

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

REVENUE SECTION

This section deals with :-

- ❖ Collection of Land Revenue,
- ❖ Maintains Touzi accounts
- ❖ Allotment of Govt. land on different schemes,
- ❖ Maintenance of land records,
- ❖ Computerization of land records
- ❖ Acquisition of private land as required by the requisitioning authority for different developmental purposes of the Govt.
- ❖ Forest settlement work.

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		Empowered to Lease / Alienation of Govt. Land, to Cancellation of Pattas.		
2	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate.	Dy. Administrator				
3	Sri Rudra Narayan Mohanty OAS-I (JB) Dy. Collector, (Revenue) & Authorised as Land Acquisition Officer, Forest Settlement Officer.	D.D.O. L.A Section only.				Endorsement of files and proposal relating to Revenue, Land Acquisition, Forest Settlement matters.
4	Sri Harekrushna Baral, H.C.	--	--	--	--	Supervision work section dealing with lease and alienation cases. Earmarking of the Daks &

						Letters.
5	Sri Pramod Ku. Mohapatra. S.C.	--	--	--	--	Land Acquisition, Touzi, C&A.G. report, Annual verification of Tahasil account.
6	Sri Ranjan Ku. Panda, S.C.	--	--	--	--	OEA Act. & Bebandabasta Cases, O.L.R Act. Assembly Qqstion, Lease & alienation cases, Mutation, Land pass book, Computerizati on of land records. Sale process of land of lord Jagannath.
7	Sri Bibhuti Prasad Nayak, S.C.	--	--	--	--	Encroachment , distribution of house sites and agricultural land. Certificate & forest settlement ,Rehabilitation of Satavaya and Kanhupur. Allotment of land to defence personnel, LIGH & MIGH Loan Scheme.
8	Subhendu Tripathy, S.C.	--	--	--	--	Sanction of house rent of rented R.I. Offices T.D + T.P. of Tahasildars & Addl. Tahasildars
9	Sri Prakash Ku. Sahoo, J.C.	--	--	--	--	Typing work of the section

						& Diary register.
10	Sri Rabinarayan Mohapatra, J.C.					Sairat, irrigation, on collectable demand, LRA report & reorganization of Revenue unit.
11	Sri Subodha Ku. Parida, Inspector (L.A)	--	--	--	--	Field enquiry of land acquisition process and calculation of land value estimate.
12	Sri Sarat Ch. Samal, Amin	--	--	--	--	Preparation of Map and land Schedule etc.
13	Sri Kailash Ch. Das, Amin	--	--	--	--	-do-
14	Sri Tribikram Das, Amin					-do-
15	Sri Rabindra Ku. Nayak, Peon					Help in Official work.
16	Sri Ajaya Ku. Jati, P.S.					-do-
17	Santi lata Rout, Watchman					Attached as orderly Peon to Dy. Coll. Revenue
18	Kunja Bihari Rout, C.M.					Service of notices in LA works
19	Sri Maheswar Sandha, C.M					-do-
20	Lakhman Ku. Barik, C.M					Attached as orderly Peon to LA Officer

Manual - III

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

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

REVENUE SECTION

The working procedure of the section is covered under different Act & Rules such OGLS Act' 1962, OGLS Rules-1983 OPLE Act and Rules' OLR Act and Rules, OEA Act and Rules, OPDR Act, Land Acquisition Act and Rules-1894, Indian Stamp Act and different Executive Instructions issued by the Govt. from time to time. This section acts as a guide and monitor the control District Revenue Administration, proposals are scrutinized at different level by the concerned Dealing Assistant and Head Clerk. Finally these are scrutinized by the Revenue Officer and submitted to A.D.M./ Collector for taking final decision in the matter.

Sl. No.	Activity	Level of Action	Time Frame
1	Received the letters from different levels.	Diary Clerk	Same day.
2	To mark the letters to concern clerks.	Head Clerk	Same day.
3	To take action of letters	Jr. Clerk / Sr. Clerk	Within a weak
4	Examination of the files and endorsement to Dy. Collector Concern.	Head Clerk	1 day.
5	Examination of the file and subsequent endorsement to A.D.M.	Dy. Collector	2 days
6	To sanction or endorse to Collector with recommendation as per Rule.	Addl. Dist. Magistrate	2 days
7	Disposal of files.	Collector	

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

REVENUE SECTION

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter		
2	Dispatch of letter		
3	Typing Job		
4	Writing of notes and drafts	It depends upon the nature and gravity of the letters received and answer to be sent accordingly	
5	Scrutinisation of proposal	It depends upon the nature of the proposal received from different quarters.	

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

REVENUE 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 Govt. land Settlement Act' 1962	Procedure for Settlement of Govt. land		
2	Orissa Govt. land Settlement Rules, 1983	Procedure for Settlement of Govt. land		
3	Orissa Prevention of Govt. land encroachment Act, 1972	Deals with encroachment of Govt. land, Eviction and Settlement		
4	Orissa prevention of Govt. land encroachment Rule	Deals with encroachment of Govt. land, Eviction and		

		Settlement		
5	Orissa Public demand Recovery Act' 1962 and Rules	Procedure to realize Govt. dues locked up in Certificate proceedings		
6	Orissa Land reforms Act and rules.	Aims Act Agrarian reforms, recognize Raiyats under Govt. regulates transfer of ST/SC land. Determines Ceiling Surplus land.		
7	Orissa Estate Abolition Act and Rules	Vesting of Estates of Ex-intermediaries and their interest and settlement of vested Estates with eligible tenants.		
8	Jagannath Temple Act	To safe guard the properties of Lord Jagannath Bije Puri		
9	Executive instructions issued by Govt. from time to time.	Various instructions issue from time to time by Govt.		

Manual - VI

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

REVENUE SECTION

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	L.A case records	Land particulars of acquisition land, payment of compensation.	Revenue Section	
2	LIGH/MIGH case records and ledger	Sanctioned Loan Amount, Details of recovery, Calculation of Interest.	Revenue Section	
3	Forest settlement case records.	Land particulars, Sanctioned Order.	Revenue Section	
4	Lease sanction order	Land particulars, Trace Map, Calculation of Premium etc.	Revenue Section	
5	Monthly quarterly half yearly, Annually report and returns.	Pending, Disposal & Balance of different Revenue Cases.	Revenue Section	
6	Monthly / Annually collection of land Revenue data	Demand, Collection & Balance of Land Revenue & Water Rate etc.	Revenue Section	

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)*

REVENUE 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))*

REVENUE SECTION

No such provision for formation of such committees or councils.

Manual – IX

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

REVENUE SECTION

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Rudra Narayan Mohanty OAS-I (JB) Dy. Collector, (Revenue) & Authorised as Land Acquisition Officer, Forest Settlement Officer.	06727-232601	
2	Sri Harekrushna Baral, H.C.	06727-232601	
3	Sri Sarat Ch. Dhal. S.C.	06727-232601	
4	Sri Ranjan Ku. Panda, S.C.	06727-232601	
5	Md. Ayub Ali, J.C.	06727-232601	
6	Subhendu Tripathy, S.C.	06727-232601	
7	Sri Prakash Ku. Sahoo, J.C.	06727-232601	
8	Sri Subodha Ku. Parida, Inspector (L.A)	06727-232601	
9	Sri Sarat Ch. Samal, Amin	06727-232601	
10	Sri Tribikram Das, Amin	06727-232601	

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))*

REVENUE 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)

REVENUE 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)

REVENUE 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)

REVENUE 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.