

# **Right to Information Act-2005**

## **Obligations of Public Authority to publish particulars (under section 4(1)(b) of Chapter –II of Right to Information Act)**

### **Manual 1**

#### **Particulars of organization, functions and duties (Section 4(1)(b)(i))**

##### **1.Aims and objectives of the organization:**

The Main objective of the Collectorate, Jharsuguda is to

- a)Maintenance of Law and Order
- b) Revenue Collection, Supervision of social welfare, distribution of essential commodities, hearing of appeal, revenue cases etc.
- c) Supervision and inspection of sub-ordinate Offices, police stations

##### **2. Mission/Vision :**

- a) To provide social welfare benefits and augmentation of education.
- b) To achieve target in different social financial benefits extended to voluntary groups.

##### **Vision**

- a) Provide rescue to people during natural calamities like flood, famine, cyclone etc.
- b) Promote Literacy in the sphere of women and illiterate.
- c) Provide land to homestead less persons.
- d) Rural sanitation.

##### **3. Brief history and background for its establishment**

Consequent upon reorganization of Districts ,Jharsuguda District was carved out of Sambalpur District w.e.f.1.1.1994 vide Govt. in Revenue Department Notification No.56413/R.dt.22.12.93. It is bounded by Raigarh Dist of Chhatisgarh in west, Sundargarh district in North, Sambalpur & Bargarh district in south & east respectively.

**GEOGRAPHICAL AREA :**

Total Area ( in Sq. kms) - 2,081 Sq.Kms.

**POPULATION (2001 Census)**

Total Population - 5,14,853  
Rural - 3,28,968  
Urban - 1,85,885  
S.C. - 88,209 ( 17.13 %)  
S.T. - 1,62,432 ( 31.55 )%

**ADMINISTRATIVE UNITS**

Sub-Division - 1 (Jharsuguda)  
Tahasil - 5 (Jharsuguda, Lakhanpur, Laikera, Kirmira & Kolabira)  
Blocks - 5  
Grama Panchayats - 78  
Revenue Villages - 352  
Police Station - 10

**PANCHAYAT SAMITI / BLOCKS : NO. OF G.Ps**

Jharsuguda - 17  
Lakhanpur - 33  
Kolabira - 09  
Laikera - 11  
Kirmira - 08

**URBAN LOCAL BODIES**

Municipalities - 03 (Jharsuguda, Brajrajnagar & Belpahar)

**I.C.D.S. PROJECTS**

Rural - 05  
Urban - 02  

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**Total - 07**

#### 4. Organisation Charts:

##### A.

- a) Court of Collector
- b) Court of Addl. Dist. Magistrate
- c) Revenue Section
- d) Establishment section
- e) Touzi Section
- f) General & Misc. Section
- g) Public Grievance Section
- h) Nizarat Section
- i) Election Section
- j) Judicial Section
- k) Land Acquisition Section
- l) Special Land Acquisition Section
- m) Project Director (R&R) Section
- n) RTI Section
- o) Emergency Section
- p) Development Section
- q) Audit Section

##### B.

<b>Collector &amp; Dist. Magistrate</b>	<b>1</b>
Addl. Dist. Magistrate	1
Deputy Collector	3
Office Superintendent	1
P A	1
Head Clerk	2
Senior Clerk	6
Sr. Steno	1
Junior Clerk	3
Peon	6

Choukidar	1
Driver	-
RI	1
Amin	1
Chainman	1

## 5. Allocation of business:-

Collector empowered to:- disposal of cases relating to OLR Matters, Encroachment Revision , U/s.6-A of E.C.Act., grants arms licenses, alienation of govt.land, National Security Act, Lease (Revision)cancellation of Patta.,Settlement of Nazul land.

ADM empowered to:- deal with cases of OLR Appeal, Dist. Registrar (Under valuation cases),Certificate Appeal cases, Misc.Certificate (revision), grant of arms licenses, Society Registration, Municipality affairs, Opera permission. Deployment of Magistrate for maintenance of Law & order situation and RTI appeal cases.

### **Spl. LAO, Jharsuguda**

General supervision of concerned section along with additional charge of Executive Officer of Jharsuguda Municipality.

### **Deputy Collector, Collectorate**

**Smt Nishi Poonam Minz, OAS (I) JB :-** General Supervision of Judicial section, ,, RTI section (PIO), Estt section and HRMS. She is the drawing officer of Collectorate, Jharsuguda.

