

*Manual - II*  
*Powers and duties of its officers and employees*  
*(Section 4 (1) (b) (ii))*

**ESTABLISHMENT SECTION**

**The main function of Establishment Section is:-**

- ❖ Drawal of salaries of the employees of revenue Establishment in respect of whom Collector is the Head of the Office (Gazetted & non-gazetted).
- ❖ Maintenance of service records of the employees within its jurisdiction.
- ❖ Recruitment, appointment, transfer & promotion of employees to the extent permissible by Rule.
- ❖ Control & disciplining of employees under the control of Collector as disciplinary authority.
- ❖ Submission of counter in High court and OATs cases on Establishment of Revenue Administration
- ❖ Settling of personal service related claims / dues of the employees.

SI No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Pradipta Kumar Patnaik, I.A.S., Collector & District Magistrate, Kendrapara		GPF final with drawal sanctioning authority in respect of Class III and Class IV personnel of his own office.	Recruitment / appointing authority in respect of Class-III post of the district under revenue administration and Class IV posts of his own office (Revenue)		
			Drawing and disbursing officer in respect of his own Establishment.	Appointing Authority in case of absorption of J.C. employees and Rehabilitation Assistance Cases.		
			Increment sanctioning authority in respect of Class II Gazetted employees of Revenue Estt.	Promotion Authority in respect of Class-III & Class-IV personnel of the Dist.		

			TBA Sanctioning Authority of Class-III & Class-IV	Disciplinary Authority in respect of Class-III employees of the Dist. (Revenue Department) and Class IV employees of his own office.		
				Pension Sanctioning authority in respect of Class-III employees of the District (Revenue Service) and Class-IV employees in his own office.		
				Deputation sanctioning Authority of foreign service in respect of Class-III employees of the Dist. (Revenue Service) up to 5 years.		
				Leave Sanctioning Authority of Gazetted and non Gazetted employees as per rule.		
				Recommending authority of Gazetted and Non gazetted employees as per Rule.		
				Accepting Authority regarding CCRs of Class-III employees of the District (Revenue Estt.) and recommending authority in respect of gazetted employees under his control.		

				Premature retirement review authority in respect of Class-III employees of the Dist. Under Revenue administration.		
				Transfer and posting Authority of Class-III employees of the Revenue Administration within the Dist.		
2	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate.		G.P.F. Sanctioning authority (as delegated)	Leave Sanctioning Power (Limited as per delegation)		
			Pay fixing authority in respect of Class-III & Class-IV personnel of our own office (as delegated)			
			Increment sanctioning authority in case of Class-III and Class-IV employees of own Estt.			
3	Smt. Itishree Das, OAS-1 (JB) Dy. Collector.		Drawing Officer in respect of General Estt. of Collectorate, Kendrapara delegated.			Processing of files relating establishment matters, monitoring and supervision of the section
4	Sri Pratap Chandra Mishra, Head Clerk					General Supervision of the section
5	Sri Pramod Kumar Mohanty, Sr. Clerk					High court OAT Matters of Rev. Administration relating to Estt. Matters/Gazetted Estt./Proceeding & Suspension cases of non-gazetted Estt./Transfer & Posting/DDC/Premature retirement review/RAS/ Gradation & etc. of non-gazetted Estt.
6	Sri Manoj Kumar Behera, Sr. Clerk					Deputed to R.T.O, Kendrapara

7	Daitary Sahoo, Sr. Clerk				Bill and Budget, G.P.F., Hudco assisted Spl. HBA, CCRs of non-gazetted.
8	Fakir Ch. Kar, Sr. Clerk				Office Estt.of non-Gazetted employees of District, pension, transfer, Posting of Class-IV employees.
9	Rabindra Ku. Das, J.C.				HRMS, Pay fixation, A.C.P of staffs of subordinate Office, Audit/Inspection, R.T.I. Assembly Questions.
10	Prasant Ku. Sahoo, J.C.				Report, Returns, Dairy and type

*Manual - III*

*The procedure followed in the decision making process, including channels of supervision and accountability :  
(Section 4 (1) (b) (iii))*

**ESTABLISHMENT SECTION**

The Junior Clerk / Sr. Clerk of a seat initiates the file which get subsequently Examined and endorsed by the Establishment Officer and then sent to the Addl. District Magistrate for recommendation / approval. The Addl. District Magistrate then in appropriate requisite cases recommend the files to the Collector for final approval / sanction.

