

Right to Information Act

(Obligation of Public Authority to publish particular u/s 4 (1) (b) of Chap. II of Right to Information act.)

Manual I -Particulars of Organisation , Function and Duties **Sec. 4 (1) (b) (1)**

(1). Aims and objective of Organization :

The main aim objective of the Tahasil is to

- (a) Revenue Collection
- (b) Distribution of wasteland to home stead less landless persons
- (c) Maintenance of record or rights & uptoation of land records.
- (d) Safeguard of the Govt. Land from unauthorise encroachment.
- (e) Settlement of Sairat Sources and collection of auction sale amount.
- (f) Computerization of land records.
- (g) Issue of misc. certificate such as Caste/Residential/Income/Legal Heir etc
- (h) Inspection and supervision of R.I. duties
- (i) Relief distribution during the Natural calamities such as Flood, Cyclone etc.
- (j) Disposal of all types of revenue cases as per law.
- (k) Collection of water rate.

(2) Mission/Vision

- (a) Augmentation of Revenue
- (b) To achieve target in revenue collection
- (c) Distribution of House Site / Agricultural Land

(3) Brief History and Background of Establishment

The Tahasil was started functioning since dt.1.4.1960. The Tahasil area is bounded by Rengali Tahasil in North, Maneswar Tahasil in East and South, Bheden and Attabira in Western site.

(4) Geographical Area

The Total Geographical area of this Tahasil is 1442 sq km. The total no. of RI circle is 09, Total no of Revenue Village is 115, Total no of Gram Panchayat is 10, Total no of Urban Body is 1 (Sambalpur Mahanagarnigam)

(5) Organisation Chart.

- A. (a) Court of Tahasildar
- (b) Court of Addl. Tahasildars
- (c) Revenue Section
- (d) Estt. Section
- (e) Touzi Section
- (f) Rural Encroachment
- (g) Urban Encroachment
- (h) Nazul Section
- (i) Lease Section
- (j) Irrigation Section
- (k) O L R Section
- (l) Be-Bandobast Section
- (m) Nizarat Section
- (n) Mutation Section

- (o) Misc Certificate Section
- (p) OPDR Section
- (q) Genl.Misc Section
- (r) Grievance Section
- (s) Record Room Section
- (t) Emergency Section
- (u) Computer Section
- (v) Alienation Section
- (w) Bill Section

B. Staff Strength

Tahasildar	-	01
Addl. Tahsildar-		02
H.C	-	02
S C	-	07
J C	-	17
Driver	-	01
R S	-	02
R I	-	10
A R I	-	09
Amin	-	20
Peon	-	19
Choukidar	-	01
P S	-	08
Khalasi	-	12

6. Allocation of Business.

The Tahasildar is empowered to dispose cases relating to mutation, eviction of encroachment, lease, partition, conversion, distribution of ceiling land, settlement of Nazul land, and misc. certificate such as residential, caste, OBC, Income Certificate, Legal heir certificate, granting certified copies, settlement of sairat sources, settlement of land for house site and agricultural purpose, establishment matter, drawing and disbursing of monthly salary, pension, disposal of certificate cases under O.P.D.R. Act. The Addl. Tahasildars are empowered to dispose cases relating to mutation, eviction of encroachment, lease, partition, conversion, distribution of ceiling land, settlement of Nazul land, and Misc. Certificate such as residential, caste, OBC, Income Certificate, Legal heir certificate, granting certified copies.

Revenue Section

Monthly progress report, correspondence on revenue matters.

Estt. Section

All service matters relating to the Officers and staff working under the control of the Tahasildar, pensions, increments, etc of the staff.

Touzi Section

Processing of the case Records for settlement of Sairat sources and preparation of the DCB of the Tahasil and maintenance of different Register for collection of Revenue of the Tahasil.

Rural Encroachment

Encroachment case records relating to the unauthorized occupation of Govt. land of rural areas.

Urban Encroachment

Encroachment case records relating to the unauthorized occupation of Govt. land in Urban area.

