

**SUOMOTO DISCLOSURE OF INFORMATION IN RESPECT OF B.B.E. SECTION,
COLLECTORATE, NABARANGPUR AS STIPULATED UNDER SECTION 4(1) OF
THE R.T.I. ACT, 2005 (AS ON 08.06.2010)**

(i) Particulars of Organization, functions & duties:-

Name of the organization: B.B.E Section, Collectorate, Nabarangpur.

Functions and duties: - The functions and duties of B.B.E. Section, Collectorate, Nabarangpur are as follows-

- (a) Preparation of bills of employees of Collectorate, Nabarangpur & Sub Collector's Office, Nabarangpur such as, salary, GPF advances, GIS bills, T.E. bills, RCM claims, Provisional family pension, Provisional pension, Provisional gratuity, provisional commuted value of pension bills, bills of retired employees, contingent bills etc, and its presentation before the District Treasury etc.
- (b) Preparation of Budget under different units relating to district & sub divisional establishments and its onward transmission of the same to the Board of Revenue, Orissa, Cuttack.
- (c) Recruitment, appointment, absorption of staff under Revenue administration in respect of non-Gazetted employees, conducting Departmental promotion committee meetings for promotion of employees to the promotional posts, transfer & posting of employees, maintenance of service Books of Gazetted /non-Gazetted employees of Collectorate and Sub Collector's Office, Nabarangpur, initiation of disciplinary proceedings against non-Gazetted employees of Revenue administration, implementation of HRMS project i.e. computerization of service Books of employees of entire district and other establishment related matters.
- (d) Besides the Establishment matters, this section is dealing with the works relating to Census 2011.

(ii) Powers and duties of its Officers and employees:

The Collector, Nabarangpur being the Head of Office of the organization is empowered for appointment/ recruitment/ promotions of non-Gazetted employees of the Revenue administration. She is also empowered under OCS(CC&A) Rules, 1962 for initiation of disciplinary proceedings and taking disciplinary action against the employees under Revenue administration, sanction of increments, leave, GPF withdrawals of Gazetted and specially declared Gazetted Officers, approval of tour diaries/particulars of Gazetted Officers of Collectorate. The Collector, Nabarangpur being the Pension Sanctioning Authority of non-Gazetted employees of Revenue administration is empowered under

OCS(Pension) Rules,1992 and OCS(Commutation)Rules,1992 for sanction of pension, gratuity , un-utilized leave salary, commuted value of pension of non-Gazetted employees of Revenue administration. Implementation of orders/judgments/reports of Hon'ble Appellate Authorities/ Courts/ Tribunals and Lokpal etc.

The Additional District Magistrate, Nabarangpur being delegated with the powers by the Collector, Nabarangpur(Head of Office) is empowered for sanction of GFP advances, annual periodical increments, leave etc of non-Gazetted employees of Collectorate, Nabarangpur and Sub Divisional Establishment and all other matters as and when ordered by the Collector, Nabarangpur.

The Deputy Collector, Establishment, Collectorate, Nabarangpur is empowered for signing of bills of District administration , sub division administration under different units, preparation of budget, disposal of routine files, endorsement of important files to the Additional District Magistrate, Nabarangpur & Collector, Nabarangpur, ensure proper implementation of HRMS Project as AHIO , fuctionalization of National e-Governance Cell implemented by the Department of Information and Technology as Nodal Officer and other establishment related matters as and when ordered by the Additional District Magistrate, Nabarangpur and Collector, Nabarangpur.

The employees of the section such as Head Clerk, Senior Clerks, junior Clerks and other Class-IV employees will assist the Officers.

The duties of the dealing assistants are to maintain different registers etc. prescribed by the ORM,OTC,OGFR,OCS(CC&A)Rules,1962, OCS(Pension)Rules,1992 and other manuals, Rules etc and put up of daks received by them in time.

