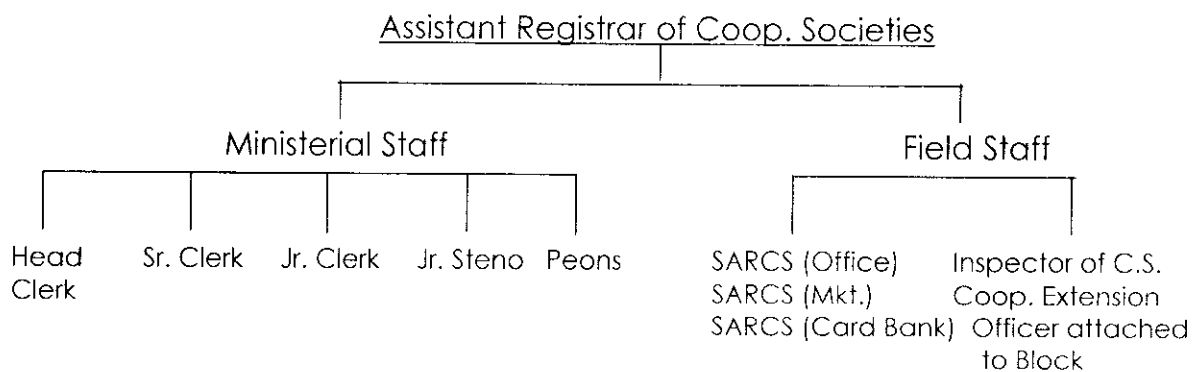


# MANUAL-I

## **Particulars of Organisation Functions and Duties (Section - 4 (1) (b) (i))**

- 1 Aim and objective of the organisation  
The main aim and objective of the Cooperative Organisation is to enhance self-help and cooperation among the Members and helps for their socio-economic development.
- 2 Mission/ Vision  
The Department is committed to help the poor and down troden citizen of the societies irrespective of caste, creed and religion for development of their socio and economic development.
- 3 Brief History and background for its establishment  
The office of the Assistant Registrar of Cooperative Societies, Nabarangpur Circle came into existence on 1st January, 1976 and commenced functioning from 5th February, 1976 having been segregated from Jeypore Administrative Circle.

### 4. Organisation Chart :



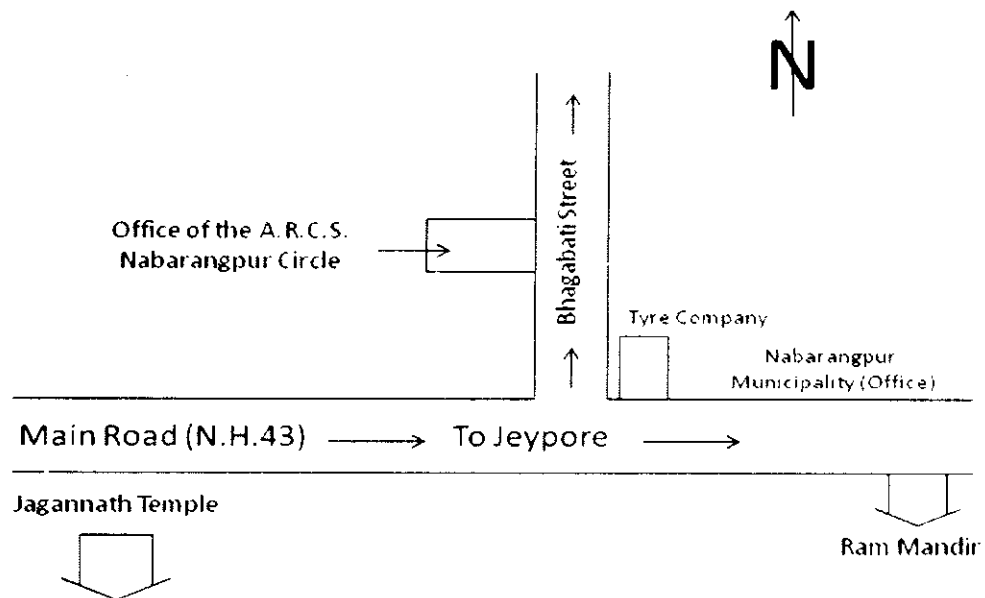
5	Functions	<p>The Nabarangpur Administrative Circle looks after the administration of Cooperative organisations functioning in its area of operation i.e. in Nabarangpur District and solve all the legal problems arises in Cooperative Societies/Cooperative stores according to the by-laws of the respective organisation and Orissa Cooperative Societies Act and Rules, 1962 besides monitor the business activities of the organisations i. e. credit, consumer, distribution of chemical fertilisers, Marketing of SAP/ MFP.</p>
6	Allocation of business	<p>i) Providing credit facilities both for Agricultural and Non-Agricultural to the members of the cooperative societies.</p> <p>ii) Distribution of chemical fertilisers, pesticides, Insecticides, seeds and agril. Implements to members of the cooperative societies at a Govt. supported price.</p> <p>iii) Distribution of controlled and non-controlled consumer goods through cooperative organisations at a Govt. supported price.</p> <p>iv) Under take procurement of surplus agril. Produces and Minor forest produces as per Govt. Policy.</p>
7	Duties to be performed to achieve the mission.	<p>i) To monitor for timely investment of agriculture loan in both Khariff and Rabi season to members through cooperative societies and Cooperative Banks.</p> <p>ii) To monitor consumer activities of cooperative societies in respect of distribution of controlled commodities and Non-cont. goods.</p> <p>iii) Inspection and verification of various aspects of the cooperative societies taken up in regular intervals.</p>

