

ZILLA PARISHAD : D E O G A R H

RIGHT TO INFORMATION ACT, 2005

M A N U A L – 1

1. **Aims and objective of the Organisation: Aims and objectives of the Zilla Parishad, Deogarh is given below.**
 - (a) To implement various development and anti poverty programmes sponsored by State Govt. as well as Central Govt.
 - (b) To under take Schemes or adopt measures including giving of financial assistance relating to the development of Agriculture, Social Forestry, Live Stock, Industries, Co-operative Movement, Rural credit, Rural Electrification, Primary/Secondary & Adult Education including Welfare and other objects of general public utility.
 - (c) Grant-in-Aid to any School, Public Library, Public Institution or Public Welfare organization within the district.
 - (d) To receive funds, distribute among the Panchayat Samitis and G.Ps .
 - (e) To monitor, supervise and makes reviews of different programmes from time to time.
 - (f) To furnish proposal to Central Govt. for release of funds.
 - (g) To furnish UC in respect of allotment, expenditure of funds under SGRY.
 - (h) Maintains cash Book for different schemes.
 - (i) Conduct Zilla Parishad meeting.
2. **Mission / Vision: To reduce rural poverty through various anti-poverty programmes, provide basic amenities i.e. Drinking Water Supply, Sanitary latrine and rural connectivity.**
3. **Brief History and background for its establishment: This is a newly created Zilla Parishad established vide Zilla Parishad Act.1991. The Zilla Parishad is functioning in its own building. Prior to this it was functioning in the Old building of Irrigation Department.**
4. **Organisation Chart : As per guidelines of Zilla Pariahd Act, organization of structure has been made. Different wings of Zilla Parishad are:**
 - (a) Zilla Pparishad headed by a Chief Executive Officer –cum- Collector
 - (b) Executive Officer-cum-Project Director,DRDA is the ex-officio Secretary of the Zilla Parishad.
 - (c) President, Vice-President and other members.
 - (d) Account wing
 - (e) Monitoring wing
5. **Allocation of business: To implement all rural development programmes through Zilla Parishad who is Nodal Agency.**
6. **Duties to be performed to achieve the mission : As per guideline of Zilla Parishad, duties are performed by the Government officials to achieve the mission.**
7. **Details of Services rendered : To provide employment generation and creation of asset, improve the standard of living of rural people.**
8. **Citizens Interaction : Citizens may contact the authority directly about their various problems like Improvement of Infrastructure.**

9. Postal Address of the Main Office, attached/sub-ordinate office/ field units etc.:
Main office : Zilla Parishad, Deogarh, At/PO/Dist. Deogarh.
10. Map of Office location : Not available
11. Working hours both for office and public : 10.00 A.M. to 5.00 P.M.
01.30 P.M. to 2.00 P.M. (lunch break)
12. Public Interaction : Zilla Parishad is a public sector undertaking. It is directly related with public.
13. Grievance redress mechanism : No grievance cell is functioning separately.

M A N U A L - 2.

Powers and duties of officers and employees (Section 4(I) (b) (ii))

Powers and duties of officers and employees

Sl No.	Designation of The post.	P o w e r s				Duties attached.
		Administrative	Financial	Statutory	Other s	
01.	02.	03.	04.	05.	06.	07.
01.	Chief Executive Officer	He would be in over all charge of the activities of the Zilla Parishad and responsible for interaction with district/State Admn. as well as with the Govt. of India.	Countersigning of Cheques beyond the limit of Executive Officer.	Supervision and co-ordination with officers and over all charges of Zilla Parishad		
02.	Executive Officer	He is the principal assistant of Chief Executive Officer and ex-officio Secretary of the Zilla Parishad.	Singing of cash book and subsidiary cash book, singed cheque.			
03.	President	The Resolution of the Zilla Parishad shall be given effect to by the President in whom the Executive Power of the Parishad shall vest. In case of emergency, he can take necessary action for approval in its next meeting.				

04	Vice-President	When the office of the President is vacant, the Vice-President of the Parishad shall for all the purposes of the act exercise the power and perform the function of the President, until the new President is elected.				
05.	Members	To assist the President, Zilla Parishad for preparation of Annual Zilla Parishad Plan.				
06.	Ministerial Staff	To assist C.E.O., Executive Officer, President in various works for successful implementation of the Schemes.				

MANUAL – 3

Procedures followed in decision making process :

(Section –4 (I) (b) (iii))

The procedure followed in the decision making process including supervision and accountability at Zilla Parishad are as per Orissa Zilla Parishad Mannual prescribed by the Central/State Govt. under different Schemes. The Scheme-wise guidelines are available in the Office which may be availed by the public on payment of fees and cost. Proposals are passed in the meeting and approved by the Zilla Parishad

MANUAL – 4

Norms set for the discharge of functions.