(iii) The procedure followed in decision making process including channels of supervision and accountability:-

The procedure in decision making process is being followed as per instructions contained in different Acts, Rules, Manuals such as OTC,OGFR,OCS(CC&A)Rules,1962, OCS(Pension)Rules,1992 and other manuals, Rules etc.

(iv) Norms set by it for the discharge of its functions:-

The organization (section) is discharging its functions as per norms already contained in different acts, manuals, rules and government instructions.

(v) Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

The following Acts, Rules, Manuals etc are being used by the employees for discharging its functions-

- a) Orissa Record manual,1964
- b) Orissa Budget Manual
- c) Orissa Leave Rules
- d) Orissa Service Code
- e) Orissa G.P.F. Rules
- f) Orissa General Financial Rules
- g) Orissa Treasury Code
- h) Orissa Civil Service (Classification, Control & Appeal)Rules,1962.
- i) Orissa Civil Service (Rehabilitation Assistance)Rules,1990
- j) Orissa Civil Service (Criteria for promotion)Rules
- k) Orissa Civil Service(Pension) Rules,1992
- l) Orissa Civil Service (Commutation of Pension)Rules,1992
- m) Orissa Civil Service (Zone of consideration)Rules.
- n) Orissa Ministerial Service Rules.
- o) O.D.R.S(Method of Recruitment &condition of service)Rules,1983
- p) Newly defined pension scheme.
- q) Orissa Right to Information Rules,2005
- r) Orissa Right to Information Act,2005.
- s) Orissa Revised scale of pay Rules.
- t) Any other Notifications/Resolutions/orders of Government in General Administration Department/Revenue & Disaster Management Department/ Finance Department and other departments received from time to time.

(vi) A statement of the categories of documents that are held by it or under its control:

- a) Service Books
- b) Acquittance rolls under different units of both District & Sub Division establishments.
- c) Attendance Register
- d) Log books of dealing assistants
- e) Bill register
- f) Book of drawal
- g) GPF ledgers
- h) Pension ledgers
- i) Pension contribution ledger under newly defined pension scheme
- j) GPF pass-Books
- k) GIS pass-books

- l) HBA advance pass-books
- m) Annual periodical increment registers of Gazetted/non-Gazetted establishment
- n) Suspension register
- o) Register of OA cases.
- p) Register of departmental proceedings
- q) Staff registers
- r) Register of letters received
- s) Register of letters issued
- t) Register of registered letters received.
- u) Register of Assembly questions/Parliamentary questions
- v) Index register
- w) Register of OJC Cases
- x) Pending list of letters received
- y) Pending list of letters issued
- z) Peon Book
- aa) Post creation registers
- bb) ORV register.
- cc) Files relating to the above matters

Etc.

(vii) Particulars of any arrangements that exists for consultation with , or representative by the members of the public in relation to the formulation of its policy or implementation thereof:

-NA-

(viii) Statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those bodies, boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

The Departmental promotion committees consisting of 4 to 5 members for giving promotions, recruitment committees for recruitment of employees are being constituted as and when required. Those meetings are not open for public, but minutes of such meeting are accessible for public.

(ix) Directory of Officers and employees.

1. Sri Sibabrata Dash,OAS(SAG),
District Magistrate & Collector, Nabarangpur.
2. Sri Narendra Kumar Pradhan, OAS (S),
Additional District Magistrate, Nabarangpur.
3. Sri Devi Prasad Tali,OAS,

