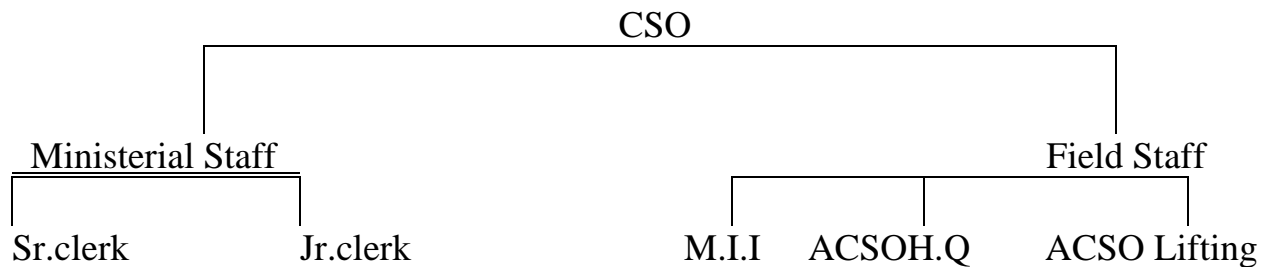


Manual-1
Particulars of organization functions and duties
[Section 4(1) (b) (i)]

01. Aim and object of the organization : To avoid food security and ensuring availability of essential Commodities at Govt. Price, particularly to the poorer section of the society.
02. Mission/Vision : The department is committed to ensure food security to all, create a hunger free nation.
03. Brief History & background for its establishment : This organization is a product of World War-II. To overcome the food scarcity. It was felt indispensable to regulate the supply. The District Civil Supplies Branch, Nabarangpur came to existence from 2.10.1992 after bifurcation of Koraput District.

04. Organization Chart :



05. Allocation of Business : Re-distribution of controlled commodities to Block/ULBs, maintenance of account, registers & enforcement.
06. Duties to be performed to archive the mission :Timely Lifting/ Distribution of essential commodities/Regular inspection of Storage Godown, Wholesaler/Sub-Wholesaler point.

07. Details of service rendered : 01) Ensuring food security to all.
02) Procurement of paddy through levy route.
03) To ensure MSP
08. Citizen Interaction : 01) Involvement of WSHG in P.D.S.
02) Through Nodal meetings under M.I.S.
09. Postal address of the main office/ attached or subordinate office : Main Office:- District Civil Supplies Office, west side of Mission Shakti, DRDA,Nabarangpur.
10. Map of Office Location



11. Working hours for office & public : 10 A.M to 5 P.M with ½ as hour lunch break from 1.30PM to 2.00PM excluding 2nd Saturday/Sunday/Govt. Holidays.
12. Public interaction if any : 01) Convening of Janasampark Sivr
02) Through village focus programme.
13. Grievance redress mechanism :

To complain against

Appellate Authority

Office Staff

C.S.O/Collector

Inspector of Supplies

ACSO/B.D.O/
Sub-Collector/Collector

ACSO

C.S.O/Sub-Collector/Collector

CSO

Collector/Commissioner
FS & CW Deptt., Orissa, BBSR

Manual-2
Powers and Duties Officers and Employees
[Section 4 (1) (b) (ii)]

Power 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	CSO	Establishment matter of C.S Executive & Ministerial staff	Drawing & disbursing of D.No. 9-2408(NP) 9-3456(NP)	Nil	To create consumer awareness	To exercise the power and functions delegated control order read with section 3 of the E.C Act 1955
02	ACSO Sadar	Nil		-do-
03	ACSO (Lifting)	Nil		To ensure lifting FAQ stock
04	Inspector of Supplies	Nil		Regular enforcement to ensure proper utilization of the allotted quota
05	Sr.Clerk	Nil	Nil	Nil		To maintain all register as per ORM,1964
06	Jr.Clerk	Nil	Nil	Nil		-do- Reports returns & dispatch of letters

Manual-3
Procedure followed in decision-making process
[Section 4 (1) (b) (iii)]

Major Functions:

1. Unit wise allotment of stock :
2. Enforcement :
3. Issue of license :
4. Procurement of paddy through levy route :

Flow process chart for issue of Lubricant License

Sl. No	Activity	Level of action	Time Frame
01	To receive application and put up diary number	Diary Clerk	SAME DAY
02	Concerned D.A to put up application	Concerned Dealing Asst.	Within 3 days
03	Concerned filed officer to enquire	ACSO/M.I/I.S	Within 7 days
04	Applicant is to be informed both in case of feasibility & rejection	Concerned D.A	Within 3 days
05	To prepare License for approval after deposit of license fee	-do-	Within 2 days
06	For Signature of License	Sub-Collector	One day
07	Delivery of License	Concerned D.A	-do-