Flow process chart for sanction of H.R.A and Leave.

Sl. No.	Activity	Level of Action	Time Frame
1	To receive application and put a diary number.	Diarist	Same day.
2	To mark the application to the concerned seat	Diarist	Same day.
3	To process the application in the concerned seat (If the application is not wanting in any respect) and mark it to the Head Clerk.	Jr. Clerk / Sr. Clerk	5 days.
4	Examination of the matter and endorsement to Estt., Officer	Head Clerk	1 day.
5	Examination of the file and subsequent endorsement to A.D.M.	Estt. Officer	2 days
6	To sanction or endorse to Collector with recommendation as per Rule	Addl. Dist. Magistrate	2 days
7	Sanction by Collector or endorse to Govt. if	Collector	Same day

	required.		
8	Issue of order	Estt. Section	Next day

**Flow process chart for sanction of Pension.**

1	To receive application and puta diary number	Diarist	Same day.
2	To mark the application to concerned seat.	Diarist	Same day.
3	To process the application and call for N.D.C. from required quarters.	Jr. Clerk / Sr. Clerk	5 days
4	On receipt of N.D.C. from requisite quarters endorsement of file to Head Clerk for further examination.	-do-	2 days
5	Examination and endorsement of Head Clerk to Estt. Officer.	Head Clerk	1 day
6	Examination and endorsement to A.D.M.	Estt. Officer	2 days.
7	Examine and recommendation to Collector (Pension sanctioning authority)	A.D.M.	2 days.
8	Final sanction by the Collector	Collector	1 day
9	Issue of Order	Estt. Section	Next day.

*Manual - IV*  
*The norms set by it for the discharge of its functions;*  
*(Section 4 (1) (b) (IV))*

**ESTABLISHMENT SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	
3	Typing Job	30 pages per day	
4	Writing of notes and drafts	It depends upon the nature and gravity of the letters received and answer to be sent accordingly	
5	Scrutinisation of proposal	It depends upon the nature of the proposal received from different quarters.	

*Manual - V*  
*The rules, regulations, instructions, manuals and records used for discharging functions ;*  
*(Section 4 (1) (b) (v))*

**ESTABLISHMENT SECTION**

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Orissa Service Code	Pay fixation and service records etc.		
2	Orissa leave Rules' 1992	Sanction of leave		

3	Orissa Pension Rules' 1992	Sanction of Pension /Gratuity / Commutation Value of Pension etc.		
4	Classification of control and appeal Rules' 1962	Suspension, Proceeding / Draft Charges etc.		
5	Orissa Ministerial Service Rules' 1959	Recruitment / Appointment / Promotion etc.		
6	Orissa District Revenue Service Rules' 1983	Recruitment / Appointment of Amins / A.R.I.s / R.I.s and Promotion etc.		
7	Orissa Reservation vacancies in the Post of Services (S.C. & S.T.) Act 1975 concerned Rule' 1976	Reservation of S.T. & S.C. Category		
8	Orissa G.P.F. Rules	Sanction of G.P.F.		
9	Orissa T.A. Rules	Drawal of T.A.		
10	Orissa General & Financial Rule (Vol.I & II)	Delegation of power		
11	Orissa Treasury Code (Vol. I & II)			
12	Orissa Govt. Servant Conduct Rule' 1959			
13	Orissa Record Manual' 1964			
14	Book Circular 42	Performing tours of Gazetted Officers		
15	Book Circular - 46	Acceptance of C.C.R.s		
16	Guard file			

*Manual - VI*

*A statement of the categories of documents held by it or under its control;  
(Section 4 (1) (b) (vi))*