iv) Hearing of dispute cases arises between Members versus Societies.

v) Conduct Execution proceedings for realisation of over due loans from the willful and chronic defaulters.

- |    |   |   |
|----|---|---|
| 8  | Postal Address of the Office/ Telephone No. | Assistant Registrar of Cooperative Societies, Nabarangpur Circle, Nabarangpur, At - Bhagabati Street, P.O. : Nabarangpur, Dist. Nabarangpur/ Telephone No. 06858-222005 |
| 9  | Working hour for Office and public          | 10 A.M. to 5 P.M. with 1/2 an hour lunch break from 1.30 P.M. to 2.00 P. M. excluding 2nd Saturday, Sunday and Govt. Holidays.  |
| 10 | Grievance redress mechanism                 | Appellate Authority- Assistant Registrar of Coop. Societies, Nabarangpur Circle, Nabarangpur.   |

11. Map of Office Location :



**M A N U A L - 2**

**Powers and Duties Officers & Employees**

**[Section - 4 (1) (b) (ii)]**

**Powers and Duties Officers & Staff**

**P O W E R S**

Sl. No.	Designation of Post	Administrative	Financial	Statutory	Others	Duties Attached
1	Assistant Registrar of Cooperative Societies	Establishment matter of cooperative and ministerial.	Drawing and disbursement	1) Inspection, verification of stocks of Central Coop.Societies. 2) Enquiry under section 65 of OCS.Act,1962 3) Hearing and disposal of dispute cases under section 68 of OCS.Act,1962. 4) Conduct elections of Managing committee of Coop.societies.		To exercise powers and functions delegated by the Registrar of Cooperative Societies,Orissa, Bhubaneswar according to the OCS.Act and Rules, 1962.
2	Sub-Assistant Registrar of Coop. Societies			1) Inspection of Cooperative societies, Verification of stocks , Hearing of dispute cases and conduct execution proceedings	As and when delegated by the A.R.C.S.	
3	Inspector of Cooperative Societies			do	do	
4	Head Clerk	Office administration		To supervise to works of ministerial staff and other subordinates	As and when required by the A.R.C.S.	
5	Senior Clerks			Preparation of Pay Bill, other Bills and Establishment work etc.	As and when required by the A.R.C.S.	Reports and Returns
6	Junior Clerk					Reports and returns and diary and despatch.
7	Junior Steno			To take dictation from the A.R.C.S.including typing	As and when required by the A.R.C.S.	

## M A N N U A L - 3

### Procedure followed in decision making process

#### ( Section 4 (1) (b) (iii) )

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#### **Major Functions :**

- 1) Disposal of dispute cases (Society versus Members) filed in the Court of the Assistant Registrar of Cooperative Societies.
- 2) Conduct Annual Inspection of Cooperative Societies working under the Circle.
- 3) Periodically stock verification of the Cooperative Societies functioning in the Circle.
- 4) Conducting Execution proceedings.
- 5) Conduct election of Managing Committee of the Cooperative Institutions in every four years.

#### **Disposal of cases filed in the Court of the A.R.C.S**

<b><u>Activity</u></b>	<b><u>Level of action</u></b>	<b><u>Time Frame</u></b>
1. Receive cases from the societies & diary in concerned register.	Dealing Inspector	On the sameday
2. Cases referred by the ARCS. to Arbitrator (SARCS/ICS) or kept with himself for disposal.	Dealing Inspector & ARCS.	Within One month
3. After receiving the cases , Arbitrator initiated actions by Servicing summons to both the Parties to appear before him for hearing.	Arbitrators	Before 7 days of hearing.
4. After giving maximum oppertunities to the parties, decisions will be given in favour of one party or parties.	Arbitrator	Maximum opportunities.

