

Office of the Divisional Forest Officer, Nabarangpur K.L. Division.

Office Order No. _____ / Dated, the August, 2009.

In pursuance to sub section (1) of section 4 of Right to Information Act, 2005; it is published that this organization is functioning having following duty and responsibility.

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| (i) The particulars of its organization, functions and duties. | This organization is working in production of Phal Kendu Leaves which is marketed by the Orissa Forest Development Corporation Ltd. |
| (ii) the power and duties of its officers and employees. | The power and duties of the officers working in this organization is furnished below. |

1. Deputy Conservator of Forests (KL).

The Deputy Conservator of Forests organizes his office and sub-ordinate offices under him and ensures appointment/engagement of required staff including the work charged seasonal staff in time. He also ensures timely execution of all kendu leaf operational works in the Division such as repairs & maintenance of godowns, bush cutting, purchase of kendu leaves, drying, bagging and transportation of K.L.

The Deputy Conservator of Forests ensures maintenance of cash and stock accounts at different levels and ensures economy in expenditure. He makes extensive tours to supervise the work of the sub-ordinate staff at various levels and ensures implementation of the terms & conditions of the agreement executed with the O.F.D.C. Ltd. and Advance sale purchasers.

2. Asst. Conservator of Forests (KL).

The Asst. Conservator of Forests is designated as Sub-Divisional Forest Officer (KL) who discharges all duties in the Ranges in his charge which are discharged by the Deputy C. F. (DFO) in the Division. He also assists the Deputy C.F. in all matters and is responsible for proper discharge of duties assigned to him by the Deputy C.F.

3. Range Officers.

The Range Officers are responsible for overall management of the units and timely execution of various kendu leaf operations such as coppicing, repairs & maintenance of godowns, collection of kendu leaves, drying & storage, bagging and transportation of K.L. etc. They are responsible for overall expenditure in the Range and ensure economy in expenditure according to norm/allotment and release of funds made to them.

4. Foresters.

The Foresters in charge of K.L. sections are responsible for construction & maintenance of godowns, etc. and for ensuring correct payment to the K.L. pluckers and proper maintenance of acquittance roll. They maintain cash & stock accounts of the phadies in the prescribed registers and forms properly. They also assist the Range Officers in all matters like coppicing of K.L. bushes, collection of kendu leaves, drying, bagging, transportation and storage of kendu leaves as per work schedule and agreement executed with the O.F.D.C. Ltd. and Advance sale purchasers. They inform the Range Officers the day to day progress of various operations and also the problems, if any.

5. Forest Guards.

The Forest Guards help the Range Officers and the Foresters in the matter of repair & maintenance of godowns and also do other works, as and when assigned to them.


6. Office Staff.

Staff from Head Clerk to Junior Clerk are working in the Divisional office who are maintaining all records separately.

iii) The procedure followed in the decision making process, including channels of supervision and accountability.	The D.F.O. is the Authority to take final decision on various correspondence and cases etc. Before taking decision, the views and report of the concerned A.C.F. and Range Officer are also taken into account.
iv) The norms set by it for the discharge of its functions.	The following rules, regulations, instructions, Manual and records are under the control and used by the employees while discharging their duties.
v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	1. Orissa Kendu Leaves (Control of Trade) Act, 1961.
	2. Orissa Forest Produce (Control of Trade) Rules, 1983.
	3. Orissa Kendu Leaves (Control of Trade) Rules, 1962.
	4. Orissa Kendu Leaves Manual, 1973.
	5. Orissa Service Code.
	6. Orissa Forest Department Code, 1979.
	7. Orissa Forest Manual.
	8. Orissa Treasury Code.
	9. Orissa General Financial Rules.
	10. Orissa General Provident Funds Rules.
	11. Orissa Pension Rules.
vi) a statement of the categories of documents that are held by it or under its control.	The following categories of documents are held/available in this organization
	1. Expenditure incurred under various heads calendar year wise.
	2. Production and delivery of kendu leaves collected in each calendar year, Range wise and Division wise.
	3. Different files for maintenance of records of various sections.
	4. K.L. Manual form No.1 to 16 are being maintained by the concerned Range Officers and sub-ordinate staff on account of production and disposal of the stock.
	5. Bush cutting area and details are being maintained by the concerned Range Officer.
6. The stock so achieved/production is being stored in the departmental godowns and rented godowns.	
vii) The 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 or implementation thereof.	As per instructions of the Higher Authority, Phadi Committees are being organized by the concerned Range Officer before commencement of the operational work.
viii) a statement of the board, 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 boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	As mentioned against item No. vii above.
ix) a directory of its officers and employees.	
x) the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	The name and designation and salary per month of each employee is furnished as follows :