Deputy Collector, Establishment, Collectorate, Nabarangpur

4. Sri A.S.S. N.Rao, Head Clerk.
(overall supervision of the section. All files routed through him)
5. Sri James Martin Suna, Senior Clerk
(On leave on medical ground)
6. Smt. V.Krishna Veni, Senior Clerk
(Dealing with Pension cases, Gazetted Estt., RCM claims/ACP/Tours/LTC and all kinds of advances)
7. Sri K.Ashok Chakravarty, Senior Clerk.
(Dealing with Transfer & posting, promotions, recruitment, absorption, appointments of Non-Gazetted employees/ Rehabilitation Assistance Cases, Departmental proceedings, OA cases/OJC Cases/Lokpal Cases/ Suspension cases/Audit & Inspections/Allegations/RTI Act/Census)
8. Sri Bijoy Kumar Sahu, Junior Clerk.
(Non-Gazetted Establishment/CCRs seat/Gradations / Departmental examinations/ HRMS project/Census)
9. Sri Ashutosh Mohanty, Junior Clerk
(Sanction of G.P.F/ National e-Governance project/ Training/Bill/Budget)
10. Sri Sunil Kumar Das, Junior Clerk
(Receipt and Issue & assistant to Sri K.Ashok Chakravarty, Sr. Clerk)
11. Sri Sunil Kumar Tripathy, Junior Clerk
(Probationer)
12. Sri Ashok Kumar Mahanty, Junior Clerk
(Probationer)
13. Sri Danabir Jagat, Daftary
14. Sri Sanjeeb Kumar Panda, Peon
15. Sri Madan Mohan Panda, Night watcher attached as peon
16. Sri Akshya Kumar Pal, D.O.C, HRMS Project.
17. Sri P.Krishnamurty, Attendent, Census Cell.

(x) Monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulation:

A statement showing the list of the employees of Collectorate, Nabarangpur and Sub Collector's Office, Nabarangpur indicating the scale of pay of different posts and monthly salary of each employee is enclosed as Annexure-I..

(xi) Budget allotment and expenditure:-

Allotment received under different units /Heads of accounts and expenditure made as on 1.6.2010 in respect of District Administration & Sub Division Establishment is enclosed as Annexure-II.

(xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries:

-NA-

(xiii) Particulars of recipients of concession, permits or authorizations granted by it

-NA-

(xiv) Details in respect of the information available to or held by it reduced in an electronic form:

-NA-

(xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public purpose:

-NA-

(xvi) Name, designations and other particulars of the Public Information Officers:

- (i) P.I.O,Collectorate,Nabarangpur:
Smt.Dharitri Mishra,OAS-I(JB), Deputy Collector,Nabarangpur.
- (ii) A.P.I.O,Collectorate,Nabarangpur:
Sri Nabin Nayak, Office Superintendent, Collectorate,Nabarangpur.
- (iii) 1st Appellate Authority:
Sri Narendra Kumar Pradhan, O.A.S ((S),
Additional District Magistrate,Nabarangpur.

(xvii) Other information:

-NA-

Sd/-
Deputy Collector,
Establishment

COLLECTORATE:NABARANGPUR
(B.B.E.SECTION)

No. 1256 /XIX.5/09(RTI)
..06.2010.

Dated 8

To

The D.I.O,
NIC, Collectorate, Nabarangpur

Sub: Suomoto disclosure of Information by the Public Authorities as stipulated under section 4(1) of RTI Act,2005.

Ref: 1.This office letter No.2118 dated 24.11.2008.
2.memo No.321 dated 20.06.2009 of Addl.District Magistrate,Nabarangpur.

Sir,

With reference to the letter on the subject cited above, I am to enclose herewith the updated information for suomoto disclosure as stipulated under section 4(1) of

RTI Act,2005 for uploading the same in District web site in respect of B.B.E section, Collectorate, Nabarangpur. The required information contains both hard copy and soft copy (in CD form)

Yours faithfully,

Sd/-
Deputy Collector,
Establishment

Memo No. 1287/2009

Dated 8 ..06.2010.

Copy along with hard copy of suomoto disclosure of up dated information relating to BBE section as stipulated under section 4(1) of RTI Act,2005 forwarded to the P.I.O-cum-Deputy Collector, General & Misc. Section, Collectorate, Nabarangpur for information and necessary action with ref to his letter memo No.318 dated 20.6.2009.

