

## (MANUAL-1)

### PARTICULARS OF ORGANISATION, FUNCTION & DUTIES

2.1 The main objective of Tahasil administration is maintenance and keeping up-to-date the land records as per prevailing law and instruction of Govt. from time to time collection of land revenue, disposal of all types of revenue cases as per prevailing Acts and statues.

2.2 **Mission/Vision:-** Maintenance of land records is the prime responsibility along with collection of land revenue . However the office functions with a mission of addressing all land related problems to the extent possible within the frame works of prevailing laws and also played a vital role in disaster management as per provision of Orissa Relief Code.

#### 2.3. **Brief history of public authority and context of its formation:-**

To achieve the above stated objectives/ mission this Tahasil office was established on 14.02.1966 after bifurcation from Pattamundai Tahasil as per revenue Deptt. Notification no. 71922/R Dt. 12.01.1965.

#### 2.4. **Allocation of Business /**

**Duties to be performed to:-** Shown in Manual. 2

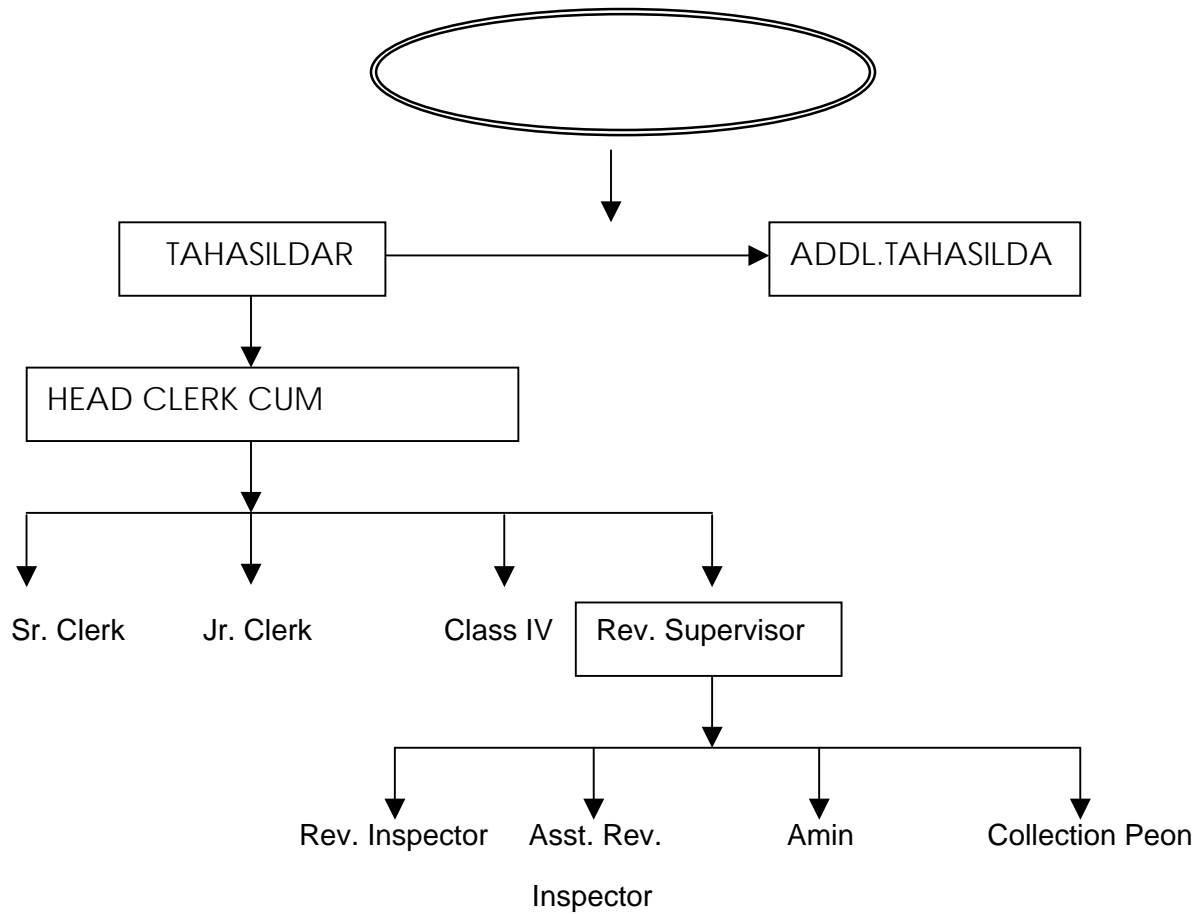
#### 2.5. **Main activities/ functions of the**

**public Authority:-** Shown in Manual. 2

2.6. **Details of services rendered:-** As shown in SI No. 2.2

2.7.