**ESTABLISHMENT SECTION**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Service Books of employees of Revenue Establishment in respect of when Collector is the Head of the Office.			<b>Permanent</b>
2	Personal files of employees under its jurisdiction			
3	Service history Registers of ministerial and field staff within its jurisdiction.			
4	Bills Registers			<b>Permanent</b>
5	Acquaintance Roll of employees			<b>Permanent</b>
6	T.A. Acquaintance Roll 3 years & Advance Acquaintance Roll			
7	Roster Register for initial appointment and promotion			
8	G.I.S. Register for initial appointment & Promotion			
9	Register of employment under Rehabilitation Assistance			<b>Permanent</b>
10	Suspension Register			

11	Pension Register			Permanent
12	Proceeding Registers			Permanent
13	Allotment Register			
14	Gradation list of Ministerial & field staff normally one year			
15	File Register			Permanent.

*Manual - VII*

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

**ESTABLISHMENT SECTION**

No such specific arrangement. But public are free for consultation with Officer In-charge concern in related matters.

*Manual – VIII*

*A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;  
(Section 4 (1) (b) (viii))*

**ESTABLISHMENT SECTION**

Sl. No	Name & address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	Dist. Board of Examiners for Recruitment to the post of Jr. Clerk		1. Collector-Chairman 2. Two other Heads of Dist. Officers nominated by the Chairman as member						
2	Dist. level recruitment Committee for recruitment to the post of R.I., Amin & A.R.I.		-do-						
3	Dist., Promotion Committee (Ministerial Staff		1. Collector-Chairman 2. A.D.M.- Member 3. Estt. Officer- Member 4. D.W.O. -						

			Member						
4	Dist. Promotion Committee (Revenue Field Staff)		1. Collector-Chairman 2. Sub/Collector-Member 3. Estt. Officer-Member 4. D.W.O. - Member						
5	Premature Retirement Review Committee		1. Collector-Chairman 2. A.D.M. – Member 3. Addl. Secretary to R.D.C. (C.D.) Ctc. - Member						

*Manual – IX*  
*Directory of its officers and employees ;*  
*(Section 4 (1) (b) (ix))*

**ESTABLISHMENT SECTION**

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Smt. Itishree Das, OAS-I (JB) Dy. Collector, Kendrapara	06727-232601	
2	Sri Pratap Chandra Mishra, H.C.	06727-232601	
3	Sri Pramod Kumar Mohanty, S.C.	06727-232601	
4	Sri Daitary Sahoo, S.C.	06727-232601	
5	Sri Fakira Ch. Kar, S.C.	06727-232601	
6	Sri Rabindra Kumar Das, J.C.	06727-232601	
7	Sri Bijay Kumar Parida, Chain Man		
8	Sri Babaji Baral, Peon		
9	Premalata Nayak, Peon		
10	Shyam Sundar Swain, C.M.		

*Manual – X*  
*The monthly remuneration received by each of officers and employees, including the system of compensation as provided in its regulations ;*  
*(Section 4 (1) (b) (x))*