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	Diary of letter	Same Day	
04	Scrutiny & put up by concerned DA	Next Day	
05	If information available compliance will be made	Next Day	
06	Preparation of draft	1 Hour	
07	Typing	Per page 10 minutes	
08	Signature of Authority	5 Minutes	
09	Dispatch of the letter	Same Day (Per letter 2 minutes)	

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 of documents held

Sl.No	Name of Record	Details information Available	Unit/Sector where available	Retention period
1	All files and registers as per file index registers	Correspondence to different schemes of FS & CW Deptt.	C.S.O, Nabarangpur	3 years
2	<u>License registers</u> (a) Storage Agents (b) K.Oil Wholesaler (c) K.Oil Sub-Wholesaler (d) Retail out let of petrol pump (e) Package controlling Unit	License to related subject	-do-	Permanent
3	Guidelines for appointment of Sub-Wholesaler & Retailers of K.Oil	...	-do-	-do-
4	Procurement Policy of Rice & Paddy	...	-do-	One year
5	Govt. Guidelines for selection of beneficiaries under Antodaya Anna Yojona & Annapurna Yojona	...	-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 (I) (b) (vii)]

Details of consultative committees & other bodies with which consultations are held

01	D.C.P.C	Collector, Nabarangpur, Chairmen & other Members/CSO is Members Convener	Take steps for promotion of consumer awareness, monitor receipt of stock, storage, lifting and distribution	Once in 2 months or as and when necessary
02	BLAC	Chairman of the Panchayat Samiti as Chairman & other members, B.D.O member convener	Make recommendation for appointment of retailer, monitoring the receipt of stock storage distribution of essential commodities	5 th of every moth and case of holiday in the next working date.
03	TLAC	Chairman of ULBs as chairman & other members E.O. & ACSO as Member Convener	-do-	-do-
04	RLC	Ward Member of the Ward shall be convener with other member	Ensure timely lifting of stock, sign tally register certifying receipt & distribution of allotted stock	Committee shall ordinarily meet once or more than once a month
05	DLC on Procurement	Collector is the Chairman & C.S.O is the Member convener	Payment of MSP to farmers, re-allocation of target	Twice in a month
06	Vigilance committee on PDS Kerosene	Hon'ble MLA is the Chairman of the committee & B.D.O is the Member convener	Proper distribution of K.Oil and check diversion & black marketing of K.Oil	Once in a quarter

Manual –9
Directory of Officers and Employees
[Section 4 (1) (b) (viii)]

Directory

Sl.No	Name & Designation	Office Phone No.	E.Mail Address
01	Sri Bidyadhar Nayak,C.S.O	06858222349 (o)	csongp@gmail.com
02	Sri Udaynath Nayak,ACSO	06858222349 (o) 9437109567	csongp@gmail.com
03	Sri Ramakanta Sethy,ACSO	06858222349 (o)	csongp@gmail.com
04	Sri P.K.Rout,Sr.Clerk	06858222349 (o) 9437241799	csongp@gmail.com
05	Sri Sitaram Behera,Jr.Clerk	06858222349 (o) 9437236745	csongp@gmail.com

Manual –10

**The monthly remuneration received by each of the officers and employess,
including the system of comensation as provided in the regulations
[Section 4 (1) (b) (x)]**

Sl.No	Name	Designation	Pay Scale	Gross	Net
01	Sri Bidyadhar Nayak	C.S.O	9300/- +G.P 4600/-	25845.00	13144/-
02	Sri Udaynath Nayak	ACSO	9300/- + G.P 4200/-	23407/-	17207/-
03	Sri Ramakanta Sethy	ACSO	9300/- + G.P 4200/-	23407/-	17207/-
04	Sri P.K.Rout	Sr.Clerk	5200/- + G.P 2400/-	12981/-	7567/-
05	Sri Sitaram Behera	Jr.Clerk	5200/- + G.P 2400/-	13462/-	7361/-

Besides Salary of the following officers posted to different Block & Sub-Divisions is being drawn at District Level

Sl.No	Name	Designation	Pay Scale	Gross	Net
01	Sri P.K.Sahu	Inspector of Supplies	4750-125-7500	16586/-	12753/-
02	Sri J.K.Behera	Inspector of Supplies	4750-125-7500	16314/-	12447/-
03	Sri P.K.Rath	Inspector of Supplies	4750-125-7500	17470/-	12252/-