**Organization charts:-**



**Different Sections in Tahasil Office manned by Clerical Staffs**

- Establishment
- Nizarat
- Record Room
- General &
- Misc. Section
- Audit & Inspection
- Tauzi
- OLR & OEA
- Computer
- Misc. Certificate
- Issue & Diary
- Encroachment
- Lease/Revenue
- Mutation
- Emergency
- OPDR
- Public Grievance

**2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:-**

The officers/staffs of this tahasil expect co-operation from the public in every sphere of work for the purpose.

**2.9. Citizens Interaction/ public participation:-**

This being a public office, Public participation is anormal day-to-day activity here. Besides public participation is also solicited during management of any crisisin the event of natural calamities like flood, cyclone etc and also the celebration of local festivals.

**2.10. Grievance redressal mechanism:-**

If any person comes with any kind of grievance; promptly remedial action taken to redress the same. There is also a grievance cell through which matters relating to general public are redressed without utmost care.

**2.11. Postal address of the main office**

attached/sub- ordinate/officer field

duties etc.:-

**Tahasil office, At/PO/Dist:-**

**Kendrapara**

2.12. Working hours both for

Office & public:-

10 AM to 5 PM with half an hour launch

2.13. Map of office location:-

Map attached.

2.14. Public interaction, if any;-

During office hours

Manual-2

**Powers and Duties of Officers and employees**

Sl no	Designation of Post	Power				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Tahasildar	Overall supervision / of Tahasil administration, supervision of functioning of Rev. Inspector Circles.	All financial powers as head of the office.	As outlined in Acts and Rules including Executive instruction of Govt. as issued from time to time.	As empowered by Govt. and District administration from time to time.	Discharging duties of head of office in Tahasil establishment-work, financial transaction, relief operation. Disposal of cases by holding Rev/ criminal court, Magisterial duty , duties attached in

						different statute collection of LR
2	Addl. Tahasildars	Supervision of R.I circles under his/her jurisdictions.	-	-do-	-do-	Holds camp court for disposal of Rev. Cases /collection of LR, duties assigned in different statute, relief operation.
3	ASO/Addl. Tdr.I/C record room	Supervision of record room including computer section of Tahasil.	-	As outlined in Orissa record manual and instruction of Rev. authorities Disposal of mutation cases.	Giving suggestion for computerization of land records . Stream lining giving information and copies to public out of computer Database.	Computerization of land records effecting correction of RORs/Map as per the orders in case record. Maintenance of all records providing correction of RORs to RI circles.
4	Rev. Supervisor	Supervision of RI circles	-	As outlined in manual of Tahasil Acct	-	Ensure smooth functioning of RI circles . supervise collection of LR and proper maintenance of all registers in RI circles
5	Rev. Inspectors	Administer subordinate staff attached to RI circles engaged for correction and maintenance of land records and collection of land	-	As outlined in manual of Tahasil Acct.	-	Collection of land rev./Maintenance of registers in RI circles/ safeguard Govt. land/Relief work in urgent

		revenue.				situation/ field enquiry/Disposal of mutation cases/ misc work as per instruction.
6	Asst Rev. Inspector	Act as per instruction	-	As outlined in MTA and instruction of Rev. authority	-	Collection of LR Assisting RI in maintenance of records other works entrusted as per instruction.
7	Amins	As per instruction	-	Correction/ preparation of Map/ field measurement	-	Tami ling the orders in case record/ preparation of Map/ field measurement.
8	Head clerk – cum Accountant	Supervision of establishment work/ Overall supervision of ministerial officers	Power & function of Accountant of Tahasil	As outlined in Orissa record Manual OGFR, MTA	-	Supervise works of all ministerial officers and class IV staffs including Record keeper, Nazir, Asst. Nazir etc.
9	Record Keeper	One of the Sr.Clerks posted as R. K. supervise subordinate staffs of record room/ proper maintenance of all records.	-	As per Orissa record manual	-	Custodian of all records/ correction of ROR.
10	Nazir	I/C of Nizarat section	-	As outlined in Nizarat manual	-	Handle cash of Tahasil Maintain cash Books subsidiary

				manual		registers . Disbursement and deposit of Cash.
11	Asst. Nazir	Assist. Nazir	-	As outlined in Nizarat manual	-	Discharge duties as per Nizarat manual/ supervise process server. Maintain, process and process registers, custodian of forms / Stationary.
12	Sr. Clerk/ Clerks	As per charge of the section entrusted	-	-	-	As per work of different section like, establishment, bill, budget, emergency, Touzi, misc, encroachment, revenue, lease, misc, type, receipt, despatch, audit, and LR/ Bank certificate . bench clerks attached to revenue/criminal court.
13	Process- server	Service of notices as per jurisdiction	-	As outlined in Nizarat manual	-	Service of notices and due return of served notice.
14	Class IV staff (Peon, chainman,	As per assignment	-	As instructed	-	Carry out orders and as per assignment/

	p.s, watchman & J. C. staff)					delivery of daks.
15	Driver	Drive the office vehicle	-	-	-	Maintenance of Govt. Vehicle , Log book and drive office vehicles.

