

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

**DISTRICT SMALL SAVINGS SECTION**

**Main function of the Small Savings Section**

- ❖ To generate a spirit of thrift among the people for savings.
- ❖ Mobilization of resources through different securities of small saving schemes.
- ❖ To achieve the target fixed by Govt.

**SMALL SAVINGS SCHEME AT A GLANCE**

Sl. No.	Name of the Scheme	Rate of Interest	Maturity Period	Minimum Deposit	Other facilities
1	Post Office Savings Bank Account	3.5% per annum		Minimum-Rs. 50/- Maximum Limit Individual-Rs. 1,00,000/- Joint-Rs. 2,00,000/-	Cheque facility available Interest exempt from Income Tax
2	Recurring Deposit Account	Rs. 10/- account fetches Rs. 728.90 on maturity	5 Years Account can be continued for another term	Rs. 10/- or multiple of Rs. 5/-	Insurance benefit covered upto Rs. 50/- denomination. Premature encashment available after 3 years.
3	Term Deposit 1 Year Account 2 Year Account 3 Year Account 5 Year Account	6.25% 6.50% 7.25% 7.50%		Rs. 200/- Maximum-no limit	Interest payable annually but calculated quarterly
4	Public Provident Fund Account	8% per annum Compounded quarterly	15 Years	Minimum Rs. 500/- Maximum Rs. 70,000/- in a financial year	Interest exempted from Income Tax. Withdrawal is permissible from 7 the financial year.
5	Post Office Monthly Income Scheme	8% per annum Interest payable monthly	6 Years	Minimum Rs. 1000/- Maximum Limit- Individual Rs. 3 Lakhs Jointly Rs. 6 Lakhs	After completion of six years 5% bonus also payable on Maturity value.
6	Kissan Vikas Patra	Money doubles in 8 years 7 months	8 Years 7 months	Rs. 100/- Maximum-no limit	Premature facility available after completion of two &

					half years.
7	National Savings Certificate VIII issue	8% per annum Interest compounded half-yearly	6 Years	Rs. 100/- Maximum-no limit	Income Tax rebate available
8	Senior Citizen Savings Scheme	9% per annum payable quarterly on 31 <sup>st</sup> March, 30 <sup>th</sup> June, 30 <sup>th</sup> September and 31 <sup>st</sup> December	5 Years	Rs. 1000/- or multiple thereof. Maximum-not exceeding Rs. 15 lakhs	Account can be opened in SBI or selected Nationalised Banks & G.P. Os./H.P.Os. also.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Nityananda Singh, Dist. Small Savings Officer					Supervision of the Dist. Small Savings Section
2	Smt. Jharana Samal, J.C.					In-charge of files, records. Maintains lottery coupons, Deals with files relating to appointment and renewal of postal agents and other routine work
3	Sri Rajendra Kumar Sahoo, Peon (Contractual Basis)					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)*

**DISTRICT SMALL SAVINGS SECTION**

Sl. No.	Activity	Level of Action	Time Frame
1	To receive a letter / application relating to appointment of agents / and lottery scheme. Put a diary number, process the letter and endorse the file to the DSSO.	Clerk	Same day subject to fulfillment of required criteria.

	Puts up the files relating to renewal of SAS and MPKBY Agents. (Renewal of agency in every 3 years.)		Within stipulated time.
2	Process the file relating to Appointment, renewal and Lottery scheme to the A.D.M.	DSSO	3 days
3	To approved / reject or endorse the file to the Collector.	A.D.M.	3 days
4	To approved the proposal	Collector	2 days

*Manual - IV*

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

**DISTRICT SMALL SAVING SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Typing Job	30 pages per day	
3	Writing of notes and drafts	Depends upon the nature and gravity of the letter	
4	Serutinisation of proposal	Depends upon the nature of the proposal	

*Manual - V*

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

**DISTRICT SMALL SAVINGS 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	Rules framed by the Finance Department, Orissa Deptt. of Post Govt. of India from time to time.			

