

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

(a) The District Panchayat Officer, Gajapati has been created since 2.10.1992 for smooth management/ supervision of G.P works and subsequently deals with schemes distribution grant such as 11th & 12th F.C.A, Staff subsidy, DA/SF, Honorarium, Royalty, Sairat, Cess, M.F.P & Entertainment Tax.

(b) Establishment of V.L.Ws/ G.P Secretaries of this district.

(c) Conduct the 3 tier Election of PRI.

(d) Approval authority of G.P body.

(e) Any other matter relating to G.P.

2.4 Duties of the Public Authority

The District Panchayat Officer, Gajapati is the Head of Office and supervise all the works of the Office.

2.5 Main activities/ function of the public authority

To see the works allotted to the Office done within the specified time limit.

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

- (a) Preparation of Annual Budget for the 129 G.Ps of this district: - The Office collects the Budget from the G.Ps. The budgets are scrutinizing as well as approved at this office level and budgets are returning to G.Ps with addition & alternation for incurring expenditure.
- (b) Annual Administration Report: - The Annual Administration Reports are collecting from the G.P level in Form – 18 and scrutinize the reports under direct supervision of District Panchayat Officer. The consolidated report has been sending to Govt. in P.R Department every year.
- (c) Imparting of training to PRI members – The District Panchayat Officer is the chief trainer of the district to impart training to the PRI members.
- (d) Royalty, Sairat, Cess, M.F.P & Entertainment Tax. –This Office deals with the funds drawal from the District Treasury Office after counter signature of Collector & the funds distributed among the Block Development Officers and 129 G.Ps as per instructions of Govt. in P.R Department laid down in the sanction orders.

- (e) U.C of the Royalty, Sairat, Cess, M.F.P & Entertainment Tax – This office deals with collection of U.Cs from G.P level as well Block level and submission to the Govt.
- (f) Staff subsidy, DA/SF, Honorarium – This office also deals with the funds drawal from District Treasury Office after counter signature of Collector & the funds distributed among the G.Ps.
- (g) 12th F.C.A – This office deals with the sanction of funds to the Blocks and G.Ps under 12th F.C.A. The funds are distributing to the G.Ps as per population and funds distributing to Blocks as per instructions of Government.
- (h) Distribution of funds for conducting of PRI Election – This office deals with distribution of funds to Blocks for conducting PRI Election with the prior approval of Collector.

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

The District Panchayat Office, Gajapati is a field establishment of the Panchayat Raj Department at the State level and functioning at district level under direct control of Collector.

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 or the District Panchayat Office.

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)

District Panchayat Office at District level.
Block Development Office at Block level
Gram Panchayat Office at Gram Panchayat level.

**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 Panchayat Officer	Deals with office administration	Drawing & disbursing Officer	Scheme works, Election works and other legitimate works as assigned by the Govt. or Collector	1.Head of Office 2.Establishment works of the Office 3.Supervise all schematic woks, Election Works And other works dealt in the office.
Head Clerk	Vacant	-	-	-
Sr. Clerk	-	-	-	1. All Establishment works 2. All Bill and Budget works 3. All Schematic works 4. All type & computer works 5. All routine works as per ORM and works assigned by authority.
Jr. Clerk	Vacant	-	-	-
Peons	-	-	-	Cleaning the Office & Election godown, distribution letter and other works assigned by the authority.

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.

Sl No	Name/ title of the document	Type of the document	Brief write-up of the document	From where one can get a copy of the Rules, regulation , Instructions, Manual and records	Address telephone number, Fax, E. mail and others	Fee charged by the Department for a copy of Rules and instructions, manual and records if any.
1	2	3	4	5	6	7
1	Orissa Service Code	General	Contain all the Service matter of Govt. Employees	From Law Book Publishing agencies in the general market	-	As per the price of the Book.
2	Orissa Record Manual	General	Containing all the matter of Govt. records	From Law Book Publishing agencies in the general market	-	As per the price of the Book.
3	Guidelines of PRI Election	General	Contains procedure for conducting of PRI Election	From the Dist. Panchayat Office or State Election Office, Orissa, Bhubaneswar	District Panchayat Officer Ph- No. 222735	Not specified in the Right to Information Act – 2205 Book
4	Guidelines for sanction of 12 th FCA	General	Contains procedure for sanction of funds and monitoring of 12 th FCA works	From the District Panchayat Office/Govt. in P.R Department	District Panchayat Officer Ph- No. 222735	Not specified in the Right to Information Act – 2205 Book
5	Guidelines for sanction of G.I.A Grants	General	Contains procedure for sanction of funds and monitoring of GIA works	From the District Panchayat Office/Govt. in P.R Department	District Panchayat Officer Ph- No. 222735	Not specified in the Right to Information Act – 2205 Book

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.