**Sri Rajesh Agrawala, OAS (I) JB :-** General supervision of Revenue, Touzi, G&M, PD R&R, Census and PDC section. He is additional charge of LAO, Jharsuguda and Excise Superintendent of Jharsuguda

**Sri Debraj Panda, OAS (I) JB :-** General supervision of Audit, FSO and PG Cell of Collectorate, Jharsuguda

**Smt Marry Lakra OAS (I), APD Administration, DRDA, Jharsuguda:-** General supervision of Development section of Collectorate including BGJY, BSVY and RGGVY in addition to her own duties.

**Sri Rajendra Minz, OAS (I) JB Tahasildar, Jharsuguda :-** General supervision of Election Section along with, Emergency, Nizarat section in addition to his own duties. He is disbursing officer of Collectorate, Jharsuguda.

### **ASO BCP Cell, Collectorate**

General supervision of concerned section alongwith in charge of Record Room. &SLR.

## **6. Duties to be performed to achieve the mission:-**

1. Hearing of cases
2. Performance of Magistrate duty and supervision of sub-ordinate Executive Magistrate.
3. Supervision over developmental activities
4. Supervision over social welfare work.
5. Supervision over PDS
6. Supervision over Election matters
7. Hearing of public grievances.

## **7. Details of services rendered:-**

Collector is the head of the district administration, the representative of Government in the district, the guardian of law and order, friend, philosopher and guide of the Panchayati Raj institutions, and the captain of the team of the district level officers. He, being the coordinating and guiding functionary at the district level, coordinates and guides the activities of different departments in the district. The main business of coordination is to reduce tension and frictions in the day-to-day work and achieve healthy adjustments or workable compromises between conflicting points of view, interests and demands. As an agent of the Government, he is kept in full picture of all government activities in the district, is associated in drawing up the projects, and sees to its overall implementation and for this purpose, inspects the scheme as necessary with a view to speeding up the effective execution of such projects.

His primary function, as the name Collector implies, is to collect land revenue and other dues of Government. He remains responsible for maintenance of law and order. Besides a lot of other miscellaneous business relating to almost every sphere of administration keeps him constantly occupied. He has to coordinate and supervise all development and welfare works in the district.

## **8. Citizens interaction:-**

Attending Lok Sampark Sibir, District level cultural Ustav, Jana Samparka Sibira, Joint hearing of public grievances at block headquarters, Legal Literacy camp, preparation on the eve of Independence Day and Republic day and in other forums interaction with general public. For maintenance of communal harmony and disturbance of public tranquility interaction with citizen is made.

**9. Postal address of the main Office, attached /subordinate office/field units etc.**

1. Collector Office, Jharsuguda -	At/PO/Dist. Jharsuguda
2. Sub-Collector, Office, Jharsuguda-	At/PO/Dist. Jharsuguda
3. Tahasil Office, Jharsuguda-	At/PO/Dist. Jharsuguda
4. Tahasil Office, Lakhanpur	At/PO/-Lakhanpur Dist- Jharsuguda
5. Tahasil Office, Laikera	At/PO-Laikera Dist- Jharsuguda
6. Tahasil Office, Kirmira	At/PO-Kirmira Dist- Jharsuguda
7. Tahasil Office, Kolabira	At/PO-Kolabira Dist- Jharsuguda
8. Block Office, Jharsuguda-	At/PO/Dist. Jharsuguda
9. DRDA Office, Jharsuguda-	At/PO/Dist. Jharsuguda
10. Dist. Panchayat Office, JSG-	At/PO/Dist. Jharsuguda
11. Dist. Welfare Office, JSG-	At/PO/Dist. Jharsuguda
12. Dist. Social Welfare Office, JSG-	At/PO/Dist. Jharsuguda
13. C.S.O. Office, Jharsuguda-	At/PO/Dist. Jharsuguda
14. Dist. Sub-Registrar, JSG-	At/PO/Dist. Jharsuguda
15. ICDS, Rural, Jharsuguda-	At/PO/Dist. Jharsuguda
16. ICDS, Urban, Jharsuguda-	At- Jharsuguda Municipality Office Complex. PO/Dist. Jharsuguda
17. Block Office, Laikera-	At/PO:- Laikera Dist- Jharsuguda
18. Block Office, Kirmira-	At/PO:- Kirmira Dist- Jharsuguda
19. Block Office, Lakhanpur-	At/Po. Lakhanpur Dist- Jharsuguda
20. Block Office, Kolabira-	At/Po. Kolabira Dist- Jharsuguda
21. ICDS Office, Lakhanpur-	At/Po. Lakhanpur Dist- Jharsuguda
22. ICDS Office, Brajrajnagar Urban	At/Po. Brajrajnagar Dist- Jharsuguda



