

RIGHT TO INFORMATION ACT AND OBLIGATIONS OF PUBLIC AUTHORITIES

Section- 4 (i)

Name of the Office : Tahasil Office, Umerkote
Dist.: Nabarangpur.

Name of the Tahasildar: Sri Niranjan Behera,OAS

Established on: 01.09.1953

Boundaries of Tahasil : East: Dabugam Tahasil

West: Chhatisgarh Boundary

North: Jharigam Tahasil

South: Dabugam Tahasil

No. of Rev. Villages : 86 Nos.

No. of R.I. Circle : 4 (four) Nos.

Official Land line telephone: 06866-270244

Functions and Duties:

- (i) To collect the land revenue both arrear and current including water rates.
- (ii) To manage daily affairs of the Rev. administration under the jurisdiction.

Section- 4 (ii)

Tahasildar:

- (i) Head of institution
- (ii) Executive Magistrate Power
- (iii) Irrigation Officer
- (iv) Certificate Officer(OPDR)
- (v) Issue of various Misc.Certificates like Resident/Caste/Income/
Legal Heir etc.
- (vi) Dispose of all revenue cases and grievance matters
- (vii) Any other items prescribed by Govt.from time to time.

Being the Tahasildar is the Head of organization have a multifarious duties such as to maintain the Law and order locally and to see the overall the improvisation and achievement of targets in revenue collections and to perform different duties routinely as envisaged in different revenue laws .

Revenue Supervisor: Sri Tulasiram Gond

- (i) Remain formal charge of Tahasildar in his absence.
- (ii) Overall supervision of R.I. circles and enquiry in various matters as desired by Tahasildar

Revenue Inspector-cum-Naib Tahasildar

- (i) Collection of land Revenue/Royalty/Irrigation tax/Misc.Revenue etc.
- (ii) Enquiring of all types of Misc. certificates, grievance petitions etc.
and issue of land pass book.
- (iii) Taking part in various emergency matters like drought, flood situation
etc.
- (iv) Detect E.C./Lease/OLR 8(a)/ 19 (i)c /Reg. 2/56 and trail of all
mutation cases.

Asst. Rev. Inspectors:

To assist the Rev.Inspector in official duties, maintenance of records,
Collection of land revenue etc.

Amin Sri Purna Chandra Sahu

- (i) Demarcate the Govt./Private land as per order of Tahasildar.
- (ii) Correction of ROR /Map in Mutation , lease, OLR 8 (A) and
19(I) C Cases.

OFFICE PROCEDURE

Sri Umakanta Pani, Head Clerk and PIO under RTI Act 2005

- (i) Public information officer, under R.T.I. Act 2005
- (ii) Supervision of official matters as per direction of his superiors
- (iii) In charge of rent receipt books/MR Books.
- (iv) Assembly questions/Regd. Letters/ORM matters/reports and returns/
Attendance register/Office order book etc.

Sri Babulal Samal, Sr. Clerk and Asst. P.I.O. under RTI act 2005.

Dealing with:

- (i) Record Keeper:
Custodian of all RORs. of 86 Nos. of Revenue villages/Issue of land
Pass Book and dealing with the implementation of the S.T. and
Traditional Forest Dwellers and Recognition and Forest Rights
Act- 2006 and rules-2007.
- (ii) Copiest:
Issue of certified copies of ROR and other case records .
- (iii) Librarian:
Custodian of all Books kept in the office library for reference .
- (iv) Nizarat section:
Collects LR/Cess/Misc. Revenue amounts from Rev.Inspectors
Deposit in the banks, maintain of Cash books as per Nizarat Manual.
- (v) Asst. P.I.O.:
Act as PIO in absence of P.I.O.

- (vi) Computer Asst.: To supervise the updating work by the Date Entry Operator and to prepare the computerized certified copy of the ROR from the computerized data of R.O.R. .

Sri Uma Charan Panigrahi, Sr.clerk

Dealing with:

- (i) Touzi Section:

LRDCB work/MPR and FCR and other works as per M.T.A.

- (ii) Irrigation Section:

MPR / QPR and Joint Verification

- (iii)Revenue:

Dealing with 8 (A),19(I)C,Alienation of Govt. land to various Govt. Deptt. and private institutions, Meeting and conference matters.

- (iv) Development:

To deal with the repairing and building matters of office buildings.

- (v) Bill section:

To prepare the salary bill land any other bill as per order passed by the Tahasildar through the Establishment Section.

