

Tahasil Office Maneswar, Sambalpur

Introduction

Manual-1

Particulars of Organization, Functions & Duties

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

1. Aims and Objectives of the Organization :
 - a. Revenue Collection.
 - b. Distribution of waste land to home stead less, landless persons.
 - c. Maintenance of record of rights & updating of land records.
 - d. Safeguard of the Govt. land from unauthorized encroachment..
 - e. Settlement of Sairat Sources and Collection of Auction Sale Amount.
 - f. Computerization of Land Records.
 - g. Issue of Misc. Certificates such as Caste, Resident etc.
 - h. Inspection and Supervision of R.I. Circles.
 - i. Relief distribution of Natural Calamities such as Food, Cyclone etc.
 - j. Disposal of all type of Revenue Cases as per Law.
 - k. Collection of Water Rate.
 - l. Preparation of F.I.C. & Distribution to Rayat, Supervision of paddy procurement.
 - m. Preparation and distribution of Land Pass Book.

2. Mission/Vision/Objective :
 - a. Augmentation of collection of revenue.
 - b. To achieve target in Revenue Collection.
 - c. Distribution of House Site/ Agriculture Land.

3. Brief History and background for its Establishment :

After bifurcation from Sadar Tahasil, Sambalpur. Maneswar Tahasil is created and inaugurated w.e.f. 26th Jan, 2009 and function w.e.f. 04.03.2009. Now it is running in the new premises of Maneswar Tahasil M. Gunderpur.

4. Organisation Chart :
 - a) Court of Tahasildar.
 - b) Revenue Section.
 - c) Estt. Section.
 - d) Touzi Section.
 - e) Encroachment Section.
 - f) Lease Section & Alienation Section.
 - g) Irrigation Section.
 - h) OLR Section.
 - i) Be- Bandobast Section.
 - j) Nizarat Section.
 - k) Misc-Certificate Section.
 - l) OPDR Section.
 - m) Gen-Misc Section.
 - n) Record Room and coping Section.
 - o) Emergency Section.
 - p) Grievance Section.

Staff Strength:

1	2	3
1	Tahasildar	1
2	Addl. Tahasildar	1
3	Head Clerk	1
4	Senior Clerk	3
5	Junior Clerk	4
6	Driver	Nil
7	Revenue Supervisor	Nil
8	Revenue Inspector	7
9	Assistant Revenue Inspector	7
10	Amin	6
11	Class-IV	11
12	DEO	2

5. Allocation of Business :

The Tahasildar is empowered to dispose of cases relating to mutation, eviction of encroachment, lease, partition/ conversion, distribution of ceiling surplus land, issue of misc. certificate, residence, caste, Income etc. granting of certified copies settlement of sairat sources, settlement of Government land for house site and agricultural purpose, establishment matter, drawing and disbursing of monthly salaries, disposal of certificate cases under OPDR Act.

6. Sections :

a. Establishment :

All service matter including drawl and payment of salaries of the employees of the employees working under this office is dealt in this section.

b. Revenue Section:

All revenue matter including lease and alienation of Government land to different Government Semi-Government and Private Organizations and individuals are dealt in this section.

i. Homestead land is settled in the name of homestead less persons.

ii. Government land is allotted through site selection committee headed by the Sub-Collector to different offices and organization.

c. Mutation

Recording of names of purchaser of land in the R.O.R on receiving application forms in Form No.3 after due enquiry and initiating a proceeding as per Mutation Manual.

d. Touzi Section :

i. Assessment and collection of royalty from the Sairat Sources like sand, stone and other minor minerals through Auction Sale only.

ii. Collection of royalty for bricks construction and other use of minor minerals.

e. O.L.R. Section.

As per Odisha Land Reform Act, all the ceiling cases of different sections are being dealt here like U/s 8-A i.e., conversion of land, section 19-1 (c) partition of joint holdings etc.

f. Nizarat Section :

Land Revenue collected and deposited by RIs in cash and cash received from individuals through Challan in concerned heads of A/c of Govt. and cashbook maintained. All the expenditure of the Tahasil is accounted in this section. The cashbook maintained in this section.

g. O.P.D.R. Section.

