

Chapter – 2 (Manual – 1)

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

2.1 Objective / purpose of the Public Authority

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

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 its formation

The Mahendragiri MPL High School, Paralakhemundi, Gajapati has been established since 1967 by the Municipality Paralakhemundi and handed over the same to the Government mass Education on dated February 2004.

2.4 Duties of the Public Authority

The Headmaster in the Head of Office and supervises 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 frame as indicated in 2.6 below.

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

This institution provides education to the children from class VI to X and under the mass Education Department.

2.7 Organisational structure, diagram at various levels namely state, Directorate, Region, District, Block etc. (whichever is applicable)

Mahendragiri Municipal (Govt.) High School, Paralakhemundi is an educational institution and functions under the direct control of Inspector of Schools, Ganjam Circle, Berhampur.

2.8 Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency

Not applicable as far as the nature of work of this office is concerned.

2.9 Arrangements and methods made for seeking public participation and contribution

Does not arise.

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

As far as public grievance is concerned any one can forward their grievance to the Inspector of Schools, Ganjam Circle.

2.11 Address of the main office and other offices at different levels (please categories the address district wise for facilitating the understanding by the user)

Mahendragiri Municipal High School, Paralakhemundi, situated near Bhandari Street, Gajapati.

2.12 Morning Hours of the Office : From 10.00AM to 1.30PM

Closing Hours of the Office : From 2.00PM to 5.00PM

From 10.00AM to 4.00PM

Chapter – 3 (Manual – 2)

3.1 Please provide details of the powers and duties of the officers and employees of the organisation.

Designation	Power			Duties
	Administrative	Financial	Others	
Headmaster	Deals with office administration	Drawing & Disbursing Officer	Scheme works	1. Head of office 2. Establishment works of the office 3. Supervise all the schematic works dealt in the office
Asst. Teachers	Teaching work			To Assist in office works
Peon	Maintenance of School			Cleaning of office & file movements distribution of letters

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 filled 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, Regulations, Instructions, Manuals & Records	Address, Telephone Number, Fax, E-mail and others	Fee charged by the department for a copy of Rules and Instructions, Manuals and Records if any
1	Educational Manual	General	Contains all the service matters of the Educational Rules	From Law Book publishing agencies in the general market	---	As per price of the 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 – NIL

Chapter – 6 (Manual – 5)

A statement of the categories of documents 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 the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing, others)

Sl.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
Not applicable				

Chapter – 7 (Manual – 6)

A statement of Boards, Council, Committees and other Bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and other Bodies related to the Public Authority in the following format.

Name & Address of the Affiliated Body : M. M. High School, Paralakhemundi

Type of the Affiliated Body (Board, Council, Committees, other Body) : Other Body

Brief introduction of the Affiliated Body (Establishment year, Objectives / Main activities) : Established in 1967 taken over by the Govt. in 2004

Role of the Affiliated Body (Advisory / Managing / Executive / Others) : Other

Structure & Member Constitution : Not applicable as this is a school

Head of the Body : N.A

Address of the main office and its branches : Nil

Frequency of the meetings : N.A

Can public participate in the meetings : N.A

Are minutes of the meetings prepared : N.A

Are minutes of the proceedings available to the public? If yes please provide information about the procedure to obtain them : N.A

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 of the Public Authority in the following format.

Name of the Public Authority :

Sl No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Sri L. P. Dash	H. M I/C	---	---	---	---	---	M. M. High School, Paralakhemundi, Dist. Gajapati
2	Smt. P. K. Patro	Sr. Asst. Teacher	---	---	---	---	---	-Do-

Chapter – 11 (Manual – 10)

The monthly Remuneration Received by each of its Officers and Employees including the system of Compensation as provided in regulations

SI No.	Name	Designation	Monthly/ remuneration/ pay scale	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	Sri L. P. Dash	H. M I/C	5000 to 8000		
2	Smt. P. K. Patro	Sr. Asst. Teacher	5000 to 8000		
3	Smt.P.L.Panigrahi	Hindi Teacher	4500 to 7500		
4	Sri U.Ch.Rout	PET	3600 to 4800		
5	Trinath Nagabanso	Peon	2550 to 3200		

Chapter – 12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public Authorities responsible for development, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

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 work
Nil								

For other Public Authorities

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

Chapter – 13 (Manual – 12)

The Manner of execution of subsidy programmes

Nil

Chapter – 14 (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 related 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
- Office Library
 - Notice Board
 - Inspection of Records in the Office

Chapter – 18 (Manual – 17)

Other useful information

Nil