**11. Working hours both for office and public:-**

10 AM to 5 PM with launch break from 1.30 PM to 2 PM both for public and Office. In emergency situation the Office functions for 24 hours. During summer season office hours function from 7 AM to 1 PM from 10<sup>th</sup> April to 15<sup>th</sup> June.

**12. Public interaction if any:-**

As enumerated in point 8.

**13. Grievance redress mechanism:-**

The grievance petition are being enquired through different sub-ordinate Officers and action taken as per rules. In serious nature of grievance the Collector and ADM enquired the matter and take action immediately.

## Manual 2

### Powers and duties of Officers and employees (Section 4 (1)(b)(ii) ) Powers and duties of Officers and Staff

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Sri Guru Pr. Mishra IAS DM & Collector, Jharsuguda	Head of the District Head of the Revenue administration, collection	Disposal of all funds allotted	District Magistrate		
2.	Sri Rabindra Ku. Mishra, OAS(S) ADM, Jharsuguda	Head of Collectorate overall supervision of Dist. Office. Addl. Registrar of Societies. Appellate authority in OLR & RTI cases	Delegation of financial power up to Rs.10,000/-in Dist. Office	Additional District Magistrate		
3.	Sri Uma Shankar Pattanaik, OAS (I) JB	In Charge of Spl. Land Acquisition Section ,	Drawing and Disbursing power of Spl LAO Section	Executive Magistrate	Additional charge of Executive Officer, Jharsuguda Municipality	
4.	Sri Rajesh Agarwala, OAS ( 1 ) , JB Deputy Collector	In charge of Revenue, Touzi, PD &R. R , LAO, G&Misc and PDC	Disbursing power of LAO Section	Executive Magistrate	Additional charge of Excise Superintendent, Jharsuguda	
5.	Sri Rajendra Minj OAS-( I ) , JB Tahasildar, Jharsuguda	In Charge of Election and General Supervision of Nizarat, Emergency,	Disbursing Power of Dist Office	- do -		
6.	Smt N.P. Minz OAS-( I ) , JB Deputy Collector, Collectorate	General supervision of Judicial ,Establishment , RTI , HRMS	Drawing power of Dist Office	-do-	Public Information Officer	
7	Sri Lingaraj Behera, Office Superintendent.	Office Supervision and incharge of Red Cross				

		Section				
8	Sri S.Oram, Head Clerk Collectorate,JSG	-	-	-	Nazir & Audit	
9	Sri R R Nayak Head Clerk Collectorate , JSG	-	-	-	Judicial section and BC to Collector	
10	Sri G Rai. HC ( Deputed from Sub – Collector Office , Jharsuguda )	-	-	-	DA to Revenue sec	
11	Sri Sanjaya Kumar Dixit, Sr. Clerk, Collectorate, Jharsuguda	-	-	-	DA Esttablishment	
12.	Sri Nirakar Pradhan, Sr; Clerk, Collectorate, Jharsuguda	-	-	-	D.A. Emg.Sec.	
13	Sri Binit Behera, Office Coordinator DUDA	-	-	-	Assigned to Gen.& Misc.Sec.	
14	Smt B Pujhari SC	-	-	-	DA Estt section	
15.	Sri Sunil Pradhan, SC	-	-	-	DA to Touzi section &BC to ADM	
16	Sri K C Muduli SC	-	-	-	C.A. to Collector	
17	Sri Birakishore Kisan , SC	-	-	-	D A to Record Room	
18	Sri Surendra Singh Naik, JC, Collectorate, Jharsuguda				Assist to DA Record Room	
19	Sri Sujit Kumar Singh, JC, Collectorate, Jharsuguda				DA to Development and P G Cell, R&R Cell and PDC	
20	Sri Parthasarathi Das Collector Office , Jharsuguda )	-	-	-	DA issue & dispatch Section.	
21	Sri Tula Chand Khamari, JC (Deputed from CSO Office)	-	-	-	DA to RTI, BGJY,BSVY, RGGVY	