Name	Designation	Total salary
1) Sri S. S. Sabat, F.R.	Range Officer(KL),Umarkote	22,664/-
2) Sri D. Mohapatra, F.R.	Range Officer(KL),Nabarangpur	22,286/-
3) Sri B. Sabar	Forester	13,755/-
4) M. Nayak	Forester	12,167/-
5) S. N. Mishra	Forester	13,944/-
6) Sri D.C. Swain	Forester	14,603/-
7) Sri N.C.Mohanty	Forester	14,453/-
8) Sri N.K.Jayasingh	Forester	15,252/-
9) Sri J.N.Satpathy	Forester	14,811/-
10) Sri D. Gouda	Forester	13,665/-
11) Sri P. C. Dash	Forester	13,127/-
12) Sri P.K.Bhuyan	Forester	15,723/-
13) Sri P.K.Sahoo	Forester	15,126/-
14) Sri C.D.Raju	Forester	14,453/-
15) Sri A.K.Padhy	Forester	13,755/-
16) Sri A. Behera	Forester	15,202/-
17) Sri A. K. Rajput	Forest Guard	11,430/-
18) Sri K.P.Tripathy	Forest Guard	10,834/-
19) Sri B. N. Rao	Forest Guard	10,089/-
20) Sri P. N.Dash	Forest Guard	10,089/-
21) Sri S.D.Majhi	Forest Guard	10,503/-
22) Sri B. N. Mund	Jr. Stenographer	19,417/-
23) Sri A. Moharana	Senior Clerk	13,482/-
24) Smt. Basanti Bhatra	Senior Clerk	14,859/-
25) Sri Iswar Majhi	Senior Clerk	On leave
26) Sri N. K. Bauri	Junior Clerk	13,259/-
27) Sri R. C. Bebortta	Junior Clerk	12,459/-
28) Smt. P.K. Panda	Junior Clerk	12,459/-
29) Sri P.K. Rath	Junior Clerk	12,459/-
30) Sri N.P.Patnaik	Junior Clerk	12,459/-
31) Sri H.K.Patnaik	Junior Clerk	12,459/-
32) Sri D. Patro	Junior Clerk	12,078/-
33) Sri A.P.Patnaik	Junior Clerk	12,053/-
34) Sri P.K.Lenka	Junior Clerk	12,053/-
35) Sri K. Harijan	Junior Clerk	9,017/-
36) Sri G.K.Naik	Junior Clerk	9,017/-
37) Sri P. Bagh	Junior Clerk	9,017/-
38) Sri S.K.Panda	Jr.Gr.Typist-cum-Jr.Gr.Despatcher	12,459/-
39) Sri P.K.Tripathy	Driver	13,208/-
40) Sri B. Naik	Driver	13,470/-
41) Sri S. C. Dash	C.G. Chowkidar	10,097/-
42) Sri L.N.Tripathy	C.G. Chowkidar	10,097/-
43) Sri B.D.Swain	C.G. Chowkidar	9,845/-
44) Sri J.L.Jhankar	C.G. Chowkidar	10,249/-
45) Smt. A. Bagh	C.G. Chowkidar	7,290/-
46) Sri D. Patra	Office Peon	7,290/-
46) Sri H. H. Nayak	Office Chowkidar -cum-Sweeper	7,290/-