## MANUAL-4

### NORMS SET FOR THE DISCHARGE OF FUNCTIONS

#### [Section 4 (1) (b) (iv)]

Details of norms and standards set out can be given in respect of various activities of the norms are indicated below as an illustration.

#### ILLUSTRATION

Sl. No.	Activity	Time frame/ Norm.	Remarks.
01.	Received Letter	Same day	
02.	Marking of Letter	Same day	
03.	Dairy of Letter	Same day	
04.	Scrutiny and put up by concerned D.A.	Next Day	
05.	If information available compliance will be made	Next Day	
06.	Preparation of Draft	1 Hour	
07.	Type	per page 10 minutes	
08.	Signature of Authority	5 minutes	
09.	Dispatch of the Letter	Same day 2 minutes per letter	

## MANUAL - 5

Rules, regulations, instructions, manuals and records for discharging functions.

### [Section - 4 (1) (b) (ii)]

Sl. No.	Name of act, rules, regulation etc. Brief list of the contents.	Reference No. If any	Price in case of Priced Publication
01.	O.C.S. Act and Rules (1962)	Page	Orissa Law Agency
	i) Registration of the Societies.	240 - 250	Cuttack - 2
	ii) Members of the Co-operative Societies & their Rights and Liabilities.	250 - 256	- do -
	iii) Management of the Societies	256 - 274	- do -
	iv) Properties and funds of the Societies.	274 - 280	- do -
	v) Audit, Inspection, Enquiry & Surcharge	280 - 286	- do -
	vi) Procedure for settlement of disputes.	286 - 289	- do -
	vii) Winding up and dissolution of Societies.	289 - 292	- do -
	viii) Land Development Banks	292 - 293	- do -
	ix) Execution of Order Decree & Awards.	293 - 316	- do -
	x) Appeal, Revision and Review	316 - 320	- do -
	xi) Miscellaneous	320 - 332	- do -
02.	The Orissa Self Help Cooperative Act - 2001.		

## MANUAL - 6

A Statement of the categories of documents that are held by it  
for under its control.

### [Section - 4 (1) (b) (vi)]

A Statement of the categories held

Sl. No.	Name of the Record.	Detail information available	Unit/Sector where period available	Retention period
01.	All files and registers as per file index registers.	Correspondence to different scheme of Coop. Department.	ARCS. Circle Nabarangpur	03 years
02.	a) Registration of the Societies Register. b) E.P. Register c) Dispute Case Register d) Govt. Share Capital assistance Register. e) Govt. Loan Register f) Liquidation of the Societies Register. g) Audit Report of the Societies.	Related information Available.	-do-	Permanent
03.	Guard File on important Govt. Circulars.	Important Circular Available.	-do-	Permanent

## **MANUAL-7**

Particulars of any arrangement that exists for consultation with or representative by the members of the Public in relation to the formulation of its Policy of implementation.

### **(Section - 4 (1) (b) (vii)**

Sl. No.	Name of the Cooperative Organisation / Cooperative Officers	Block Level / District Level
01.	LAMPCS. / KCCB. Branch	Managing Director / Branch manager
02.	Block Office	Cooperative Extension Officer
03.	District Level Officer	Assistant Registrar of Coop. Societies., Nabarangpur

**M A N U A L - 8**

**A Statement of Board, Council, Committee and other Bodies Constituted  
[Section 4 (1) (b) (viii)]**

**List of Boards, Councils, Committees etc.**

Sl. No.	Name & Address of the Body	Main function of the Body	Constitution of the Body	Date of Constitution	Date upto when valid	Whether meetings opens to Public	Whether minutes assesses able to public	Frequency of meetings
<b>N I L</b>								

