

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

1. **Aim and objectives of the organization.**

For smooth management of Revenue Administration of the District and ensuring justice to all the peoples of the District particularly to S.Ts/S.Cs, Poors, deprived and weaker sections of the District.

2. **Mission / Vision**

To be No.1 district in all aspects of Revenue matters i.e Revenue Collection and disposal of Revenue Cases in the State of Orissa.

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

The Revenue 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 Revenue Section assisted by the Addl. District Magistrate, Nabarangpur, Sub Collector, Nabarangpur and Deputy . Collector, Revenue, • Collectorate, Nabarangpur.

Organization charts.

Collector & District Magistrate

Additional District Magistrate

Deputy Collector

Head Clerk

J
Senior Clerks

Junior Clerks

Group D Staff

5. **Allocation of business**

Ensuring smooth **management** of Revenue **administration** of Nabarangpur District.

6. **Duties to be performed to achieve the mission.**

Regular instructions to Tahsildars to act according to different act, rules promptly to avoid delay.

- b. **Regular correspondence with Government in Revenue and Disaster Management Department seeking clarification about any doubt raised while interpreting act and rules.**
- c. **Regular Supervision and monitoring of all Revenue Courts of the District.**
- d. **Regular Supervision of Tahsildars in Revenue Collection of the District.**
- e. **Regular Inspection and review of subordinate Offices of the District.**
- f. Inspection of own Office and proper distribution of works among Staff of the Section.
- g. **To maintain effective co - ordination between N.I.C and all Tahsils.**
- h. **Regular submission of all the M.P.Rs / Q.P.Rs to proper quarters.**
- i) **Submission** of Annual , Land Revenue Administration Report to Government, every year.
- j) Conduct annual verification of Tahsil Accounts (Saltamami) as per M.T.A of every Tahsils. **To maintain transparency in Revenue Collection.**
- k **Remission of Water tax for those landholders not getting irrigation water from the M.I.P.**

- l) **Supervision and monitoring** of Orissa Traditional **Forest Dwellers** (Recognition of **Forest Rights**) Act, 2006.
- m **Supervision and monitoring of land related problems under Regulation 2** of 1956 and O.L.R Act,1960.
- n) **Supervision and monitoring of conferment** of Dafayati Rights.
- o **Levyng of Royalty rate** on different **executing agencies under** O.M.M.C Rules, 1994.
- p) **Supervision and monitoring of protection** of Govt. **land from the encroachers under** O.P.L.E Act and **Rules, there under.**
- q) **Supervision and monitoring** of distribution of House site **Pattas** under Vasundhara **Scheme and distribution of agriculture land to the landless persons** under O.G.L.E Act and **Rules there under.**
- r **Highest approving and Confirming authority of all subordinate . Revenue Courts.'**

7. Details of Service rendered

This section **is dealing with the all the Revenue matters of the** employees of Revenue **administration. This section is making correspondences** with Government **in Revenue and Disaster Management Department in all the Revenue related** matters i.e -

1.Implementation of Acts and Rules in force, in respect of revenue related matters of this District in letter and spirit.

2.Taking special efforts for augmentation of collection of revenue from every aspect i.e Land Revenue, Water Rate, Excise Revenue, Revenue from Motor Vehicle, Revenue from Commercial Tax, Revenue from Co-Operation service and Misc. Revenue, Royalty collection significantly.

3.Supervision and monitoring of all the **Revenue Institutions** i.e Sub Collector's Office, Tahsil Office and Sub Registrar 's Office.

4.Act as highest appellate court with reference to Revenue courts in respect of Act and Rules.

5.Monitoring the Land Records in proper and systematic manner in the District Record Room.

6.Act as Record keeper for all files , folders and cases consigned there of this District.

7.Redresses all the grievances of the **people especially poor and deprived people and weaker section relating to land matter.**

8.Supervising and monitoring of extraction of minor minerals available in the District, as per rule.

9.Assessment of Water rate to the concerned area of the M.I.Ps of this District under Irrigation Act.

1 O.Remission of Water tax for those landholders not getting irrigation water from the M.I.P.

11. Supervision and monitoring . of Orissa Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.

12.Supervision and monitoring of land **related problems under Regulation 2** of 1956 and O.L.R Act, 1960.