Year old arrear dues are collected through Certificate proceedings as per OPDR Act. The R.Is of this Tahasil has been directed to contact heavy defaulters and the dues collected accordingly.

h. Encroachment Section :

All government land encroached by individual, organization, Government and local bodies are protected through OPLE Act. By initiating encroachment proceedings against the delinquent of the encroached Govt. land.

i. General & Misc. Section :

All miscellaneous nature of work of correspondence is being dealt in this section.

j. Emergency Section :

All disaster management work like relief to the persons affected by flood, cyclone, heat wave, lightning and other accident are being dealt in this section.

k. Public Grievance Section :

All grievance petitions received from the office of higher authorities as well as this office is taken to the account and correspondence to the matter is made through this section.

i) Demarcation of land :

The lands of the rayats as well as Govt. land are being demarcated through RIs/ Amins on payment of requisite fees as and when required.

ii) Irrigation

Steps are being taken for approval of remission proposal received through RIs for delete Basic Water Rates from the land not recovered with irrigation facilities. Collection of water taxes for water used for irrigation purpose temporarily. All disputes arise for irrigation of water to the cultivable land is dealt in this section.

iii) Record Room :

Records like ROR and closed case records are kept in this section for future reference. Certified copies are issued on payment of requisite fees.

L. Lease Section :

Case records relating to the Settlement of House Site/ Settlement of waste lands.

m. Be-Bandobasta Section :

Assessment of Revenue & changes of status of Be- Bandobast land.

n. Misc. Certificate Section :

Issue of Residential/ Income/ OBC/ SEBC/ Legal Heir Certificates.

o. Computer Section :

Two DEO has been engaged in this section for preparation of ROR & Certify Copy..

p. Alienation Section :

Allotment of lands to the different Government Department & Public institutions.

7) Duties to be performed to achieve the Mission:

- i. Tour to different villages to collect the application form of the homestead less persons and process the case records in pro-active manner.
- ii. Conducting tour to the villages along with the RIs for collection of revenue to achieve the target.
- iii. Prompt response to the natural calamities to reduce its adverse effect.
- iii. Conducting camp courts for early disposal of the revenue cases.

8) Details of Service Rendered:

Tahasildar is the principal revenue officer at the Tahasil level and custodian of Government land under his jurisdiction. His primary duty is to collect revenue and maintenance of land records. As irrigation officer the Tahasildar has to ensure the assessment of water rate in time and ensure smooth follow of irrigation water in the canal. The Tahasildar has to ensure distribution of waste land to homestead less/ landless persons. The Tahasildar has to report the effect of natural calamities as earlier as possible to reduce its adverse effect upon the common people. As a Executive Magistrate he has to maintain the law and order situation as and when entrusted by the SDM/ ADM and the District Magistrate. Besides a lot of miscellaneous business has to be managed by the Tahasildar as and when assigned to the superior authorities.

9) Citizens Interaction :

Attending Jana Samparka Sibir, Cultural Utsava, Legal Literacy Camp and Grievance Cell. (Grievance cell is conducted in each working Saturday).

10) Postal Address of the Main Office attached/ subordinates offices etc.

Main Office :

Tahasildar, Maneswar

PO-M.Gunderpur

Dist-Sambalpur.

R.I.Circles within the Tahasil Area is as follows:

- i) RI Golabandh, At/Po-Golabandh
- ii) RI Bargaon, At/Po- Bargaon
- iii) RI Dhama, At/Po-Dhama
- M. RI MAneswar, At/Po-Maneswar
- N. RI Sahaspur, At/Po- Sahaspur
- O. RI Themera, At/Po- Themera
- P. RI Parmanpur, At/Po- Parmanpur

11) Working Hours both for office and public.

10 A.M. to 5 P.M. with a lunch break from 1.30 P.M. to 2 P.M. both for public and office and from 7 A.M. to 1 P.M. in morning duty. In emergency situation the office functions for 24 hour.

12) Grievance Redressal Mechanism:

The Grievance petitions are being enquired through the R.I.s & Rev. Supervisors and action are being taken as per rule. In serious nature of Grievance the Tahasildar conducts enquiry and take actions immediately.

13) Public Interaction, if any:

Attending Jana Samparka Sibir, Cultural Utsaba, Legal Literacy Camp and Grievance Cell. (Grievancecell is conducted in each working Monday).

