

Chapter – 2 (Manual – 1)
Particulars of Organization, function and duties

2.1 Objective /Purpose of the public authority

The objective of the Public Authority is to maintain all records of its Organization.

The purpose of the authority is to publish all the particulars. Powers and duties, etc and to provide relevant information to the concerned Public Information Officer.

2.2 Mission/ Vision Statement of the Public Authority.

The mission is to maintain the records, rules, manuals and all other Official documents to facilitate the Right to Information.

2.3 Brief History of the Public Authority and context of the formation

The In charge District Development Officer, Gajapati has been created since 1992 for smooth management Official works relating to Development Section. The Development section deals with correspondences relating to different subjects detailed below

- (i) Agriculture, Health, Inspection of Blocks, Audit of Blocks, Tour notes higher authorities, Reorganization of PS.Z.P, Soil Conservation, Horticulture, Veterinary & Forest.
- (ii) N.G.O, NCLP, 20 Point Programme, P.L. Accounts, Industry, PMRY, Cooperation, Fishery, Sericulture, Mines & Minerals.
- (iii) Block Establishment, Education, Rehabilitation, Vigilance, Focus Village, Jana Sampark Sibir, D.P. Cases relating to Block Establishment & Assembly constituency wise Development committee Meeting.
- (iv) Buildings, Roads, Irrigation, RWS&S, PHD, Rural Electrification, Pani Panchayat, BKVY, Water Shed Development.

2.4 Duties of the Public Authority

Relates to Gen & Misc. Section of the Collectorate.

2.5 Main activities/ function of the public authority

Relates to Gen & Misc. Section of the Collectorate.

2.6 List of Services being provided by the Public Authority with a brief write-up on them.

Does not relate to this Development Section.

2.7 Organizational structure, Diagram at various levels namely state, Directorate, region, District, Block etc (Whichever is applicable).

The Development Section is linked with all line Departmental Offices of the district.

2.8 Expectation of the public authority from the Public for enhancing its effectiveness and efficiency.

Not applicable for this office.

2.9 Arrangement and methods made for public participation and contribution.

Does not arise.

Does not arise.

2.10 Mechanism available for monitoring the service delivery public grievance resolution.

As far as public grievance is concerned any one can forward their grievance to the Collector, which is being dealt in Gen & Misc. Section of the Collectorate.

2.11 Addresses of the main office and other Offices at different levels (please categorise the addresses district wise for facilitating the understanding by the user)

Does not relate to this section.

2.12 Morning Hours of the Office - From 10.00AM to 1.30 PM
Closing Hours of the Office - From 2.00 PM to 5.00 PM

**Chapter 3(Manual – 2)
Powers and duties of Officers**

3.1 Please provide details of the powers and duties of the Officers and employees of the Organization.

Designation	Power			Duties
	Administrative	Financial	Others	
District Development Officer, I/C	-	-	Management of Official works.	Supervise all schematic woks,
Head Clerk	-	-	-do-	-do-
Sr. Clerk	-	-	-	1. Agriculture, Health, Inspection of Blocks, Audit of Blocks, Tour notes higher authorities, Reorganization of PS.Z.P, Soil Conservation, Horticulture, Veterinary & Forest. 2. N.G.O, NCLP, 20 Point Programme, P.L. Accounts, Industry, PMRY, Cooperation, Fishery, Sericulture, Mines & Minerals.
Jr. Clerk	-	-	-	1. Block Establishment, Education, Rehabilitation, Vigilance, Focus Village, Jana Sampark Sibir, D.P. Cases relating to Block Establishment & Assembly constituency wise Development committee Meeting. 2. Buildings, Roads, Irrigation, RWS&S, PHD, Rural Electrification, Pani Panchayat, BKVY, Water Shed Development
Peon	-	-	-	Attendant

Chapter – 4 (Manual– 3)
Rules, Regulations, Instructions, Manuals & Records for discharging functions

4.1 Please Provide list of Rules, Regulations, Instructions, Manuals & Records held by public authority or under its control or used by its employees for discharging functioning as per the following format. This format is to be filed for each type of document.

N I L

Chapter – 5 (Manual – 4)

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

Implementation of policy.

5.2 **Whether there is any provision to seek consultation/ participation of public or its representative for implementation of policies? If there is, please provide details of provisions in following formats.**

N I L

Chapter – 6 (Manual – 5)

A statement of the categories of document that are held by it or under its control

6.1 Use the format given below to give the information about the Official documents. Also mention place where the documents are available for e.g. at Secretariat level, directorate level, others (please mention the level in place of writing others)

N I L

Chapter – 7 (Manual – 6)

A statement of boards, Council, Committees and other bodies constituted as its part.

This matter does not relate to this section.

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officer

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority in the following format.

Relates to Gen & Misc. Section of the Collectorate.

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process.

N I L

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

N I L

Chapter – 10 (Manual –9)
Directory of Officers and Employees.

10.1 Please provide information district wise in following format.

Relates to Establishment Section of the Collectorate.

Chapter – 11 (Manual – 10)

The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in regulations.

Relates to Establishment Section of the Collectorate.

Chapter – 12 (Manual – 11)
The Budget allocated to each Agency
(Particulars of all plans, proposed expenditures and reports on disbursement made)

Year

Sl No.	Name of the Scheme/Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed	Actual expenditure for the last year	Responsible Officer for the quality and the complete execution of the works.
NIL								

For other public authorities

Sl No	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (No. of installments)	Total expenditure
NIL					

Chapter – 13
The manner of execution of subsidy programmes

NIL

Chapter – 13(Manual – 13)
Particulars of recipients of concessions, permits or authorization granted by it

NIL

Chapter - 15 (Manual – 14)
Norms set by it for discharge of its functions

15.1 Please provide the details of the Norms/ standards set by the Departments for execution of various activities/ programmes.

NIL

Chapter – 16 (Manual – 15)
Information available in an electronic Form

16.1 Please provide the details of information relate to the various schemes which are available in the electronic format.

NIL

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information.

- 17.1 Means, Methods or facilitation available to the public, which are adopted by the Department for dissemination of information like.

Relates to Gen & Misc. Section of the Collectorate.

Chapter – 18 (Manual – 17)

Other useful information

N I L