

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

JUDICIAL SECTION

Main function of the Judicial Section

- ❖ Issue of Explosive License
- ❖ Issue of NOC for installation of petrol pump
- ❖ Issue of Arm licenses
- ❖ Verification of C&A
- ❖ Endorsement of bills of Govt. Pleaders.
- ❖ Monitoring of different meetings like peace coordination committee meetings
- ❖ Transmission of Memorandums

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Pradipta Kumar Pattnaik, Collector, Kendrapara			Competent authority to issue and renew Arms' License as per Arms Act' 1989		Issue of Arms License
				Competent authority to issue explosive License as per Explosive Act		Issue of Explosive license up to 50 Kg.
				Competent authority to issue and renewed of Sulpher, Carbide, Poison License as per Act		Issue of License for sulpher, carbide and poison
				Competent authority to issue of N.O.C. for opening of Petrol Pumps		Issue of N.O.C. for opening of Petrol Outlets
				Competent authority to issue of license for dangerous petroleum product		
				Competent authority to issue and renew license to cinema, Opera Houses as per Cinema Autograph Act' 1954		Issue of show-house licenses

				Competent authority to sanction parole and fur low leave to the U.T.Ps as per Jail Manual.		Sanction of parole and fur low leave
				Competent authority to recommend the premature release of the life convict as per the jail manual		Recommend for pre-mature release
2	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate.		Pass for payment of Fees Bills of Law Officers			
				Competent Authority (Delegated by D.M. for giving Character and antecedent verification report for eventual appointment at different sector (Govt. & Private)		
				Designated authority for recommendation of applications to Regional Pass Port Office for issue of Pass Port		Recommendation of Pass Port application
3	Md. S.A. Hussain, OAS-I (JB) OIC, Judicial.	As delegated by the Collector				Scrutinizing & examining the proposals and endorsed before ADM/Collector & D.M.
4	Sri Pratap Chandra Mishra, H.C.					Overall Supervision
5	Sri Madhusudan Nayak, S.C.					Fire-work Licence N.O.C. Petrol Pump outlet fees bills, Explosive Licences, Fees Bill, Cinema, Police Out Post matters.
6	Bhabagrahi Sarangi, J.C.					O.J.C. Arm Licence, Jail, Title Suit, Money Suit, Misc. Petition, 8 C.P.C., Notice, Petition of Service Solders, Law & Order, Pass Port.
7	Suvendu Tripahty, S.C. (Deputed from Revenue Section)					Law & Order, Pass Port.

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

JUDICIAL 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 approved / rejected by the Collector.

Flow process chart for issue of Arms License, Explosive License Cinema License, N.O.C. for Opening of Petrol / Diesel Outlets, Recommendation of release on Pre-mature Cases, Release on Parole / Furlow of life convicts.

Sl. No.	Activity	Level of Action	Time Frame
1	To receive an application & put a diary number	Clerk	Same day
2	To mark application to the concerned Tahasildar / S.P. / S.P., Spl. Branch / Fire Officer as the case may be	-do-	Same day
3	To furnish verification report to Dy. Collector, Judicial Section	S.P. / S.P. Spl Branch, Tahasildar, Fire Officer	15 days from the date of receipt of the letter by concerned office.
4	To prepare report and submit to Dy. Collector, Judicial Section	Clerk	2 days
5	To approve, reject or process the file to the A.D.M.	Dy. Collector	3 days
6	To process the file to the Collector & D.M.	ADM	Same day
7	To approve & return file	ADM / Collector	Same day
8	To dispatch the letter to the concerned quarter	OIC, Judicial	Same day

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

JUDICIAL SECTION

Sl. No.	Activity	Time frame / Norm	Remarks
1	Issue of Arms License	1 Month	Subject to fulfillment of all requirements and deposit of requisite fees and photographs by the applicant
2	Issue of N.O.C. to set-up retail Outlets (Petrol)	45 days	Subject to fulfillment of all requirements and favourable recommendation from concerned quarters.
3	Issue of fire-works license	45 days	Subject to fulfillment of all

			requirements and favourable recommendation from concerned quarters.
4	Issue of Cinema Hall License	45 days	Subject to fulfillment of all conditions
5	Release on Parole / Furlow	15 days	Subject to receipt of favourable recommendation from concerned S.P. & Superintendent, Circle Jail
6	Recommendation for premature release	15 days	Subject to favourable recommendation from concerned S.P.
7	Forwarding of Pass Port Applications	7 days	Subject to receipt of verification report from S.P. / S.P. Spl. Branch and fulfillment of other conditions

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

JUDICIAL 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	Arm Act & Rules, 1989	Issue of Arms License		
2	Petroleum Act' 1937	Issue of N.O.C. & Storage License		
3	Explosive Act	Issue of Fire-works license		
4	Cinema Autography Act' 1954	Issue of show-house license		
5	Orissa Law Officers Rule' 1971	Appointment of Law Officer and their daily fees		
6	Jail Manual			

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

JUDICIAL SECTION

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Gun License Register	Details of licensee with address and description of weapons and period of	Judicial Section	Permanent

		validity		
2	Explosive Register	Details of licensee with address and location of the premises and validity	Judicial Section	Permanent
3	Gun License Misc. Case Register	Details of the applicant	Judicial Section	--
4	Storage Register	Details of the licensee	Judicial Section	Permanent
5	O.J.C. Register	Details of O.J.C. Cases	Judicial Section	--
6	Title Suit / Money Suit	Detail of Cases	Judicial Section	--
7	Pass Port Register	Detail of applicant with Dt. Of application No. & Date of Bank Draft	Judicial Section	Permanent

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))*

JUDICIAL SECTION

Sl. No.	Name & Address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role & Responsibility	Frequency of Meeting
1	Cinema Review	D.M., A.D.M. & Cinema Hall Owners	Review of validity of licenses	As & when required
2	Pollution Control (Noise & Pollution)	Member Secretary, Pollution Control Board and other implementing agency	Smooth implementation of order of Hon'ble High Court	As & when required
3	Police-Magistrate Co-operation	All Executive Magistrate, S.P., all Inspector In-charge, Officers In-charge, District Sessions Judge, Superintendent of Circle Jail, Public Prosecutor, Govt. Pleaders	Review the Law & Order Position	Half-Yearly

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))*

JUDICIAL SECTION

No such provision for formation of such committees or councils.

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

JUDICIAL SECTION

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Md. S.A. Hussain, OAS-I (JB) OIC, Judicial.	06727-232601	
2	Sri Pratap Chandra Mishra, H.C.	06727-232601	
3	Sri Madhusudan Nayak, S.C.	06727-232601	
4	Sri Bhabagrahi Sarangi, J.C.	06727-232601	
5	Sri Suvendu Tripahty, S.C. (Deputed from Revenue Section)	06727-232601	
6	Sri Sarat Chandra Jena, Peon		

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)

JUDICIAL 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)

JUDICIAL SECTION

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)

JUDICIAL 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)

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)

JUDICIAL SECTION

Sl. No.	Facility available	Nature of information available	Working hours
1	Information Counter	--	--
2	Website	--	--
3	Notice Board	Documents required for pass port / N.O.C are reflected in the section for public	10 A.M. to 5 P.M. on working days
4	Library	Acts, Mannuals Gazetteers etc.	-do-

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 PIO	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.