

Chapter – 2 (Manual – 1)

Particulars of Organisation, function and duties.

1. Aim and objectives of the organization.

- a. Preparation of bills of employees of District industries Centre, 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 Industries Centre, Nabarangpur and its onward transmission of the same to the Director of Industries, Orissa, Cuttack.
- c. Maintenance of service Books of Non-Gazetted and Class IVth employees of D.I.C, Nabarangpur. Initiation of disciplinary proceedings against non-Gazetted and Class IVth employees of DIC, Nabarangpur, wherever necessary.

2. Mission / Vision.

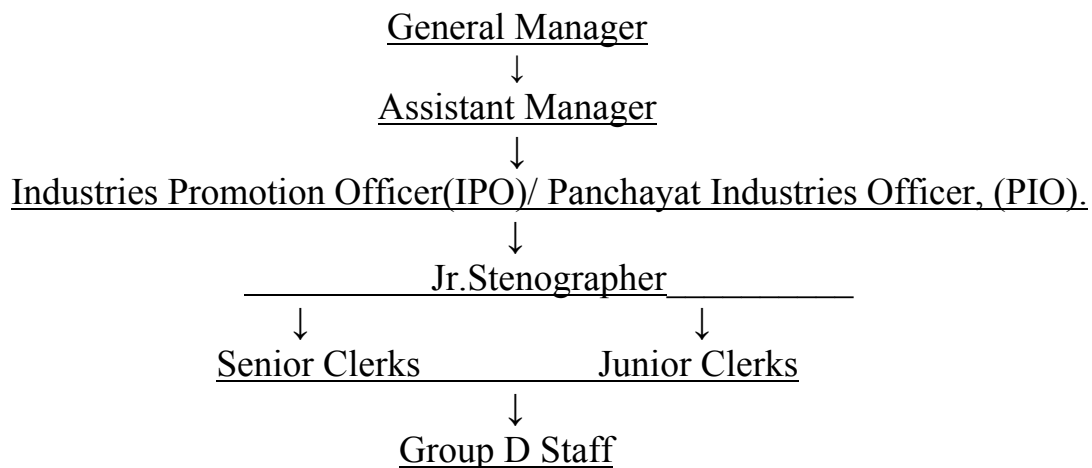
SERVICES RENDERED BY THE DISTRICT INDUSTRIES CENTRE, Nabarangpur.

- To identify prospective entrepreneurs to take up viable projects.
- To identify viable projects and make demand survey on the available resources of the district and plan for promotion of viable industries in the area.
- To issue Entrepreneurs' Memorandum-I and II to the prospective and existing entrepreneurs respectively.
- To prepare viable and feasible project reports.
- To strengthen the guidance cell to solve the problems of the entrepreneurs.
- To maintain up to date data on MSME Sector.
- To recommend financial proposals to Orissa State Financial Corporation/Financial Institutions/Banks etc.
- To allot Govt. land /shed in Industrial Estates..
- To recommend for power connection.
- To arrange EDP training.
- To arrange exhibition, fair and publicity and visit of industrialists to Trade Fairs and different Industrial Estates of other States.
- To solve the problems of the industrial units at the district level ..
- To monitor the health of existing SSI units and the progress of those in the pipe line.
- To recommend different incentives as per the industrial policy of the State Govt.
- To provide necessary marketing assistance.
- To monitor the implementation of the Prime Minister'S Employment Generation Programme (PMEGP).
- To assist revival of sick SSI Units.

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

The District Industries Centre, Nabarangpur has started functioning since 1.1.2000. The General Manager, D.I.C has all the power in administration of the office..

4. Organization charts.



5. Allocation of business.

- 1- Development of MSME Sector in the district.
- 2- Development of Handicraft Sector in the district.
- 3- Development of Artisan Sector in the District.
- 4- Implementation of Govt. sponsored PMEGP scheme in the district.

