

RIGHT TO INFORMATION ACT AND OBLIGATIONS OF PUBLIC AUTHORITIES

Section – 4 (1)

Name of the office : Tahasil office, Raighar,
Dist : Nabarangpur

Name of the Tahasildar : Sri D.D Naik, OAS I (JR)

Established on : 1st August 2008

Boundaries of tahasil : East - Umerkote Tahasil
West: - Chatisgarh Boundary
North: - Do
South: - Do

Nos of RI Circle : 6 Nos

<i>Sl. No.</i>	<i>Name of Circle</i>	<i>Name of RI</i>	<i>No. of Rev. Villages</i>
1	Raigahr	Sri A.Ch Majhi	28
2	Gona	Sri A.Ch Majhi	14
3	Debagam	Sri A.Ch Majhi	13
4	Jodinga	Sri S.K Nayak	24
5	Deobharandi	Sri T. Sahu	16
6	kundai	Sri T. Sahu	22
	Total No. of Revenue Village		117

Revenue Supervisor : Sri S. B Naik

General Power & Duties

Tahasildar

- i. Head of the institution.

- ii. Executive magistrate Power.
- iii. Certificate Officer (OPDR).
- iv. Irrigation Officer.
- v. Issue of various RCM Certificate, like caste/residence/income/legal hair etc.
- vi. Disposed of all revenue cases & grievance matters
- vii. Any other items Prescribed by govt.

Revenue inspector-cum- Naib Tahasildar

- i. Collection of land Revenue/case/Royalty/irrigation tax/Misc. Revenue etc.
- ii. Enquiring of all types of misc. certificates. grievance Petitions etc/issue of land pass book
- iii. Taking Part in Various emergency matters like drought, flood situation etc.
- iv. Detect EC/lease/OLR 8(a) /19(i)(c)/Reg.2/56 trail of all mutation cases.

Astt Rev. Inspectors

He is to assist the Rev. Inspector in official duties, maintenance of records, collection of land revenue etc.

Rev. Supervisor Sri S.B Nayak

- i. Remain formal charge of Tahasildar in his absence.
- ii. Overall supervision of RI circles cum inquiry in various matters as desired by Tahasildar can book various revenue cases.

Amin Sri K,Ch Barik

- i. Makes demarcation of Govt. /Private land as per order of Tahasildar.
- ii. Map corrections,ROR corrections in Mutation/ lease cases.

OFFICE PROCIDURE***Sri B.N Rajgond-Head clerk &PIO under RTI Act 2005***

- i. Public information officer, under RTI act 2005
- ii. Supervision of official matters as per direction of his superiors.
- iii. In charge of rent receipt books / MR/books/stock charge
- iv. Assembly questions/Regd letters/ORM matters/ reports and returns/ attendance register/ office order book etc.

Sri P.K Roy Sr clerk & asst P.I.O under RTI act 2005***Dealing with***

- i. Touzi section
LRDC,B work /MPR&FCR, LRDCB & other works as per MTA
- ii. Record keeper
Custodian of all RORs of 117 nos Revenue villeges / issue of land pass book.
- iii. Estt. Section
Dealings with all personal files service books/cl accounts & other matters related to estt of the office.
- iv. Mutation section

Finalization of mutation cases/ correction of ROR/maps through amin.

- v. Act of PIO in absence of PIO

Sri P.Ch.Padhi, Sc

Dealing with

- i. Nizarat section
Collects LR/cess/misc revenue amounts from rev inspectors deposit in banks, maintains cash books as per nizarat manual
- ii. Dealing with demarcation matters, opening of case records, collect demarcation fees from the party.
- iii. Dealing with 8(a)/19(i)(c) Alienation of govt, land to various govt dept private institutions.
- iv. Meeting & conference matters.

Shri M.R Swain JC

Dealings with

- i. Encroachment of land (OPLE)
Dealing with ECs of all 06 RI circles custodian of case records/ case register.
- ii. OGLS (lease) Basundhara/Mo-jami Mo-diha .
- iii. Copyist section issue certificate copies of ROR & other case records.

Smt. Rekha Bhatra JC

Dealings with

- i. Custodian of Judicial case records and register such as u/s 109, 110, 107 crpc. After receiving Non-FIR from police station, cases are being heard and disposed off as per law, now these Judicial case will be transferred to Umerkote Tahasildar (as per order of collector, Nabarangpur)
- ii. RMC cases :- (Caste / Residence / Income etc)
After receiving of Petition from prarty, petitions are being forwarded to RIs. Concerned for their enquiry report. After receiving of enquiry report various certificates are being issued to the parties.
- iii. Imergency
After receiving application and enquiry report RI, concerned in case of fire Accident / flood damage / have damage during stroom & heavy rain fall ; intimations being sont to collector(Nabarangpur) for sanction of relief to victims.
Red cross donations, magic show tickets are also available here. Any person can donate money and can get a ticket from Red cross society.

Shri A.S.K. Dora, Jr. Clerk

Dealing with Receipt and also patch section.

FEES / CF ARE COLLECTED IN VARIOUS MATTERS

<i>SL. NO.</i>	<i>Name of Item</i>	<i>Amt. of Fees</i>	<i>Remarks</i>
1	Supply of information under RITI Act	As per schedule	4 & 7 of RTI Act.
2	Mutation application	Rs.30/	CF
3	For one certified copy	Rs.6/	CF

4	For RMC application	Rs.10/	CF
5	For 8(A) of OLR Act	Rs.10/	Premium of Service
6	For 19(i)©	Rs.10/	CF
7	Demarcation Application	Rs.10/	CF
8	Demarcation for each plot	Rs.20/	Cash
9	For land Pass Book	Rs.25/	Cash
10	For Griv. / misc petion	Rs.10/	CF
11	User Fees	User fees could not be collected in this Tahasil, as, computer Set & Programmers have not been provided for the purpose.	

Tahasil Office(Raighar)

Memo No. – 3657 / 2009

Date : 04/09/2009

Copy (Hard copy & Soft copy) submitted to the Collector Nabarangpur (RTI Cell). For favour of information.

Copy to notice board of this office for publication.

Tahasildar Raighar
Dist- Nabarangpur