

Manual – 1

Particulars of Organisation, Function and Duties.

Section 4 (1) (b) (i) P.R.Deptt.(District Panchayat Office,Deogarh)

1. Aims and objectives of the organization.
Election.
To see the overall G.P. formation
To conduct GP/P S & ZP
To implement different Schemes of Govt. for the benefit of General Public.
2. Mission/Vision. : As above.
3. Brief history and background for its establishment. : For development of rural area of the state.
Further to see the financial, social and educational development of the poorest people.
4. Organization Chart. : D.P.O.
S.D.P.O.
G.P.E.O.
Panchayat
5. Allocation of business. : Reacting to Panchayati Raj(G.P) matter
6. Duties to be performed to achieve the mission
G.P
property.
forest produce.
1. Election of G.P/P.S/Z.P
2. Inspection of G.P.Office
3. Create Income source of
4. To lease out G.P. public
5. To issue license of minor
7. Details of services rendered : As above.
8. Citizens interaction : Public benefit.

9. Postal address of the main Office : D.P.O.Deogarh At/P.O/Dist.-
Deogarh.
attached/subordinate Office/
field units etc.
10. Map of office location : 3 R Quarter(Near DRDA office,
. Deogarh, At/Po- Purunagarh.
11. Working hours both for Office : From 10 A.M to 5 P.M.
and public
12. Public interaction, if any : No
13. Grievance redresses mechanism : Every Saturday (11 A.M to 1 P.M.)

Manual-2
Power and duties of officers and employees
(Section 4(I0(b)(ii))

Sl. No.	Designation of Post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7

1. Dist. Panchayat Officer. 1. Head of the Office.
2. Looking General Administration.
3. Maintaining employees records.
4. Head of the Office & Find Estt. Matter.
5. Printing Stationery stock and store and physical verification.
6. Maintenance of vehicle.
7. Disiplinary proceeding against staff.
8. Sanction of House rent of Class-III & Class-IV employees.
9. Remoursement cost of medicine.
10. Approval of Tour Diaries of III & V
11. Sanction of C.L. of Class-III and Class-IV employees.
12. Maintenance of Telephone.
13. Sanction of C.L.
14. Sanction of G.P.F. Advance.
15. Issue of no objection certificate.
16. Issue of permission for purchase of immovable and movable properties more than Rs.2,000/-.

Manual-3
Section 4 (i) (b)(iii)
Procedure followed in Decision-Making Process

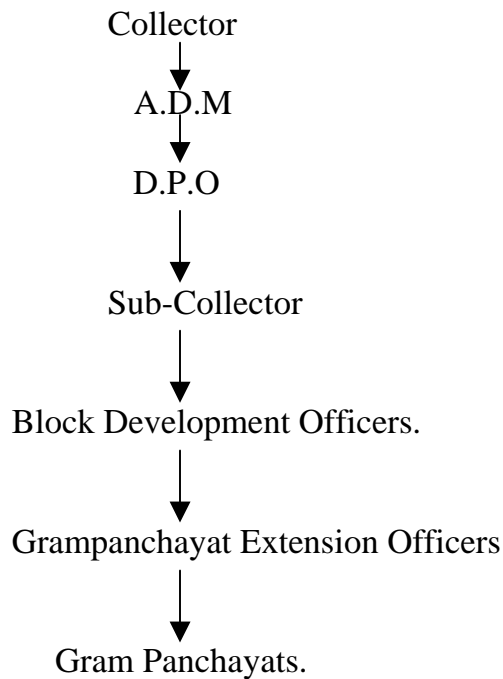
Sl.No	Activity	Level of action	Time frame
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>

1. Convening of monthly staff meeting : Every month.

Participants : D.P.O. & sll G.P.E.O.

Supervision and accountability.