22	Sri S.C. Garai , Sr. Steno	-	-	-	P.A. to Collector	
23	Sri Samirchandra Pradhan, Sr. Steno	-	-	-	Steno to ADM	
24	Sri B.K.Behera,RI	-	-	-	Attached to L.A. section	
25	Smt Bidesini Mali, Amin				Attached to LA section	

### Manual 3

#### Procedure followed in decision-making process (Section 4(1)(b)(iii))

S.No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	Diarist	Same day
2	To mark application to concerned D.A.	H.C.	-do-
3	Put up before the O.I.C.		-do-
4	Endorsement of the file to A.D.M.		-do-
5	Decision made by Collector	Collector	-do-

### Manual 4

#### Norms set for the discharge of functions (Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities.

Sl.No.	Activity	Time frame/Norm	Remarks
1	2	3	4
1	Diary of letter	3 minutes per letter	Delivered the letters to the concerned Dealing Assistant
2	Issue of letter	3 minutes per letter	
3	Despatch Register	5 minutes per letter	Registered daks including entry in the peon Book

## Manual 5

### Rules, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

#### List of regulations, instructions, manuals and records

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	reference No if any	Price in case of priced publications
1	2	3	4	5
1	Service Code	Service matter of Govt. servants		
2	G.P.F.rule	G.P.F.matter		
3.	O.C.S.(Pension)Rule,	Pension matter		
4	O.G.F.R.Vol.I & II	Financial matter		
5	O.T.C.Vol.I & II	Bill & Budget matter		
6	O.C.S.(C.C.A.)Rules	Proceedings		
7	O.M.S.rules,	Service matter of Ministerial staff		
8	O.T.Rules	Travelling Allowance matter		
9	Orissa Conduct Rules	Govt.Servant Conduct		
10	L.A.act,1894	Acquisition of Private Land		
11	Orissa Municipal Act, 1950	All matter relating to DUDA & ULBs		
12	Societies Registration Act.1860	Regarding Registration of Societies,associations, clubs etc.under S.R.act,1860		
13	Orissa Nizarat Manual	Rules for management of Nizarat		
14	Manual of Tahasil Account	As per Manual of Tahasil Account		
15	O.G.L.S.Act,1962 & Rules, 1985	Alienation of Govt.land and De-reservation of Govt.land	Rule-11 of O.G.L.S.rules,1985 & 3(a) of O.G.L.S.Act, 1962	
16	Orissa Relief Code corrected upto 3.12.96			

17	Registration of Electors Rule,1960	Revision of Electoral Rolls		
18	Representation of People's Act,1951	Conduct of Election		
19	Election Symbol(Reservation& allotment) Orders.1968	Allotment symbol to contest-ing candidate		
20	Conduct of Election Rules,1961	Conduct of Election		

## Manual 6

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

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogues.(an illustrative list is given below)

#### A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1	Appointment and Posting		Estt.Section	
2	Recruitment /examination		-do-	
3	Deputation of Govt.employees		-do-	
4	creation and Sanction of Gazetted posts			
5	Sanction and creation of post of Treasury Sarkar			
6	Transfer & Posting of staff		Estt section	
7	Deployment of staff		-do-	
8	Delegation of Financial power to officers of Sub-ordinate offices		-do-	
9	Roster arrangement		-do-	
10	Merger of Sub-Collector's Office		-do-	
11	Training of Rev.field staff		-do-	
12	Misc.training of officers		-do-	
13	Confirmation of service to employees		-do-	
14	Payment of Profession Tax		-do-	
15	Gradation list		Estt section	
16	Service Verification report		-do-	
17	Transmission, of Service particulars of Gazetted employees		-do-	
18	Submission of Property statement		Estt section	
19	Audit objection		Audit section	
20	Crossing E.B.		Estt section	
21	Condonation of Movement period of Govt.employees			