*Manual - VI*

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

**DISTRICT SMALL SAVINGS SECTION**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where	Retention period,
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			<b>available</b>	<b>where available</b>
1	Guard file	Important circulars and orders are posted in the guard files	Small saving Section	
2	S.A.S. Agent Register	Appointment and renewal of S.A.S. agency.	Small saving Section	
3	M.P.K. By Agent Register	Appointment and renewal of M.P.K. By agency.	Small saving Section	
4	Target & Achievement Register	The details of target assigned and collection achieved.	Small saving Section	
5	Stock Register (ASLAAS-5 Card)	Entry of total stock	Small saving Section	
6	Register Cards Issued to Agents	Entry of card issued to agent	Small saving Section	
7	Stock Register	Entry of stationary articles	Small saving Section	
8	Coupon Issue Register	Entry of lottery coupons	Small saving 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))*

**DISTRICT SMALL SAVINGS 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))*

**DISTRICT SMALL SAVINGS SECTION**

No such provision for formation of such committees or councils.

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

**DISTRICT SMALL SAVINGS SECTION**

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Nityananda Singh, Dist. Small Savings Officer	06727-232602	
2	Smt. Jharana Samal, J.C.	06727-232602	
3	Sri Rajendra Kumar Sahoo, Peon (Contractual Basis)		

*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 SMALL SAVINGS SECTION**

Sl. No.	Name of the Employees with Designation	Scale of Pay	P.B. / Gr. Pay	Total Remuneration
1	2	3	4	5
1	Sri Nityananda Singh, D.S.S.O.	9300-34800	PB-2 / 4600	28,267.00
2	Smt. Jharana Samal, Jr. Clerk	5200-20200	PB-1 / 1900	15,462.00
3	Sri Rajendra Kumar Sahoo, Peon (Contractual basis)	Consolidated pay	-	4,440.00

*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 SMALL SAVINGS SECTION**

**NON-PLAN BUDGET**

Major Head	Activities to be performed	Sanctioned budget	Budget estimate For the Year 2011-2012	Revised estimate For the Year 2011-2012	Expenditure for the last year till 2010-11
1	2	3	4	5	6

05-2047-	Pay + DP	354785.00	360200.00	396220.00	342792.00
O.F.S.-103-	DA	202227.00	210500.00	231550.00	146927.00
P.S.S.-	HRA	6180.00	7100.00	7810.00	5861.00
Dist.-Estt.-	Consolidated Pay	53280.00	53280.00	58608.00	66600.00
0308-01003	TE	1500.00	5500.00	6050.00	5500.00
	RCM	--	6000.00	6600.00	2987.00
	OC	1000.00	5000.00	5500.00	2927.00
	Telephone Charges	1000.00	5000.00	5500.00	2927.00
17009	Prize Money	--	75000.00	75000.00	55000.00
17008	Payment of Incentive to S.E.O.s/L.S.E.Os/L.S.E.O.s	--	12600.00	12600.00	9520.00

*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 SMALL SAVINGS SECTION**

Incentive money is being paid once a year basing upon the number of winning coupons list of beneficiaries is made year wise and series wise No other subsidy is paid from this section. The revised prize profile prescribed for “AI” Series enhanced. The Govt. in Finance Department vide letter No. SS(C) 16712(30)/F Dt. 04-04-2011 during 2011 as follows:-

Category of Prize	No. of prize	Amount of Prize	Total amount of prize Money
(1)	(2)	(3)	(4)
1 <sup>st</sup> Prize	One	400000/-	400000/-
2 <sup>nd</sup> Prize	One	200000/-	200000/-
3 <sup>rd</sup> Prize	Two	100000/-	100000/-
4 <sup>th</sup> Prize	Two	50000/-	100000/-
5 <sup>th</sup> Prize	Twenty	5000/-	100000/-
6 <sup>th</sup> Prize	Two Thousand	2000/-	4000000/-
Total	2026 Nos. of prize		5000000/-

*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 SMALL SAVINGS 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.