Sd/-
Deputy Collector,
Establishment

Chapter – 2 (Manual – 1)
Particulars of Organisation, function and duties

1. Aim and objectives of the organization.

- a. Preparation of bills of employees of Collectorate, Nabarangpur & Sub Collector's Office, Nabarangpur such as, salary, GPF advances, GIS bills, T.E. bills, RCM claims, Provisional family pension, Provisional pension, Provisional gratuity, provisional commuted value of pension bills, bills of retired employees, contingent bills etc, and its presentation before the District Treasury etc.
- b. Preparation of Budget under different units relating to district & sub divisional establishments and its onward transmission of the same to the Board of Revenue, Orissa, Cuttack.
- c. Recruitment, appointment, absorption of staff under Revenue administration in respect of non-Gazetted employees, conducting Departmental promotion committee meetings for promotion of employees to the promotional posts, transfer & posting of employees, maintenance of service Books of Gazetted /non-Gazetted employees of Collectorate and Sub Collector's Office, Nabarangpur, initiation of disciplinary proceedings against non-Gazetted employees of Revenue administration, implementation of HRMS project i.e. computerization of service Books of employees of entire district and other establishment related matters.

2. Mission / Vision

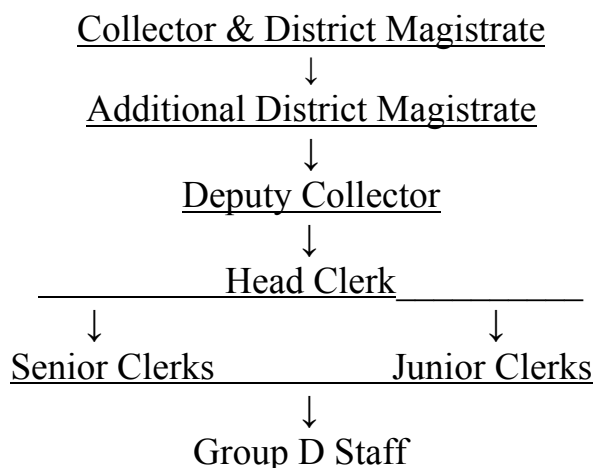
- a. For smooth functioning of District Revenue Administration, this section's Mission and vision are to recruit /appoint and promote the employees against the sanctioned strength of different category of posts created by the Government.
- b. Sanction of pensionary benefits to the retired revenue cadre employees as on the very day of their retirement.
- c. Sanction of personnel claims of the employees etc.
- d. Besides the Establishment matters, this section is dealing with the works relating to Census 2011

3. Brief History of the Public Authority and context of its formation

The B.B.E Section, Collectorate, Nabarangpur has started functioning since inception of the district i.e.2.10.1992 in the Collectorate, Nabarangpur. The District Magistrate & Collector ,Nabarangpur has all the power in respect of BBE Section, however the Addl.District Magistrate,Nabarangpur , being delegated with the power, by the Collector, Nabarangpur(Head of Office) is empowered for sanction of GPF advances, annual periodical increments, leave etc of non-Gazetted employees of Collectorate, Nabarangpur and Sub Divisional Establishment and all other matters as and when ordered by the Collector, Nabarangpur.

The Deputy Collector, Establishment, Collectorate, Nabarangpur is empowered for signing of bills of District establishment , Sub division establishment under different units, preparation of budget, approval of tour particulars of staff of B.B.E Section, sanction of casual leave of staff of B.B.E section, disposal of routine files, endorsement of important files to the Additional District Magistrate, Nabarangpur & Collector, Nabarangpur, ensure proper implementation of HRMS Project as AHIO , fuctionalization of National e-Governance Cell implemented by the Department of Information and Technology as Nodal Officer and other establishment related matters as and when ordered by the Additional District Magistrate, Nabarangpur and Collector, Nabarangpur.