6. Duties to be performed to achieve the mission.

- a Preparation of bills of employees of General Manager,DIC Nabarangpur Office, Nabarangpur such as, salary, GPF advances, GIS bills, T.E. bills, RCM claims, Provisional family pension, Provisional pension, , 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 Industries Centare,.Nabarangpur and its onward transmission of the same to the Director of Industries ,Orissa, Cuttack. employees, Maintenance of service Books of Non-Gazetted employees of DIC, Nabarangpur, initiation of disciplinary proceedings against non-Gazetted and Class IVth employees of District Industries Centre,Nabarangpur.

7. Details of Service rendered.

This section is dealing with the service matters of the employees of Industries Department 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.

The General Manager, District Industries Centre,
Rani Jhansi Marg,
At/Po/District:Nabarangpur – 764 059.

10. Map of Office location.

The office is situated near to the New Bus stand, Nabarangpur and adjacent to the Ashirwad Kalyan Mandap on the way to Womens' College, Nabarangpur.

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 this office is redressed keeping in view the Acts/Rules/Manuals and Government instructions in force.

Manual-2

Powers and duties of Officers and Staff.

- 1- General Manager is in overall charge of the office.
- 2- Industries Promotion Officer (Hqrs) is dealing with MSME and PMEGP of the district. Also, is appointed as P.I.O. under R.T.I Act.
- 3- Industries Promotion Officer (Hqrs) is dealing with Handicraft and Cottage Industries Sector of the district.
- 4- Industries Promotion Officer are deployed in different blocks to monitor the DIC related works in the blocks.
- 5- The Panchayat Industries Officer is in charge of Panchayat Samiti Indl. Coop.Society, Nabarangpur.
- 6- The Jr. Stenographer is dealing with Confidential section and OPDR Certificate cases in addition to Computer section.
- 7- The Senior Clerk is dealing with Establishment/Accounts/ RTI Acts.
- 8- The Jr.Clerk is dealing with Stores and Despatch Section.

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.	Senior Clerk.	Instantly
2	Process of urgent letter for action	Dealing Assistant	Same day
3	Examination of contents of letters	Sr.Clerk.	Same day
4	Proposal of action to be taken	General Manager, DIC,Nabarangpur	Same day
5	Approval of proposed action	-do-	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))

- 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.

Manual-6

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

- 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.

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))

Not applicable.

Manual-9

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

1. Sri Vincent Kullu, OIS (I),
General Manager,
Tel.No. 06858 222303.
2. Sri M.C. Das, Industries Promotion Officer (HQrs)
3. Sri L.R. Khandpan , I.P.O (Hqrs),
In-charge of Nabarangpur/Nandahandi/Tentulikhunti Blocks.
4. Sri Trilochan Kar, I.P.O, I/c of Papadahandi/Dabugaon/Kosagumuda
Blocks.
5. Sri S.K Mishra, IPO I/c of Umerkote/Jharigaon/Chandahandi/ Raighar
Blocks.
6. Sri B.C. Choudhury, P.I.O., In-charge of Nabarangpur PSI unit.
7. Sri K.V.L.N.Rao, Jr. Stenographer.
8. Sri K.C. Kar , Sr. Clerk.
9. Sri Bijoy Kumar Rath, Junior Clerk.
10. Sri Baidhar Behera, Peon
11. Sri Samara Rana, Messenger.
12. Sri Pitabasa Dandasena, Messenger, Umerkote.
13. Sri N.G. Harijan, Messenger,
14. Sri Bhimsen Naik, Messenger,
15. Sri P.K.Majhi, Peon.
16. Sri K.C. Jena, Peon,
17. Sri Maheswar Panda, Peon,
18. Sri Judhistir Mahankudo, Peon,
19. Sri Tripati Naik, Messenger,
20. Sri Muna Mishra, Peon,
21. Sri Sk. Md. Yunus Ali, Peon

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 recipient 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	Sri Mahes Chandra Das,IPO	District Industries Centre, Nabarangpur	06858-222303		
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
--	--	--	--	--	--

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	Sri Vincent Kullu, General Manager,	District Industries Centre, Nabarangpur	06858-222303		
---	--	--	--------------	--	--

Manual-17

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

-NA-

General Manager,
D.I.C.,Nabarangpur.