Manual –12
The manner of execution in of subsidy program
[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 years utilization progress	Previous Years achievements
			Nil			

List of individuals given subsidy

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

Manual –13

Particulars of recipients of concessions permits or authorizations granted

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

List of beneficiaries

Sl.No	Name and address of the beneficiaries	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar cons\cession given in past with purpose
01	Storage Agents	F.G License under P.D.S (Control) Order, 2008	To deal with P.D.S Commodities	Through OSCSC Ltd.,	
02	K.Oil Wholesaler	The Orissa Kerosene Order 1962	To deal with P.D.S Kerosene	By Oil Companies	
03	K.Oil Sub-Wholesalers	The Orissa Kerosene Order 1962	To deal with P.D.S Kerosene	Collector	
04	Petrol Pump Retail & Lets	The Orissa High Speed Diesel (Dealer's licensing) Order 1979	To sale HSD/M.S	By Oil companies and issue of license by Collector	
05	Packing unit of Edible Oil	The Edible Oil Packaging (Regulation) Order, 1998	To sale packaged Edible Oil	By Collector	

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
01	Procurement of Paddy	Daily Procurement	Yes	
02	Lifting/off take of TPDS commodities	Monthly	Yes	-do-
03	Marketing Price of essential commodities	Weekly/Monthly	Yes	-do-

Manual –15
Particulars of facilities available to citizens of obtaining information
[Section 4 (1) (b) (xv)]

Facilities available for obtaining information

Sl.No	Facility available	Nature of information available	Working Hours
01	CSO, Office Notice Board	01. Allotment order of all controlled commodities i.e Rice (BPL)/Rice (AAY)Rice(Annapurna)Sugar/Wheat/K.Oil.	All Govt. working days from 10 A.M to 5 P.M excluding lunch break from 1.30 P.M to 2.00 P.M
02	Web Site	02. Information on license issued to all Storage Agents/K.Oil Wholesalers / K.Oil Sub-Wholesalers/Petrol Pumps /Packing control units/Lubricant & Crease. 03. Card position of all categories/Schemes such as APL/AAY/AP/BPL.	

Manual –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 PIO	Postal Address	Tel.No	E.Mail Address	Demarcation of Area/Activities if more than one PIO is there
01	Sri Bidyadhar Naik, C.S.O	Civil Supplies Officer, Nabarangpur	06858 222349	csongp@gmail.com	C.S branch of District Office, Nabarangpur

List of Asst.Public Information Officers

Sl. No	Designation of the Officer designated as PIO	Postal Address	Tel.No	E.Mail Address	Demarcation of Area/Activities if more than one PIO is there
01	Sri Ramakanta Sethy, ACSO	Asst. Civil Supplies Officer, Nabarangpur	06858 222349	csongp@gmail.com	C.S branch of District Office, Nabarangpur

First Appellate Authority with the Department

Sl.No	Designation of the Officer designated as PIO	Postal Address	Tel.No	E.Mail Address	Demarcation of Area/Activities if more than one PIO is there
01	Sri Upendranath Jena, O.A.S-(I) ADM, Nabarangpur.	District Office, Nabarangpur	06858 222040		Matters related to Civil Supplies wing.

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.

Manual-5
Rules, regulation, instructions, manuals and records for discharging functions
[Section 4 (1) (b) (ii)]

Sl.No	Name of act,rules,regulations etc,Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	The PDS control order 2001 (Central) The PDS control order 2008 (State)	To enforce proper utilization PDS & TPDS stocks	GSR-63(E) 31.8.2001
2	The Kerosene (Restriction on use and Fixation of ceiling price) order,1993	No person shall use kerosene for any purpose than cooking & illumination	Ministry of petrol & Natural Gas Notification dtd.21.6.1993
3	The liquefied Petroleum Gas (Regulation of supply and distribution) Order,1993	To ensure equitable distribution of L.P.G for cooking/industrial purpose	FS & CW Department notification dtd:21.5.1975
4	The Orissa declaration of stocks and price of essential commodities order, 1973.	To ensure maintenance of supplies and violability of certain E.C at FPS & other	Notification dtd:24.8.1973 of supply Department BBSR.