D.P.O. Office



Manual-4
Norms set for the discharge of functions
Section 4(i) (b)(iv)

Sl.No	Activity	Time frame/Norm	Remarks
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1.	Diary of letter	3 minutes per letter	
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Norms: Orissa Gram Panchayat Manual, 1964

Manual-5
Rules, Regulations, Instructions, Manuals & Records
For Discharging Functions
Section 4-(i) (b)-(v)

Sl.No.	Name of the act, rules, regulations etc	Brief gists of the contents	Reference No.if any	Price in case of priced publications
1	2	3	4	5
1	Orissa Gram Panchayat Manual and Act.,1964			
2.	Orissa Panchayat Samiti Manual,1959.			
3.	Orissa Zilla Parishad Manual, 1991			
4.	Manual for Panchayat Elections in Orissa,2001			
5.	Orissa Service Code,1964			
6.	Orissa Pension Rule,1992			
7.	And as per instruction/Guidelines and Rule framed by Government from time to time.			

Manual-6
A statement of the categories of documents that are
held by it for under its control
Section 4(i) (b)(vi)

Details of the records, available may be made in a statement form, wingwise, unitwise, branchwise and it may be got tabulated, indexed and catalogued.(An illustrative list is given below)

A statement of the categories of documents held

Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period,where available
1	2	3	4	5

Relating to G.P.Section.

1. Allotment Reg.
2. Pay acquittance roll for Non-Gazetted.
3. Pay acquittance roll for Gazetted.
4. T.E.Register.
5. Contingency Bill register.
6. Book of Drawal.
7. Bill register.
8. Attendance register.
9. Distribution register.
K.L.grant.
10. Register of 11th Finance.
11. Register of cess & sairat.
12. General and bye-election register.
13. Staff subsidy register.
14. Distribution Aono register.
15. D.A & S.A register.
16. Register of cash book.
17. Register of Utilisation certificate.

Manual-7

Particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy of implementation.

Section 4(i) (b)(vii)

Details of consultative committee and other bodies with which consultations are held.

Sl. No.	Name and address of the consultative committees/bodies	Constitution of the committee/body	Role & responsibility	Frequency of meetings
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	District level incentive award/ selection committee meeting.	1. Collector 2. D.P.O. 3. P.D., 4. D.R.D.A. 5. M.L.A. 6. Two Chair person 7.Panchayat Samiti.	To select one best G.P. in the District.	One year.

Manual-8

A statement of boards, council, committees and other bodies constituted Section 4(i) (b)(viii)

Sl.No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether minutes accessible to public	Frecuency of meetings	Remar
1	2	3	4	5	6	7	8	9
1	Dist. Level incentive award selection committee	To select one best GP in the district	1.Collector 2.DPO 3.PD, DRDA 4.Sub-Collector 5. MLA 6.Two chairperson of Panchayat Samiti	Will be constitute	One year	No only members & Govt	One year	

List of boards,councils,committee etc.

Manual-9

Directory of Officers and Employees Section 4(i) (b)(ix)

Directory

Sl. No.	Name & Designation	Office Phone No.	E-Mail address
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1	Sri Ramakanta Behera, Dist.Panchayat Officer, Deogarh	9437008611	behera ramakanta 47 @ g mail.cum.
2	Sri Dharam Prakash Lakra,Head Clerk	9861826694	
3	Sri Sujaya Kumar Panda, Senior Clerk	9437416597	
4	Sri Haldhar Garnayak, Driver	9437418343	
5	Sri Antaryami Mishra, Peon		
6	Sri Ajay Kumar Bhutia, 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(i) (b)(x)

Sl. No.	Name & Designation	Pay Scale/	Monthly Remuneration
1	Sri Ramakanta Behera, D.P.O.	9,300-34,800	27,020/-
2	Sri Dharam Prakash Lakra,Head Clerk	9,300-34,800	17,841/-
3	Sri Sujaya Kumar , Senior Clerk	5,200-20,200	14,496/-
4	Sri Haldhar Garnayak, Driver	5,200-20,200	10,782/-
5	Sri Antaryami Mishra, Peon	4,440-7,440	9777/-
6	Sri Ajay Kumar Bhutia, Peon.	4,440-7,440	9222/-

Manual-11

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

Non-Plan Budget :

