

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

**NIZARAT SECTION**

**Main function of the Nizarat Section**

- ❖ Drawal and disbursement of Pay, T.A provisional pension and other allowances etc. of the staff both Gazetted and Non Gazetted Officers of the Collectorate.
- ❖ Disbursement of contingent bill in different heads such as incentive allowance of small savings, C.M.R.F, Ex-gratia and Relief grant etc.
- ❖ Maintenance of Office Building
- ❖ Supply of Forms and Stationeries to different sections
- ❖ Sale of saleable maps
- ❖ Maintenance of stocks and store of Collectorate.
- ❖ Maintenance of Office Vehicles
- ❖ Looks after Sanitation, Electrification of the Collectorate Building.
- ❖ Arrangement for different meetings / conferences.

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	Heads of Administration	Sanctioning Authority			
2	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate.	Dy. Administrator	Sanctioning power up to Rs. 5000/- under Sub-rule 2 of Rule-80 of OGFR Vol-I.			
3	Ms. Manjulata Mallick, OAS-I (JB) Nizarat Officer.	Controlling and Supervision authority.	D.D.O			Supervision of Nizarat work.

4	Sri Basanta Kumar Ojha, H.C-Cum-Nazir	To deal with all SRS including main cash book. Day to day activities of expenditure adjustment of paid vouchers after drawal. Allotment of funds and drawal. Reduction of advance and maintenance of advance register. Payment of telephone bills keeping detail accounts relating to paid vouchers unit wise and year wise.				
5	Sri Rudra Prasad Sahoo, J.C.	Asst. Nazir, incharge of stock and store, over all maintenance of collectorate building to supervise the work of watchman, building watchman, sweepers of collectorate and incharge of conference hall meeting activities. All correspondence of Nizarat affairs, vehicle matters Audit and Inspection report. All correspondence of S.R.S Cash matters.				
6	Sri Bijay Kumar Parida, Treasury Sarkar					Treasury Sarkar
7	Sri Ramesh Chandra Sahoo PS					Distribution of Letters to different offices and help in office work.
8	Sri Chaitanya Charan Barik, Chain Man					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)*

**NIZARAT SECTION**

Sl. No.	Activity	Level of Action	Time Frame
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1	To receive letters and to put diary number	Jr. Clerk	Same day.
2	Supply of Village Map	Jr. Clerk	Same day.
3	Pension Payment	Nazir	Same day subject to fulfill of all formalities
4	Fees bill to Advocate	Nazir	-do-
5	To move the letters to concerned dealing Asst.	Dy. Collector, Nizarat	-do-

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

**NIZARAT SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatched of letter	3 minutes per letter	
3	Payment of C.M.R.F. Ds	10 days	Subject to fulfill all relevant documents.
4	Payment of Ex-gratia	10 days	-do-
5	Payment of fees bill	15 days	-do-
6	Payment of Telephone bill	On due date	-do-
7	Payment of Telephone bill	On due date	-do-
8	Payment of P.O.L. bill	10 days	-do-

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

**NIZARAT 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	Orissa Nizarat Mannual	The details regarding Nizarat work function.	--	Rs. 100/-
2	Orissa General Financial Rule Vol. I & II (2004 Edition)	This is regarding details of cash transaction.		Rs. 250/-
3	Orissa Treasury code Vol-I & II (2004 Edition)	This is regarding details information of Treasury Act towards submission and passing of different kinds of bills.	--	Rs. 350/-
4	Delegation of financial power (1978) Edition.	This act regarding delegation of financial power of officers in different Rank.	--	Rs. 50/-
5	Rules, regulating control and use	This books contents the	--	Rs. 15/-

of Govt. vehicles (2004 Edition)	rules, regulation and use of govt. vehicles like car and jeep of office		
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*Manual - VI*  
*A statement of the categories of documents held by it or under its control ;*  
*(Section 4 (1) (b) (vi))*

**NIZARAT SECTION**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Stamp account Register	Towards purchase and supply of public postage stamp for dispatch of official letters by post.	Nizarat	Permanent
2	Sale Register of village map.	Showing the details of sale of village Map	-do-	-do-
3	Stock Register (Furniture's) Table, Chair, Almirah etc.	Showing the details of furniture used in all sections of office	-do-	-do-
4	Stock Register (Vehicle)	Vehicle wise stock register maintained towards expenditure of purchase of spare parts repair charges etc.	-do-	-do-
5	P.O.L. Register	Showing the vehicle wise consumption of POL	-do-	-do-
6	Allotment Register	Showing the Allotment and expenditure unit wise and O.C, M.V. Act, Energy charges and telephone charges	-do-	Year wise i.e. every financial year. April to March
7	Cash Book	According to Nizarat Manual the following Cash books in SR wise maintained.	-do-	-do-
(a)	S.R. (I)	Misc. receipt like sale proceeds of village map, suit rent of circuit house etc.	-do-	-do-
(b)	S.R. (II)	Loans and Touzi. This Cash book is meant for transaction of all cash of loans and Touzi Section.	-do-	-do-
(c)	S.R. (III)	Land Acquisition. This for land Acquisition section the cash of L.A.O is maintained in this cash book.		
(d)	S.R. (V)	Pay-Pay of Gazetted and Non Gazetted officers along with R.C.M.T.A etc. are maintained in this cash book.		
(e)	S.R. VII	Flood- This cash book is for District Emergency Section. Cash transaction to words	Nizarat	-do-

		C.M.R.F, Ex-Gratia, Spl, Relief for flood draught, cyclone etc. are maintained in this cash book.		
(f)	S.R. (VIII) (i)	Election-This cash book maintained for election section. The expenditure relates to Election are entered in this cash book.	-do-	-do-
(g)	S.R. (VIII) (ii)	Census- This cash book relates to census. All the expenditure related to census are maintained in this cash book.	-do-	-do-
(h)	S.R. (x)	Contingencies – All contingent expenditure of Collectorate are being maintained in this cash book.	-do-	-do-
(i)	S.R. (XI)	Misc. Payment	-do-	-do-
8	Advance Register	This register showing the details of advances against the employees / officers of Collectorate, Kendrapara	-do-	-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)*

#### **NIZARAT SECTION**

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)*

#### **NIZARAT SECTION**

No such provision for formation of such committees or councils.

### *Manual – IX*

*Directory of its officers and employees ;*

*(Section 4 (1) (b) (ix)*

**NIZARAT SECTION**

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Pradipta Kumar Patnaik, I.A.S., Collector, Kendrapara	06727-232602 (Office) 06727-232802 (Res.)	
2	Sri Ashok Kumar Panda, A.D.M., Kendrapara	06727 (232601 (Office)	
3	Ms.Manjulata Mallick, Dy. Collector, Nizarat	9437231459	
4	Sri Basanta Kumar Ojha, Head Clerk-Cum-Nazir		
5	Sri Rudra Prasad Sahoo, Jr. Clerk-Cum-Asst. Nazir	06727-232602 (Office)	
6	Sri Bijay Kumar Parida, Treasury Sarkar	06727-232602 (Office)	
7	Sri Ramesh Chandra Sahoo PS	06727-232602 (Office)	
8	Sri Chaitanya Charan Barik,Chain Man	06727-232602 (Office)	

*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)*

**NIZARAT 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)*

**NIZARAT 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)*

## **NIZARAT 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))*

## **NIZARAT 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.
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1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara
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**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	06727-232602		For Collectorate, Kendrapara

*Manual – xvii*  
*Other information as may be prescribed*  
*(Section 4 (1) (b) (xvii))*

Nothing to Comply.