22	Pay fixation of Gazetted offices			
23	Grievance Cell Register	Concerned file	Grievance Cell Sec.	12 years
24	Acquisition of Private land with maps & other procedures	Private land under L.A. for village Brundamal etc.	Spl.L.A.JSG	Permanent
25	All types of files pertaining to Niazarat	Cash books, vouchers, circulars	Nizarat	-do-
26	Audit report & Inspection report	Audit reports & Inspection report	Audit	Permanent
27	File	Sanction order for alienation of Govt.land to IDCO and Govt.offices/Sanction order for de-reservation of Govt.land	Revenue Sec.	
28	Rainfal Report	Block wise rainfall report	Emg.Sec.	As per classification of records
29	Crop cutting report	-do-	-do-	-do-
30	Natural Calamities(Flood,drought,lightening,Sun-stroke,Fire accidents etc.	-do-	-do-	-do-
31	Permanent		Dist.Elect.office,JSG	
32	Correspondence Monthly Progress report & Quaterly progress report	Related to Touzi matter	Touzi Sec.	-do-
33	All types of files relating to ULBS	G.I.S., submission of U.C.s	Gen.& Misc.Sec.	As per period of classification of papers
34	Registration of Societies under S.R.Act,1860	Registration of Societies etc.	-do-	-do-
35	Inspection Note of Collector & A.D.M.	-do-	-do-	-do-
36	Gen.& Misc.Files	All types of Miscellaneous matter pertaining to U.L.B.S Registration of Societies ,Issue of Nationality Certificate	-do-	-do-

### **Manual 7(Not applicable)**

#### **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 of implementation**

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

Details of consultative committees and other bodies with which consultations are held

Sl.No.	Name and address of the Consultative Committees/Bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc may also be indicated.

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### **Manual 8(Not applicable)**

#### **A statement of boards, council, committees and other bodies constituted ( Section 4 (1) (b) (viii))**

List of boards, councils, committees etc.

Sl.No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10

Please attach copies of detailed notification/ orders for their constitutions.

## Manual 9

### Directory of Officers and employees (Section 4(1) (b) (ix))

#### Directory

Sl.No.	Name and designation	Office Phone No	E mail address
1	Sri Guru Prasad Mishra, IAS, Collector & Dist & Magistrate	270070	dm-jharsuguda@nic.in
2	Sri Rabindra Kumar Mishra ADM	272802	
3	Sri U S Pattanaik, Spl LAO	272802	
4	Smt N P Minz, Deputy Collector	272802	
5	Sri Rajesh Agrawala, Deputy Collector	272802	
6	Sri Debraj Panda, Deputy Collector	272802	
7	Sri L Behera, Office Superintendent	272802	
8	Sri S.Oram, H.C.	272802	
9	Sri R R Nayak, H C	272802	
10	Sri Sunil Pradhan, SC	272802	
11	Sri G Rai, SC	272802	
12	Sri K.C.Muduli, S.C.	270070	
13	Sri S.K.Dixit , S.C.	272802	
14	Sri B. K.Kisan , S.C.	272802	
15	Smt B Pujhari, SC	272802	
16	Sri Surendra Singh Naik, JC	272802	
17	Sri Sujit Kumar Singh , J.C.	272802	
18	Sri Partha Sarathi Das, J C	272802	
19	Sri S C Garai, P A to Collector	270070	
20	Sri S. C. Pradhan , Sr.Steno	272802	

## Manual 10

**The monthly remuneration received by each of the Officers and employees, including the system of compensation as provided in the regulations**

(Section 4(1) (b) (x) )

Sl.No.	Name and Designation	Pay Scale / Monthly Remuneration
01	Sri Guru Prasad Mishra, IAS Collector & Dist & Magistrate	PB-4-37400- 67000 GP-8800/--
02	Sri Rabindra Kumar Mishra ADM	PB-3-15600 to 39100 GP-5400/-
03	Sri Rajesh Ku. Agrawala, OAS	15600-39100 GP-5400/-
4	Smt N P Minz, Deputy Collector	15600-39100 GP-5400/-
5	Sri Debraj Panda, OAS	9300 to 34800 GP-4600/-
5	Sri L Behera, Office Superintendent	9300 to 34800 GP-4600/-
6	Sri S.Oram, H.C.	9300 to 34800 GP 4200/-
7	Sri R R Nayak, H C	9300 to 34800 GP 4200/-
8	Sri Sunil Pradhan, SC	5200 to 20200 GP 2400/-
12	Sri G Rai, HC	9300 to 34800 GP 4200/-
14	Sri K.C.Muduli, S.C.	5200 to 20200 GP 2400
17	Sri S.K.Dixit , S.C.	5200 to 20200 GP 2400
18	Sri B. K.Kisan , S.C.	5200 to 20200 GP 2400
20	Smt B Pujhari, SC	5200 to 20200 GP 2400
22	Sri S C Garai, P A	9300 to 34800 GP 4200/-
24	Sri S Padhan, Sr Steno	9300 to 34800 ILGP 4200/-
25	Sri Surendra Singh Naik, JC	5200 to 20200
26	Sri P Das, JC	5200 to 20200
28	Sri B. K. Behera R I	9300 to 34800 GP 4200/-
29	Sri G. Beriha, Chainman	4440 to 14680 GP 1400/-
30	Md. M. Khan Peon	4440 to 14680 GP 1300/-