### Manual-3

#### Rules, Regulations, Instructions, Manual and records for discharging functions.

SI No.	Name of Title of document	Types of document	Brief write up of document	Form where one can get copy of rules , instructions manual and records	Address, Tel. Phone No & Fax etc.	Fee charged by the Dept. copy of rules regulation, instruction, manual and records if any
1	2	3	4	5	6	7
1	Manual of Tahasil Act.	Printed Book	Procedure/ guidelines for revenue collection, Maintenance of all registers in Tahasil/RI/Collector's office	From any law book store	-	-
2	Orissa survey and Settlement manual	-do-	Act/ Rules empowering revenue authority for survey preparation and maintenance of land records.	-do-	-	-

			of land records.			
3	Orissa consolidation of holdings manual	-do-	Act/ Rule provided for amalgamation of holdings and prevention of fragmentation of land	-do-	-	-
4	Orissa Land reforms manual	-do-	Act/Rule provided to safeguard the rayati right and protect tenancy right	-do-	-	-
5	Orissa Mutation manual	-do-	Manual which provides procedures for mutation of land	-do-	-	-
6	Orissa Irrigation manual	-do-	Manual provides about levy of water taxes and ensuring irrigation facility	-do-	-	-
7	Orissa public demand recovery manual	-do-	Procedures outlined to empower certificate officer for recovery of public demand on default of payment including penal provision, (Attachment/Issue of warrant of arrest)	-do-	-	-
8	Orissa Govt. land Settlement manual	Printed book	Provision outlined about settlement of Govt. land in favor of Home stead less, landless, persons including others on lease basis	From any law book store	-	-
9	Orissa prevention of land Encroachment manual	-do-	Provisions outlined for eviction from encroached Govt. land/ levy of penalty/assessment, settlement of encroached land in favor of Home stead less and land less people.	-do-	-	-
10	Orissa Estate Abolition	-do-	Provisions outlined regarding abolition of intermediary	-do-	-	-

	manual		interest and settlement of land after vesting of estate to Govt.			
11	Orissa registration Rules	-do-	Provision out lined for registration of instruments for value above Rs. 100/-	-do-	-	-
12	Orissa Misc certificate Rules	-do-	Rules about grant of misc certificates like Residential, Income, Legal hair	-do-	-	-
13	Orissa caste certificate for Schedule caste & schedule Tribes rules	-do-	Rules for issue of caste certificates to S.C & S.T persons.	-do-	-	-
14	Orissa Court fee/ Stamp manual	-do-	Provisions outlined for value of court fee and stamp in diff. Cases	-do-	-	-
15	Hindu succession Act	-do-	Provision of law for determination of successor – in- interest of a Hindu dying in testate	-do-	-	-
16	Land Acquisition Act	-do-	Provisions outlined for acquisition of rayati land and compensation there of	-do-	-	-
17	Code of civil procedure	-do-	Laws relating to the procedure of courts of civil judicature.	-do-	-	-
18	Orissa relief code	-do-	Procedures for extending relief measures during Natural calamity	-do-	-	-
19	Orissa minor minerals	-do-	Law of Mines and minerals in Orissa ( Their use, royalty	-do-	-	-

	concession rules		and other fees including penalty)			
20	Orissa cess manual	-do-	Law for assessment and Levy of cess/rent.	-do-	-	-
21	Shri Jagannath Temple Act	-do-	Law regarding management of affairs of temple and its properties	-do-	-	-
22	WAKF Act	-do-	An act to provide for better administration and supervision of Wakfs	-do-	-	-
23	Mohammedan Law	-do-	Guide to study of Muslim Law	-do-	-	-
24	Orissa Govt. servant conduct rule	-do-	Regulate conduct of a Govt. servant.	-do-	-	-
25	Orissa civil service classification , control and Appeal rules	-do-	Rules for imposing punishment on Govt. servant.	-do-	-	-
26	Orissa service code	-do-	Rules formed on service conditions of Govt. employees	-do-	-	-
27	Orissa pension Rules	-do-	Outline provision relating to pension and gratuity including family pension.	-do-	-	-
28	Orissa General financial rule & Orissa Treasury code	-do-	Describe Financial powers of different authority in securing and spending of funds necessary for discharging function	-do-	-	-

29	Indian Evidence Act	-do-	Introduce a correct and uniform Rule for the admissibility otherwise of evidence on the issues as to which the courts have to record findings	-do-	-	-
30	Code of criminal P procedure	-do-	An act to consolidate and amend the law relating to criminal procedure	-do-	-	-

### Manual – 4

Does not arise.