**ESTABLISHMENT SECTION**

Sl. No.	Name of the Employees with Designation	Scale of Pay	P.B./Gr. Pay	Total Remuneration
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1	2	3	4	5
1	Sri Pradipta Kumar Patnaik, I.A.S., Collector, Kendrapara	37400-67000	P.B. – 4 / 8800	66,377.00
2	Sri Ashok Kumar Panda, OAS (S), ADM, Kendrapara	15600-39100	P.B. – 3 / 7600	
3	Srmt. Itishree Das, Dy. Collector, Estt.	15600-39100	P.B. – 3 / 5400	32,480.00
4	Sd. Arif Hussain, Dy. Collector, Nizarat	15600-39100	P.B. – 3 / 5400	28,350.00
5	Sri Rudra Narayan Mohanty, Dy. Collector, Emergency	15600-39100	P.B. – 3 / 5400	31,556.00
6	Sri Basant Kumar Ojha, H.C.	9300-34800	P.B. 2 / 4200	20,655.00
7	Sri Kishore Chandra Kar, H.C.	9300-34800	2 / 4200	20,804.00
8	Sri Harekrushna Baral, H.C.	9300-34800	2 / 4200	20,735.00
9	Sri Anupama Panda, H.C.	9300-34800	2 / 4200	20,119.00
10	Sri Uttam Ch. Pati, H.C.	9300-34800	P.B. – 2 / 4200	22,639.00
11	Sri Pratap Chandra Mishra, H.C.	9300-34800	P.B. – 2 / 4200	20,931.00
12	Sri Chandramani Behera, H.C.	9300-34800	P.B. – 2 / 4200	21,295.00
13	Sri Dambarudhar Behera, S.C.	5200-20200	P.B. – 1 / 2400	15,540.00
14	Sri Akhaya Kumar Nayak, S.C.	5200-20200	P.B. – 1 / 2400	17,375.00
15	Sri Pramod Kumar Mohanty, S.C.	5200-20200	P.B. – 1 / 2400	16,335.00
16	Sri Prasant Kumar Lenka, S.C.	5200-20200	P.B. – 1 / 2400	16,940.00
17	Sri Balaram Baral, S.C.	5200-20200	P.B. – 1 / 2400	16,619.00
18	Sri Ranjan Kumar Panda, S.C.	5200-20200	P.B. – 1 / 2400	16,619.00
19	Sri Manoj Kumar Behera, S.C.	5200-20200	P.B. – 1 / 2400	14,324.00
20	Sri Madhusudan Nayak, S.C.	5200-20200	P.B. – 1 / 2400	16,025.00
21	Sri Subhendu Tripathy, Sr. Clerk	5200-20200	P.B. – 1 / 2400	17,375.00
22	Bibhuti Prasad Nayak, S.C.	5200-20200	P.B. – 1 / 2400	15,303.00
23	Bhagabat Prasad Nayak, Sr. Clerk	5200-20200	P.B. – 1 / 2400	17,136.00
24	Pramod Kumar Mohapatra, S.C.	5200-20200	P.B. – 1 / 2400	17,011.00
25	Nirmal Kumar Das, Sr. Clerk	5200-20200	P.B. – 1 / 2400	15,026.00
26	Kanhu Charan Lenka, Sr. Clerk	5200-20200	P.B. – 1 / 2400	16,339.00
27	Daitary Sahoo, Sr. Clerk	5200-20200	P.B. – 1 / 2400	14,855.00
28	Saroj Kanta Nayak, P.A. to Collector	9300-34800	P.B. – 2 / 4200	22,559.00
29	Amiya Ketan Swain, Sr. Steno	9300-34800	P.B. – 2 / 4200	20,692.00

Sl. No.	Name of the Employees with Designation	Scale of Pay	P.B./Gr. Pay	Total Remuneration
1	2	3	4	5
30	Kailash Ch.Dash, Amin	5200-20200	P.B. – 1 / 1800	9800.00
31	Subodh Kumar Parida, R.I.	9300-34800	P.B. – 3 / 4200	18900.00
32	Sarat Chandra Samal, Amin	5200-20200	P.B. – 1 / 1800	10095.00
33	Bijay Kumar Poi, Driver	5200-20200	P.B. – 1 / 2200	17696.00
34	Sirajul Rasul Khan, Driver	5200-20200	P.B. – 1 / 1900	14,155.00
35	Bhabagrahi Sarangi, Jr. Clerk	5200-20200	P.B. – 1 / 1900	12,335.00