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for last year
1	2	3	4	5	6
1725-15-PRD	GP election Bye-Election Supervision & Inspection of GP Administrator		Pay-4321223		432123
			D.P.-216070		216933
			DA-275550		275550
			HRA 20041		20041
			Tel 2500		2500
			Cont 10000		10000
			MV 30500		30500
		Elect 15000		15000	

	control of GP		TE 22900 RCM 4500		22900 4500
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Plan Budget :

Name of the Plan/Scheme	Activities to be undertaken	Date of commencement	Excepted date for completion	Amount sanctioned	Amount disbursed/spent
1	2	3	4	5	6
NIL	NIL	NIL	NIL	NIL	NIL

Manual-12
The manner of execution of subsidy programme
Section 4(i) (b)(xii)

List of institutions given subsidy

Sl.No.	Name & address of the institutions	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous ears utilization progress	Previous year achievements
1	2	3	4	5	6	7
--	-	-	-	-	-	-

List of individuals given subsidy

Sl.No.	Name & address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with prupose
1	2	3	4	5	6
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Details of schemes under which subsidies are granted should be given -
Nil.

Manual-13
Particulars of recipients of concessions,
permits or authorisations granted
Section 4(i) (b)(xiii)

List of beneficiaries

Sl.No.	Name & address of the beneficiaries	Nature of concession/permit/author organization provided	Purpose for which granted	Scheme and criterion for selection	No. of item similar concession given in past with purpose
1	2	3	4	5	6

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits issue of authorizations, grant of concessions licenses etc.

Manual-14
Information available in an electronic form
Section 4(i) (b)(xiv)

Details of information

Sl.No.	Activities for which electronics data available	Nature of information available	Can it be shared with public	Is it available website or is being used back and data base
1	2	3	4	5

Regarding GP Matter
Data base

File No.

- | | | |
|-----|-------------|---|
| 1. | XLV – 44/05 | Dev. Of PS out of 11 th finance commission |
| 2. | XLV - 45/05 | U.C. DA / Sf |
| 3. | XLV – 46/05 | U.C. on Sairat |
| 4. | XLV – 47/05 | U.C. on KI grant |
| 5. | XLV – 48/05 | Honorarium of Sarpanch/Naib-Sarpanch |
| 6. | XLV – 54/05 | Incentive award for PRIs |
| 7. | XLV – 61/05 | MPR on misappropriation of GP JRY fund |
| 8. | XLV – 63/05 | U.C. on EFC grant |
| 9. | XLV – 67/05 | KI grant |
| 10. | XLV – 69/05 | Transfer of GP property |
| 11. | XLV – 70/05 | Minor Forest produce |
| 12. | XLV – 71/05 | Bye-election of PRIs. |
| 13. | XLV – 74/05 | Assembly Question |
| 14. | XLV – 75/05 | Disqualification of Sarpanch |
| 15. | XLV – 77/05 | CM Grievance Cell |

16. XLV – 81/05 Auction sale of public properties
17. XLV – 82/05 Transfer & posting of VLW, LVLW and VAW
18. XLV – 95/05 GP Relief
19. XLV – 92/05 Inspection of GPs by DPO
20. XLV – 93/05 12th finance commission
21. XLV – 98/05 Annual Administration Report
22. XLV – 102/05 General election to PRI, 2007
23. XLV – 40/05 Audit
24. XLV – 10/05 TP & TD of DPO
25. XLV – 11/05 TP & TD of SDPO
26. XLV – 107/05 Execution of development of GPs.