Nazul Section

Case records relating to the Settlement of Nazul Khasmal lands.

Lease Section

Case records relating to the Settlement of House site/Settlement of waste lands for house site and agriculture purpose.

Irrigation Section

Assessment of compulsory basic water rate/fluctuating water rate, remission of water rates etc.

O L R Section

Partition , conversion of Agricultural land and distribution of C.S land.

Be-Bandobast Section

Assessment of Revenue & change of status of Be-Bandobasts land.

Nizarat Section

Collections from Revenue Inspectors/General public and depositing the same in proper account in Treasury.

Mutation Section

Case Records relating to correction of R.O.R. and uptodation of Land Records.

Misc. Certificate Section.

Issue of Residential/Income/O.B.C./S.E.B.C. Certificates.

Orissa Public Demand Recovery Section.

Case Records relating to collection of arrear land revenue.

General & Misc. Section.

Rehabilitation enquiry report regarding nationality Certificate, Birth Certificate etc.

Grievance Section

Disposal of grievance petition.

Record Room

Issue Certified copies and R.O.Rs in Mutation cases, House site Lease cases etc.

Emergency Section

Enquiry report relating to the Flood, Fire accident, Sun stroke death etc.

Computer Section

Entries of land records, issue of certify copies etc.

Alienation Section

Allotment of lands to the different Govt. Deptt. & Public Institution.

Bill Section

Salary, withdrawal of G.P.F. etc.

6. Duties to be performed to achieve the mission.

1. Tour to different villages to collect the application form of the homesteadless persons and process the Case Records in a pro-active manner.
2. Conducting tour to the villages along with the R.Is for collection of revenue to achieve target.
3. Prompt response to the natural calamities to reduce its adverse effect.
4. Conducting Camp Courts for early disposal of the revenue cases.

7. Details of service renders.

Tahasildar is the principal Revenue Officer at the Tahasil level and custodian of Govt. 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 flow of irrigation water in the canal. operation of land records. As Irrigation Officer the Tahasildar has to ensure the assessment of water rate in time and ensure smooth flow of irrigation water in the canal. The Tahasildar has to ensure distribution of waste land to homestead less/land less persons. The Tahasildar has to report the effect of natural calamities as earliest as possible to reduce its adverse effect upon the common people. As an Executive Magistrate he has to maintain the law and order situation as and when entrusted by the S.D.M./A.D.M. and the District Magistrate. Besides a lot of miscellaneous business has to be managed by the Tahasildar as and when assigned by the superior authorities.

8. Citizen Interraction

Attending Jana Samparka Sibir, cultural Ustaba, legal literacy camp and grievance cell. (Grievance cell is conducted in each working Saturday)

9. Postal Address of the main office attached/sub-ordinate office, field office etc.

- | | |
|--------------------------|-----------------------------------------------------------|
| 1. Tahasildar, Sambalpur | At – Kacheri area
Post/Dist. Sambalpur. |
| 2. R.I. Sadar-I | Sakhipada, Sambalpur |
| 3. R.I.Sadar-II | At/P.O. Dhanupali |
| 4. R.I Sadar -III | At/P.O. Gopalpali
Dist-Sambalpur |
| 5. R.I. Kainsir | Village -bahidarnuapaliAt/P.O.Kainsir
Dist. Sambalpur. |

6. R.I., Chiplima

At/P.O.Gosala
Dist. Sambalpur.

7. R.I., A. Katapali

At/P.O. A. Katapali
Dist. Sambalpur

8.R.I Sason

At/Po-Sason
Dist. Sambalpur

9. R.I Larpank

At/Po-Larpank
Dist- Sambalpur

10. **Map of office location.**

Attached in separate sheet.

11. **Working hour both for office and public.**

10 A.M. to 5.30 P.M. with a lunch break from 1.30 P.M. to 2 P.M. both for public and office. In emergency situation the office function 24 hours.

12. **Public interaction if any**

As enumerated in point 8.