<p>xi) the budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.</p>	<p>The budget allocation of different heads during 2009-10 is furnished below.</p> <p>4406-Capital Outlay on Forestry & Wildlife-Non-plan.</p> <table border="1" data-bbox="874 376 1420 1205"> <thead> <tr> <th>Budget Sub-head</th> <th>Allotment.</th> </tr> </thead> <tbody> <tr> <td>1-SALARY.</td> <td></td> </tr> <tr> <td>Pay</td> <td>62,88,000.00</td> </tr> <tr> <td>D.P.</td> <td>60,000.00</td> </tr> <tr> <td>Dearness Allowance.</td> <td>16,35,000.00</td> </tr> <tr> <td>House Rent Allowance.</td> <td>2,28,000.00</td> </tr> <tr> <td>R.C.M.</td> <td>20,000.00</td> </tr> <tr> <td>Other Allowance.</td> <td>15,000.00</td> </tr> <tr> <td>855-Arrear Salary</td> <td>12,50,000.00</td> </tr> <tr> <td>Total Salary :-</td> <td>94,96,000.00</td> </tr> <tr> <td>2.Travelling Expenses.</td> <td>80,000.00</td> </tr> <tr> <td>3.L.T.C.</td> <td>-</td> </tr> <tr> <td>4.Office Expenses:</td> <td></td> </tr> <tr> <td>i)Electricity charges.</td> <td>25,000.00</td> </tr> <tr> <td>ii)Telephone charges.</td> <td>10,000.00</td> </tr> <tr> <td>iii)Motor vehicle.</td> <td>90,000.00</td> </tr> <tr> <td>iv)Other contingencies.</td> <td>10,000.00</td> </tr> <tr> <td>Total 4-Office Expenses:-</td> <td>1,35,000.00</td> </tr> <tr> <td>5.Machinery.& Equipments.</td> <td>-</td> </tr> <tr> <td>6.Buildings.</td> <td>-</td> </tr> <tr> <td>7.Rent,Rates & Taxes.</td> <td>26,000.00</td> </tr> <tr> <td>8. Repairs to buildings.</td> <td>25,000.00</td> </tr> <tr> <td>Total A-Management:-</td> <td>97,62,000.00</td> </tr> </tbody> </table>	Budget Sub-head	Allotment.	1-SALARY.		Pay	62,88,000.00	D.P.	60,000.00	Dearness Allowance.	16,35,000.00	House Rent Allowance.	2,28,000.00	R.C.M.	20,000.00	Other Allowance.	15,000.00	855-Arrear Salary	12,50,000.00	Total Salary :-	94,96,000.00	2.Travelling Expenses.	80,000.00	3.L.T.C.	-	4.Office Expenses:		i)Electricity charges.	25,000.00	ii)Telephone charges.	10,000.00	iii)Motor vehicle.	90,000.00	iv)Other contingencies.	10,000.00	Total 4-Office Expenses:-	1,35,000.00	5.Machinery.& Equipments.	-	6.Buildings.	-	7.Rent,Rates & Taxes.	26,000.00	8. Repairs to buildings.	25,000.00	Total A-Management:-	97,62,000.00
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<p>xii) the manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.</p>	<p>This Division is working kendu leaves departmentally as well as Advance sale and the supplying records are being maintained by the concerned Range Officers. No subsidy programs are presently under operation.</p>																																														
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<p>xiv) details in respect of the information, available to or held by it, reduced in an electronic form.</p>	<p>NIL</p>																																														
<p>xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</p>	<p>The normal working hours of the Divisional office at Nabarangpur is from 10.00 A.M. to 5.00 P.M. with a lunch break from 1.30 P.M. to 2.00 P.M. and in summer it is 7.00 A.M. to 1.00 P.M. without lunch break.</p>																																														
<p>xvi) the names, designation and other particulars of the public information officers.</p>	<p>As per Rule 3 (2) of the Orissa Right to Information Rules, 2005, the following Officers of this organization are designated as P.I.O.</p>																																														
	<p>Sri Ananta Moharana, Senior Clerk – P.I.O.</p>																																														


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 Nabarangpur K.L. Division.