2	CELL 9	,Rs 21700
31	Harihara Lakra	CHAINMAN	Consolidated Rs.11830		
32	Anirudhha Mirdha	PEON	Consolidated Rs.11830		
33	Basanta Mirdha	PEON	Consolidated Rs.11830		
34	Mohan Badi	PEON	Consolidated Rs.11830		
35	Iswar Behera	P.S	Consolidated Rs.11830		
36	Pradip Panda	PEON	LEVEL. 2	CELL 19	,Rs 29300
37	Suresh Ch Dehury	CHOWKIDAR	LEVEL. 3	CELL 19	,Rs 30600
38	Mohan Pradhan	PEON	LEVEL. 2	CELL 9	,Rs 21700

## MANUAL-11

### Budget Allocated to each Agency

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

Sl. No.	Major Head	Activity to be Performed	Sanctioned Budget (in Rs.)	Budget Estimate (in Rs.)	Revised Estimate (in Rs.)	Actuals (in Rs.)
1	2	3	4	5	6	7
1	PA		12344000			12280690
2	DA		886000			873729
3	HRA		212000			91651
4	OA		96800			90435
5	RCM		50000			25236
6	Electric Charge		60000			60000
7	Water Charges					
8	Telephone		8000			8000
9	MV		143000			107476
10	Other Contingency		34000			20435
11	TE		37000			25454

## MANUAL-12

### Manner of Execution of Subsidy Programmes

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

Not Applicable

## MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Not applicable

## MANUAL-14

### Information Available in an Electronic Form

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

**Not Applicable**

### MANUAL-15

## Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facilities available	Nature of information available	Working Hours
1	2	3	4
1	Information Counter	-	
2	Website	-	
3	Library	-	
4	Notice Board	All type of notices	Always

### MANUAL-16

## Names, Designations & Other Particulars of the Public Information Officers

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

#### Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Gourisankar saho	Addl tahasildar-Cum- PIO	06644 253035	7978421835			Tahasil Office, Rairakhol

#### First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Rubi Behera	Tahasildar		8249895815			Tahasil Office, Rairakhol

### MANUAL-17

## Other Useful Information

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

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