## MANUAL - 9

### Directory of Officers and Employees

#### (Section - 4 (1) (b) (viii)

#### Directory

Sl. No.	Name & Designation	Office Phone	E-mail Address
01	Sri Anipa Charan Majhi, A.R.C.S.	06858-222005 / 9437785133	
02	Sri Trinath Bisoye, I.C.S.	9938243806	
03	Sri Ch. Bhabani Prasad, I.C.S.	9937564412	
04	Sri Keshaba Ch. Nayak, I.C.S.	9438724847	
05	Sri Ashok Kumar Dash, I.C.S.	9437785551	
06	Sri Dillip Kumar Nayak, I.C.S.	9777526253	
07	Sri Ashok Kumar Bhatta Mishra, I.C.S.	9437338760	
08	Sri Chaitanya Ch. Raut, C.E.O.		
09	Sri R. Chandra Sekhar Reddy, C.E.O.	9437770911	
10	Sri K. Trinath Prasad Rao, C.E.O.	9437792986	
11	Sri Chakrapani Naudia, H.C.	9437374595	
12	Sri Kishore Ku. Sahoo, Sr. Clerk		
13	Sri Ram Prasad Pandit, Sr. Clerk	9861617867	
14	Sri S. Sudarsan Rao, Jr. Steno		
15	Sri Ranganath Mohapatra, Driver	9437955178	
16	Sri Simanchal Tripathy, Peon		
17	Sri Bolli Amanatya, Peon		
18	Smt. Moni Nayak, Peon		
19	Sri Surjya Ku. Benya, Peon	9438257088	
20	Sri Judhistiro Pradhan, Peon	9437642781	
21	Sri Bhaskar Pujari, Peon		
22	Sri Gangadhar Nayak, Peon		
23	Sri Pradeep Kumar Nayak, Peon		
24	Sri Baidyanath Bhatra, Peon		
25	Sri Keshaba Bodhei, 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)

Sl. No.	Name	Designation	Pay Scale	Gross	Net
01	Sri Anipa Charan Majhi	A.R.C.S.	9300 - 34800	20789.00	14066 /-
02	Sri Chakrapani Naudia	H.C.	9300 - 34800	21476.00	13686 /-
03	Sri Kishore Kumar Sahoo	Sr. Clerk	5200 - 20200	12713.00	8238 /-
04	Sri Ram Prasad Pandit	Sr. Clerk	5200 - 20200	15172.00	10392 /-
05	Sri S. Sudarshan Rao	Jr. Steno	5200 - 20200	16002.00	8777 /-
06	Sri Simanchal Tripathy	Peon	4440 - 7440	10262.00	8542 /-
07	Sri Bolli Amanatya	Peon	4440 - 7440	10402.00	8087 /-
08	Smt. Moni Nayak	Peon	4440 - 7440	10097.00	5990 /-
09	Sri Surjyo Kumar Benya	Peon	4440 - 7440	10084.00	4384 /-
10	Sri Gangadhar Nayak	Peon	4440 - 7440	7290.00	7240 /-
11	Sri Pradeep Kumar Nayak	Peon	4440 - 7440	7290.00	7090 /-
12	Sri Ranganath Mohapatra	Driver	5200 - 20200	14326.00	9920 /-
13	Sri Trinath Bisoye	I.C.S.	9300 - 34800	22264.00	13522 /-
14	Sri Ch. Bhabani Prasad	I.C.S.	9300 - 34800	21666.00	9805 /-
15	Sri Akshaya Kumar Dash	I.C.S.	9300 - 34800	21019.00	10563 /-
16	Sri Keshab Ch. Nayak	I.C.S.	9300 - 34800	21019.00	9441 /-
17	Sri Dillip Kumar Nayak	I.C.S.	9300 - 34800	20041.00	6399 /-

Besides Salary of the following Officers posted to different Block and Subdivisions is being drawn at District Level.

01	Sri Ashok Ku.Bhatta Mishra	I.C.S./M.D.	9300 - 34800	21019.00	14080 /-
02	Sri Chaitanya Ch. Raut	C.E.O.	9300 - 34800	21006.00	8185 /-
03	Sri R. Chandra Sekhar Reddy	C.E.O.	9300 - 34800	22264.00	14896 /-
04	Sri K. Trinath Prasad Rao	C.E.O.	4440 - 7440	22619.00	16954 /-
05	Sri Baidyanath Bhatra	Peon	4440 - 7440	10402.00	6494 /-
06	Sri Keshab Bodhei	Peon	4440 - 7440	10262.00	6083 /-
07	Sri Judhistiro Pradhan	Peon	4440 - 7440	9474.00	5337 /-
08	Sri Bhaskar Pujari	Peon	4440 - 7440	9157.00	7884 /-