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Power & Duties of Officers & Employees

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

1	Name Designation Powers Duties	Sri Nirmal Kumar Nayak Tahasildar Administrative Financial Statutory	Head of Tahasil Office Disposal of all funds allotted Tahasildar & Revenue Officer
2	Name Designation Powers Duties	Miss Sweekruti Badpanda Addl. Tahasildar Administrative Financial Statutory	Head of Tahasil Office Disposal of all funds allotted Tahasildar & Revenue Officer
3	Name Designation Powers Duties	Sri Sudarsan Naik Head Clerk Administrative	Head Ministerial Officer Supervising of office work.
4	Name Designation Powers Duties	Sri Rama Chandra Sahu Sr. Clerk Administrative	Nazir, Partition OLR 19(1)C
5	Name Designation Powers Duties	Sri Pramod Kumar Thapa Sr. Clerk Administrative	OPDR, Record Keeper, Touzi
5	Name Designation Powers Duties	Sri Suryakumar Pani Sr. Clerk Administrative	Lease, Alienation, Bebandobasta, Demarcation, Encroachment, Certify Copy
6	Name Designation Powers Duties	Miss Tapaswini Sahu Jr. Clerk Administrative	Conversion(OLR-8-A), Estt, Bill & Budget, Gen & Misc.,

7	Name	Miss Bhaskar ch. Maharana	
	Designation	Jr. Clerk	
	Powers	Administrative	Misc. Certificate, Abadi Basti,
	Duties		
8	Name	Miss Sujata Behera	
	Designation	Jr. Clerk	
	Powers	Administrative	Receive & Issue Despatch,
	Duties		
9	Name	Sri Prasanta Kumar Naik	
	Designation	Jr. Clerk	
	Powers	Administrative	Emergency, Mutation, R.T.I., Misc. Mutation, Remand Revision, Court Matters.
	Duties		

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 gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

1	2	3	4
1	To receive the Dak and put a diary number	Dealing Assistant issue a record	Same day
2	To mark the Dak to concerned dealing assistant	Head Clerk	-do-
3	Put up before the Tahasildar	DAs	Within next three days
4	Decision made by the Tahasildar	Tahasildar	Next Day

Note: Such charts may be prescribed for Major Functions.

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Norms for Discharge of Functions

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

1	2	3	4
1	Day of Letter	3 minutes per Letter	Deliver the letters to the concerned DA
2	Issue Letter	-do-	-
3	Dispatch Register	5 minutes per Letter	Register posts including entry in the Peon Book

Manual-5

Rules, Regulations, Instructions, Manuals & Records for

Discharging Functions

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

1	Name of the Act Rules, Regulations etc	Brief Gist of the contents	Reference No./ if any	Price in case of priced publications
1	2	3	4	5
1	Service Code	Service master of Government Servants	-	-
2	GPF Rule	Provident Fund Matter	-	-
3	OCS (Pension) Rule	Pension Matter	-	-
4	OGFR Vol. I & II	Control of financial Matter	-	-
5	OTC Vol. I & II	Bill Budget Matter	-	-
6	OCS (CCA) Rules	Proceedings	-	-
7	OT Rules	Travelling Allowance Matter	-	-
8	Odisha Government Servant Conduct Rules	Government Servant Conduct	-	-
9	Odisha Nizarat Manual	Management of Nizarat	-	-
10	Manual of Tahasil Account	Tahasil Accounting Procedure	-	-
11	OGLS Act 1962 & Rules 1985	Alienation of Government land and De-Reservation of Government.	-	-
12	Odisha relief Code	Regarding relief operation in Natural Calamities	-	-
13	Odisha Record Manual	Maintenance of Records	-	-
14	OLR Act & Rules	Land Reform Matters	-	-
15	Odisha Mutation Manual	Correction of ROR and updation of land Records	-	-
16	OPLA Act	Eviction of Unauthorized encroachment over Government Land	-	-
17	OPDR Act	Collection of arrear land revenue	-	-
18	Odisha Irrigation Act	Assessment of water rate and prevention of mischief in irrigation network.	-	-
19	OMMC Rules	Settlement of Sairat Sources	-	-
20	Odisha Misc. Certificates Rules 1984	Residential Certificate / Income Certificate/ Legal Heir Certificate	-	-
21	Odisha Caste Certificate Rules 1980	SC, ST & OBC/ SEBC Certificate	-	-

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Categories of Documents Under Control

