

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 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 its formation

The district Planning Office, Gajapati has been created since 1992 for smooth preparation of Draft District Annual Plans and five year Plans for the district and subsequently deals with Schemes such as MPLADS, MLALADS, Special Problem Funds, RSVY etc.

2.4 Duties of the Public Authority

The District Planning Officer is 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.

- (a) Preparation of the Integrated Draft District Plan: The Office collects Plan documents from different Sectors functioning in the district and integrates the sectoral plans as per the norms fixed by Government and prepares the Integrated Plan document for approval in the District Planning Committee and submission of the same to Government for flow of funds.
- (b) MPLADS and MLALADS: The Office scrutinizes the project proposals recommended by the Hon'ble M.Ps and MLAs for MPLADS & MLALADS respectively. In case of MPLADS, Plan & Estimates is obtained from the concerned executing agencies and are sanctioned by the Collector. In case of MLALADS, Plan and estimates up to Rs.5 lakhs are obtained from the B.D.Os with due technical sanction and administrative approval at their level and funds sanctioned by the Collector. In case of Line Departments, the Plan & Estimates are obtained from them and administrative approval accorded by the Collector.
- (c) Special Problem fund: Under this Scheme, the Government in P & C Department allocates funds for the projects decided at Government level. The Office obtains Plan & estimates from the concerned executing agencies and releases funds.
- (d) The Office also deals with release of funds to the projects finalized in the Perspective Plan of RSVY.
- (e) The Office monitors progress of all the above Schemes and submit different reports to the proper quarters.
- (f) The Govt. in Panchayati Raj Department vide letter No.9158 dt. 26.02.08 has asked for collection of U.Cs under BRGF centrally by District Planning Office from concerned executing agencies under BRGF.

2.7 Organisational structure, Diagram at various levels namely state, Directorate, region, District, Block etc (whichever is applicable)

The District Planning Office, Gajapati is a field establishment of the Planning & Co-Ordination Department at the State Level and functions under the direct control of Collector, Gajapati.

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 Collector or to the District Planning Officer.

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)

The District Planning Office is the only Office at the district level having no other sub-ordinate Offices at Sub-Division or Block levels. The Office is situated inside the Campus of Collectorate, Gajapati.

2.12 Morning Hours of the Office: From 10 A.M. to 1.30 P.M.
Closing Hours of the Office: From 2.00 P.M. to 5.00 P.M.

**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 Organisation

Designation	Power			Duties
	Administrative	Financial	Others	
District Planning Officer	Deals with Office administration	Drawing & disbursing Officer	Scheme works	1.Head of Office 2.Establishment works of the Office. 3.Supervise all Schematic works dealt in the Office
Senior Economic Investigators	-	-	-	1.To assist the DPO in Plan formulation. 2.Sanction of MPLADS/MLALADS / Spl.Problem fund / RSVY/ Collection of U.Cs under BRGF works etc.
Sr. clerk	vaccant	-	-	-
Jr.Clerk	-	-	-	All establishment works
Peons	-	-	-	Cleaning of Office & File movements Distribution of Dak

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.

SINo	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	2	3	4	5	6	7
1	Orissa Service Rules	General	Contains all the Service matters of the employees	From Law Book publishing agencies in the general market.	-	As per price of the Book
2	Guidelines of MPLADS	General	Contains Procedure for sanction and monitoring of MPLADS works	From the Dist Planning Office & MPLADS Website	District Planning Office, Gajapati-Ph-224740	Not specified in the Right to Information Act 2005 Book
3.	Guidelines of MLALADS	General	Contains Procedure for sanction and monitoring of MLALADS works	From the Dist Planning Office	District Planning Office, Gajapati-Ph-224740	Not specified in the Right to Information Act 2005 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 there of:

Implementation of Policy

5.2 Whether there is any provision to seek consultation / participation of public or its representatives 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	2	3	4
1	MPLADS	No	Does not arise
2	MLALADS	No	-do-

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)

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.	Project list of MPLADS	Contains projects recommended and sanctioned under MPLAD Scheme	On payment as per rate fixed by Government	District Planning Officer, Gajapati
2.	Project list of MLALADS	Contains projects recommended and sanctioned under MLALAD Scheme	-do-	-do-
3	List of Projects under Special Problem Fund	List of projects finalized and sanctioned at Government level	-do-	-do-
4	RSVY Plan document	Perspective Plan containing the projects finalized under RSVY for different sectors.	-do-	DRDA & Dist. Planning Office
5	BRGF (Project list)	Project list	-do-	DRDA, Gajapati

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	District Planning Committee, Gajapati
Type of the affiliated Body (Board, Council, Committee, Other Body)	Committee
Brief introduction of the affiliated Body (Establishment year, Objectives, / main activities)	The constitution of the DPC was notified in the Gazette on 09.05. 2003. The Committee is to approve the District Plan prepared by the Zilla Parishad & DUDA.
Role of the Affiliated Body (Advisory/ Managing/Executive/Others)	Others
Structure & Member Constitution	The DPC, Gajapati comprises 15 members including One Chairman, One member Secretary, 1 expert member, 1 member from ULBs and other 11 members elected from among the elected members of Zilla Parishad.
Head of the Body	Sj. Raghunath Mohanty, Hon,ble Minister, Panchayati Raj, is the Chairman of the Committee.
Address of the main Office and its Branches.	There is no Branch Office of the Committee. But the District Planning Office secretarial assistance to the DPC. The Collector is the Member Secretary.
Frequency of the Meetings	Not specified by the Government
Can Public participate in the meetings	No.
Are minutes of the meetings prepared	Yes
Are minutes of the proceedings available to the public? If yes please provide information about the procedure to obtain them.	No.