**M A N U A L - 11**

**The Budget allocated to each agency  
[Section 4 (1) (b) (xi)]**

Major Head	Activities to be Performed	Sanction Budget (2009-10)	Budget Estimated (2009-10)	Revised Budget (2009-10)	Expenditure for the last year (2008-09)
Demand No. 34-2425 Cooperation 001 - Direction and Administration 0144 - Circle Establishment	For Payment of Salary	Pay - 3898000 /- D.P. - -- D.A. - 921000 /- H.R.A. - 187000 /- O.A. - 240 /- R.C.M. - 11000 /- O.C. - 10000 /- T.E. - 51000 /- E/C - 15000 /- R.R.T. - -- M.V. - 15000 /- TELEPHONE - 5000 /- Arrear Pay - 241000 /- L.I.C. - --	Pay - 2905082 /- D.P. - -- D.A. - 699897 /- H.R.A. - 137842 /- O.A. - 180 /- R.C.M. - 15859 /- O.C. - 12000 /- T.E. - 72150 /- E/C - 15000 /- R.R.T. - 24960 /- M.V. - 14737 /- TELEPHONE - 7500 /- Arrear Pay - 1023089 /- L.I.C. - --	Pay - 3867735 /- D.P. - -- D.A. - 892268 /- H.R.A. - 183438 /- O.A. - 240 /- R.C.M. - 18500 /- O.C. - 12000 /- T.E. - 77650 /- E/C - 15000 /- R.R.T. - 24960 /- M.V. - 18000 /- TELEPHONE - 7830 /- Arrear Pay - 1023089 /- L.I.C. - --	Pay - 2240644 /- D.P. - 613380 /- D.A. - 1148921 /- H.R.A. - 135129 /- O.A. - 160 /- R.C.M. - 16500 /- O.C. - 12000 /- T.E. - 47000 /- E/C - 14000 /- R.R.T. - 24960 /- M.V. - 29992 /- TELEPHONE - 6000 /- Arrear Pay - 1126064 /- L.I.C. - --

**MANUAL - 12**

**The Manner of execution in of subsidy programme  
(Section 4 (1) (b) (xii))**

**List of Institutions given subsidy**

Sl. No.	Name and address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of Subsidy	Previous year's utilisation progress	Previous year's achievement
NIL						

**List of Individuals given subsidy**

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of Subsidy	Scheme and criteria for selection	No. of time subsidy in past with purpose
NIL					

**MANUAL - 13**

**Particulars of Recipients of concessions permits or authorisations granted  
[Section 4 (1) (b) (xiii)]**

**List of Beneficiaries**

Sl. No.	Name and address of the beneficiaries	Nature of concession / permit / authorisation provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
<b>NIL</b>					

**MANUAL - 14**

**Information available in an electronic form**

**[Section 4 (1) (b) (xiii)]**

**Details of Information**

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
<b>NIL</b>				

**M A N U A L - 15**

**Particulars of facilities available to citizens of obtaining information**

**[Section - 4 (10 (b) (xv))]**

**Facilities available for obtaining information**

Sl. No.	Facility available	Nature of information available	Working Hours
1	Notice Board of the Nabarangpur Circle	Investment of loan for Khariff / Rabi during the current year Election of Coop. organisation notice	All Govt. working days from 10 AM to 5 PM excluding lunch hour i.e. 1.30 PM to 2 PM

## M A N U A L - 16

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

#### List of Public Information Officers

Sl. No.	Designation of the Officer designated as P.I.O.	Postal Address	Telephone Number	E-mail Address	Demarcation of Area/Activities if more than one P.I.O. is there
1	Sri Trinath Bisoye, I.C.S.	Inspector of Cooperative Societies, Nabarangpur	06858-222005		O/o : A.R.C.S., Nabarangpur

#### List of Asst. Public Information Officers

Sl. No.	Designation of the Officer designated as P.I.O.	Postal Address	Telephone Number	E-mail Address	Demarcation of Area/Activities if more than one P.I.O. is there
1	Sri Akshaya Kumar Dash, I.C.S.	Inspector of Cooperative Societies, Nabarangpur	06858-222005		O/o : A.R.C.S., Nabarangpur

#### First Appellate Authority with the Department

Sl. No.	Designation of the Officer designated as P.I.O.	Postal Address	Telephone Number	E-mail Address	Demarcation of Area/Activities if more than one P.I.O. is there
1	Sri Anipa Ch. Majhi, O.C.S. - II, Assistant Registrar of Coop. Societies, Nabarangpur	A.R.C.S. Office Nabarangpur	06858-222005		Matters related to Coop. Sector

**MANUAL - 17**

**Other Information as may be prescribed**

**(Section 4 (1) (b) (xvii))**

Whether information as prescribed for dissemination shall be collected,  
tabulated, compiled, collected & prepared in the form of manual  
from time to time

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