- (vi)Demarcation:

Dealing with demarcation matters, opening of Case Record, Collect demarcation fees from the party.

Sri Duryodhan Gouda, Sr.Clerk

Dealing with:

- (i) Estt Section:

Dealing with all personal files, Service Books / C.L.account and other matters related to establishment of the office.

- (ii) Encroachment Section:

Dealing with encroachment cases of all 4 R.I. circles, custodian of Case Records and Case Register.

(iii) Grievance

Dealing with the public grievance, Custodian of case records and case register.

(iv) Audit and Inspection:

Dealing with the Audit file of A.G. and Board of Revenue, Prepare of inspection notes on behalf of the Tahasildar so far as the inspection of the R.I. circles are concerned.

Sri S.Jagadish Kumar,Jr.Clerk

Dealing with :

(i) Mutation Section:

Finalization of mutation cases / correction of ROR/Maps through Record Section.

(ii)OGLS (lease) Basundhara / Mo-jami Mo-diha.

(iii)Misc. Certificate section:

After receiving of petition from the party, petitions are being Forwarded to the Rev. Inspectors concerned for their enquiry and report. After receiving of enquiry report various certificates are being issued to the parties.

(iv) Emergency:

After receiving application and enquiry report of R.I. concerned In case of Fire Accident / Flood damage/damage during storm and heavy rain fall. Intimations being sent to Dist. office 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 the Red Cross society.

(v) O.P.D.R. Section:

Custodian of the O.P.D.R. cases and Case register which is meant to collect the revenue dues through the certificate cases.

(vi) Judicial Section:

Custodian of judicial case records and register of u/s 107,109, 110 of Cr.pc and affidavit register. After receiving the Non-FIR from the police Station, cases are being heard and disposed off as per law.

Prakash Chandra Mishra, Jr.Clerk

Dealing with:

(i) Receipt and Despatch Section:

(ii) Asst. Nazir:

After receiving the notices from the bench clerks the same is entered in the general notice register and being sent through the Process Server. Maintain the stock and store of the office.

FEES / C.F. ARE COLLECTED IN VARIOUS MATTERS:

Sl. No.	Name of the item	Amount of fees	Remarks
1	Supply of information under R.T.I. Act.	As per schedule	4 and 7 of RTI act
2	Mutation application	Rs.30/-	C.F.
3	For certified copy	Rs.6/-	C.F.
4	For Misc. Certificate application	Rs.10/-	C.F.
5	For 8(A) of OLR act	Rs.10/-	Premium of service
6	For 19 (I) C	Rs.10/-	C.F.
7	Demarcation application	Rs.10/-	C.F.
8	Demarcation for each plot	Rs.20/-	Cash
9	For land pass book	Rs.25/-	Cash
10	For Grievance / Misc. Petition	Rs.10/-	C.F.
11	User Fees (For Misc. Certificate) and for the certified copy of ROR	Rs.20/-	Cash
12	User Fees for correction of ROR and issue of original ROR	Rs. 35/-	Cash

Section- 4 (iii)

The procedure followed in decision making process including channel of supervision in accountability generally goes to the Head of office i.e. Tahasildar, Umerkote. Tahasildar is the important decision making authority under his jurisdiction which needs to be notified and allowed by the superior authorities i.e. Sub-Collector and Collector.

Section- 4 (iv)

The norms set by the superior authorities i.e. Sub-Collector, Nabarangpur, Collector, Nabarangpur, RDC (SD), Berhampur and Member, Board of Revenue and Govt. is generally followed.

Section- 4 (v)

The rules, regulations, instructions, manuals and records prescribed by different Rev. laws which are prevalent in the state are generally followed and obeyed by the Tahasildar and other employees for discharging their duties.

Section- 4(vi)

The following categories of documents are held by the Tahasil are:

- 1) ROR and Maps of all Rev. Villages.
- 2) Salable maps of all Rev. Villages.
- 3) and all other documents under Orissa Mutation Manual, OLR Act, OSATIPR, OPDR, OGFR, ORM, Orissa Misc. Certificate Rules/ Orissa Scheduled Caste/Tribe Rules, M.T.A. and Orissa Irrigation Manual, Orissa Nizarat Manual, CRPC etc.

Section- 4(vii)

Generally in Tahasil organization no members of the public are allowed in relation to the formulation of its policies or implementation there on.

Section- 4 (viii)

No such Boards, Councils other Committees or other bodies are constituted either for the purpose of its advice or open to the public.

Section- 4 (ix)and (x)

The details of the Directory of its officers and employees and monthly remuneration is appended below.

