

Information regarding right to Information Act-2005

Office of Sub-Collector, Kendrapara

Manual-I.

The major concern of the Sub-Divisional office is to

- A. Co-ordinate revenue administration between the Tahasil level & District Revenue administration
- B. monitoring of Land Revenue Administration
- C. monitoring of collection of Land Revenue and irrigation charges etc.

Secondly, the role of the sub-Divisional office is to ensure public peace tranquility and maintenance of law and order.

Thirdly, welfare programme such as welfare programme of women, children, their health and education, old and disabled persons, social welfare, scholarship to college giving S.C/S.T. students are undertaken by the sub-Divisional Administration.

Fourthly, this office has an important role to play in distribution of P.D.S. commodities to eligible consumers through retail P.D.S. centres.

Fifthly, this office mobilises small savings among all categories of people in the society to strengthen the economy of the state and growth of financial standard of general public.

This office also plays an important role in administration of relief and rehabilitation of affected persons during natural calamities like flood, cyclone, drought etc. It also supervises administration of ex-gratia relief in case of death due to lightning, sunstroke and cyclone etc.

This office also preparation and revision of the Electrical Roll of Voters of 7 Assembly constituencies under this sub-Division as per instruction of Election Commission, prepares photo identity card of Electors and conduct election to all 7 Assembly Constituencies during General Election.

This looks after the proper functioning of G.Ps timely auction of properties of the Gram Panchayat and Cases of no-confidence motion against the Sarpanches.

2. Mission / Vision .

To streamline the Revenue Administration of the sub-Division, to uplift the weaker section of the society, to maintain law and order in the society and to render better services for the welfare of the public.

3. Brief history and background of its establishment.

The Sub-Division is an administrative unit of the District with its headquarters at kendrapara Town. The Sub-Division was formed in 1859 & is placed under the control of the Sub-Collector who belongs to Class-I (Junior) of the Orissa Administrative Service or

Indian Administrative Service. At present the Sub-Division Comprises of 9 Tahasils, 9 blocks, 230 G.Ps, one Municipality & one NAC having an area of 1884.459 miles.

4. Organisation Chart:-

Sub-Collector

O.I.C. Criminal Court

Asst. Civil Supply Officer.

5. Allocation of Business.

For smooth sanctioning of the office, there are concerned section Officers and staff i.e. Head clerk, Senior Clerk, Junior Clerk, Peon, Watchman working in the office under direct control of Sub-Collector.

6. Duties.

This Office is to strengthen and improve the Revenue Administration by guiding the Revenue field Officers on collection of Land Revenue and Co-ordinating between the District and Tahasil Level Revenue Administration. The Sub-Divisional Office has to look after and maintenance of the law and order situation of the Sub-Division.

7. Details of Service rendered:-

- i) The Sub-Collector is the Returning Officer for all 2 Assembly Constituencies. He is the Electoral Registration Officer of 7 A.cs. He also issues E.P.I.C.
- ii) He is the Drawing and Disbursing Officer of this establishment.
- iii) He takes action U/S-22,23 of O.L.R. Act.
- iv) Deals with cases under preventive section of Cr.P.C. especially U/S-97 107 109 110,133,144,145 and 147.
- v) Sanctions Post Matric Scholarship.
- vi) Sanctions SOAP,NOAP,ODP,NFBS funds for these schemes are allotted to District Office by Government and District Office disburses the funds to beneficiaries through Blocks/Urban Local Bodies.
- vii) Acts as Appellate Authority U/S-59 of O.L.R.Act,1960
U/S-42 of Mutation Manual, 1962
U/S-12 of O.P.L.E.Act.
U/S- 9 of O.E.A.Act,1951
U/R- 8 of O.M.C.Rules,1984.
- viii) Deals with case. under O.P.D.R. Act for Certificate dues exceeding Rs.10 lakhs.
- ix) Act as stamp Collector U/S-47 of stamp Act
- x) For proper distribution of P.D.S. commodities retailer are appointed by the Sub-Collector.
- xi) Small Savings deposits are mobilised and for this Agents are appointed by the Sub-Collector.

- xii) Auction Sale of Public Property (Sairat Sources) of G.P., vote of no confidence motion against Sarpanch / Naib Sarpanch, G.P. Election / By-Election are being done by this office.

8. Postal Address:-

Office of the Sub-collector, .
P.O.- Kendrapara
Dist. - Kendrapara-754211

It is located at the Collectorate building.

9. Working Hours.

Working hours of this office is from 10.00 A.M. to 5.00 P.M. with lunch break for 30 minutes from 1.30 P.M. to 2.00 P.M. on each working day.

10. Citizen Interaction.

Sub-Collector makes field visits, holds camp courts, for facilitating citizens interaction.

11. Map of Office Location.

As stated in serial No. 8.

12. Grievance Petitions.

The grievance petitions received from higher quarters are sent to Tahasils and Blocks or enquired into at this level for speedy redressal of the grievance.