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:

Asst. Public Information Officers

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
1	Sri B.C. Swain	S.E.I.	06815	224740				Dist.Planning Office, Gajapati
2	Sri R.C. Mallik	S.E.I.	06815	224740				-do-

Public Information Officers

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
1	Sri Devi Prasad Behera	D.P.O.	06815	224740				Dist.Planning Office, Gajapati

Department Appellate Authority:

S.No	Name	Designation	STD Code	Ph. No.		Fax	E mail	Address
				Office	Home			
1	Sri S.K. Nanda	PD, DRDA	06815	222420				DRDA, Parlakhemundi

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

<u>SINo</u>	<u>Item of works</u>	<u>Process of Action</u>
9.1	What is the procedure followed to take a 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 authority and takes decisions as per rules prescribed by Govt.
9.2	What are the documented procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	The files are routed through the District Planning Officer to the Collector for decision.
9.3	What are the arrangements to communicate the decision to public.	In case of MPLADS / MLALADS / Special Problem projects, the works are communicated to the Blocks and other executing agencies after obtaining orders from Collector for estimation.
9.4	Who are the Officers at various levels whose opinions are sought for the process of decision-making?	In case of RSVY Scheme, the files are routed through P.D., DRDA to the Collector for decision.
9.5.	Who is the final authority that wets the decision?	After the decision taken by Collector, the District Planning Officer carries out the works.

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	MPLADS / MLALADS / RSVY / Special Problem Fund
Guidelines / Direction, if any	There are guidelines for MPLADS / MLALADS/ Special Problem Fund
Process of Execution	(a) The Office scrutinizes the project proposals recommended by the Hon'ble M.Ps and MLAs for MPLADS & MLALADS respectively. In case of MPLADS, Plan & Estimates is obtained from the concerned executing agencies and are sanctioned by the Collector. In case of MLALADS, Plan and estimates up to Rs.5 lakhs are obtained from the B.D.Os with due technical sanction and administratively approval at their level and funds sanctioned by the Collector. In case of Line Departments, the Plan & Estimates are obtained from them and administrative approval accorded by the Collector. (b) In case of Special Problem Fund, the Hon'ble M.L.As submit their proposals to Govt. The projects are finalized at Government level and communicated to the District Planning Office after which the procedure as in (a) above is followed.
Designation of the Officers involved in the decision making	Collector, Gajapati
Contact information of above mentioned Officers	Residence of Collector (near Collectorate) PKD Ph- 222396
If not satisfied by the decision, where and how to appeal	At P & C Department

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

10.1 Please provide information district wise in following format

S.No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri D.P. Behera	D. P. O., Gajapati	06815	224740	-	-	-	Friends Colony, PKD
2.	Sri B.C. Swain	S.E.I.	06815	224740	-	-	-	-do-
3	Sri R.C. Mallik	S.E.I.	06815	224740	-	-	-	Dola Tank Road, PKD
4	Sri Biswanath Padhy	Jr. Clerk	06815	224740	-	-	-	PKD
5	Sri Suresh Ch. Tripathy	Peon	06815	224740	-	-	-	PKD
6	Sri Rama Chandra Mali	Peon	06815	224740	-	-	-	PKD

Chapter-11 (Manual.10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

S.No.	Name	Designation	Monthly remuneration / Pay Scale	Compensation / Compensatory allowance	The Procedure to determine the remuneration as given in the regulation.
1	Sri D.P. Behera	D. P. O., Gajapati	6,500 to 10,500	-	-
2.	Sri B.C. Swain	S.E.I.	5,300 to 8,300	-	-
3	Sri R.C. Mallik	S.E.I.	5,000 to 8,000	-	-
4	Sri Biswanath Padhy	Jr. Clerk	3,200 to 4,900	-	-
5	Sri Suresh Ch. Tripathy	Peon	2,550 to 3,200	-	-
6	Sri Rama Chandra Mali	Peon	2,550 to 3,200	-	-

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

S.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 Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total expenditure.
NIL					

Chapter-13

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 Deptt for dissemination of information like

- Office Library
- Drama and shows**
- Through News paper**
- Exhibition**
- Notice Board** (/)
- Inspection of records in the Office** (/)
- System of issuing of copies of documents** (/)
- Printed manual available**
- Website of the public authority**
- Other means of advertisement**

Chapter 18 (Manual 17)

Other useful information

NIL