13. Supervision and monitoring of conferment of Dafayati Rights.

14. Levyng of Royalty rate in different executing agencies under O.M.MN.C Rules, 1994.

15. Supervision and monitoring of protection of Govt. **land from the encroachers under** O.P.L.E Act and **Rules, there under.**

16. Supervision and monitoring of distribution of House site Pattas under Vasundhara Scheme and distribution of agriculture land to the landless persons under O.G.L.E Act and **Rules there under.**

17. Highest approving and Confirming authority of all subordinate Revenue Courts.'

8. **Citizen 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, District: Nabarangpur.
11. Tahsil Office, AT/Post: Nandahandi, District: Nabarangpur
10. Tahsil Office, AT/Post: Tentulikhunti, District: 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 Revenue Matters 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, Revenue	Over all supervision	--	Nil	--	Overall supervision of this section. Putting up of files before the A.D.M. after through verification.
02	Head Clerk(1)	--	--	--	--	Overall supervision of the sections. All files routed through him
03	Senior Clerks(4)	--	--	--	--	Dealing with subject wise files and Court matters.
04	Daftary (1) & Class-IV(1)	-	-	-	-	Assist ministerial staff

Manual-3

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

Si. 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, Revenue	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

Orissa Record manual, 1964
O.G.L.S Act, 1983.
O.P.L.E Act.
O.P.D.R Act.
O.L.R Act.
Mutation Manual
O.S.S.Act and Rules.
O.S.A.T.I.P.RAct and Rules.
M.T.A
Indian Registration Act, 1908.
Orissa Irrigation Act.
Orissa Right to Information Rules,2005
Orissa Right to Information Act,2005.
Orissa Public Premises (Unauthorized Occupants) Act.
Any other Notifications/Resolutions/orders of Government in Revenue &
Disaster Management Department/ Finance Department and other
departments received from time to time.

Manual-6

A statement of categories of document that are held by it or under its control (Section 41 b vi)

- a) Case Register
- b) Court Diary.
- c) Attendance Register
- d) Log books of dealing assistants
- e) Issue of Certified Copy Register.
- f) Court Fee Register
- g) Affidavit Register
- h) Site Selection Register.
- i) Register of Tahsil wise Govt. land Distribution.
- j) Register of letters received
- k) Register of letters issued
- l) Register of registered letters received.
- m). Register of Assembly questions/Parliamentary questions
- n) Index register
- o) Register of OJC Cases
- p) Pending list of letters received
- q) Pending list of letters issued
- r) Peon Book
- s) Files relating to the above matters etc.

Manual-7

Particulars of any arrangement that exists for consultation 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))

a. Smt. Roopa Mishra, I.A.S.,
District Magistrate & Collector, Nabarangpur.
Telephone No.06858-222345.

b. Sri Upendra Nath Jena, OAS (I) SB,
Additional District Magistrate, Nabarangpur.
Telephone No.06858-222040

c. Dr. Rudra Narayan Dash, OAS,
Deputy Collector, Revenue, Collectorate, Nabarangpur

d. Sri Janardana Satapathy Head Clerk.
overall supervision of the section. All files routed through him)

e. Sri P.K.Charchi, Senior Clerk
(Dealing with Touzi, Bench Clerk to Collector & A.D.M, Meetings etc.)

f. Sri Umesh Chandra Bhatra, ,Senior Clerk

(Dealing with Encroachment, Certificate under O.P.D.R Act, O.L.R Ceiling etc.)

g. Sri Sunil Kumar Bhatra, Senior Clerk.

(Dealing with Record section Computerization of Land records etc.)

8. Sri P.K.Tripathy, Senior Clerk

Revenue, Lease, Alienation, Vasundhara, 2/56, O.L.R, 8-A, Land Restoration Cell etc.)

h. Smt. Dahana Pujari, Daftary

3r. Sri Krupasindhu Harijana, 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))

Not applicable.

Manual-11

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

Not applicable.

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

Li no	Facility available	Nature of information available	Working hour
1	Notice board	Quotations, tender notice	10am to 5pm (day office) 11am to 1 m (Mornin office)
2	Web site nabaran ura.nic.in	--	--do--

Manual-16

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

Si. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	E-mail address	Demarcation of area / Activities
---------	--	----------------	---------------	----------------	----------------------------------

					if more than one P10 is there.
1	Sri Abhimanyu Majhi, OAS	Collectorate, Nabaran ur	06858-223868		
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
1	Sri Nabin Nayak, Office Superintendent	Collectorate, Nabaran ur	06858-223868		

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	Sri Upendranath Jena, OAS. SB	Collectorate, Nabaran ur	06858-222040
---	----------------------------------	-----------------------------	--------------

Manual-I7

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

Not applicable.

*ask
20-1-14*

Deputy Collector,
(Revenue, Record, Touzi)
Collectorate, Nabarangpur