### Manual- 5

#### A Statement of the categories of documents held by it of under its control

#### REGISTERS MAINTAINED IN R.I. OFFICE

SI No	Category of documents	Name of the documents and its introduction in one line	Procedure to obtain the document	Held by under the control of
1	2	3	4	5
1	Jamabandi register of continuants Khatian (Reg. No. -1)	Copy of record of rights maintained in Tahasil office	Approach Tahasildar/ Addl. Tahasildars	Revenue inspector office under the control of Tahasildar
2	Tenants ledger i.e. register showing personal ledger of each tenant	It is the personal ledger Acct of each individual tenant in the Village.	-do-	-do-

	tenant ( Reg. No II)			
3	Register of changes (Reg. No IIIA) & ( Reg. No III B)	This is maintained villager-war and is intended to keep a consolidated account of order intimating changes of all kinds affecting demand and not affecting demand received by R. I.	-do-	-do-
4	Register of Encroachment cases Reg. No – IV	This is intended to record the encroachment cases reported by R. I.	\do-	-do-
5	Register showing assessment of water rate of all kind (Reg. No – V)	This register is intended to show assessment of water rate on account of utilization of water from irrigation sources controlled and managed by Govt. either for agricultural or for other purposes.	-do-	-do-
6	Register of temporary lease cases (Reg. No. – VI)	Register showing Govt. lands temporarily leased out for agriculture and land liable to pay rent in kind with whatever right they may be held	-do-	-do-
7	Register of permanent Sairat Sources (Reg. No VII)	The register of permanent sairat source.	-do-	-do-
8	Register of D. C. B. of sairat. ( Reg. No VIII)	This Register shows demand collection and Balance (DCB) of revenue derived from sairat sources	-do-	-do-

9	Register of D. C. B miscellaneous items  (Reg. No IX)	In this annual register, all items of revenue accruing during the year except Reg. No I & Reg. No. VIII is included	-do-	-do-
10	Register of remission of Revenue  (Reg. No X)	This is an annual register of revenue remissions.	-do-	-do-
11	Stock Register of receipt Books  (Reg. No XI)	The stock account of receipt books received and returned by the R. I. should be kept in the register.	-do-	-do-
12	Receipt Book  (Reg. No XII)	It is a printed receipt in prescribed form granted in support of money receipt by R.I	-do-	-do-
13	Register of Sadarsiha  ( Reg. No XIII)	This register is collection register of R. I and all collections made by him shall be noted down in this register in the same order as receipts are granted.	-do-	-do-
14	Register of village- war siha  ( Reg. No XIV)	This is an annual register to be maintained in as many volumes as there are villages within the jurisdiction of R. I. Circle.	-do-	-do-
15	Register of cashbook (Reg. No XV)	A general cash book should be maintained by every R. I.	-do-	-do-
16	Register of D. C. B.	In this register the demand, collection and balance for land revenue, water- tax, cess, Nistar-cess, sairat and other miscellaneous items of revenue are to be accounted	-do-	-do-

	(Reg. No XVI)	for month by month and village by village.		
<b>REGISTERS OF TAHASIL OFFICE</b>				
1	Register of changes Reg. No I	This register is meant for recording all changes affecting demand	To approach Tahasil office	Tahasil office/under control of Collector/ Sub-Collector
2	Register of Encroachment Cases ( Reg. No -2)	An annual register of encroachment cases to be maintained village- war	-do-	-do-
3	Register of fluctuating water rate ( Reg. No 3)	As soon ass the irrigation officer furnishes the list under rule 38 or 41 or 42 , a miscellaneous Revenue case shall be started and particulars of such cases shall be recorded in this register. (village- war)	-do-	-do-
4	Register of assignment and payment of compensation ( Reg. No 4)	There are cases in which the R. I has the authority to make payment to private individuals or institutions	-do-	-do-
5	Permanent register of sairat sources ( Reg. No 5)	This register is a list of all sairat sources	-do-	-do-
6	Quinquennial Register showing demand on sairat sources ( Reg. No 6)	This is the register to show the list of all sairat sources for the time being under the control of the Tahasildar.	-do-	-do-
7	Register of miscellaneous receipts	This register is intended to cover cases like occasional	-do-	-do-

	collected through the R. I. ( Reg. No 7)	permits granted to individuals for manufacture of bricks.		
8	Quinquennial register of lease of lands etc. ( Reg. No 8)	This register showing details of all lands liable to rent in kind and lands vested in Govt. and are subject to temporary lease	-do-	-do-
9	Permanent register of conditional assignments ( Reg. No 9)	This register showing assignment of land and alienation with conditions.	-do-	-do-
10	(1) Register of rent receipt received by Tdr. (Reg. No 10-A)  (2) Reg. Of rent receipt books issued by Tdr. To R.I (Reg. 10- B)  (3) Personal ledger Acct. of rent receipt books of R.I  (Reg. 10- C)	(1)This is the stock book of rent receipt received by the Tahasildar from Govt. press. (2) This Reg. showing issue of receipt books to R.I circle. (3) The account of every individual R. I. should be kept to separate pages.	-do-	-do-
11	Register of remissions ( Reg. No 11)	This is an annual register of revenue reemissions	-do-	-do-
12	Register of Touzi ledger & ledger for miscellaneous rev. ( Reg. No 12 A & 12 B)	(12 –A) All items of revenue accounted for in the Tenant’s ledger are intended to be accounted for in this register at the Tahasil level.  (12- B) The demand for the year for the fluctuating sources of revenue can be arrived at only at the end of the year.	-do-	-do-