Sl No	Subject/ Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation.
1	12 th FCA	No	Does not arise
2	Royalty	No	Does not arise
3	Sairat	No	Does not arise
4	Cess	No	Does not arise
5	M.F.P	No	Does not arise
6	Entertainment Tax	No	Does not arise
7	Staff subsidy	No	Does not arise
8	DA/SF	No	Does not arise
9	Honorarium	No	Does not arise

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)

SI No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/ under control of
1	2	3	4	5
1	12 th FCA	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Royalty	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Sairat	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Cess	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	M.F.P	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Entertainment Tax	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Staff subsidy	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	DA/SF	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.
	Honorarium	The funds released to Blocks/G.Ps as per instructions of Govt.in P.R Deptt.	On payment as per rate fixed by the Government.	District Panchayat Officer/ Govt. in P.R Department.

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.

Name of the Public Authority.

Asst. Public Information Authority

SI No	Name	Designation	STD Code	Phone No.		Fax	E. Mail	Address
				Office	Home			
1	Sri Kishore Chandra Padhy,	SDPO-Cum-APD (GP)	06815	222735	-	-	-	Dist. Panchayat Office, Gajapati.

Public Information Officer

SI No	Name	Designation	STD Code	Phone No.		Fax	E. Mail	Address
				Office	Home			
1	Sri Brajaraj Biswal	D.P.O	06815	222735	-	-	-	Dist. Panchayat Office, Gajapati.

Department Appellate Authority

SI No	Name	Designation	STD Code	Phone No.		Fax	E. Mail	Address
				Office	Home			
1	Sri Surendra Nath Nanda	Project Director, DRDA	06815	222420	-	-	-	D.R.D.A., Office, Gajapati.

Chapter – 9 (Manual – 8)
Procedure followed in Decision Making Process.

Sl No.	Item of works	Process of Action.
9.1	What is the procedure followed to take decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual and other rules /regulations etc can be made.	Collector is the decision making/taking authority and takes decisions as per rules prescribed by the Govt. in the different matter.
9.2	What are the documented procedure /laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matter? What are different levels through which a decision process moves?	The files of this office are routed through the Dist. Panchayat Officer to Collector for decision/Order
9.3	What are the arrangements to communicate the decision to public?	The decisions are communicating to the Block/G.P for implementing the decision of the Authority
9.4	Who are officers at various levels whose opinions are sought for the process of decision-making?	The Additional District Magistrate & Project Director, DRDA, Gajapati
9.5	Who are the final authority that wets the decision	Collector is the final authority in the district to take decision and the Dist. Panchayat Officer carries out the decisions/ Orders.

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

Subject on which the decision is to be taken	Royalty, Sairat, Cess, M.F.P & Entertainment Tax. Staff subsidy, DA/SF, Honorarium, 12 th F.C.A & PRI Election Grant
Guidelines/ Direction, if any	There are guidelines for Royalty, Sairat, Cess, M.F.P & Entertainment Tax. Staff subsidy, DA/SF, Honorarium, 12 th F.C.A & PRI Election Grant.
Process of sanction.	The funds drawal from the district treasury after counter signature of Collector, the funds distributed to the Blocks/ G.Ps as per instruction of Govt. in P.R Department.
Designation of the Officers involved in the decision making	1. District Panchayat Officer 2. Collector.
Contact information of the above officers	1. Collector – Residence of Collector, Ph No. 222396 2. D.P.O - DRDA, office Building. Ph No. 222735
If not satisfied by the decision, where and how to appeal	At Government in Panchayat Raj, Department, Orissa, Bhubaneswar.

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

10.1 Please provide information district wise in following format.

Sl No.	Name	Designation	STD Code	Phone No.		Fax	E. Mail	Address.
				Office	Home			
1.	Sri Brajaraj Biswal	D.P.O., Gajapati	06815	222735	-	-	-	Dolo tank road, Pkd
2	Sri Kishore Ch. Padhy	S.D.P.O, Pkd	06815	222735	-	-	-	In front of H.P Gas Office.
3	Sri S.S.Satapathy	Sr. Clerk	06815	222735	-	-	-	Paralakhemundi
4	Sri Ganapati Pradhan	Peon	06815	222735	-	-	-	Paralakhemundi
5	Smt. Domoyanti Jena	Peon	06815	222735	-	-	-	Paralakhemundi
6	Smt. S. Meena Kumari	Peon	06815	222735	-	-	-	Paralakhemundi

Chapter – 11 (Manual – 10)

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

Sl No.	Name	Designation	Monthly remuneration/ Pay	Compensation/ compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	Sri Brajaraj Biswal	D.P.O., Gajapati	19, 111/-	-	-
2	Sri S.S.Satapathy	Sr. Clerk	10, 530/-	-	-
3	Sri P.K. Nayak	Driver	8,250/-	-	-
4	Sri Ganapati Pradhan	Peon	6,888/-	-	-
5	Smt. S.Meena Kumari	Peon	6,830/-	-	-
6	Smt. Domoyanti Jena	Peon	6,888/-	-	-

**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.

N I L

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.

N I L

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.

a.	Office Library	Yes
b.	Drama and shows	No.
C	Through News paper	No.
D	Exhibition	No.
E	Notice Board	Yes
F	Inspection of records in the Office	No
G	System of issuing of copies of documents	No
H	Printed manual available	No
I	Website of the public authority	No.
J	Other means of advertisement	No

Chapter – 18 (Manual – 17)
Other useful information

N I L