13. **Grievance redress mechanism**

The Grievance petitions are being invited through the R.I's and Revenue Supervisors and action are being taken as per rule. In serious nature of Grievance the Tahasildar / Addl. Tahasildar conduct inquiry and take actions immediately.

Manual 2
Powers and duties of Officers and Employees
[Section 4(1) (b) (ii)]
Powers and Duties of Officers and Staff

Sl. No.	Designation of Post	P o w e r s				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Sri.Laxman Amat , OAS (I) JB	Head of Tahasil Office	Disposal of all funds allotted	Tahasildar and Revenue Officer	-	All revenue matters related to A.katapali,chiplima except misc certidicates
2.	Dr. Manas Ranjan Swain ORS, Addl.Tahasildar	Overall supervision of Tahasil office/ R.I.Office	-	Addl. Tahasildar & Revenue Officer, PIO	-	All revenue matters related to Sadar-1sadar-3,sasan except lease and alienation.
3.	Miss Saroja Behera ORS, Addl.Tahasildar		-	Addl. Tahasildar & Revenue Officer OIC Record Room	-	All revenue matters related to Sadar-sadar-larpank,kainsir, except lease and alienation
4.	Sri. Anadi Sahu Section Officer,	-	-	-	Assem bly Questio n,Court matter	Section Officer &Over all superer vision
5.	Sri Rabindra Pradhan , R.I	-	-	-	Record Keeper I/C	
6.	Miss Sunita Nayak , S.C	-	-	-	D.A to Gen. Misc,Esst.Sec	
7.	Manjulata Bhoi,S.C	-	-	-	D.A to rural encroachment, .(Urban Encroachment section,Emergency,HLO, Nazul,Electi on	
8.	Miss Jyoshna Meher,S.C	-	-	-	D.A to O.P.D.R,OL R 19 C,22,23 & Ceiling	

9.	Iswari Patel , S.C	-	-	-	Demarcation ,Certified copy	-
10.	Sri Debottam Pradhan , J.C	-	-	-	Nazir,Touzi	-
11.	Sri Pramod Ku. Pradhan ,J.C	-	-	-	D.A to O.L.R 8(A), Irrigation,Hi-tech survey,FRA	-
12.	Miss Anamika Bhoi , J.C	-	-	-	A.P.I.O of R.T.I & Misc. Certificate	-
13.	Sri. Lambodar Munda , J.C	-	-	-	Mutation,R MC,Beband obast	-
14.	Miss Priyadarsini Panda , J.C	-	-	-	D.A to Issue & Receipt	-
15.	Miss Sushree Padhee , J. C	-	-	-	D.A to Lease & Alienation,	-
16. 17. 18.	Sri. S.Sahu Sri. P.K.Maharan a Sri. S.Biswal D.E.O cum C.A	-	-	-	Data Entry of L.R , Misc. Cert. & Preparation of Landpassbook	-

Note: Substantive powers and duties for each position may be defi

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 is 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.

Flow Process Chart for disposal of cases

Sl. No.	Activity	Level of action	Time frame
1.	To receive the application and put a diary no.	Dealing Assistant issue a record.	Same day
2.	To mark application to concerned dealing Assistant.	Head Clerk	Same day
3.	Put up before the Tahasildar	D.As	Next day
4.	Decision made by the Tahasildar	Tahasildar	Next day
5.	Misc certificates(income /residence)	Addl.Tahasildar	With in 15 days
6.	Caste certificates(SC/ST/SEBC/OBC)	Addl.Tahasildar	With in 30 days
7.	Legal Heir certificate	Addl.Tahasildar	With in 30 days
8.	Guardianship	Collector	With in 45 days
9.	Solvency (up to 10 lakh)	Addl.Tahasildar	With in 30 days
10.	Asset and income certificate ,EWS	Addl.Tahasildar	With in 15 days
11.	Uncontested Mutation	Form-3>RK>RI>TDR/AddlTdr>RK>TDR	With in 90 days
12.	Conversion U/S-8 a/8,1c	RCCMS>RI>SDA>TDR>Recordroom>computer room >Disposal	With in 60 days
13.	Partition ,19,1©	RCCMS>RI>HJEARING TDR>\DSR>computer room >Disposal	With in 180 days

Such charts may be prepared for major functions.