13	Subsidiary register to account for land revenue collections ( Reg. No 13)	This register is intended to account for all items of revenue that are collected by the R. I. and remitted to the Tahasil office	-do-	-do-
14	Subsidiary register of miscellaneous receipts in the Tahasil office ( Reg. No 14)	This register is meant for keeping account of all collection not required to pass through the account of the R. I.	-do-	-do-
15	Register of deposits of revenue ( Reg. No 15)	This register is intended to account for deposit of revenue realizable by R. I when such revenue is received through a source other than R.I	-do-	-do-
<b>OTHER REGISTER OF TAHASIL ESTABLISHMENT</b>				
16	Staff attendance Reg.	Attendance of Tahasil office	Available at Tahasil office	-do-
17	Issue Reg.	Letters issued from office	-do-	-do-
18	Receipt Reg.	Letters received in Tahasil office are entered in this Register.	-do-	-do-
19	Index Reg.	Information about files	-do-	-do-
20	Audit report Reg.	Information an audit paras and compliance thereof are maintained in this Reg.	-do-	-do-
21	Grievance petition Reg.	Grievance petitions received and inquiry reports sent to the respective Quarters are maintained in it.	-do-	-do-
22	Mutation case Reg.	Institution of mutation cases and fallow up action	R.O.R/CC	-do-

		and follow up action		
23	OLR case Reg.	Institution and follow up action to the said cases	-do-	-do-
24	Misc certificate (Residence,Income,etc)	Issue of residence,income certificate	Certificate	-do-
25	Caste certificate	Issue of caste certificate	-do-	-do-
26	Solvency/valuation	Issue of solvency/valuation certificate	-do-	-do-
27	Fire accident Reg.	Institution of cases on fire accident and relief given to the victims	-do-	-do-
28	Sairat permit Reg.	Information about the permit granted for minor minerals	-do-	-do-
29	Court dairies	Posting of cases and follow up action of respective courts	-do-	-do-
30	Court fees Reg.	Maintenance of court fees collected in various revenue cases	-do-	-do-
31	Case records map & Old records	Preserved in record room	-do-	-do-
32	Cash book	Maintenance of cash-received and expenditures	-do-	-do-
33	Stock & store Reg.	Entry of different items of official items, forms stationery.	-do-	-do-
34	Aquittance Reg.	Maintenance of salaries etc. to the employees	-do-	-do-
35	Vehicle log book	Movement of vehicle on Govt. duties	-do-	-do-
36	Guard file	Vouchers are preserved	-do-	-do-

## **Manual –6**

A Statement of committee constituted as its part

7.1. There is an local committee under the provision of Orissa Land reforms Act-1960.

**Name:-** Local committee

**Address:-** Constituted in each R. I. Circle . R. I is the convener of the meeting of the committee. It consists of four members of whom the R. I of the circle shall be one. Three other members shall be non- officials to be nominated by the Govt. or by the officer authorized by the Govt. for the purpose, who shall hold office for a period of 3 years.

There shall be no quorum for meeting of the local committee. The convener shall keep brief record of the proceedings of each meeting in Oriya language. Minutes of meeting prepared & proceedings of the meeting are available to public.

The proceeding bears evidential value in all types of OLR Act proceedings.

## **Manual – 7**

**P.I.O:-**

1. Dinabandhu Rath , Head Clerk

**Appellate Authority:-**

1 JYOTISHANKAR MOHAPATRA, OAS. Ph. No. 06727220235.  
Tahasildar,Kendrapara.

## Manual – 8

Nil

## Manual – 9

### DIRECTORY OF OFFICERS & EMPLOYEES

Sl. No.	Name	Designation	Phone No. (Office)	Remarks
1.	Jyotishankar Mohapatra, OAS	Tahasildar, Kendrapara	06727220235	
2.	Pravas Ku. Behura, OCS	Additional Tahasildar, Kendrapara		
3.	Dinabandhu Rath	Head Clerk		
4.	Akshay Ku. Pradhan	Sr. Clerk		
5.	Prakash Ku. Mohanty	-do-		
6.	Kiran Ku. Kanungo	-do-		
7.	Umakanta Biswal	-do-		
8.	Surendranath Swain	-do-		
9.	Rabindra Ku. Sahoo	-do-		
10	Sarat Ku. Moharana	Jr. Clerk		
11	Sephali Parida	-do-		
12	Santanu Ku. Jena	-do-		
13	Dolagobinda Rout	Rev. Supervisor		
14	Bhanja Kishore Nayak	-do-		
15	Sarat Ch. Panda	-do-		
16	Prasanta Ku. Das	-do-		