(Section –4 (I) (b) (iv))

Details norms and standard set out given in respect of various activities are given below :

Sl No.	Activities.	Time frame/norm.	Remarks.
01.	Diary of letters	Same day	
02.	Despatch of letter	Same day after signing by the authority	
03.	Letter put-up	Within three days or within date line	
04.	Assembly Question	Same day i.e. on the date of receipt.	

MANUAL – 5

Rules , regulations, instructions, manuals and records for discharging functions (Section –4 (I) (b) (v))

Lists of regulation, instructions, manuals and records are given below:-

SI No	Name of the acts, rules, regulations etc.	Brief gist's of the contents	Reference No, if any	Price in place of priced publication
1	2	3	4	5
2.	SGRY guidelines	Implementation of Anti poverty programmes	Guidelines are available in DRDA.	

MANUAL – 6

A statement of the categories of documents are held by it for under its control (Section 4(1)(b)(vi))

A statement of the categories of the documents held

SI No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1	Incumbency chart of President, Vice-President & Members, Zilla Parishad, Chief Executive Officer & Executive Officer,	Details incumbency chart of Chief Executive Officer is available in the Office	Estt. Zilla Parishad Section	
2	Establishment	All establishment matters such as preparation of pay bill, sanction of leave, service records of staff, transfer posting.	Estt. Section	
3	Zilla Parishad meeting	Regarding meeting of Zilla Parishad, Deogarh	Z.P. Section	
4	Cash Book, A/R, Other Account/ Stock Register	Regarding receipt of funds and distribution made among the PRIs.	Account Section	
5	SGRY	Regarding distribution of funds and submission of proposal to Govt.	SGRY Section	
6.	Issue and Receipt	All letters are received and distribute among the different section and issue letters and despatched	Issue and Receipt Section	
7.	Computer Section	Works done by the Programme Officer and Computer Programmer through Computer media. PRIASOFT, RURALSOFT, BETAN are made upto date	Computer Section	

MANUAL - 7

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

(Section 4(1) (b) (vii))

Details of consultative committee and other bodies with which consultation are made

SI No	Name and address of the consultative committees/bodies	Constitution of the committees/body	Role and responsibility	Frequency of meeting
1.	Standing Committee.	Constitution made as per Orissa, Zilla Parishad Rules, 1991.	To approve expenditure and action plan	Quarterly

MANUAL - 8

A statement of Boards, Council, Committees and other bodies constituted implementation.

(Section 4(1)(b)(viii))

List of Boards, Councils, Committees

SI No	Name and address of the body	Main functions of the body	Constitution of the body
1.	Dist. Vigilance and Monitoring Committee	To monitor the different Schemes	
2.	Dist. Level vigilance squad	-do-	
3.	Tender Committee	To finalize rates on different item	District Purchase Committee.

MANUAL - 9

Directory of Officers & Employees
Section-4 (I) (b) (ix)

Sl. No.	Name & Designation	Office Ph.No.	E.mail address.
01.	Shri Bidyadhar pradhan President, Zilla Parishad	06641-226460 (Off)	ori-ddeogarh@gramsat.nic.in
02.	Shri A.P.Mishra, IAS Collector & C.E.O.,Zilla Parishad	06641-226354 (O)	-do-
03.	Shri Bhabagrahi Sarangi, OAS(I),SB. Executive Officer, Zilla Parishad	06641-226330 (O)	-do-
04.	Smt. Ketaki Pradhan Vice-President, Zilla Parishad	06641-226460 (O)	-do-
05.	Shri Fakira Mohan Pradhan Member	-do-	-do-
06.	Smt.Rinki Sahu Member	-do-	-do-
07.	Smt. Ritanjali Hati, Member	-do-	-do-

08.	Shri Jogesh Chandra Pradhan Member	-do-	-do-
09.	Shri Ganesh Prasad Nayak Member	-do-	-do-
10.	Shri John Camil Lakra , P.A. to President ,	06641-226460(O)	-do-
11.	Shri Tikeswar Sahu, Draughtsman	-do-	-do-
12.	Shri Nakul Singh, Jr.Clerk	-do-	-do-
14.	Smt. Kanaka Pradhan, Peon	-do-	-do-
15.	Shri Kartik Bag, N.W.M.-cum- Sweeper	-do-	-do-

MANUAL - 10

The monthly remuneration received by the each of the Officer and Employees including the system of compensation as provided in the regulation.