Manual 4

Norms set for the discharge of functions

[Sections 4(1) (b) (iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

Illustration

Sl. No.	Activity	Time frame/ Norm	Remarks
1.	Diary of letter	3 minute per letter	Deliver the letters to the concerned D.A.
2.	Issue of letter	-do-	-
3.	Dispatch Register	5 minute per letter	Register Daks including entry in the peon book.

Manual 5
Rules, regulations, instructions, manuals and records for discharging functions

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the month discharge of its functions.

List of regulations, instructions, manuals and records.

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No, if any	Price in case of priced publications
1.	Service Code	Service matter of Govt. servants		
2.	G.P.F. Rule	Provident fund matter		
3.	O.C.S. (Pension) Rule	Pension Matter		
4.	O.G.F.R Vol. I & II	Financial matter		
5.	O.T.C. Vol. I & II	Bill budget matter		
6.	O.C.S (C.C.A) Rules	Proceedings		
7.	O.T.Rule	Traveling allowance matter		
8.	Orissa Conduct Rules	Govt. Servant Conduct		
9.	Orissa Nizarat Manual	Management of Nizarat		
10.	Manual of Tahasil Accounts	Tahasil accounting procedure		
11.	O.G.L.S Act 1962 & Rules 1985	Alienation of Govt. land and dereservation of Govt. land.		
12.	Orissa Relief Code	Regarding relief operation in natural calamities		
13.	Orissa Record Manual	Maintenance of records		
14.	OLR Act & Rules	Land Reform matters.		
15.	O.P.L.E. Act	Eviction of unauthorized encroachment over Govt. land.		
16.	Orissa Mutation Manual	Correction of R.O.R and upto-dation of land records.		
17.	O.P.D.R Act.	Collection of arrear land revenue		
18.	Orissa Irrigation Act	Assessment of water rate and prevention of mischief in irrigation network.		
19.	O.M.M.C Rules	Settlement of Sairat sources		
20.	Orissa Misc. Certificate Rules 1984	Residential certificates/ Income Certificate / Legal Heir Certificate		
21.	Orissa Caste Certificate Rules, 1980	S.C, S.T., Certificate and OBC/SEBC Cert.		

Manual 6**A statement of the categories of documents that are held by if for under its control**
[Section 4(I) (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 catalogued.

(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.	Transfer posting of R.I's / Staffs.		Dealing Asst. (Establishment)	NA
	Roster arrangement		Do	NA
	Training of Revenue Field Staff		Do	NA
	Miscellaneous Training of Officers/ Staffs.		Do	NA
	Service verification report		Do	NA
	Pay fixation of Officers / Staffs		Do	NA
	Sanction of increments / house rent / approval of tour diaries/ service book of staffs.		Do	Permanent
2.	R.O.R. / Maps		Record Keeper incharge	Permanent(As per ORM)
3.	All types of files pertaining to collection/expenditure		Nazir	3 Years
4.	Audit Report / Inspection Report		D.A. Audit Inspection	12 Years
5.	Alienation case records to IDCO / Private companies / Public institutions / Govt. undertaking / Govt. Deptt in Rural area.		D.A. Lease	Permanent
6.	Alienation lease to IDCO/ Private companies / Public institution /Govt. undertaking / Govt. Deptt. in Urban areas.		D.A. Nazul	Permanent
7.	Settlement of Nazul land		D.A. Nazul	Permanent
8.	Conversion cases/ partition cases/ ceiling cases.		D.A. OLR	Permanent