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

Sl No.	Nature of Record	Details of Information Available	Unit/ Section Where Available	Retention Period Where Available
1	2	3	4	5
1	Transfer posting of RIs staff	-	Dealing Assistant (Establishment)	
	Roster Arrangement	-	-do-	
	Training of Revenue field Staff	-	-do-	
	Misc. Training of Officers/ staff	-	-do-	
	Service verification Report	-	-do-	
	Pay Fixation of Officers/ Staffs	-	-do-	
	Sanction of increments/ House rent/			
	Approval of Tour diaries/ Service	-	-do-	
	Book of Staffs			
	Acquaintance roll/ TA/ Pay bill	-	-do-	
2	ROR/ Maps	-	Record Keeper in-charge	
3	All types of files pertaining to monetary transaction	-	Nazir	
4	Audit Report/ Inspection Report	-	DA Audit	
5	Alienation case records/ Settlement of Government land for homestead- And Agriculture process	-	DA Lease	
6	Conversion Cases/ Partition Cases/ Ceiling cases	-	DA OLR	
7	Sairat Case Records/ Temporary Permit or Minor/ Case records relating to illegal lifting of Minor Mineral	-	DA Touzi	
8	8Sun stroke dead lightening cases/ House Damage list of Natural Calamities	-	DA Emergency	
9	Assessment of Water Rate/ Joint Verification Command Area	-	DA Irrigation	
10	Inspection of Water Rate/ Joint Verification Command Area	-	DA General & Misc	
11	OPLC Cases	-	DA Encroachment	
12	OPDR Cases	-	DA Certificate	
13	Residential/ Income/ Caste/ Legal Heir/ OBC/ SEBC/ Certificate	-	DA Misc. certificate	
14	Mutation Cases	-	DA Mutation	
15	Be-Bandobasta Matter	-	DA OEA	
16	Service of Process/ Form/ Stationary/ Stock & Stock	-	Nazir cum Assistant-Nazir	
17	Monthly Progress Report	-	DA Revenue	
18	Acquaintance Roll/ TA/ DA Bill	-	DA Bill	

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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.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Nirmal kumar Nayak	Tahasildar	06681 235775	9437209466			Tahasil Office, Maneswar
2	Miss Sweekruti Badpanda	Addl Tahasildar		8093762560			-do-
3	Sri Sudarsan Naik	HC		9861521630			-do-
4	Sri Ramchandra Sahu	SC		9178204853			-do-
5	Sri Pramod ku. Thapa	SC		9438386274			-do-
6	Miss Bhaskar Maharana	JC		9583433208			-do-
7	Miss Tapaswini Sahu	JC		7077994169			-do-
8	Mrs Sujata Behera	JC		7978388280			-do-
9	Sri Prasanta ku Naik	JC		7377130737			-do-
10	Sri Geetanjali Panigrahi	RI		8917699177			-do-
11	Sri Lingaraj Bishi	RI		7800313135			-do-
12	Mrs Anuradha Swain	RI		8457054190			-do-
13	Mrs Sairendri Naik	RI		9556549396			-do-
14	Miss Sujata Pradhan	RI		8895050630			-do-
15	Mrs Trishna Oram	RI		8018784776			-do-
16	Mrs Saraswati Munda	ARI		9930110334			-do-
17	Mrs Prativa Naik	ARI		9937688308			-do-
18	Mrs Babita Mahananda	ARI		9437449719			-do-
19	Miss Itishree Behera	ARI		9040571087			-do-
20	Mrs Sonam Behera	ARI		9178919889			-do-
21	Sri Ratan ku. Singh	Amin		9937535925			-do-
22	Sri Baikuntha Polei	Amin		7894796758			-do-
23	Sri Ramprasad Bhoi	Chainman		9938088642			-do-
24	Sri Lokanath Pradhan	Chainman		9937312213			-do-
25	Sri Dulalsen Karna	Process Server		9777262907			-do-
26	Sri Gopinath Podh	Peon		9937491785			-do-
27	Sri Ramesh ch. Naik	Peon		7894784114			-do-
28	Sri Ashok Panda	Peon		9777338591			-do-
29	Sri Bhagbat Prasad Bag	Peon		9777538974			-do-
33	Sri Kandarpa Dehury	Peon		9556237695			-do-
31	Sri Krushna Ch. Behera	Peon		9178417171			-do-
32	Sri Nilakantha Pradhan	Chowkidar		9178765623			-do-
33	Sri Haribandhu Bhoi	Process Server		9937305516			-do-
34	Sri Bikash ku Sarangi	DEO		9178813699			-do-
35	Smt Swagatika Sharma	DEO		9178808666			-do-