		shops dealing with E.C	
5	The Orissa High Speed diesel (dealer licensing order,1979)	To regulate and control the sale and use of HSD	FS & CW Deptt., Notification dtd:31.12.1962
6	The Orissa Kerosene control order 1962	Possession of more than 10 liters of K.OIL without a license is an offence.	Orissa Civil Supply Deptt., Notification dtd:03.12.1962
7	The Orissa rice & paddy procurement (levy)& restriction of sale and movement order 1982	To streamline purpose, milling of paddy & ensure MSP to farmers	Orissa gazatte, Notification dtd:30.12.1982
8	The prevention of black marketing & maintenances of supplies of E.C Act.	To prevent black marketing & maintenance of supply of E.C	Gazette Notification dtd:12.02.1980 (control)
9	Edible Oil packing gas (regulation & supply of distribution) Order,2000	To ensure retail of edible oil in packed form only	Gazette Notification dtd:10.5.1999 of the Govt. of Orissa
10	The liquefied petroleum gas (regulation & supply of distribution)order,2000	To check misuse of LPG	FS & CW Deptt., Notification No. 21012 dtd:05.8.2000
11	Food and procurement policy for the Kharif Marketing Session 2009-10	To ensure procurement of paddy & its milling and to ensure MSP to genuine farmer	FS & CW Deptt., Govt. of Orissa order no.21243 dtd.05.10.2009

Manual –8
A Statement of Board, Council, Committees 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
01	District level committee on procurement Govt. in FS & CW Deptt., letter No.21817 Dtd:4.10.05 & letter No:22243 Dtd:5.10.09	To protect the interest of the farmers/payment of MSP	All MPs/MLA or their representatives/Collectors/ All Sub-Collectors /C.T.O /A.C.T.O/Three representative of of Millers/S.P/One F.C.I representatives/C.S.O/ Chairman of Apex Pani- Panchayat	Not constituted for Kharif Marketing season	One year 1.10.08 to 30.9.09	No	No	Twice in a month
02	District	To monitor	Collector Nodal	-do-	Permanen	No	No	As

	<p>level committee on TPDS Govt., of FS & CW Deptt., Letter No: 10611 dtd: 07.4.2004 & Letter No. 31927 dtd:20.10.2009</p>	<p>proper implementation of AAY/ANNAP URNA & TPDS</p>	<p>Officer of the Districts All MPs & MLA of the District.</p>		<p>t</p>			<p>would be decided in the meeting</p>
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Manual –11
The Budget allocated to each agency
[Section 4 (1) (b) (xi)]

Major Head	Activities to be performed	Sanction Budget	Budget Estimated	Revised Budget	Expenditure for the Last Year
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D No 9-2408 (ND)	For payment of Salary	Pay-840000/- DP-420000/- DA-597000/- HRA-57000/- OA-1300/- RCM-6500/- OC-6500/- TE-8000/- E/C-10000/-	Pay-426150/- DP-213075/- DA-358508/- HRA-29492/- OA-512/- RCM-15000/- OC-8000/- TE-15000/- E/C-12000/-	Pay-677427/- DP-323377/- DA-580522/- HRA-46393/- OA-576/- RCM-15000/- OC-8000/- TE-15000/- E/C-12000/-	Pay-626306/- DP-313169/- DA-398151/- HRA-43181/- OA-768/- RCM-3000/- OC-3500/- TE-7500/- E/C-8000/-
D No 9-3456 (ND)	For payment of Salary	Pay-244000/- DP-122000/- DA-177000/- HRA-15000/- RCM-2000/-	Pay-147128/- DP-73564/- DA-152794/- HRA-6521/- RCM-5000/- TE-5000/-	Pay-218843/- DP-105920/- DA-178848/- HRA-10426/- RCM-5000/- TE-5000/-	Pay-222510/- DP-89607/- DA-150342/- HRA-13810/- TE-1500/- OC-500/-

CIVIL SUPPLIES OFFICER /ASSITANT CIVIL SUPPLIES OFFICER DETAILS

Name of the	Mobile No	Fax No	Mail I/D	Office Phone	Address	City	State	Pin
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C.S.O				No				Code
Sri Bidyadhar Naik	9437143758	06858222441	csongp@gmail.com	06858222349	At/Po/Dist- Nabarangpur	Nabarangpur	Orissa	764059
A.C.S.O								
Sri U.N.Naik, FSD, Nabarangpur.	9178371414	06858222441	csongp@gmail.com	06858222349	At/Po/Dist- Nabarangpur	Nabarangpur	Orissa	764059
Sri R.K.Sethi, Head Qtrs. Nabarangpur.	9437563885	06858222441	csongp@gmail.com	06858222349	At/Po/Dist- Nabarangpur	Nabarangpur	Orissa	764059