31	Sri A.K. Kalo Peon	4440 to 14680 GP 1400/-
32	Sri P.N. Chaudhury Peon	4440 to 14680 GP 1400/-
33	Sri C. Seth peon	4440 to 14680 GP 1300/-
34	Sri S. Mahananda peon	4440 to 14680 GP 1400/-
35	Santosh Luhura, Choukidar	4440 to 14680 GP 1400/-

Note : Details about system of compensation provided in regulations may be given

**Manual 11**  
**The budget allocated to each agency**  
**( Section 4(1) (b) (xi)**

Non-plan budget

Manor head	Activities to be performed	Sanctioned budget	Budget estimate (2009-10) ( In Rs.)	Revised estimate (2008-09) ( In Rs.)	Expenditure for the last year (2009-10) ( In Rs.)
3-2053-Dist.Admn.093 Dist.Estt.		Pay	2233281	2241061	4847633
		DP	1116645	1123948	66363
		GP	-	-	-
		DA	1574462	1499193	1341675
		HRA	125826	114843	306945
		RCM	60000	43735	59927
		OA	1200	959	1983
		TE	192000	132705	39643
		Elect	220020	220000	200000
		WC	10000	8000	-
		Telephone	120000	186123	50000
		MV	240000	250000	109992
		OC	60000	60000	100000
		Other charges	36000	30000	40000
		RRT	900	900	-

Plan budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent

## Manual 12( Not Applicable)

### The manner of execution of subsidy programme (Section 4(1) (b) (xii))

List of institutions given subsidy

Sl.No.	Name and address of the institution	Purpose for which subsidy provided	No.of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements

List of individuals given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose

## Manual 13 ( Not Applicable)

### Particulars of recipients of concessions, permits or authorizations granted (Section 4(1) (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 times similar concession given in past with purpose

## Manual 14

### Information available in an electronic form [Section 4(1)(b)(xiv)]

Details of information

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base

1	Rainfall	Daily Rainfall (Blockwise)	Yes.	Back end database
2	MPR's on Revenue Section	Revenue MPR's (Tahasil wise)	Yes	-do-
3	MPR on Touzi Section	Collection figure Tahasil wise	Yes	-do-
4	Deptt. wise information	Abstract	Yes.	Website

### Manual 15

#### Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]

Facilities available for obtaining information

S. No.	Facility available	Nature of Information available	Working hours
1.	Information Counter	To be available	-
2.	Website	Deptt. wise information	Always
3.	Library	Not available	-
4.	Notice Board	All types of Notices	Always

### Manual 16

#### Name designation and other particulars of Public Information Officers (Section 4(1) (b) (xvi))

List of Public Information Officers

Sl.No.	Designation of the Officer designated as PIO	Postal address	Telephone No.	e-male address	Demarcation of Area/ activities, if more than one PIO is there
01	Smt Nishi Poonam Minz, OAS ( 1 ) , JB, Dy Collector, Collectorate , Jharsuguda	Collectorate, Jharsuguda	06645-272802		

List of Assistant Public Information Officers

Sl.No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
01	Tulachand Khamari, Junior Clerk, Collectorate, Jharsuguda	Collectorate, Jharsuguda	06645-272802	

First appellate authority with in the department

Sl.No.	Designation of the Officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
01	Sri Rabindra Ku. Mishra,OAS ( S) ADM, Jharsuguda	Collectorate,,Jharsuguda	272802		

## **Manual 17**

### **Other information as may be prescribed [Section 4(1)(b)(xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

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