

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

**GENERAL MISC. SECTION**

**Main function of the General Misc. Section**

- ❖ Registration of Societies.
- ❖ Marriage Registration
- ❖ Review of ULBs, Bill, Budget & Library of ULBs, conduct of ULB election.
- ❖ Verification of Misc. Certificates issued from different quarters.
- ❖ Disposal of grievance petitions received from higher quarters and Collector's PG Cell.
- ❖ Issue of Certificate regarding distress condition of the family under RAS.
- ❖ Verification of character and antecedent.

Sl. 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, Kendrapara			Competent authority to declare legal guardian.		
				Competent authority to issue certificate in part-iv under RAS		Issue of certificate in Part-iv
				Identifies the freedom fighters for freedom fighter's pension		Freedom fighter pension
				Census Officer		Census work
				Protocol Officer for the V.I.P.s		During Tour of Higher Authorities
2	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate		Countersigns the U.Cs of G.I.A bills of U.L.Bs			Deposit of bills in the Treasury

			Counter signs the U.Cs of Dist. Urban Development Agency			
				Addl. Registrar under Society Reg. Act' 1860		Registration of Society
		The declaration made by the publisher/printer is authenticated under the signature of ADM delegated by DM				Registration of periodicals and magazines
3	Sri S A Hussain OAS-I (JB) Dy. Collector, Gen. & Misc. Section.					Scrutinizing and examining the proposals and endorsed before ADM / Collector
4	Sri Uttam Charan Pati, H.C.					General Supervision
5	Sri Suvendu Tripathy, S.C.					Building matter, Collector conference, Allotment of quarters, Municipality, ULB Election, Issue of N.D.C., Committee meeting. Issue of 'C' Certificate, NPR, Passport.Law and order.
6	Sri Prasanta Kumar Lenka, S.C.					Public grievance, C.M. grievance, Misc. Certificate, Stamp vendors appointment. Misc case u/s 13(3) of Registration of Death & Birth Act 1969.
7	Sri Dambarudhar Behera, S.C.					Registration of societies under SR Act. Inspection notes.

8	Sri. K.C. Prusty, J.C.					Issue & Diary, Issue of Part-IV certificate under Rehabilitation Assistance Scheme, (RAS), Type work.
---	------------------------	--	--	--	--	---

*Manual - III*

*The procedure followed in the decision making process, including channels of supervision and accountability :*

*(Section 4 (1) (b) (iii)*

**GENERAL & MISC. 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.

Flow process Chart for issue of Nativity Certificate / Registration of Society / R.A.S.

Sl. No.	Activity	Level of Action	Time Frame
1	To receive application and put a diary number.	Clerk	Same day.
2	To mark application to the concerned Tahasildar / BDO / CMC as the case may be	-do-	1 day
3	To visit premises of the applicant and verify the facts	Tahasildar / BDO / Addl. E.O., CMC	7 days from the receipt of the letter by concerned office
4	To prepare report and submit to OIC Gen. & Misc.	-do-	2 days
5	Examination of the report and endorsement to ADM	Dy. Collector	Same day
6	To approve or reject application	ADM	3 days
7	To sign and return certificate	ADM/Collector	Same day
8	To deliver the certificate to applicant	OIC Gen. & Misc.	Same day

*Manual - IV*

*The norms set by it for the discharge of its functions ;*

*(Section 4 (1) (b) (iv)*

**GENERAL & MISC. SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Issue of Nativity Certificate	7 Days	Subject to receipt of the enquiry report from Tahasildar
2	Registration of Society	15 Days	Subject to fulfillment of requisites and receipt of

			enquiry report from concerned Office.
3	Rehabilitation Assistance Scheme	15 Days	Subject to fulfillment of requisites and receipt of enquiry report from concerned Office.
4	Freedom Fighter's Pension	2 Days	Subject to fulfillment of requisites
5	Grievance Petition	15 Days	Subject to receipt of enquiry report from concerned Office.
6	Municipality		Subject to fulfillment of requirements
7	College		Subject to fulfillment of requirements
8	D.U.D.A.		Subject to fulfillment of requirements
9	Vehicle		Subject to fulfillment of requirements
10	Building		Subject to fulfillment of requirements
11	Debotar	7 Days	Subject to fulfillment of requirements

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

**GENERAL & MISC.**

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	Society Registration Act' 1860 amended in 1960	Societies established for the promotion of Science, Literature, Finance etc. are Register under Section 20.		
2	Oriss Miscellaneous Certificate Rule' 1984	Nativity certificate is issued as provided under section 3 (ii) of O.M.C. Rule' 1982.		
3	Orissa Civil Service (Rehabilitation Assistance Rules'1990)	The financial condition of the deceased Govt. Servant is furnished in Part-IV of the R.A.S. application form.		
4	Orissa Municipal Act' 1950	Election of Urban Local Bodies is monitored.		
5	Executive instruction and circulars issued by Govt. from time to time.	Relating to the duties mentioned in Manual-2		

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

**GENERAL & MISC.**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Utilization Certificate Register	Amount of U.C.s submitted	All ULBs	Permanent

		by U.L.B.s		Register
2	Register of Society Registration.	No. & Address of the Registered Society	General & Misc. Section	-do-
3	Quarter allotment Register	Name of the Incumbents, Qtr. No. Date of Occupation and vacation	General & Misc. Section	-do-
4	Grievance Register	Name and address of petitioner, subject and address of the concerned office where the action to be taken	General & Misc. Section	-do-
5	Miscellaneous Certificate Case Register.	Name & address of the petitioner	General & Misc. Section	-do-

*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))*

**GENERAL & MISC.**

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))*

**GENERAL & MISC.**

No such provision for formation of such committees or councils.

*Manual – IX*

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

**GENERAL & MISC.**

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Basant Kumar Mohanty, OAS-I (JB) Dy. Collector, Estt. Section	06727-232602	
2	Sri Chandramani Behera, H.C.		
3	Sri Prasanta Kumar Lenka, S.C.		
4	Sri Dambarudhar Behera, S.C.		
5	Sri Suvendu Tripathy, S.C.		
6	K.C. Prusty, J.C.		

*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))*

**GENERAL & MISC.**

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))*

**GENERAL & MISC.**

Nothing to comply

*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))*

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))*

**GENERAL & MISC.**

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.