36	Jharana Samal, Jr. Clerk	5200-20200	P.B. – 1 / 1900	13,916.00
37	Kartik Chandra Prusty, Jr. Clerk	5200-20200	P.B. – 1 / 1900	13,317.00
38	Sarat Chandra Parida, Jr. Clerk	5200-20200	P.B. – 1 / 1900	13,287.00
39	Rudra Prasad Sahoo, J.C.	5200-20200	P.B. – 1 / 1900	10,556.00
40	Basant Kumar Swain, Jr. Clerk	5200-20200	P.B. – 1 / 1900	13,692.00
41	Prakash Kumar Sahoo, Jr. Clerk	5200-20200	P.B. – 1 / 1900	10,612.00
42	Prasant Kumar Sahoo, Jr. Clerk	5200-20200	P.B. – 1 / 1900	13,944.00
43	Prasant Kumar Sethi, J.C.	5200-20200	P.B. – 1 / 1900	10,556.00
44	Guru Charan Parida, Jr. Clerk	5200-20200	P.B. – 1 / 1900	12,335.00
45	Md. Enayatullah, J.C.	5200-20200	P.B. – 1 / 1900	12,335.00
46	Keshab Ch. Das, J.C.	5200-20200	P.B. – 1 / 1900	13,315.00
47	Fakir Charan Kar, Jr. Clerk	5200-20200	P.B. – 1 / 2400	14,392.00
48	Rabindra Kumar Das, Jr. Clerk	5200-20200	P.B. – 1 / 1900	12,335.00
49	Rabinarayan Mohapatra, J.C.	5200-20200	P.B. – 1 / 1900	14,755.00
50	Sankarsan Muduli, Chainman	4440-7440	P.B.–1–5/1300	8036.00
51	Bijay Kumar Parida, Chainman	4440-7440	P.B.–1–5/1400	12,316.00
52	Shyamsundar Swain, Chainman	4440-7440	P.B.–1–5/1300	8036.00
53	Kunjabihari Rout, Cainman	4440-7440	P.B.–1–5/1400	12,111.00
54	Babaji Charan Baral, Peon	4440-7440	P.B.–1–5/1300	9563.00
55	Sk. Ishaque, Office Peon	4440-7440	P.B.–1–5/1400	12012.00
56	Alekha Charan Barik, Peon	4440-7440	P.B.–1–5/1400	11,583.00
57	Balarama Khatua, Peon	4440-7440	P.B.–1–5/1400	11,816.00
58	Surendranath Patra, Peon	4440-7440	P.B.–1–5/1400	12,204.00
59	Surendranath Swain, Peon	4440-7440	P.B.–1–5/1400	11,467.00
60	Kishore Chandra Barik, Peon	4440-7440	P.B.–1–5/1400	11,057.00
61	Gourang Charan Kar, Peon	4440-7440	P.B.–1–5/1300	11,684.00
62	Hemant Kumar Panda, Peon	4440-7440	P.B.–1–5/1400	12,163.00
63	Sakuntala Swain, Peon	4440-7440	P.B.–1–5/1400	11,467.00
64	Premalata Nayak, Peon	4440-7440	P.B.–1–5/1300	11,299.00
65	Rabindra Kumar Nayak, Peon	4440-7440	P.B.–1–5/1300	11,452.00
66	Babuli Charan Pradhan, Peon	4440-7440	P.B.–1–5/1300	11,452.00
67	Chandra Sekhar Barik, Peon	4440-7440	P.B.–1–5/1300	11,116.00
68	Prasant Kumar Das, Peon	4440-7440	P.B.–1–6/1300	10,935.00
69	Keshab Charan Das, Peon	4440-7440	P.B.–1–5/1300	9563.00
70	Rabindranath Jena, Peon	4440-7440	P.B.–1–5/1300	9563.00
71	Dani Denus Papa Saheb Mohapatra, Peon	4440-7440	P.B.–1–5/1300	10,360.00
72	Abhaya Gochhayat, Sweeper	4440-7440	P.B.–1–5/1300	11,648.00
73	Daitary Sethy, Ch-Cum-Sweeper	4440-7440	P.B.–1–5/1300	9563.00
74	Niranjan Das, Ch-Cum-Sweeper	4440-7440	P.B.–1–5/1300	9563.00
75	Santilata Rout, Ch-Cum-Sweeper	4440-7440	P.B.–1–5/1300	9563.00
76	Surendra Kumar Parida, W.M.-Cum-Sweeper	4440-7440	P.B.–1–5/1300	8540.00