9.	Sairat case records / temporary permit or minor mineral / case records relating to illegal lifting or minor mineral		D.A. Touzi	Permanent
10.	Sun stroke dead lightening cases/ house damage list of natural calamities.		D.A. Emergency	Permanent
11.	Assessment of water rate / joint verification command area.		D.A. Irrigation	12 Years
12.	Inspection note of officers		D.A. General & Misc.	6 Years
13.	Rehabilitation reports		D.A. General & Misc.	
14.	Settlement of Govt. land for homestead and agriculture purpose.		D.A. Lease	Permanent
15.	O.P.E.E Cases		D.A. (Rural Encroachment) for rural area and D.A (Urban Encroachment) for urban area.	NA
16.	O.P.D.R cases		D.A. Certificate	12 Years
17.	Residential / Income/ Caste/Legal Heir / OBC/ S.E.B.C. certificates		D.A. Misc. Certificate	12 Years
18.	Monthly Progress Report		D.A. Revenue	3 Years
19.	Mutation Cases		D.A. Mutation	Should be destroyed when all the records of the cases entered therein are destroyed.
20.	Be-bondabasta matters		D.A O.E.A	Permanent
21.	Acquattance Roll /T.A/ D.A. Bill		D.A Establishment	3 Years
22.	Service of process		Asst. Nazir	3 Years
23.	Form / Stationary		Asst. Nazir	3 Years
24.	Salable Map		Asst. Nazir	Permanent

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 consultation are held

Not applicable

Manual 8

A statement of boards, council, committees and other bodies constituted

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

Not applicable

Manual 9

Directory of officers and employees

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

Directory

Sl. No.	Name and designation	Office phone no.	Email Address
1.	Tahasildar / Addl. Tahasildar and All Staffs.	(0663) 2410818	-
1.	Sri Laxman Amat , OAS (I) JB, Tahasildar	(0663) 2410818	
2.	Dr. Manas Ranjan Swain ORS, Addl. Tahasildar		
3.	Miss Saroja Behera ORS, Addl. Tahasildar,		

4.	Anadi Sahu S.C		
5.	Miss Sunita Nayak , S.C		
6.	Manjulata Bhoi, S.C		
7.	Jyotshna Meher,S.C		
8.	Iswari Patel, S.C		
9.	Debottam Pradhan J.C		
10.	Nilanchal Ghusi J.C		
11.	Pramod Ku. Pradhan, J.C		
12.	Anamika Bhoi , J.C		
13.	Lambodar Munda , J.C		
14.	Priyadarsini Panda , J.C		
15.	Sushree Padhee , J.C		
16.	Sambhu Prasad Raula , R.S		
17.	Sri Haibansh Nayak, R.I		
18.	Rabindra Pradhan , R.I		
19.	Debjani Sahu ,R.I		
20.	Ranjeeta Bhoi , R.I		
21.	Sunil Sikandar,RI		
22.	Sonali Besan,RI		
23.	Ashok Ku.Hota,RI		
24.	Dinesh Mishra,RI		
25.	Raghunandan Badhai,RI		
26.	Archana Mohanty,RI		
27.	Miss Sunita Sahu , A.R.I		
28.	Panchanan Mahana , A.R.I		

29.	Chinky Meher , A.R.I		
30.	Bhabani Shankar Dalai , A.R.I		
31.	Kishor Ku. Nayak ,A.R.I		
32.	Bhisma Pradhan ,Amin		
33.	Namita Guru , Amin		
34.	Kulamani Nayak ,Amin		
35.	Santanu Kumbhar , Amin		
36.	Kuili Dhanwar , Amin		
37.	Aruna Bhoi, Amin		
38.	Baikuntaha Bihari Biswal , amin		
39.	Rajkumar Barik , Amin		
40.	Manoranjan Rout, Amin		
41.	Sagarika Samantaray, Amin		
42.	Amulya Ku. Mahakul , Amin		
43.	Reena Gardia , Amin		
44.	Rajendra Behera , Amin		
45.	Kiran Kujur, Amin		
46.	Priyadarsita Majhi,Amin		
47.	Surendra Saa, Peon		
48.	Raju Saa, Peon		
49.	Sanjukata Gadnayak ,Peon		
50.	Akshya Ku. Parida , Peon		
51.	Sudarsan Oram ,Peon		
52.	Parikhita Mirdha , Peon		
53.	Parbati Singh Jagadala ,Peon		