Sl. No	Name of the Employee	Designation	Monthly Remuneration
1	Sri Niranjan Behera	Tahasildar	18510
2	Umakanta Pani	Head Clerk	19558
3	Sasi Bhusan Nayak	Rev.Supervisor	21324
4	Tulasiram Gond	Rev.Supervisor	18007
5	Binod Kumar Behera	Sr.Clerk	14054
6	Babulal Samal	Sr.Clerk	14323
7	Uma Charan Panigrahi	Sr.Clerk	14054
8	Duryodhan Gouda	Sr.Clerk	12590
9	S.Jagadish Kumar	Jr.Clerk	12163
10	Prakash Ch. Mishra	Jr.Clerk	8662
11	Narendra Ku. Praharaaj	Rev.Inspector	13081
12	Siba Prasad Dash	Rev.Inspector	16470
13	Rabindranath Nayak	Rev.Inspector	16470
14	Ashok Kumar Sahu	Driver	11968
15	Madhab Patnaik	Amin	12699
16	Purna Chandra Sahu	Amin	11215
17	Prasanta Kumar Das	Asst. Rev.Inspector	11053
18	Bijay Ku. Merkap	Asst. Rev.Inspector	9017
19	Pramila Dakua	Peon	10402
20	Jagabandhu Parenga	Peon	9992
21	Narahari Bhotra	Peon	9945
22	Milan Rani Mandal	Peon	9553
23	Manjula Devi	Peon	9614
24	Babaji Charan Sahu	Chainman	10262
25	Raidhar Harijan	Process Server	10262
26	Sibo Harijan	Choukidar	10262
27	Raja Kanta Takri	Choukidar	9235
28	Kumara Gouda	Choukidar	10402
29	Kailash Pujari	Choukidar	5865
30	Purna Ch. Ghatuali	Sweeper-cum-Gardner	9553
31	Subhadra Gouda	Sweeper-cum-Gardner	9980
32	Gopal Singh Rajput	Choukidar-cum-Sweeper	7022
33	Sukjal Harijan	Peon	10402
34	Bhakta Sahu	Peon	10402
35	Narasingh Sahu	Peon	9945
36	Mangala Majhi	Process Server	9992
37	Lingaraj Panigrahy	Process Server	9992
38	Dhaneswar Naik	Process Server	7442
39	Dambarudhar Jena	Process Server	9992
40	Linga Hantal	Process Server	9699
41	Padlam Majhi	Sweeper-cum-Gardner	9553
42	Padlam Majhi	Choukidar-cum-Sweeper	7442
43	Sunil Kumar Jena	Process Server	7747
44	Girish Ch. Panaka	Peon	7518

Section- 4 (xi)

The allotment position of the year 2009-2010 is appended below which are meant for disbursement of salary and other expenses for maintenance of the office.

Sl.No	UNIT	ALLOTMENT RECEIVED DURING THE YEAR 2009-10
1	PAY + GP	5352000
2	DA	1081320
3	DP	285200
4	H.RA	353160
5	O.A	700
6	RCM	23500
7	TE	34900
8	ELECT.	32000
9	TEL	9000
10	OC	22200
11	MV	51400
12	FA	180000
13	Arrear Pay	1400000
	TOTAL	7245380

Section- 4 (xii)

No such progress are available under any kind of subsidy.

Section- 4 (xiii)

Does not arise.

Section- 4 (xiv)

Details of in respect of information available in an electronic form is digitization of the land Records and up linking of these Records in to BHULEKH a website managed by the Govt. of Odisha, Revenue and Disaster Management Department.

Section- 4 (xv)

The particulars of the facilities are available to Citizens for obtaining information are single window system or Citizen Facilitation Centre. A Citizen within no time is given due attention and is provided with the right kind of information, documents what he / she desires.

Another method for obtaining information is right to information Act where a Citizen of India can avail certain information within a prescribed time limit.

Section- 4 (xvi)

The First appellate Authority: Sri Nirajan Behera, O.A.S., Tahasildar, Umerkote
Phone No. 06866-270244(O) 9437519483 (M)

Public Information Officer : Sri Umakanta Pani, Head Clerk
Phone No. 06866-270244(O) 9438038845(M)

Asst. Public Information Officer: Sri Babulal Samal, Sr.Clerk
Phone No. 06866-270244(O) 9437435608(M)

Section- 4 (xvii)

Other information as may be prescribed will be updated every year.

TAHSILDAR, UMERKOTE