17	Govinda Ch. Sahoo	Driver		
18	Himanshu Sekhar Das	Rev. Inspector		
19	Sridhar Behera	-do-		
20	Ramesh Ch. Barik	-do-		
21	Panchanan Mallick	-do-		
22	Gouranga Ch. Pradhan	-do-		
23	Bholanath Sethi	-do-		
24	Ashok Ku. Swain	-do-		
25	Dukshishayam Panda	-do-		
26	Daitari Sahoo	-do-		
27	Saraswati Mohanty	-do-		
28	Abhimanu Mallick	-do-		
29	Anadi Ch. Nayak	-do-		
30	Gouranga Ch. Das	-do-		
31	Damodar Rana	-do-		
32	Kshirod Ku. Dash	-do-		
33	Janaki Ballabh Panda	-do-		
34	Prasanna Ku. Nayak	-do-		
35	Babuli Dehuri	-do-		
36	Dibakar Das	-do-		
37	Prasanta Ku. Muduli	Amin		
38	Sunakar Sahani	-do-		
39	Kalandi Ch. Mohapatra	-do-		
40	Biswanath Nayak	-do-		
41	Bharat Ku. Biswal	-do-		

42	Gangadhar Lenka	-do-		
43	Upendranath Lenka	-do-		
44	Niranjan Sethi	Asst. Rev. Inspector		
45	Manoranjan Sahoo	-do-		
46	Brundaban Sahoo	-do-		
47	Sricharan Senapati	-do-		
48	Subash Ch. Swain	-do-		
49	Narayan Samal	-do-		
50	Bhagirathi Biswal	-do-		
51	Bijay Ku. Nayak	-do-		
52	Hrushikesh Jena	-do-		
53	Harekrushna Sahoo	-do-		
54	Pramod Ku. Routray	-do-		
55	Praffula Ku. Bhadra	Peon		
56	Ganeswar Jena	-do-		
57	Binhnu Ch. Pallai	-do-		
58	S.K. Taju	-do-		
59	Ramesh Ch. Behera	-do-		
60	Sukulalata Ray	-do-		
61	Rustam Khan	-do-		
62	Sabita Sahoo	-do-		
63	SK. Aktar Alli	-do-		
64	Mohan Ch. Kar	-do-		
65	Bhima Ch. Behera	-do-		
66	Padana Padhan	-do-		

67	Makardhawaja Sahoo	-do-		
68	Sarat Ch. Jena	-do-		
69	Urmila Jena	-do-		
70	Purna Ch. Tripathy	-do-		
71	Pravat Ku. Jena	-do-		
72	Maheswar Rout	-do-		
73	Ananta Ch. Behera	-do-		
74	Haladhar Kar	-do-		
75	Renubala Mallick	-do-		
76	Gouri Gahana	-do-		
77	Deepak Ku. Das	-do-		
78	Rabindra Ku. Jena	-do-		
79	Ahalaya Jena	-do-		
80	Pitambar Sethi	-do-		
81	Minamanjari Samal	-do-		
82	Nrasingha Ch. Parida	-do-		
83	Banamali Rout	-do-		
84	Gouranga Ch. Jena	-do-		
85	Krushna Ch. Panda	-do-		
86	Anta Kishore Sahoo	-do-		
87	Sarat Ch. Jena	-do-		
88	Bichitrananda Das	-do-		
89	Nirakar Nayak	Khalasi		
90	Ganeswar Sahoo	-do-		
91	Jagabandhu Sahoo	Ch. Man		

92	Binay Ku. Majhi	Watch man cum Sweeper		
93	Prafulla Ku. Jena	-do-		
94	Rabindra Ku. Das	P.S		J.C. Staff
95	Ajit Ku. Sengupta	Ch. Man		
96	Sarat Ku. Singh	O.P.		

Manual -10

**The Monthly remuneration received by each of the Officer & employees including the system of compensation as provided in the regulations.**

Sl. No.	Name	Designation	Scale of Pay	Monthly Remuneration
1.	Jyotishankar Mohapatra, OAS	Tahasildar, Kendrapara	15600-39100 GP-5400	26820
2.	Pravas Ku. Behura, OSCS	Additional Tahasildar, Kendrapara	Drawn by Settlement officer, Cuttack.	
3.	Dinabandhu Rath	Head Clerk	LPC not received	
4.	Akshay Ku. Pradhan	Sr. Clerk	5200-20200 GP-2400	15206
5.	Prakash Ku. Mohanty	-do-	-do-	15444
6.	Kiran Ku. Kanungo	-do-	-do-	14771
7.	Umakanta Biswal	-do-	-do-	14930
8.	Surendranath Swain	-do-	do-	13187
9.	Rabindra Ku. Sahoo	-do-	-do-	14731