4. Organisation charts.



5. Allocation of business

-NA-

6. Duties to be performed to achieve the mission.

- a. Preparation of bills of employees of Collectorate, Nabarangpur & Sub Collector's Office, Nabarangpur such as, salary, GPF advances, GIS bills, T.E. bills, RCM claims, Provisional family pension, Provisional pension, Provisional gratuity, provisional commuted value of pension bills, bills of retired employees, contingent bills etc, and its presentation before the District Treasury etc.
- b. Preparation of Budget under different units relating to District & Sub divisional establishments and its onward transmission of the same to the Board of Revenue, Orissa, Cuttack. Recruitment, appointment, absorption of staff under Revenue administration in respect of non-Gazetted employees, conducting Departmental promotion committee meetings for promotion of employees to the promotional posts, transfer & posting of employees, maintenance of service Books of Gazetted /non-Gazetted employees of Collectorate and Sub Collector's Office, Nabarangpur, initiation of disciplinary proceedings against non-Gazetted employees of Revenue administration, implementation of HRMS project i.e. computerization of service Books of employees of entire district and other establishment related matters

7. Details of Service rendered

This section is dealing with the service matters of the employees of Revenue administration.

8. Citizens interaction

As and when public comes for any clarification or information in respect of subject dealt in the section, they have been rendered service at once.

9. Postal address of the main office attached / Sub-ordinate office / field units etc.

1. Collectorate, AT/Post/Dist:Nabarangpur.
2. Sub Collector Office, AT/Post/Dist:Nabarangpur
3. Tahsil Office, AT/Post/Dist:Nabarangpur
4. Tahsil Office , AT/Post:Kodinga Dist:Nabarangpur
5. Tahsil Office, AT/Post; Dabugam Dist:Nabarangpur
6. Tahsil Office, AT/Post:Umerkote Dist:Nabarangpur
7. Tahsil Office, AT/Post; Jharigam ,Dist:Nabarangpur
8. Tahsil Office, AT/Post: Raighar,Dist:Nabarangpur
9. Tahsil Office, AT/Post: Chandahandi,Dist:Nabarangpur
10. Tahsil Office,At/Post: Papadahandi,Dist:Nabarangpur
11. Tahsil Office,At/Post:Nandahandi Dist:Nabarangpur
12. Tahsil Office, At/Post:Tentulikhunti,Dist:Nabarangpur

10. Map of Office location.

Not applicable.

11. Working hours both for office and public.

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM during day office and from 7.00 AM to 1.00 PM during morning office. The office functions on all working days as provided in Government Calendar printed and published by the Government of Orissa. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. Public Interaction if any

The public is welcomed cordially and extended every possible assistance as per their requirement.

13. Grievance redressal mechanism

Any grievance petition related to Bills,Budget and Establishment redressed keeping in view the Acts/Rules/Manuals and Government instructions in force.

Manual-2

Powers and duties of Officer and employees (Section 4(1)(b)(ii))

Powers and duties of Officers and Staff.

| Sl. No | Designation of post | Powers | | | | Duties attached |
|--------|---------------------------------|----------------------|-----------|-----------|--------|---|
| | | Administrative | Financial | Statutory | Others | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 01 | Deputy Collector, Establishment | Over all supervision | -- | Nil | -- | The Deputy Collector, Establishment, Collectorate, Nabarangpur is empowered for signing of bills of District administration , sub division administration under different units, preparation of budget, approval of tour particulars of staff of B.B.E Section, , disposal of routine files, endorsement of important files to the Additional District Magistrate, Nabarangpur & Collector, Nabarangpur, ensure proper implementation of HRMS Project as AHIO , fuctionalization of National e-Governance Cell implemented by the Department of Information and Technology as Nodal Officer and other establishment related matters as and when ordered by the Additional District Magistrate, Nabarangpur and Collector, Nabarangpur |
| 02 | Head Clerk(1) | -- | -- | -- | -- | overall supervision of the section. All files routed through him |
| 03 | Senior Clerks(3) | -- | -- | -- | -- | Dealing with Pension cases, Gazetted Estt., RCM claims/ ACP/ Tours/ LTC , Transfer & posting, promotions, recruitment, absorption, appointments of Non-Gazetted employees/ Rehabilitation Assistance Cases, Departmental proceedings, OA cases/OJC Cases/Lokpal Cases/ Suspension cases/Audit & Inspections/ Allegations/ RTI Act/Census work |
| 04 | Junior Clerks(4) | - | - | - | - | Dealing with Non-Gazetted Establishment/ CCRs seat/Gradations / Training/Departmental examinations/ HRMS project , Receipt and Issue ,Bill & Budget,Census National e-Governance project, Sanction of G.P.F |
| 05 | Class-IV(4) | - | - | - | - | Assist ministerial staff |