54	Sarita Patra , Peon		
55	Rabindra Ku. Rout, Chain Man		
56	Haricharan Munda, Chain Man		
57	Pradeep Ku. Panda , Khalasi		
58	Ashok Ku. Pradhan , Khalasi		
59	Pankajini Luha , Khalasi		
60	Pramodini Mirdha , Khalasi		
61	Chotelal Munda , Khalasi		
62	Lakshyapati Palka , Khalasi		
63	Sanatan Pradhan , Process Server		
64	Hemanta Ku. Samal , P.S		
65	Hrudanjali Ranjit, P.S		
66	Kalandi Ch. Das , P.S		
67	Suleman How, P.S		
68	Anita Pradhan , P.S		

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
1.	Sri Laxman Amat , OAS (I) JB, Tahasildar	Rs. 15600-39100/-
2.	Dr. Manas Ranjan Swain ORS, Addl. Tahasildar	Rs. 9300/-34800/-
3.	Miss Saroja Behera ORS,Addl. Tahasildar,	Rs. 9300/--34800/-
4.	Anadi Sahu S.C	Rs.9300/- to 34800/-
5.	Miss Sunita Nayak , S.C	Rs.5200/- to 20200/-
6.	Manjulata Bhoi,S.C	Do
7.	Jyotshna Meher,S.C	Do
8.	Iswari Patel, S.C	Do
9.	Debottam Pradhan J.C	Do
10.	Nilanchal Ghusi J.C	Do
11.	Pramod Ku. Pradhan, J.C	Do
12.	Anamika Bhoi , J.C	Do
13.	Lambodar Munda , J.C	Do
14.	Priyadarsini Panda , J.C	Do
15.	Sushree Padhee , J.C	Do
16.	Sambhu Prasad Raula , R.S	Rs. 9300/- to 34800-
17.	Sri Haibansh Nayak, R.I	Do
18.	Rabindra Pradhan , R.I	Do
19.	Debjani Sahu ,R.I	Do
20.	Ranjeeta Bhoi , R.I	Do

21.	Sunil Sikandar,RI	Rs. 9300/- to 34800-
22.	Sonali Besan,RI	Do
23.	Ashok Ku.Hota,RI	Do
24.	Dinesh Mishra,RI	Do
25.	Raghunandan Badhai,RI	Do
26.	Archana Mohanty,RI	Do
27.	Miss Sunita Sahu , A.R.I	5200/- to 20200/-
28.	Panchanan Mahana , A.R.I	Do
29.	Chinky Meher , A.R.I	Do
30.	Bhabani Shankar Dalai , A.R.I	Do
31.	Kishor Ku. Nayak ,A.R.I	Do
32.	Bhisma Pradhan ,Amin	Do
33.	Namita Guru , Amin	Do
34.	Kulamani Nayak ,Amin	Do
35.	Santanu Kumbhar , Amin	Do
36.	Kuili Dhanwar , Amin	Do
37.	Aruna Bhoi, Amin	Do
38.	Baikuntaha Bihari Biswal , amin	Do
39.	Rajkumar Barik , Amin	Do
40.	Manoranjan Rout, Amin	Do
41.	Sagarika Samantaray, Amin	Do
42.	Amulya Ku. Mahakul , Amin	Do
43.	Reena Gardia , Amin	Do
44.	Rajendra Behera , Amin	Do
45.	Kiran Kujur, Amin	Do
46.	Priyadarsita Majhi,Amin	Do