Section – 4 (I) (b) (X)

Sl. No.	Name & Designation	Pay Scale / monthly remuneration
01.	Shri Bidyadhar Pradhan President, Zilla Parishad	4,000/- per month (Remuneration)
02.	Shri Bhabagrahi Sarangi, OAS(I),SB. Executive Officer, Zilla Parishad	10,000 – 325- 15,200/-
04.	Smt. Ketaki Pradhan Vice-President, Zilla Parishad	3,000/- per month (Remuneration)
05.	Shri Fakira Mohan Pradhan Member	1500/- per month (Remuneration)
06.	Smt.Rinki Sahu Member	1500/- per month (Remuneration)
07.	Smt. Ritanjali Hati, Member	1500/- per month (Remuneration)
08.	Shri Jogesh Chandra Pradhan Member	1500/- per month (Remuneration)
09.	Shri Ganesh Prasad Nayak Member	1500/- per month (Remuneration)
10.	Shri John Camil Lakra , P.A. to President ,	9300– 34,200/-
11.	Shri Tikeswar Sahu, Draughtsman	5200-20200/-
12.	Shri Nakul Singh, Jr.Clerk	5200-20200/-
13.	Smt. Kanaka Pradhan, Peon	4400-7740/-
14.	Shri Kartik Bag, N.W.M.-cum-	4400-7740/-

MANUAL - 11

The budget allocate 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 the last year.
Zilla Parishad D.No.17- 2515-ORDP- 102-CD(NP) Post Stage- II Block.	Salary of Zilla Parishad deployed employees	9,04,710/-	9,04,710/-	9,04,710/-	8,00,000/-
D.No.17- 2515-ORDP- NP-196 assistance to Zilla Parishad 4103906	Honorarium and allowances to Zilla Parishad, President, Vice President, Members & Non-official	4,00,000/-	4,00,000/-	4,00,000/-	4,00,000/-

Plan Budget

Name of the Plan Scheme	Activities to be undertaken	Date of commencement	Budget estimate (Rs. in lakhs)	Revised estimate (Rs. in lakhs)	Expenditure during thid year(Rs. in lakhs)
NREGA	Implementation of anti-poverty programmes of rural areas	1.4.2008	2016.22	2016.22	566.54

MANUAL - 12

**The manner of execution of subsidy programme
(Section 4(I) (b) (xii))**

Rs. in lakhs

Sl No .	Name & Address of the Institution	Purpose for which subsidy provides	No.of beneficiar ies.	Amount of subsidy.	Previous years utilisation on progress	Previous year achievements.
01	02	03	04	05	06	07
	Nothing	No subsidy	-	-	-	-

List of individuals given subsidy

Sl . No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy (Rs in lakhs)	Scheme and criterion for selection	No of time subsidy given in past with purpose.
1	2	3	4	5	6
	Nothing	Nothing	Nil	Nil	Nil

MANUAL - 13

**Particulars of recipients of concession, permits and authorizations granted
(Section 4(I) (b) (xiii))**

List of beneficiaries

Sl No	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of items similar concession given in past with purpose
1	2	3	4	5	6
		No concession made			

MANUAL - 14

Information available in an Electronic form (Section 4(I) (b) (xiv))

Details of information

SI No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available in website or is being used back end data base
1	2	3	4	5
1	Success story of Zilla Parishad, Deogarh, Annual Action Plan on different anti-poverty scheme, proceeding of meeting, staffing pattern, Advertisement on recruitment etc. PRIASOFT, RURALSOFT	Information available on website and Electronics media	Yes	Yes, http://panchayat.nic.in/DEOGARHZIP

MANUAL - 15

Particulars of facilities available to citizens for obtaining information (Section 4(I) (b) (xv))

SI No	Facilities available	Nature of Information available	Working hours
1.	Information Centre	No Information Centre	--
2.	Website	http://panchayat.nic.in/DEOGARHZIP	10.00 AM TO 5.00 PM
3	Library	Guidelines of different schmes under Panchayati Raj	10.00 AM TO 5.00 PM
4.	Notice Board	Tenders, Selection of candidates for appointment at Zilla Parishad level.	10.00 AM TO 5.00 PM

MANUAL - 16

**Name and designation and other particulars of Public Information Officers
(Section 4(I) (b) (xvi))**

List of Public Information Officer

Sl No.	Designation of Officer Designated PIO	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
01.	Gajendra Behera Asst.P.D.(MIS) DRDA,Deogarh.	DRDA, Deogarh At/PO/District. Deogarh.	226330	ori-ddeogarh@gramsat.nic.in .	

List of Assistant Public Information Officers.

Sl No.	Designation of Officer Designated as Assistant PIO	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
01.	Chintamani Behera, Asst.P.D.(Schme) DRDA,Deogarh	Zilla Parishad Deogarh At/PO/Dist. Deogarh.	06641- 226330	ori-ddeogarh@gramsat.nic.in .	

First appellate authority in the department.

Sl No.	Designation of Officer Designated as first appellate authority.	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
01.	Shri Bhabagrahi Sarangi,OAS(T)S.B. Addl.Dist.Magistrate -cum- Project	DRDA, Deogarh At/PO/Dist. Deogarh.	226330	ori-ddeogarh@gramsat.nic.in .	

MANUAL - 17

**Other information as may be prescribed
(Section 4(I) (b) (xvii))**

All Plan and Proposals / decision of the Governing Body are preserved in this Office for record.

**Executive Officer,
ZP,Deogarh**