Manual-3
Procedure followed in decision-making process (Section 4(1)(b)(iii))

| Sl. No. | Activity | Level of action | Time frame |
|---------|--|---------------------------------|------------|
| 1 | Letter received centrally (except letter received in the last hour) put for perusal of Head of the Office. | Office superintendent | Instantly |
| 2 | Process of urgent letter for action | Dealing Assistant | Same day |
| 3 | Examination of contents of letters | Head Clerk | Same day |
| 4 | Proposal of action to be taken | Deputy Collector, Establishment | Same day |
| 5 | Approval of proposed action | Head of the office | Same day |

Manual-4

Norms set for the discharge of functions (Section 4(1)(b)(iv))

Procedures of Orissa Record Manual are duly followed as far as possible while correspondence taken up for action by Head of the Office.

Manual-5

Rule, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

- u) Orissa Record manual,1964
- v) Orissa Budget Manual
- w) Orissa Leave Rules
- x) Orissa Service Code
- y) Orissa G.P.F.Rules
- z) Orissa General Financial Rules
- aa) Orissa Treasury Code
- bb) Orissa Civil Service (Classification, Control & Appeal)Rules,1962.
- cc) Orissa Civil Service (Rehabilitation Assistance)Rules,1990
- dd) Orissa Civil Service (Criteria for promotion)Rules
- ee) Orissa Civil Service(Pension) Rules,1992
- ff) Orissa Civil Service (Commutation of Pension)Rules,1992
- gg) Orissa Civil Service (Zone of consideration)Rules.
- hh) Orissa Ministerial Service Rules.
- ii) O.D.R.S(Method of Recruitment &condition of service)Rules,1983
- jj) Newly defined pension scheme.
- kk) Orissa Right to Information Rules,2005
- ll) Orissa Right to Information Act,2005.
- mm) Orissa Revised scale of pay Rules.
- nn) Any other Notifications/Resolutions/orders of Government in General Administration Department/Revenue & Disaster Management Department/ Finance Department and other departments received from time to time.

Manual-6

A statement of catagories of document that are held by it or under its control (Section 4(1)(b)(vi))

- dd) Service Books
- ee) Acquittance rolls under different units of both District & Sub Division establishments.
- ff) Attendance Register
- gg) Log books of dealing assistants
- hh) Bill register
- ii) Book of drawal
- jj) GPF ledgers
- kk) Pension ledgers
- ll) Pension contribution ledger under newly defined pension scheme
- mm) GPF pass-Books
- nn) GIS pass-books
- oo) HBA advance pass-books
- pp) Annual periodical increment registers of Gazetted/non-Gazetted establishment
- qq) Suspension register
- rr) Register of OA cases.
- ss) Register of departmental proceedings
- tt) Staff registers
- uu) Register of letters received
- vv) Register of letters issued
- ww) Register of registered letters received.
- xx) Register of Assembly questions/Parliamentary questions
- yy) Index register
- zz) Register of OJC Cases
- aaa) Pending list of letters received
- bbb) Pending list of letters issued
- ccc) Peon Book
- ddd) Post creation registers
- eee) ORV register.
- fff) Files relating to the above matters
Etc.

Manual-7

Particulars of any arrangement that exists for constultation with or representation by the members of the public in relation to the information of its policy of implementation. (Section 4(1)(b)(vii))

-NA-

Manual-8

A statement of Boards councils and other bodies constituted (Section 4(1)(b)(viii))

The Departmental promotion committees consisting of 4 to 5 members for giving promotions, recruitment committees for recruitment of employees are being constituted as and when required. Those meetings are not open for public, but minutes of such meeting are accessible for public.

