

17 Point Pro-active Disclosure Under Section 4(1) (b) of RTI Act. 2005

UEI & GB , Sambalpur University, Jyoti Vihar, ,Burla

Manual-1

Particulars of Organization, Functions & Duties

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

The first and foremost duties of UEI & GB,Sambalpur University,Jyoti Vihar,Burla is registration of names of unemployed professional youths, placement, Vocational Guidance, Career Counselling Mock Interview etc

Manual-2

Powers & Duties of Officers & Employees

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

Powers & Duties of Officers & Employees

Sl No	Name & Designation	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
Establishment & Accounts Section						
1	Smt. Sangita Kumari Meher Employment Officer	Yes	Yes	----	Yes	Head of the Office & in-charge of all section

Manual-2

Sl No	Name and Designation	Pay Scale/Monthly Remuneration	Section
1	Smt. Sangita Kumari Meher,Employment Officer	Level-10, Cell-12 Rs.62,200/-	Head of the Office & in-charge of all section

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	Receipt of letter from primary receipt Section	Entry in Dairy Register	
2	Receipt of letters from Dairy Register by Dealing Assistant	Processing the file and submitting to the E.O ,scrutinized by the E.O for further submit and Final Approval	

The E.O ,UEI & GB,S.U,Jyoti Vihar,Burla is the final decision making authority/PIO in respect of this office

Manual 4

Norms for Discharge of Functions

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

Sl No	Activity	Time frame/Norms	Remarks
1	2	3	4
As in Manual 3			

As per orders of the Director of Employment, Odisha, Bhubaneswar

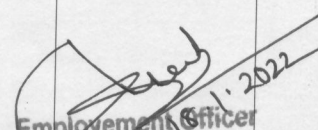
Manual 5

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

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

List of Regulation,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	National Employment service Manual Vol-I	Employment Exchange Policy and procedure, Collection of Employment Market Information, Vocational Guidance and Employment counseling ,Placement of the Personal with Disabilities		
2	National Employment service Manual Vol-II	Appendixes-Forms ,Tables Copies of Orders etc.		


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UEI & G.B.Sambalpur University
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1.2022

3	National Employment service Manual Vol-III	Appendixes-Copies of Act(S) & Rules	
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All other Act, Rules and Regulations of Government of Odisha, Skill Development & Technical Education Department and Director of Employment, Odisha, Bhubaneswar and other higher authorities frame from time to time.

Manual 6

Categories of Documents under Control

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

Sl. No.	Nature of the Record	Details of Information Available	Unit/Section where available	Return period where available
1	2	3	4	5
1	Service Books of Employees(Non-gazetted Ministerial)	Service Details	Establishment & Accounts Section	
2	Bill Register, Acquittants	Bill details	Establishment & Accounts Section	
3	X-63	Record of Registration	Live Register	----
4	X-56	Dead Register	Live Register	----
5	X-64	Vacancy Order Register	Live Register	----
6	EM-I	Record of leaf	EMI	----
7	EM-II	Record of Employer	EMI	----
8	VG-63	Running record of Individual Guidance	VG	----
9	VG-64	Running record of Group Guidance	VG	----
10	VG-65	Individual Information	VG	----
11	VG-66	Career talks in Educational Institutions	VG	----
12	VG-67	Training Submission registers	VG	----
13	VG-68	Running record of registration guidance	VG	----

Manual 7

Particulars of Arrangement in Formulation of Policy

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

Nil

Manual 8

Boards, Councils, Committees & Other Bodies Constituted

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

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	Screening Committee on RACPS	For grant of financial up-gradations for Gr-D Employee	RADE-Chairman Members-Employment Officer, I & GB, Burla Employment Officer(I.I.Q), DE Ex, Sambalpur	

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Manual 9
Directory of Officers & Employees

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

Sl. No	Name	Designation	e-mail	Address
1	Smt. Sangita Kumari Meher,	Employment Officer	Ueigb.burla@gmail.com	UEI & GB , Sambalpur University, Jyoti Vihar, Burla

Manual-10

Monthly Remuneration & Compensation of Officers & Employees

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

As in Manual-2

The monthly remuneration received by the Officer and employees are as per the 7th Pay Commission issued by Govt. of Odisha

Manual-11

Budget Allocated to each Agency

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

Non-Plan budget

Minor Head	Activities to be performed	Sanction 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.)
0308(HQ)	Pay	64000	64000	375000	375000
	DA	9600	9600	33110	33110
	HRA	1164	1164	6984	6984
	RCM	0	0	2471	2471
	OA	200	200	2200	2200
	Arrear Pay	48931	48931	0	0
	TE	0	0	3000	3000
	OC	5000	5000	9000	9000
	Comp Consumables	50000	50000	0	0
	Telephone	750	750	2000	2000

Plan budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent
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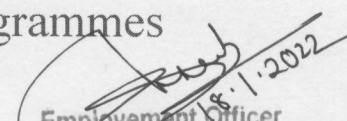
Nil

Manual-12

Manner of Execution of Subsidy Programmes

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

Nil


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Manual-13
Particulars of Recipients of Concessions, Permits or
Authorizations Granted

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

NIL

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)]

A fresh candidate belongs to sambalpur university jurisdiction can register his/her name through offline mode only

Manual-16
Names, Designations & Other Particulars of the Public
Information Officers

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


Public Information Officers:

Sl. No.	Name	Designation	STD Code	Office Ph. No.	Residence No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8	9
1	Smt S K Meher	E.O	0663	2431137	-	-	Ueigb.burla@gmail.com	UEI & GB , Sambalpur University, Jyoti Vihar, Burla

Manual-17
Other Useful Information

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

Nil


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