MANNUAL-2.
Power and Duties of Officers-

Sl.No.	Designation of Post.	P o w e r.				
		Administrative	Financial	Statutory	Others	Duty assigned.
1.	Sub-Collector	Head of Office.	D.D.O.	Competent authority to deal with cases U/S-22,23,59 of O.L.R.Act, U/S-12 of O.P.L.E. Act U/S-9 of O.E.A. Act U/s-8 of O.M.C. Rules as per provision of O.G.L.S.Act, Orissa Irrigation Act M.T.R. Rules Mutation Mannual O.C.H.P.F.L. Act, 1972 Orissa Minor Mineral Act, O.P.D.R. Act Indian Stamp Act		

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P O W E R S.						
Sl.No.	Designation of Post.	Administrative	Financial	Statutory	Others	Duties attached.
	Sub-Collector, Kendrapara	Head of Office.	D.D.O.	As per provision of O.L.R. Act, OEA Act, OPLE Act, OGLS Act, Orissa Irrigation Act, M.T.A. rules, Mutation Mannual, OCHPEL Act, 1972 Orissa Minor Minerals Act, OPDR Act,	Processing of lease cases and submitted to Collector with recommendation under OGLS Act.	i) Issue permission to sale land by SC/ST people. ii) Approves settlement of bebandobasta cases. iii) Approves remission proposal of CBWR within Rs. 500/-. iv) Approval of Sairat sources upto Rs. 10,000/-.

				Indian Stamp Act.		<p>v) Restoration of possession to SC/ST land Owner U/S-23 of OLR Act & Declaration of R.S.D. to be void.</p> <p>vi) Appellate Authority U/S-12 of OPLE Act.</p> <p>vii) Appellate Authority of Mutation cases U/S-92 of Mutation Manual.</p> <p>viii) Hearing of Appeal U/S-59 of OLR Act.</p> <p>ix) To hear Cases U/S-35 of OCHPFL Act, 1972.</p> <p>x) Hearing of Appeals U/S of OEA Act.</p> <p>xi) Hearing Cases U/S-47(A) of Indian Stamp Act, upto Rs. 80,000/-.</p>
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MANNUAL-3

On receipt of any correspondence action is being initiated by Ministerial staff, then it is duly scrutinized by Head Clerk, endorsed to Sub-Collector for Orders through the concerned Officers.

Sl.No.	Activity	Level of Action.	Time frame.
1.	Receipt of letter/application	Clerk	One day
2.	The same is put up to Sub-Collector in Daka file.		Same day
3.	Diarised the letters/application	Clerk	

4.	Put up in the concerned file of the section.	Clerk	
5.	Scrutinized to Head Clerk	Head clerk	
6.	Endorsed to Sub-Collector for Orders/Orders passed by concerned Officer wherever necessary.	Section Officer.	One day.

MANNUAL-4

Norms set for the discharge of functions.

Sl.No.	Activity	Time frame/Norm	Remarks.
1.	Diary of letters by Diarist.	3 minutes per letter.	
2.	Despatch of letters by Despatch Clerk.	5 minutes per letter.	
3.	Typing.	30 pages per day.	
4.	Writing of notes and draft.	Depends on the nature of letter received and answer to be sent.	
5.	Scrutinisation of proposal.	It depends upon the nature of proposal received.	

MANNUAL-5

Rules, Regulations, Instructions, Mannuals and Records for discharging functions

Sl.No.	Name of the Act/Rule.	Brief gist of contents.
1.	Cr. P.C.	Preventive sections.
2.	O.L.R.Act	U/S-22,23 & 59.
3.	O.P.L.E.Act	Deals with encroachment eviction of Govt. land.
4.	O.E.A.Act	U/S-9 vesting cases disposal.
5.	O.M.C.Rules	U/S-8 Finalisation of Sairat sources.
6.	Mutation Mannual	U/S-42-for Correction of R.O.R.
7.	O.P.D.R.Act.	For Certificate cases, procedure to realise Govt. dues.
8.	O.C.H.P.F.L.Act, 1972	4/8 35
9.	Evidence Act	For evidence in cases.
10.	Nizarat Mannual	Proper maintenance of cash by Nizarat.
11.	Orissa Record Mannual	For guidance to Clerks to maintain files.
12.	O.G.F.R.Vel-I & II.	Deals with cash transaction.
13.	Service code	For staff leave, increment etc.
14.	O.G.L.S.Act & Rules	Procedure for settlement of Govt. land.
15.	Orissa Stamp Act	For disposal of under valuation cases.
16.	Orissa G.P. Act. & Rules	For Grampanchayats.
17.	Representation of peoples Act.	For election to Assembly constituency

		and parliament.
18.	O.R.V.Act	
19.	Orissa Treasury Code	Deals with passing of bills.
20.	Rules, regulating control and use of Govt. Vehicles.	Deals with rules and regulation of office vehicle.
21.	Orissa Fire Works/Loudspeaker (Regulation) Act, 1955/Rules, 1965.	Permission to use Loudspeaker /display fire works etc.

MANNUAL-6.

