

Civil Supplies Office, Kendrapada

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Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

1. About the Organization:

The Civil Supplies Section is a part of the Collectorate, kendrapara which is being managed by F.S & C.W Deptt.

The Mission of the Organization is to provide food security to the consumers through BPL/ AAY/ AP Schemes.

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Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.		
1	Name	Shyama Sundar Tripathy
	Designation	CSO
	Power and Duties	Overall charge
2	Name	Hadibandhu Sa
	Designation	ACSO
	Power and Duties	Enforcement
3	Name	Prafulla Kr. Pradhan (Under Suspension)
	Designation	-
	Power and Duties	Lifting
4	Name	Sudhakar Bal
	Designation	Sr. Clerk
	Power and Duties	K.Oil, Estt. Section, Bill & Budget, Case

5	Name	Rajat Kr. Das
	Designation	Sr. Clerk
	Power and Duties	Enforcement, Paddy procurement
6	Name	Purusottam Dash
	Designation	Sr. Clerk
	Power and Duties	Town rationing , issue & Diary, Emergency

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Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

Sl. No.	Subject on which the Decision is to be taken	Guidelines/ Direction, if any	Process of Execution	Designation of the Officers Involved in Decision Making	Contact Information of above Mentioned Officers	If not Satisfied by the Decision, where and how to Appeal
1	2	3	4	5	6	7
1	State level (Deptt.)	District level (Collector/ CSO/ Sub-Collector)	Block level (BDO/ M.I)	-	-	-

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Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

As per instruction issued by Govt. of Orissa, F.S & C.W Deptt. From time to time

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Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Govt. of Orissa Rules & Regulations

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Categories of Documents Under Control

[Section-4 (1) (b) (vi)]

Files, registers, reports & returns are being maintained by this Section to implement the Govt. decision/ Scheme from time to time

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Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

State level - District level - Block level.

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Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

DLAC/ BLAC/TLAC/RLAC/DCPC

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Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Sl. No.	Name	Designation	Office Phone No	Mobile No	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Shyam Sundar Tripathy	CSO	-	9937617272	-	-	-
2	Hadibandhu Sa	ACSO	0672-7220544	-	-	-	-
3	Prafulla Kr. Pradhan	ACSO	-do-	-	-	-	-

4	Sudhakar Bal	Sr. Clerk	-do-	-	-	-	-
5	Rajat Kr. Das	Sr. Clerk	-do-	-	-	-	-
6	Purusottam Dash	Sr. Clerk	-do-	-	-	-	-
7	Rajkrishore Barik	Peon	-do-	-	-	-	-
8	Debendra Kr. Nayak	Peon	-do-	-	-	-	-
9	Dillip Kr. Swain	Peon	-do-	-	-	-	-

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Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Pay Scale	Grade Pay	Compensation/Compensatory Allowance
1	2	3	4	5	6
1	Shyamsundar Tripathy	CSO	Rs.9300-34800/-	Rs. 4600/-	-
2	Hadibandhu Sa	ACSO	Rs.9300-34800/-	Rs.4200/-	-
3	Prafulla Kr. Pradhan	ACSO	Rs.9300-34800/-	Rs.4200/-	-
4	Kishore Ch. Sahoo	I/S	Rs.9300-34800/-	Rs.4200/-	-
5	Sudhakar Bal	Sr. Clerk	Rs.5200-20200/-	Rs.2400/-	-
6	Rajat Kr. Das	Sr. Clerk	Rs.5200-20200/-	Rs.2400/-	-
7	Purusottam Dash	Sr. Clerk	Rs.5200-20200/-	Rs.2400/-	-
8	Rajkrishore Barik	Peon	Rs. 4470-7440/-	Rs.1400/-	-
9	Debendra Kr. Nayak	Peon	Rs. 4470-7440/-	Rs.1400/-	-
10	Dillip Kr. Swain	Peon	Rs. 4470-7440/-	Rs.1400/-	-

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Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Sl. No.	Major Head	Proposed Budget	Sanctioned Budget	Amount Released / Disbursed (No. of installments)	Total Expenditure
1	2	3	4	5	6
1	Salary Head of Account				
	9-2408-01-101-1162	-	-	-	-
	9-3456-00-001-0369	-	-	-	-

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Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

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Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

NIL

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Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

Manually maintained

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Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

Sl. No.	Facility Available	Nature of information	Working Hours
1	2	3	4
1	Notice Board	-	-
2	Advertisement	-	-

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Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

Public Information Officer :

Sl. No.	Name	Designation	Office Phone No	Fax	E-Mail	Address
1	2	3	4	5	6	7
1	Prafulla Kr. Pradhan	A.C.S.O	06727220544	-	-	Civil Supplies Office, Kendrapada

Asst. Public Information Officer :

Sl. No.	Name	Designation	Office Phone No	Fax	E-Mail	Address
1	2	3	4	5	6	7
1	Hadibandhu Sa	A.C.S.O	06727220544	-	-	Civil Supplies Office, Kendrapada

First Appellate Authority :

Sl. No.	Name	Designation	Office Phone No	Fax	E-Mail	Address
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1	2	3	4	5	6	7
1	Syama Sundar Tripathy	C.S.O	9937617272	-	-	Civil Supplies Office, Kendrapada

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Other Useful Information

[Section-4 (1) (b) (xvii)]

NIL