Manual-15
Particulars of facilities available to citizens
for obtaining information.
Section 4(i) (b)(xv)

Sl. No.	Facility available	Nature of information available	Working hour
1	2	3	4
1	Information centre		10.00 am to 5.00 pm
2	Website-	N.I.C., Deogarh	
3	Library		
4	Notice Board		
5	Office	Available in office	

Manual-16
Name, Designation and other particulars of
Public Information Officers
Section 4(i) (b)(xvi)

List of Public Information Officers

Sl.No.	Designation of Officer designated as PIL	Postal address	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
1	2	3	4	5	6
1.	OIC Genl. & Misc	Collectorate, Deogarh	--	--	--

List of Assistant Public Information Officers

Sl. No.	Designation of the Officer, Designated as Assistnat PIO	Postal Address	Telephone No.	E-Mail Address
1	2	3	4	5
1	Sri Guruva Singh, Dist.Panchayat Officer, Deogarh	At/Po- Deogarh Dst-Deogarh	06641-226237	

First appellate authority in the department

Sl. No.	Designation of the Officer designated as First appellate authority	Postal address	Telephone NO.	Email address	Demarcation of area/activities if more than one appellate authority is there
1	2	3	4	5	6
	Nil				

Manual-17
Other information as may be prescribed
Section 4(i) (b)(xvii)

All other information as may be prescribed for dissemination shall be collected, tabulated. Complied ,collected and provided in the form of manual form time to time. It will be updated

FORMAT

01. Complete identity of the Department.

* Panchayat Raj Department, Orissa, Bhubaneswar.

02. Aims, Objectives & Reponsibilities.

* To see the overall function of PRIs

To conduct GP/PS & ZP Election.

To implement different Schemes.

03. Organization Structure including Agencies, Directorates etc.

D.P.O.

S.D.P.O.

G.P.E.O.

Gram Panchayat

04. Generic Postal Address, FAX, Phone No & E.Mail of the Department

1. District Panchayat Officer, Deogarh

At/Po/Dist. Deogarh(Orissa)Phone No.9437086110 behera ramakanta 47 @ g mail.cum.

05. Application forms dealt by the Department and guidance for their completion

Does not arise.

06.Documents published by the Department.

Additional information about deployment of Executive Officers and Gram Rozgar Sevaks in the G.P.

Sl.No	Name of the block	Name of the G.P.	Name of Executive Officer	Name of the Gram Rozgar Sevaks
1	2	3	4	5
1	Barkote	1.Basaloi	Ranjan Kumar Pradhan, V.L.W.	Yoshabanta Pradhan
		2.Kandhal	Ranjan Kumar Pradhan, V.L.W.	Mitrabhanu Sahu
		3.Rambhei	Jaya Krushna Sahu, V.A.W	Kamakshya Prasad Khadiratna
		4.Kantapali	Hrusikesh Nayak, VAW	Yootsharani Biswal
		5.Kaunsibahal	Pramod Ku. Samal, VLW	Prakash Chandra Sahu
		6.Dandasingha	Hrudananda Pradhan, VLW	Suresh Chandra Pradhan

		7.Bijayanagar	Baikunthanath Swain, VAW	Indrani Dehury
		8.Danra	Parameswar Nayak, VLW	Sabitananda Behera
		9.Kadopada	Bhaktabandhu Swain, VLW	Himansu Sekhar Nayak
		10.Balanda	Dharanidhar Sahu, VLW	Runa Charan Pradhan
		11.Singsal	Dharanidhar Sahu, VLW	Sunil Kumar Jaiswal
		12.Kaliapal	Kesab Chandra Sahu, VAW	Umasankar Sahu
		13.Kalla	Santanu Ku. Mahakul. VLW	Pankajini Sahu
		14.Madhyapur	Kesab Chandra Sahu, VAW	Ranjit Kumar Pradhan
		15.Raitabahal	Bhaktabandhu Swain, VLW	Jhasketan Pradhan
		16.Bamparda	Narayan Sahu, VLW	Harekrushna Sahu
		17.Gurusang	Santanu Ku. Mahakul. VLW	Uttam Kumar Pradhan
		18.Ballam	Pramod Kumar Samal, VLW	Kishor Ku. Sahu
		19.Dantaribahal	Giridhari Pradhan, VLW	Kusmit Ku.Behera
		20.Jharakandhal	Narayan Sahu, VLW	Paban Kumar Sahu
		21.Kelda	Parameswar Nayak, VLW	Pradeep Kumar Sahu
		22.Saruali	Pranabahndhu Sahu, VAW	Amit Kumar Pradhan
2.	Reamal	1.Nuadihi	Achyuta Sahu, VAW	Akshya Ku. Pradhan
		2.Khilei	Paramananda Behera, VAW	Manas Ranjan Sahu
		3.Utunia	Diptimayee Garnayak, VAW	Taranisen Pradhan
		4.Gundiapali	Gokul Chandra Das, VLW	Manas Ranjan Sahu
		5.Tabada	Gokul Chandra Das, VLW	Poulasti Pradhan
		6. Reamal	Iswar Chandra Dehury, VLW	Amit Kumar Biswal
		7.Budido	Bhaskar Pradhan,	Amit Kumar Sahu

