

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

**DISTRICT RECORD ROOM**

**Main function of the District Record Room Section**

- ❖ Preservation of R.O.R.s and consigned records / files.
- ❖ Supply of certified copies.

| 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.,<br>Collector, Kendrapara | Collector being the Supreme authority of the District, has power to authorize the O.I.C. for destruction of 'B' class papers etc. as per the provision |           |           |        | Destruction of 'B' class papers etc. as per the provision.   |
| 2      | Itishree Das, OAS-I (JB)<br>Dy. Collector, Record Room       | Supervision of record room and grant of certified copies   |           |           |        | Vide paragraph 179 of ORM  |
| 3      | Kishore Chandra Kar,<br>Head Clerk                           |  |           |           |        | The records are being checked & routed through him. Duly signed by him.  |
| 4      | Sri Dambarudhar Behera<br>Record Keeper                      |  |           |           |        | General Supervision of the works of the staff of Record Room so authorized to grant certified copies issued by Record Room.<br>Preparation and compare of certified copies.<br>Preservation and disposal of records and files as per Orissa Record Manual. |
| 5      | Post Vacant  |  |           |           |        | To assist the record keeper  |
| 6      | Sri Gopal Ch. Das, PS  |  |           |           |        | Supply of RORs and other case records to the copying clerks and arrange in proper places under the supervision guidance of R.K.  |

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

**DISTRICT RECORD ROOM**

| Sl. No. | Activity   | Level of Action | Time Frame   |
|---------|--|-----------------|--|
| 1       | To receive application and entered in the register of application received | Copying Clerk   | Same day   |
| 2       | Allotment of application to concerned copying clerk                        | Copying Clerk   | Same day   |
| 3       | To search the RORs and records and supply them to copying clerks           | Peons           | 1 to 2 days  |
| 4       | To prepare certified copies  | Copying clerk   | 1 to 2 days  |
| 5       | To approve / reject application  | Copying clerk   | 3 days Urgent within 2 days & ordinary within 5 days |
| 6       | To check certified copy and submit to OIC                                  | R.K.            | 3 days.  |

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

**DISTRICT RECORD ROOM**

| Sl. No. | Activity                       | Time frame / Norm    | Remarks |
|---------|--------------------------------|----------------------|---------|
| 1       | Diary of application           | 3 minutes per letter |         |
| 2       | Typing Job                     | 30 pages per day     |         |
| 3       | Searching of RORs and Records. |                      |         |
| 4       | Prepare certified copies       | 3 to 4 copies.       |         |

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

**DISTRICT RECORD ROOM**

| Sl. | Name of the act, rules, | Brief gist of the contents | Reference | Price in case |
|-----|-------------------------|----------------------------|-----------|---------------|
|-----|-------------------------|----------------------------|-----------|---------------|

| No. | regulations etc. |   | No. if any | of priced publications |
|-----|------------------|---|------------|------------------------|
| 1   | Record Manual    | 1. Preservation and disposal of consigned registers, files, records and village maps etc. |            |                        |
|     |                  | 2. Supply of Ordinary certified copy of RORs and records                                  |            |                        |
|     |                  | 3. Supply of urgent certified copy of RORs and records                                    |            |                        |

*Manual - VI*

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

**DISTRICT RECORD ROOM**

| Sl. No. | Nature of Record  | Details of Information available    | Unit / Section where available | Retention period, where available |
|---------|---|-------------------------------------|--------------------------------|-----------------------------------|
| 1       | RORs of both sabik and hal of settlement and consolidated | Records etc. for the year from 1996 | Record Room                    |                                   |
|         | Case records of District Record Room                      |                                     | Record Room                    |                                   |

*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))*

**DISTRICT RECORD ROOM**

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))*

**DISTRICT RECORD ROOM**

No such provision for formation of such committees or councils.

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

**DISTRICT RECORD ROOM**

| Sl. No. | Name and Designation  | Office Phone No. | E-mail address |
|---------|---|------------------|----------------|
| 1       | Itishree Das, OAS-I (JB)<br>Dy. Collector, District Record Room | 06727-232602     |                |
| 2       | Kishore Chandra Kar, Head Clerk                                 |                  |                |
| 3       | Sri Dambarudhar Behera, Record Keeper                           | 06727-232602     |                |
| 4       | Post Vacant   |                  |                |
| 5       | Sri Gopal Ch. Dash, PS  |                  |                |

*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))*

**DISTRICT RECORD ROOM**

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))*

**DISTRICT RECORD ROOM**

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))*

**DISTRICT RECORD ROOM**

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))*

**DISTRICT RECORD ROOM**

| Sl. No. | Facility available   | Nature of information available   | Working hours     |
|---------|--|---|-------------------|
| 1       | To issue the certified copies of the available records. As per provision under Orissa Record Manual. | Certified copies of Records in respect of all sections of the Collectorate. | 10 A.M. to 4 P.M. |

*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,<br>OAS (S)<br>Addl. District Magistrate,<br>Kendrapara. | Collectorate,<br>Kendrapara | 06727-232601  |                | For Collectorate,<br>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)<br>Dy. Collector, Election. | Collectorate,<br>Kendrapara | 06727-232701  |                | For Collectorate,<br>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,<br>J.C.                        | Collectorate,<br>Kendrapara |               |                | For Collectorate,<br>Kendrapara                                  |

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

Nothing to Comply.