

Manual - I
Particulars of organization, functions and duties
(Section 4 (1) (b) (i)

AIMS AND OBJECTIVES OF THE ORGANISATION

The Main objective of the Collectorate, Kendrapara is to :-

- (i) Maintenance of Law & Order.
- (ii) Revenue Administration which includes updation of Land Records, collection of Land Revenue, Irrigation charges, Land Acquisition & Land Reforms.
- (iii) Monitoring of different developmental activities.
- (iv) Supervision of a number of welfare programmes such as :- Public Health, Education, Welfare of children, Women and Handicaps and Welfare activities for upliftment of SC/ST communities.
- (v) Ensures supply of essential commodities.
- (vi) Undertakes Rescue measures during Natural Calamities like :- Flood, Cyclone, Draught, Fire Accident, Earthquake and all sort of accidents.

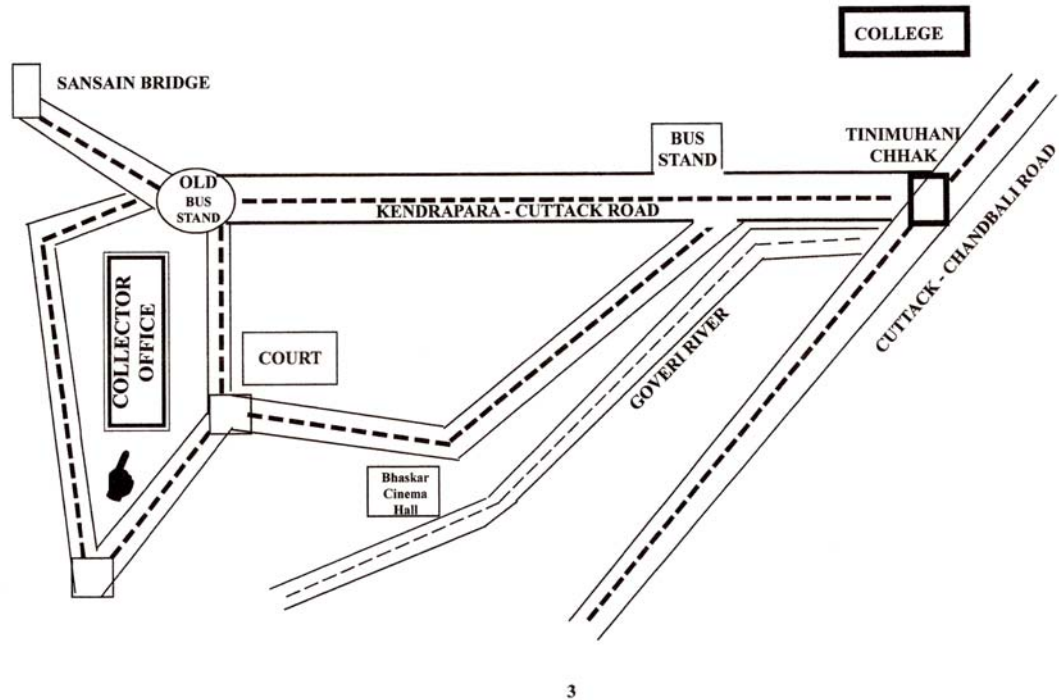
MISSION / VISION

- (i) To undertake developmental activities.
- (ii) To provide socio economic justice to the weaker section and augmentation of education
- (iii) To achieve targets in different financial benefits extended to voluntary groups.
- (iv) Rural sanitation & Electrification.
- (v) Promote literacy in the sphere of women & illiterate.
- (vi) Promote health of child & women through ICDS Projects.
- (vii) Rural connectivity.

BRIEF HISTORY OF THE ORGANISATION

Kendrapara District lies on 20° 20' N to 20° 37' N Latitude and 86° 14' E 87° 01' Longitude having geographical area 2644 Sq.Km. and situated in Central Coastal Plain Zone as per the Agro Climatic Classification of Orissa. Kendrapara was declared as full-fledged district with effect from 01.04.1993. At present the District is having 9 Blocks, 9 Tahasils, 1 Municipality & 1 NAC.

OFFICE LOCATION



WORKING HOURS BOTH FOR OFFICE AND PUBLIC

The working hour of the Collectorate is from 10.00 A.M. to 5.00 P.M. with a lunch break for 30 minutes (from 1.30 P.M. to 2.00 P.M.) in each working day excepting Government holidays. The emergency control room is accessible to public round the clock in emergency situation.