			VLW	
		8.Naulipada	Kshetrabasi Pradhan, VAW	Muna Sahu
		9.Tinkbir	Basanta Kumar Pradhan, VLW	Ritesh Kumar Sahu
		10.Palsama	Shyam Sundar Sahu, VLW	Arpita Pradhan
		11.Karlaga	Banchanidhi.Acharya, VAW	Akshya Kumar Pradhan
		12.Para	Sasi bhusan Pradhan, VAW	Pramod Kumar Pradhan
		13.Budhapal	Bidesi Satpathy, VAW	Dhirendra Kumar Pradhan
		14.Chadeimara	Bhikari Charan Pradhan,VAW	Santosh Kumar Behera
		15.Kundheigola	Satya nanda Gartia, VLW	Bipin Bihari Pradhan
		16.Lulang	Suresh Chandra Swain, VLW	Jeteswar Sahoo
		17.Adas	Birendra nath Dwibedy, VLW	Fakir Mohan Sahu
		18.Tarang	Subash Chandra Pradhan, VLW	Padma lochan Khatei
		19.Maleipada	Harish Chandra Biswal, VAW	Sudhir Kumar Behera
		20.Tuhilamal	Harish Chandra Biswal, VAW	Abanikanta Nayak
		21.Baghbar	Prafula Chandra Pradhan, VLW	Dilip Kumar Sahoo
		22.Kantabahal	Lalit Mohan Munda, VLW	Smt.Rasmita Nayak
3	Tileibani	1.Chhepilipali	Bhabanikanta Pradhan, VLW	Renuka Dhal
		2.Badchapal	Indramani Dehury, VLW	Hemant Kumar Sahu
		3.Suguda	Jasobanta Sahu, VLW	Jagannath Sahu
		4.Tileibani	Binod Bihari Sahu, VLW	Nidhi Sahu
		5.Talkundi	Susanta Ku. Gantia, Secy. I/C E.O.	Deba Prasad Pradhan
		6.Dudhianali	Jitendra Pradh, VAW	Yosabanta Pradhan
		7.Dholpada	Binod Bihari Sahu,	Soubhagya Kumar

			VLW	Sahu
		8.Kansar	Mandaradhar Patel, VLW	Damodar Majhi
		9.Sado	Mandaradhar Patel, VLW	Supej Lakra
		10.Kendeijuri	Santosh Kumar Jhankar, VAW	Tapoban Dehury
		11.Dimirikuda	Arun Kumar Patel, VLW	Pradipta Kumar Pradhan
		12.Laimura	Arun Kumar Patel, VLW	Kamini Kalo
		13.Parposi	Hrudananda Sahu, VAW	Tulan Singh Naik
		14.Jharagogua	Bhagirathi Pradhan, VAW	Mitanjali Pradhan
		15.Baniakilinda	Suresh Chandra Dehury, VLW	Kunja Bihari Pradhan
		16.Tainsar	Suresh Chandra Dehury, VLW	Ranjan Kumar Samal

07.Legislation for which the department has the lead, or a link to site which contains it.

**All information are available in D.I.O.,NIC,located at
Collectorate Building, Deogarh.**

08.Press Notices

All the notices have been published in the Notice Board.

09.17 Point Manual of R.T.I. Act-2005.

