

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

**DEVELOPMENT SECTION**

**Main function of the Development Section is :-**

- ❖ To monitor the timely implementation of different Developmental Schemes / works undertaken by the Govt. in each Block and U.L.B.s of the District.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Ms.Manjulata Mallick, OAS-I (JB) Dy. Collector, I/C District Development Section.					Seriatting and endorsement of files and records of the section to the A.D.M. / Collector for kind order.
2	Sri Kishore Chandra Kar, H.C.					Supervising the work of the staff of the section.
3	Sri Balaram Baral, S.C.					Deals with all files and letters of the section. Deals with Diary and Log Register, Report and Returns etc. of the section.
4	Sri Hemanta Ku. Panda, Peon					Distribution of Letters to different offices and help in office work
5	Smt. Sarala Mohanty, Peon					Distribution of Letters to different offices and help in office work

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

**DEVELOPMENT SECTION**

A proposal is initiated by Ministerial staff duly checked by the Head Clerk examined and endorsed by the O.I.C. reviewed by the A.D.M. and approve / rejected by the Collector.

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	3 days.
4	Examination of the matter and endorsement to Dy. Collector, Development Section.	Head Clerk	1 day.
5	Examination of the file and subsequent endorsement to A.D.M.	Dy. Collector, Development Section	2 days
6	To sanction or endorse to Collector with recommendation as per Rule	Addl. Dist. Magistrate	2 days
7	Sanction / reject by Collector or endorse to Govt. if required.	Collector	Same day
8	Issue of order	Development Section	Next day

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

**DEVELOPMENT SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Typing Job	30 pages per day	
3	Writing of notes and drafts	Depends upon the nature and gravity of the letter	
4	Serutinisation of proposal	Depends upon the nature of the proposal	

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

**DEVELOPMENT 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	Instruction received from the Govt. time to time.			

*Manual - VI*

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

**DEVELOPMENT SECTION**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Register of Letters received	Letters received are recorded	Diary Clerk	
2	Index Register	To keep a note on opening of files by the DAS.	Sr. Clerk	
3	Guard file	Important circulars and orders are posted in the guard files	Sr. Clerk	
4	Files	To deal with the proposal / Letters	Sr. Clerk	
5	Periodical Report and Returns	To watch timely submission of report returns	Sr. Clerk	

*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))*

**DEVELOPMENT SECTION**

Sl. No.	Name & Address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role & Responsibility	Frequency of meeting.
1	District Electrical Committee	Collector - Nodal Officer. All M.L.A & M.P.s. of the District - Member President, Zilla Parisad - Member Three Govt. nominated Representatives. Two Nos. Executive Engineer, Electrical of the District - Conveners (Member)	Implementation of Biju Gramya Jyoti Yojna in the District & Biju Saharanchal Vidyut Karan Yojana.	Four in a year.

*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))*

**DEVELOPMENT SECTION**

Sl. No.	Name & Address of the Bodies	Main functions of the Body	Constitution of the Body
1	District Electrical Committee	1. Implementation of Biju Gramya Jyoti Yojna in the District. 2. Implementation of Biju Saharanchal Vidyut Karana Yojana.	Collector - Nodal Officer. All M.L.A & M.P.s. of the District - Member President, Zilla Parisad – Member Three Govt. nominated Representatives. Two Nos. Executive Engineer, Electrical of the District – Conveners (Member)

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

**DEVELOPMENT SECTION**

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1.	Ms.Manjulata Mallick, OAS-I (JB) Dy. Collector Development Section.	06727-232602	--
2.	Sri Kishore Chandra Kar, H.C.	06727-232602	--
3.	Sri Balaram Baral, S.C.	06727-232602	--
4.	Sri Hemanta Ku. Panda, peon	06727-232602	
5.	Smt. Sarala Mohanty, Peon	06727-232602	--

*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))*

**DEVELOPMENT SECTION**

Mentioned in Manual-X of Establishment Section

*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)*

**DEVELOPMENT SECTION**

**NON-PLAN BUDGET**

Sl. No.	Name of the plan scheme	Activities to be under taken	For the Financial Year	Amount Sanctioned	Amount Disbursement
1	2	3	4	5	6
1	Biju Gramya Jyoti Yojana	Provision of Electrification to the villages / hamlets (within 100 population) who are without electricity facility.	2007-08	Rs. 45000000.00	Rs. 45000000.00
2	-do-	-do-	2008-09	Rs. 5000000.00	Rs. 34448447.00
3	-do-	-do-	2009-10	Rs.45000000.00	Rs. 8593323.00
4	Biju Saharanchal Vidyut Karana Yojana		2009-10	Rs. 7980000.00	Nil

*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)*

**DEVELOPMENT SECTION**

Nothing to comply

*Manual – xiii*

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

Nothing to comply

*Manual –xiv*

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

Some information is available in Official Website of Kendrapara District ([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))*

**DEVELOPMENT SECTION**

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

*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 Ashok Kumar Panda, 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 APIO	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))*

Nothing to Comply.