77	Sk. Kalam, Watchman	4440-7440	P.B.-1-5/1400	12,180.00
78	Prahallad Sahoo, Watchman	4440-7440	P.B.-1-5/1300	8036.00
79	Mahendra Kumar Sahoo, Sr. Clerk	5200-20200	P.B.-1-5/2400	14,324.00
80	Raghunath Das, Sr. Clerk	5200-20200	P.B.-1-5/2400	15,820.00
81	Laxmidhara Ghadei, Tindal	4440-7440	P.B.-1-5/1650	12,684.00
82	Bharat Chandra Das, Tindol	4440-7440	P.B.-1-5/1300	9563.00
83	Chandramani Swain, Tindol	4440-7440	P.B.-1-5/1300	9563.00

*Manual – xi*

*The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;*

*(Section 4 (1) (b) (xi))*

**ESTABLISHMENT SECTION**

Major Head	Activities to be performed	Sanctioned budget	Budget estimate for 2010-11	Revised estimate	Expenditure for the last year
<b>3-2053-093- Dist. Establishment</b>	Pay	36000	12643800	13243800	10607396
	D.P.	11000	11000	12100	14081
	D.A.	1362000	4660000	4893000	2762608
	H.R.A.	150000	603000	673150	425789
	O.A.	3500	17500	18500	7811
	R.C.M.	20000	80000	84000	88840
	T.E.	24000	87000	95500	94998
	Electricity	50000	200000	225000	340000
	Telephone	20000	75000	79000	49949
	M.V.	35000	335000	368500	534961
	O.C.	15000	315000	331000	69979
	O.Ch.	20000	40000	44000	40000
	Wags	17760	53280	53280	15244
	Arr.pay	2500000	2500000	2500000	2453905
	R.R.T.	-	-	-	-
W.C.	-	-	-	-	
<b>4-2014 Admn. Justice -</b>	Pay				
	D.A.				
	H.R.A.				

	R.C.M.				
	O.A.				
	T.E.				
	P.P.S.				
	O.C.				
	Telephone				
3-2075-MGS-800- Other Exp.-0010460- Recruitment and Depttl. Exam.	Exam		15000	16500	10000

*Manual – xii*

*The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;  
(Section 4 (1) (b) (xii)*

**ESTABLISHMENT SECTION**

Nothing to comply

*Manual – xiii*

*Particulars of recipients of concessions, permits or authorizations granted by it ;  
(Section 4 (1) (b) (xiii)*

**ESTABLISHMENT SECTION**

Nothing to comply

*Manual –xiv*

*Information available in an Electronic form  
(Section 4 (1) (b) (xiv)*

**ESTABLISHMENT SECTION**

Some information are available in Official Website of Kendrapara [www.kendrapara.nic.in](http://www.kendrapara.nic.in)

*Manual – xv*

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;  
(Section 4 (1) (b) (xv)*

*Manual – xv*

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;  
(Section 4 (1) (b) (xv)*

**ESTABLISHMENT SECTION**

Only certify copies of any Records can be available through District Record Room.

*Manual –xiv*  
*Information available in an Electronic form*  
*(Section 4 (1) (b) (xiv))*

**ESTABLISHMENT SECTION**

Some information are available in Official Website dmken@ori.nic.in

*Manual – xvi*  
*The names, designations and other particulars of the Public Information Officers :*  
*(Section 4 (1) (b) (xvi))*

**FIRST APPELLATE AUTHORITY**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Akula Chandra Bhuyan, OAS (S) Addl. District Magistrate, Kendrapara.	Collectorate, Kendrapara	06727-232601		For Collectorate, Kendrapara

**PUBLIC INFORMATION OFFICER**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara

**ASST. PUBLIC INFORMATION OFFICER**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Dharanidhar Jena, J.C.	Collectorate, Kendrapara			For Collectorate, Kendrapara

*Manual – xvii*  
*Other information as may be prescribed*  
*(Section 4 (1) (b) (xvii))*

**ESTABLISHMENT SECTION**

Nothing to comply