Manual-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl No.	Name	Designation	Gross Salary (in Rs.)
1	2	3	4
1	Sri Nirmal kumar Nayak	Tahasildar	85535
2	Miss Sweekruti Badpanda	Addl Tahasildar	49925
3	Sri Sudarsan Naik	HC	61919
4	Sri Ramchandra Sahu	SC	43970
5	Sri Suryanarayan Pani	SC	52332
6	Sri Pramod ku. Thapa	SC	37225
7	Sri Bhaskar ch. Maharana	JC	22302
8	Smt Tapaswini Sahu	JC	24345
9	Smt Sujata Behera	JC	25105
10	Sri Prasanta ku Naik	JC	22302
11	Miss Geetanjali Panigrahi	RI	30375
12	Sri Lingaraj Bishi	RI	23145
13	Smt Anuradha Swain	RI	41895
14	Smt Sairendri Naik	RI	42656
15	Smt Sujata Pradhan	RI	41895
16	Smt Trishna Oram	RI	42656
17	Miss Nilima Mirdha	RI	16880
18	Smt Saraswati Munda	ARI	23198
19	Smt Prativa Naik	ARI	22556
20	Smt Babita Mahananda	ARI	22556
21	Miss Arati Mallick	ARI	21914
22	Smt Itishree Behera	ARI	22556
23	Smt Sonam Behera	ARI	22556
24	Sri Manas Ranjan Bhoi	ARI	22556
25	Sri Ratan ku. Singh	Amin	26327
26	Sri Baikuntha Polei	Amin	22340
27	Sri Itesh Naik	Amin	8750
28	Sri Shani Sikka	Amin	8750
29	Sri Dilip ku Biswal	Amin	8750
30	Sri Ramprasad Bhoi	Chainman	30779
31	Sri Lokanath Pradhan	Chainman	21808
32	Sri Dulalsen Karna	Process Server	21166
33	Sri Gopinath Podh	Peon	28655
34	Sri Ramesh ch. Naik	Peon	18075
35	Sri Ashok Panda	Peon	21808
36	Sri Bhagbat Prasad Bag	Peon	21420
37	Sri Kandarpa Dehury	Peon	21157
38	Sri Krushna Ch. Behera	Peon	18.75
39	Sri Nilakantha Pradhan	Chowkidar	21420
40	Sri Haribandhu Bhoi	Process Server	9770
41	Sri Bikash ku Sarangi	DEO	Consolidated for 7100
42	Smt Swagatika Sharma	DEO	-do-

Manual-11

Budget Allocated to each Agency

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

Non-Plan Expenditure :

Sl No.	Major Head	Tahasil Code	Sanctioned Budget	2015-16		2016-17 (Upto 31.08.2016)	
				Allotment (in Rs.)	Expenditure (in Rs.)	Allotment (in Rs.)	Expenditure (in Rs.)
1	2	3	4	5	6	7	8
1	03-2029	136	PAY			9300000	
2			DP				
3		156	DA			5460000	
4		403	HRA			280000	
5		523	OA			1500	
6		516	RCM			36000	
7		154	TEL			5000	
8		397	MV			100000	
9		074	ELECT.			40000	
10			T.E			32000	
11		506	OC			70000	
12			WATER				
13			ARR. PAY			300000	
14		560	FA				

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)]

Nil

Manual-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

SL No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Notice Board	All types of Notice	All Hours
2	Record Room	Certified copies as per ORM	10 AM to 4 PM on Working days

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 No.	Ph No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8	
1	Miss Sweekruti Badpanda, ORS	Addl. Tahasildar	06681 235775		8018348950	-	-	Tahasil Office Maneswar

First Appealate Authority (FAA):

SL No.	Name	Designation	Office Ph No.	Mobile No.	Fax	E-mail	Address	
1	2	3	4	5	6	7	8	
1	Sri Nirmal kumar Nayak, OAS-I (JB)	Tahasildar	06681 235775		9437209466	-	-	Tahasil office, Maneswar

Dealing Assistant : RTI Cell

SL No.	Name	Designation	Office Ph No.	Mobile No.	Fax	E-mail	Address	
1	2	3	4	5	6	7	8	
1	Sri Prasanta Ku. Naik,	Junior Clerk	06681 235775		7377130737	-	-	Tahasil office, Maneswar

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Other useful Information

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

Content for this page yet to be published.