47	Surendra Saa, Peon	4750/- to 14680/-
48	Raju Saa, Peon	Do
49	Sanjukata Gadnayak ,Peon	Do
50	Akshya Ku. Parida , Peon	4750/- to 14680/-
51	Sudarsan Oram ,Peon	4750/- to 14680
52	Parikhita Mirdha , Peon	Do
53	Parbati Singh Jagadala ,Peon	Do
54	Sarita Patra , Peon	Do
55	Rabindra Ku. Rout, Chain Man	4750/- to 14680/-
56	Haricharan Munda, Chain Man	Do
57	Pradeep Ku. Panda , Khalasi	Do
58	Ashok Ku. Pradhan , Khalasi	Do
59	Pankajini Luha , Khalasi	Do
60	Pramodini Mirdha , Khalasi	Do
61	Chotelal Munda , Khalasi	Do
62	Lakshyapati Palka , Khalasi	Do
63	Sanatan Pradhan , Process Server	Do
64	Hemanta Ku. Samal , P.S	Do
65	Hrudanjali Ranjit, P.S	Rs4750/- to 14680/-
66	Kalandi Ch. Das , P.S	Do
67	Suleman How, P.S	Do
68	Anita Pradhan , P.S	Do

Manual 11

The budget allocated to each agency [Section 4(1) (b)(xi)]

Non Plan Budget

Major head	Activities be performed	Sanctioned budget	Expenditure for 2017-2018 in Rs.	Expenditure 2018-19 in Rs.	Expenditure 2019-20 in Rs.
Sambalpur Revenue 013	-	Pay	18356154.00	22269409.00	21300000
		D.A	7499195.00	2118154.00	24,60,000
		H.R.A	656272.00	932735.00	4,90,000
		O.A	8097.00	1464.00	3000
		R.C.M	82000.00	90000.00	20,000
		T.E	48484.00	16690.00	30,000
		M.V	127982.00	53696.00	50,000
		Elect. Charge	160000.00	80000.00	1,20,000
		Hairing of MV	218900	159200.00	240000
		Tel. Charge	20151.00	32980.00	40000
		O.C	119446.00	70000.00	60000
		R.R.T	903000	nil	nil

Plan Budget Not applicable

Manual 12 The manner of execution of subsidy program [Section 4(1) (b)(xii)]

List of institutions given subsidy Not applicable

Manual 13 Particulars of recipients of concessions, permits or authorizations granted [Section 4(1) (b)(xiii)]

List of beneficiaries Not applicable

Manual 14
Information available in an electronic form
 [Section 4(1)(b)(xiv)]

DOCUMENTS	WEBSITE
ROR	Bhulekhodisha.nic.in
MAP	Bhunaksaodisha.nic.in
Case Records(1 lakh 9 thousand)	Data management system(DMS)
Section 41(b) of RTI act	Sambalpurodisha.nic.in

Details of information

Nil

Manual 15
Particulars of facilities available to citizens for obtaining information
 [Section 4(1)(b)(xv)]

SL	Facilities
1	Certified copies of ROR under provisions of odisha records manual
2.	Provisions of RTI Act (to be applied in RTI Cell)

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of information available	Working hours
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
3.	RTI cell	As per provisions of RTI act	10 AM to 5.30 PM on working days

Such charts may be prepared for major functions.

Manual 16
Name designation and other particulars of Public Information Officers
 [Section 4(1)(b)(xvi)]

List of Public Information Officers

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of Area/Activities, if more than one PIO is there.
1.	Dr. Manas Ranjan Swain,ORS Addl.Tahasildar,	Tahasil Office, Sambalpur At.Kacheri Road, Po.Dist. Sambalpur	0663- 2410818	-	-

List of Assistant Public Information Officers

Sl. No.	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address
1.	Miss Anamika Bhoi , JC	Tahasil Office, Sambalpur At.Kacheri Road, Po.Dist. Sambalpur	0663- 2410818	

First appellate authority with in the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	E-mail address	Demarcation of Area/Activities, if more than one appellate authority is there.
1.	Sri.Laxman Amat OAS (I) JB Tahasildar,Sadar Sambalpur.	Tahasil Office, Sambalpur At.Kacheri Road, Po.Dist. Sambalpur	0663- 2410818	-	-

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.