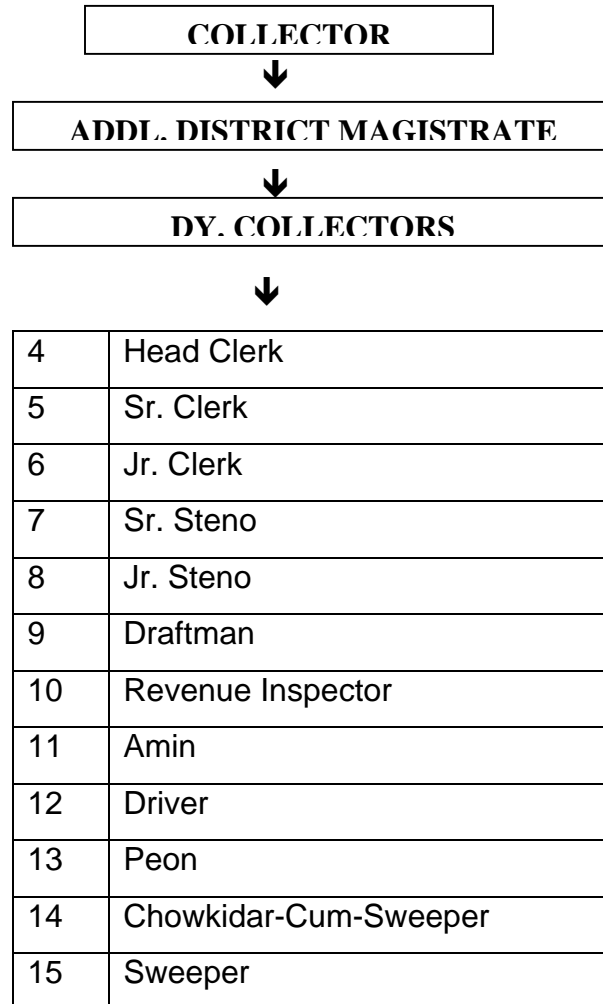
POSTAL ADDRESS OF THE MAIN OFFICE, ATTACH / SUBORDINATE OFFICE /

FIELD UNITS:

- | | | | |
|----|---------------------------------------|---|--------------------------|
| 1. | Collectorate, Kendrapara | : | At/PO/Dist. – Kendrapara |
| 2. | Sub-Collector, Kendrapara | : | -do- |
| 3. | DRDA Office, Kendrapara | : | -do- |
| 4. | District Panchayat Office, Kendrapara | : | -do- |
| 5. | District Welfare Office, Kendrapara | : | -do- |
| 6. | Civil Supplies Office, Kendrapara | : | -do- |
| 7. | Land Acquisition Officer, Kendrapara | : | -do- |

8. LAO, Kendrapara : -do-
9. District Election Office, Kendrapara : -do-
10. District Sub-Registrar, Kendrapara : -do-
11. District Sports Officer, Kendrapara : -do-
12. D.M. SC & ST Finance Corporation, K. Para: -do-
- 13 D.S.W.O., Kendrapara : -do-
14. Tahasildar, Kendrapara : At/PO/Dist. : Kendrapara
15. Tahasildar, Derabish, : At/PO : Derabish, Dist. : Kendrapara
16. Tahasildar, Marsaghai : At/PO : Marsaghai, Dist. : Kendrapara
17. Tahasildar, Garadpur : At/PO : Garadpur, Dist. : Kendrapara
18. Tahasildar, Mahakalpara : At/PO:Mahakalpara,Dist. : Kendrapara
19. Tahasildar, Rajnagar : At/PO : Rajnagar, Dist. : Kendrapara
20. Tahasildar, Rajkanika : At/PO : Rajkanika, Dist. : Kendrapara
21. Tahasildar, Aul : At/PO : Aul, Dist. : Kendrapara
22. Tahasildar, Pattamundai : At/PO:Pattamundai, Dist. : Kendrapara
23. B.D.O., Kendrapara : At/PO/Dist. : Kendrapara
24. B.D.O., Derabish : At/PO : Derabish, Dist. : Kendrapara
25. B.D.O., Marsaghai : At/PO : Marsaghai, Dist. : Kendrapara
26. B.D.O., Garadpur : At/PO : Garadpur, Dist. : Kendrapara
27. B.D.O., Mahakalpara : At/PO:Mahakalpara,Dist. : Kendrapara
28. B.D.O., Rajnagar : At/PO : Rajnagar, Dist. : Kendrapara
29. B.D.O., Rajkanika : At/PO : Rajkanika, Dist. : Kendrapara
30. B.D.O., Aul : At/PO : Aul, Dist. : Kendrapara
31. B.D.O., Pattamundai : At/PO:Pattamundai, Dist. : Kendrapara

ORGANIZATION CHART



DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION

The district administration has to provide for straightening and improving the machinery of General administration, integration of activities of various developmental departments in the district, Linking of all developmental works of local self governing institutions with the administrative agencies of the State Government.

DETAILS OF SERVICES RENDERED

The Collector is the Head of the District Administration, the representative of the Govt. in the District, Guardian of the Law & Order , Control over the Panchayati Raj Institutions & Leader of the Team of the District Level Officers. He being the coordinating and guiding functionary in the District Level co-ordinates & Pilots the

activities of the different Departments in the District. The main business of co-ordination is to keep healthy relation in the participatory management of the District Administration and create conducive atmosphere in the day to day affairs of the District Administration . As an agent of the Government he is visualizing and emphasizing all Govt. activities in the District and prepare the method of implementation of different schemes and projects of Govt. in a strategic way to achieve the goal / targets.

The primary function of the Collector is collection of revenue and other dues of Govt. for which he gears up the field machinery for achievement of targets of collection. Further he is the commander of maintenance of Law & Order in the District.

Collector is the Controlling Drawing & Disbursing Officer of the staff of the collectorate. He acts as the Protocol Officer of the district for the V.I.P.s

CITIZENS INTERACTION :

Attending Loka Samparks Sibira, District Level Cultural Utsav, Jana Sampark Sibira, Legal Literacy Camp, Preparatory meeting on the eve of Independence Day, Republic Day and other forum of interaction with General Public for maintenance of Public harmony and integrity in the society.

GRIEVANCE REDRESS MACHANISMS

The grievance cell of the collectorate is open for the public on working Saturdays only from 10.00 A.M. to 1.00 P.M. The Collector listens to the people and ensures speedy justice to the public.