Manual-9

Directory of Officers and Employees (Section 4(1)(b)(ix))

1. Sri Sibabrata Dash,OAS(SAG),
District Magistrate & Collector, Nabarangpur.
2. Sri Narendra Kumar Pradhan, OAS (S),
Additional District Magistrate, Nabarangpur.
3. Sri Devi Prasad Tali,OAS-I(JB),
Deputy Collector, Establishment, Collectorate, Nabarangpur
4. Sri A.S.S. N.Rao,.Head Clerk.
(overall supervision of the section. All files routed through him)
5. Sri James Martin Suna,Senior Clerk
(On leave on medical ground)
6. Smt. V.Krishna Veni,Senior Clerk
(Dealing with Pension cases, Gazetted Estt., RCM
claims/ACP/Tours/LTC and all kinds of advances)
7. Sri K.Ashok Chakravarty, Senior Clerk.
(Dealing with Transfer & posting, promotions, recruitment, absorption,
appointments of Non-Gazetted employees/ Rehabilitation Assistance
Cases, Departmental proceedings, OA cases/OJC Cases/Lokpal Cases/
Suspension cases/Audit & Inspections/Allegations/RTI Act/Census)
8. Sri Bijoy Kumar Sahu, Junior Clerk.
(Non-Gazetted Establishment/CCRs seat/Gradations / Departmental
examinations/ HRMS project/Census)
9. Sri Ashutosh Mohanty,Junior Clerk
(Sanction of G.P.F/ National e-Governance project/ Training/Bill/Budget)
10. Sri Sunil Kumar Das,Junior Clerk
(Receipt and Issue & assistant to Sri K.Ashok Chakravarty,Sr.Clerk)
11. Sri Sunil Kumar Tripathy,Junior Clerk
(Probationer)
- 15 Sri Ashok Kumar Mahanty,Junior Clerk
(Probationer)
- 16 Sri Danabir Jagat,Daftary
- 17 Sri Sanjeeb Kumar Panda,Peon
15. Sri Madan Mohan Panda, Night watcher attached as
peon
16. Sri Akshya Kumar Pal,D.O.C,HRMS Project.

17. Sri P.Krishnamurty,Attendent,Census Cell.

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))

A statement enclosed

Manual-11

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

A statement enclosed.

Manual-12

Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes (Section 4(1)(b)(xii))

Not applicable.

Manual-13

Particular of receipt of compensations and permit or authorization granted (Section 4(1)(b)(xiii))

Not applicable

Manual-14

Details of informations held reduced 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))

Nil

| Sl no | Facility available | Nature of information available | Working hour |
|-------|------------------------------|---------------------------------|---|
| 1 | Notice board | Quotations, tender notice | 10am to 5pm(day office) 7am to 1pm(Morning office) |
| 2 | Web site nabarangpura.nic.in | -- | --do-- |

Manual-16

Name, Designation and other particulars of Public Information Officers. (Section 4(1)(b)(xvi))

| 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 | Smt.Dharitri Mishra,OAS-I(JB) | Collectorate, Nabarangpur | 06858-223868 | | |
| LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS | | | | | |
| 1 | Sri Nabin Nayak, | Collectorate, | 06858-223868 | | |

| | | | | | |
|--|-----------------------|-------------|--|--|--|
| | Office Superintendent | Nabarangpur | | | |
|--|-----------------------|-------------|--|--|--|

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

| | | | | | |
|---|---------------------------------------|------------------------------|--------------|--|--|
| 1 | Sri Narendra Kumar Pradhan, OAS(S) | Collectorate, Nabarangpur | 06858-222040 | | |
|---|---------------------------------------|------------------------------|--------------|--|--|

Manual-17

Other information as may be prescribed (Section 4(1)(b)(xvii))

-NA-

Sd/-
Deputy Collector,
Establishment