10.	Sarat Ku. Moharana	Jr. Clerk	5200-20200 GP-2000	14666
11.	Sephali Parida	-do-	5200-20200 GP-1900	9669
12.	Santanu Ku. Jena	-do-	LPC not received	
13.	Dolagobinda Rout	Rev. Supervisor	9300-34800 GP-4200	19550
14.	Bhanja Kishore Nayak	-do-	-do-	18362
15.	Sarat Ch. Panda	-do-	LPC not received	
16.	Prasanta Ku. Das	-do-	Pay fixation not made	
17.	Govinda Ch. Sahoo	Driver	5200-20200 GP-1900	12936
18.	Himanshu Sekhar Das	Rev. Inspector	9300-34800 GP-4200	17820
19.	Sridhar Behera	-do-	-do-	17820
20.	Ramesh Ch. Barik	-do-	-do-	17820
21.	Panchanan Mallick	-do-	-do-	17820
22.	Gouranga Ch. Pradhan	-do-	-do-	17145
23.	Bholanath Sethi	-do-	-do-	17145
24.	Ashok Ku. Swain	-do-	-do-	17145
25.	Dukshishayam Panda	-do-	-do-	17820
26.	Daitari Sahoo	-do-	-do-	17820
27.	Saraswati Mohanty	-do-	-do-	17820
28.	Abhimanu Mallick	-do-	-do-	17820
29.	Anadi Ch. Nayak	-do-	-do-	17820

30.	Gouranga Ch. Das	-do-	-do-	17820
31.	Damodar Rana	-do-	-do-	17820
32.	Kshirod Ku. Dash	-do-	-do-	17820
33.	Janaki Ballabh Panda	-do-	-do-	17820
34.	Prasanna Ku. Nayak	-do-	-do-	17820
35.	Babuli Dehuri	-do-	-do-	17820
36.	Dibakar Das	-do-	LPC not received	
37.	Prasanta Ku. Muduli	Amin	5200-20200 GP-1800	10111
38.	Sunakar Sahani	-do-	-do-	9518
39.	Kalandi Ch. Mohapatra	-do-	-do-	9518
40.	Biswanath Nayak	-do-	-do-	9240
41.	Bharat Ku. Biswal	-do-	-do-	9240
42.	Gangadhar Lenka	-do-	-do-	Not drawn
43.	Upendranath Lenka	-do-	-do-	9240
44.	Niranjan Sethi	Asst. Rev. Inspector	5200-20200 GP-1900	11590
45.	Manoranjan Sahoo	-do-	-do	11590
46.	Brundaban Sahoo	-do-	-do-	11590
47.	Sricharan Senapati	-do-	-do-	10138
48.	Subash Ch. Swain	-do-	-do-	10138
49.	Narayan Samal	-do-	-do-	10138
50.	Bhagirathi Biswal	-do-	-do	10138
51.	Bijay Ku. Nayak	-do-	-do	12012
52.	Hrushikesh Jena	-do-	-do-	9372

53.	Harekrushna Sahoo	-do-	-do-	9372
54.	Pramod Ku. Routray	-do-	LPC not received	
55.	Praffula Ku. Bhadra	Peon	4440-7440 GP- 1400	10666
56.	Ganeswar Jena	-do-	-do-	10666
57.	Binhnu Ch. Pallai	-do-	-do-	10666
58.	S.K. Taju	-do-	-do-	10811
59.	Ramesh Ch. Behera	-do-	-do-	10811
60.	Sukulalata Ray	-do-	-do-	10495
61.	Rustam Khan	-do-	-do-	10495
62.	Sabita Sahoo	-do-	-do-	10495
63.	SK. Aktar Alli	-do-	-do-	10811
64.	Mohan Ch. Kar	-do-	-do-	10811
65.	Bhima Ch. Behera	-do-	4440-7440 GP- 1300	10481
66.	Padana Padhan	-do-	-do-	10481
67.	Makardhawaja Sahoo	-do-	-do-	10481
68.	Sarat Ch. Jena	-do-	-do-	10481
69.	Urmila Jena	-do-	-do-	10481
70.	Purna Ch. Tripathy	-do-	-do-	10481
71.	Pravat Ku. Jena	-do-	-do-	10336
72.	Maheswar Rout	-do-	-do-	10310
73.	Ananta Ch. Behera	-do-	4440-7440 GP- 1400	10811
74.	Haladhar Kar	-do-	-do-	10666
75.	Renubala Mallick	-do-	4440-7440	9993