Sl.No.	Nature of Records.	Detail of information available.	Unit/section where available.
1.	D.C.B.Register	Amount of U.C.of Election Expenditure.	Election Section.
2.	Post Matric Scholarship sanction Register.	To post on	.D.W.O.
3.	Register of letters received.		Diary Clerk.
4.	Register of letters issued.		Issue Clerk.
5.	Index Register	To keep note of opening of files by the D.A.	Head Clerk.
6.	Guard File	Important circulars/letters preserved.	Concerned D.A.
7.	Assembly Question Register.	To watch timely submission of reply.	Head Clerk.
8.	Cash Book with S.R.	Nizarat section	Nazir.
9.	Register No.10(Register of Certificates)	Name & address of debtor, nature and amount of claim stage of proceeding etc.	Certificate section.
10.	Register of O.A.P., N.O.A.P., O.D.P., N.F.B.S. etc.	List of beneficiaries.	D.S.W.O.
11.	Permission Register (Including Court fees)	Name and address of permittee for Loudspeaker/Fire Works, Crackers display.	General & Misc. section.
12.	Grievance Register	Name and address of the petitioner and address to whom sent.	General & Misc. section.
13.	Register in Form No.6, 7 & 8.	Inclusion \Deletion of name in Electoral Roll.	Election section.

MANNUAL-7.

Particulars of any arrangement that exists for consultation by the members of the public in relation to the formulation of its policy of implementation.

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MANNUAL-8

Statement of Boards, Committees and other bodies constituted

Sl.No. (1)	Name and address of the body. (2)	Main function of the body. (3)	Constitution of the body. (4)	Date of constitution. (5)
1.	Sub-Divisional Task Force Committee, Office of Sub-Collector, kendrapara.		Sub-Collector-	Chairman
			S.D.P.O.-	Member
			All Tahasildars-	-do-
			Forest Range Officer.-	-do-
			All Sub-Registrars	-do-
			2 Local tribal representatives to be nominated by Collector.	-do-
			.D.W.O.-	Member Convener.
2.	Advisory Board (As per Rule-7(1) of the Orissa Dowry Prohibition Rule,2000 Office of Sub-Collector, Kendrapara.	To discuss, finalise dowry cases for which application received.	The Board shall be appointed by Govt. Consisting of 5 social welfare workers.	

Date Upto which Valid. (6)	Whether meeting open or public. (7)	Whether minutes accessible to public. (8)	Frequency of meeting. (9)	Remarks. (10)
Valid for 3 years.	No	No	The convener with consent of Chair person Convenes the meeting.	

MANNUAL-9.

1. Pratap Kumar Mishra, O.A.S.(I) JB 06727-232201 (O) 232680 (R)
Sub-Collector

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Sl. No.	Name & Designation	Pay Scale	Monthly Remuneration
1	Sri Pratap Kumar Mishra, OAS-(I) JB Sub-Collector, Kendrapara	9300-34800	36815/-
2	Smt. Itishree Das, OAS(I) JB Deputy Collector, Collectorate, Kendrapara incharge of Revenue Officer, Sub-Collector Office, Kendrapara	9300-34800	32480/-
3	Sri Sudarshan Behera, Head Clerk	9300-34800	20735/-
4	Sri Ramakanta Das, Sr. Clerk	5200-20200	17011/-
5	Sri Ashok Kumar Mohanty, Sr. Clerk	5200-20200	16619/-
6	Sri Sarat Chandra Dhal, Sr. Clerk	5200-20200	17207/-
7	Mir Liaquat Ali, Driver	5200-20200	16362/-
8	Sri Golak Bihari Satpathy, Peon	4440-7440	8036/-
10	Sri Biren Sundar Chakravorty, Peon	4440-7440	11816/-
11	Sri Bijay Kumar Mishra, Peon	4440-7440	9563/-
12	Sri Rajkishore Parida, Peon	4440-7440	11452/-

MANNUAL-11.

The Budget allocated to each agencies Non-plan Budget upto 30.06.2010

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year.
3-2053 (Sub-Division- Estt.	Public Service	12,34,500/-	28,77,200/-	28,11,060/-	26,69,766/-
1-2015 (Election)	-do-	1,51,796/-	4,06,196/-	4,26,506/-	3,62,868/-

MANNUAL-12.

NIL

MANNUAL-13.

NIL

MANNUAL-14.

NIL

MANNUAL-15.

Particulars of facilities available to citizens for obtaining information.

Sl.No.	Facility Available	Nature of Information Available.	Working Hours.
1.	Notice Board		10 A.M. to 5.00 P.M. on each working day.

MANNUAL-16.

Name, Designation and other particulars of P.I.O.

	<u>Telephone Number.</u>	<u>E-mail</u>
1. Smt. Itishree Das, OAS(I) JB Deputy Collector, Collectorate, Kendrapara incharge of Revenue Officer, Sub-Collector Office, Kendrapara	06727-232201	
	<u>A. P. I. O.</u>	
Sri S. Behera, Head Clerk	-	Office of the Sub-Collector, Kendrapara