STATEMENT SHOWING THE ALLOTMENT RECEIVED/EXPENDITURE.

DISBURSING OFFICERS REPORT TO CONTROLLING OFFICER OF PROGRESS ON EXPENDITURE AS ON 30.09.09

Name of the Drawing & Disbursing Officer : General Manager,
D.I.C.,Nabarangpur
District : Nabarangur.
Demand No./Major Hhead/Minor Head/
Sub Head. :
Name of the Scheme : D.I.C.

Primary & Secondary Units	Total Allotment Sanctioned	Expenditure for the month of under report	Expenditure of previous month	Total Expenditure	Balance
PAY	1180000	110220	572104	682324	497676
DP	--	--	--	--	--
DA	260000	24249	139450	163699	96301
HRA	59000	5514	28622	34136	24864
OA	900	94	470	564	336
RCM	10000	9981	--	9981	19
AR.PAY	251500	227928	--	227928	23572
TOTAL SALARY	1761400	377986	740646	1118632	642768
TE	8000	5871	--	5871	2129
ELECTRICITY	--	--	--	--	--
TELEPHONE	3000	--	1687	1687	1313
MOTOR VEHICLE	20000	--	7957	7957	12043
OFFICE CONT	7000	--	3999	3999	3001
GRAND TOTAL	1799400	383857	754289	1138146	661254

STATEMENT SHOWING THE ALLOTMENT RECEIVED/EXPENDITURE.

DISBURSING OFFICERS REPORT TO CONTROLLING OFFICER OF PROGRESS ON EXPENDITURE AS ON 30.09.09

Name of the Drawing & Disbursing Officer : General Manager,
D.I.C.,Nabarangpur
District : Nabarangur.
Demand No./Major Hhead/Minor Head/
Sub Head. :
Name of the Scheme : BLEO (D I)

Primary & Secondary Units	Total Allotment Sanctioned	Expenditure for the month of under report	Expenditure of previous month	Total Expenditure	Balance
PAY	892000	68760	370230	438990	453010
DP	--	--	--	--	--
DA	196000	15126	90352	105478	90522
HRA	45000	2574	14305	16879	28121
OA	200	24	120	140	60
RCM	6000	3079	--	3079	2981
AR.PAY	175050	175042	--	175042	08
TOTAL SALARY	1314250	264605	475007	739612	574638
TE	7000	6409	--	6409	591
ELECTRICITY	--	--	--	--	--
TELEPHONE	--	--	--	--	--
MOTOR VEHICLE	--	--	--	--	--
OFFICE CONT	1000	--	--	--	1000
GRAND TOTAL	1322250	271014	475007	746021	576229

STATEMENT SHOWING THE ALLOTMENT RECEIVED/EXPENDITURE.

DISBURSING OFFICERS REPORT TO CONTROLLING OFFICER OF PROGRESS ON EXPENDITURE AS ON 30.09.09

Name of the Drawing & Disbursing Officer : General Manager,
D.I.C.,Nabarangpur
District : Nabarangpur.
Demand No./Major Hhead/Minor Head/
Sub Head. :
Name of the Scheme : BLEO (H & C .I.)

Primary & Secondary Units	Total Allotment Sanctioned	Expenditure for the month of under report	Expenditure of previous month	Total Expenditure	Balance
PAY	519000	46995	234495	281490	237510
DP	32500	2688	13440	16128	16372
DA	162000	13430	71532	84962	77038
HRA	30000	2486	12406	14892	15108
OA	--	--	--	--	--
RCM	4000	4000	--	4000	--
AR.PAY	94000	93669	--	93669	331
TOTAL SALARY	841500	163268	331873	495141	346359
TE	18000	9711	--	9711	8289
ELECTRICITY	--	--	--	--	--
TELEPHONE	--	--	--	--	--
MOTOR VEHICLE	--	--	--	--	--
OFFICE CONT	4000	--	3999	3991	09
GRAND TOTAL	863500	172979	335864	508843	354657

OFFICE OF THE GENERAL MANAGER:D.I.C.,NABARANGPUR.