			GP- 1300	
76.	Gouri Gahana	-do-	-do-	9979
77.	Deepak Ku. Das	-do-	-do-	9993
78.	Rabindra Ku. Jena	-do-	4440-7440 GP- 1400	10495
79.	Ahalya Jena	-do-	4440-7440 GP- 1300	9808
80.	Pitambar Sethi	-do-	4440-7440 GP- 1400	10811
81.	Minamanjari Samal	-do-	4440-7440 GP- 1300	8303
82.	Nrusingha Ch. Parida	-do-	-do	7577
83.	Banamali Rout	-do-	-do-	7577
84.	Gouranga Ch. Jena	P.S.	4440-7440 GP- 1400	10666
85.	Krushna Ch. Panda	-do-	4440-7440 GP- 1300	10310
86.	Anta Kishore Sahoo	-do-	-do-	10151
87.	Sarat Ch. Jena	-do-	-do-	7577
88.	Bichitrananda Das	-do-	-do-	7814
89.	Nirakar Nayak	Khalasi	4440-7440 GP- 1400	10666
90.	Ganeswar Sahoo	-do-	4440-7440 GP- 1300	9016
91.	Jagabandhu Sahoo	Ch. Man	4440-7440 GP- 1400	10666

92.	Binay Ku. Majhi	Watch man cum Sweeper	-do-	10495
93.	Prafulla Ku. Jena	-do-	4440-7440GP- 1300	9689
94.	Rabindra Ku. Das	P.S(J.C. Staff)		5745
95.	Ajit Ku. Sengupta	Ch. Man(J.C. Staff)		5745
96.	Sarat Ku. Singh	O.P.( J.C. Staff)		4120

**Manual-11**

**ALLOTMENT**

***D No. 3-2029-LR-104-Management of Govt.Estate-1448-  
Tahasil Estt.(Non Plan)***

<b>Unit</b>	<b>Amount</b>
Pay	1,03,64,000.00
DA	24,78,240.00
HRA	7,89,120.00
OA	2300.00
RCM	39,500.00
TE	65,300.00
ELECTRICITY	32,000.00
WATER CHARGES	800.00
MV	51,400.00
TELEPHONE	9,000.00
OTHER CONTIGENCY	22,200.00

RRT	39,960.00
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D. No. 3-2506-001-direction & administration LRCS Estt. (Non-Plan)

Unit	Amount
Pay	2,10,000.00

D. No. 3-2052-SGS-090 Festival Advance

F.A - Rs. 3,50,000.00

**( Manual – 12)**

*Nil*

**(Manual – 13)**

*Nil*

**(Manual – 14)**

**NORMS FOR DISCHARGE OF DUTIES**

As per statute & Executive instruction from time to time.

**( Manual – 15)**

**Details of Information**

Sl. No.	Activities of electronic data available	Nature of information available	Can it be spread public	Is it available website or is being used as backend data base
1	2	3	4	5
1.	Computerization of final RORs. In respect of 313 villages	RORs. Containing details of information of every land	Yes	Available backend data base

**(Manual –16)**

**Particulars of the facilities available:-**

**Means available to the public for dissemination of information.**

1. Notice board of Tahasil & R. I office
2. Grant of Certified copy of R.O.R/ case records through Manual/Computerization systems.

3. Inspection of records in the office as per Orissa Right to information act and Rules.
4. Newspaper advertisement.

**(b) (Manual – 17)**

**Details of PIO till 2005 to till date**

The names, designation and other particular of the public Information Officers

**Name of the Public Authority:- Tahasildar, Kendrapara**

**Public Information officer**

Sl. No.,	Name & Designation	Phone No	Address
1	Sri R.B.Mishra, OAS Addl. Tahasildar, kendrapara (UPTO 28.11.2006)	06727-220235	At/Po/Dist-Kendrapara
2	Pravas Ku. Behura, OSCS (From 29.11.2006 to Continuing.)	-do-	-do-

**FIRST APPEAL AUTHORITY**

Sl.No.	Name & Designation	Phone No.	Address
1	Sri N.C. Swain, OAS Tahasildar, Kendrapara (Upto 6.4.2007)	06727-220235	At/Po/Dist:-Kendrapara

- |    |  |      |      |
|----|--|------|------|
| 2. | Sri Narottam Behera, OAS<br>Tahasildar, Kendrapara<br>From 6.4.07 to 17.9.07)      | -do- | -do- |
| 3  | Dhaneswar Behera, OAS(I/C)<br>Tahasildar, Kendrapara                               |      |      |
| 4  | Dhaneswar Behera, OAS<br>Tahasildar, Kendrapara<br>(19.11.07 to 28.11.09)          | -do- | -do- |
| 5. | Pravas Kumar Behura, OSCS(I/C)<br>Tahasildar, Kendrapara<br>(28.2.09 to 9.3.2009)  | -do- | -do- |
| 6. | Jyotishankar Mohapatra, OAS<br>Tahasildar, Kendrapara<br>(From 9.3.09 to continue) | -do- | -do- |