

# **RIGHT TO INFORMATION ACT, 2005**

## **17 POINT MANUAL**

(See Section 4(1) of RTI Act, 2005)

(i). Name of organization, function & duties : **O/O ADDL. DISTRICT MAGISTRATE, BHUBANESWAR.**

**Functioning at :** Block No. 10, Unit-V,  
Bhubaneswar.

**TELEPHONE /FAX-0674-2393440**

**Duties :** Sister's concerned of Khordha  
Collectorate.

(ii) . **Power & Duties of its Officer & employees :**

1. Shri Hariballav Mishra, OAS(S) Head of Office, Supervision of all works. Appellate Authority of RTI, Act, 2005 & Appeal Cases of Anganwadi Workers in Bhubaneswar Sub-Division area, Chairman, Regulated Market Committee, Jatni. Supervision of Special Circuit House, Bhubaneswar. President, Lord Lingaraj Temple Trust Board, BBSR.

( Distribution of work has made vide this Office Letter No. 2187 dated 02.11.10).

2. Smt.Sanjita Das, OAS  
L.R Societies Registration( under SRA,1860)  
Preparation of Para wise Comments & Instructions in different type of cases.  
Any other work assigned from time to time.
3. Smt. Gayatri Devi, OAS  
Deputy Collector Public Information Officer( under RTI)  
Societies Registration( under SRA,1860),  
Establishment matter, Issue of Certified Copies, Conduct of Orissa Public Service Commission Examination & Orissa Staff Selection Commission Examination, Staff Selection Commission Examination,(ER),  
Preparation of Para wise Comments & Instructions in different type of cases.  
Any other work assigned from time to time.

### **MINISTERIAL STAFF**

1. Shri Rabindra Ku. Mohapatra  
Sr. Steno Confidential matter, CCR, Tour Diary & Tour programme of ADM, BBSR.  
Societies Registration( under SRA-1860).

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| 2. | Shri Sudhir Ku. Parida,<br>Jr. Clerk | Process of cases/files under OGLS Act,<br>Municipal Act, OPLE Act, OLR Act,<br>Conduct of different examinations like<br>OPSC, OSSC & SSC(ER) & preparation<br>Certified Copies in different cases.                    |
| 3. | Shri Bishnu Ch. Bisoi,<br>Jr. Clerk  | Asst. Public Information Officer( under RTI)<br>Societies Registration, AWW Appeal,<br>Establishment, Annual Inspection,<br>Enquiries, Preparation Certified Copies in<br>different cases & different misc. enquiries. |
| 4. | Shri Susanta Ku. Giri, Peon          | Despatch of dak.   |
| 5. | Shri Madhab Ch. Pradhan, Peon        | Despatch of dak & Office Attendant.  |
| 6. | Shri Bimbadhar Behera, Chainman      | -do-   |

**CIVIL SUPPLIES ( BMC) SECTION**

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|----|---|---|
| 1. | Shri Bishnu Prasad Supakar,<br>Asst. Civil Supplies Officer,<br>BMC, Bhubaneswar. | Public Distribution System in BMC area. |
| 2. | Shri Sibaram Pradhan, M.I   | -do-                                    |
| 3. | Smt. Jyotsnarani Karan, M.I.  | -do-                                    |
| 4. | Shri Prabhujit Mohanty, I.S.  | -do-                                    |
| 5. | Shri Sibasankar Mohapatra, M.I.   | -do-                                    |
| 6. | Binay Kumar Pradhan, M.I.   | -do-                                    |
| 7. | Ms. Subheswari Das, I.S.  | -do-                                    |

**MINISTERIAL STAFF**

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| 1. | Shri Sumanta Ku. Das, Sr. Clerk. | All Official work of Civil Supply Section. |
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**MARKETING INTELLIGENCE SECTION**

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| 1. | Shri Ashok Ku. Mohanty, MIO | To look after the arrival, availability and<br>price situation of essential commodities. |
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2. Shri Debasmita Mallick ,MII Inspection of different hats & traders to ascertain the price of essential commodities & communicate the same to different quarters.
3. Smt. Ashalata Dash, Jr. Clerk All Official work of Market Intelligence Section.

**LAND ACQUISITION CELL-SEWERAGE BOARD.**

1. Shri Narendra Kumar Das,OAS-I Payment of compensation amount on acquisition.
  2. Shri Prafulla Ku. Mohapatra, Chainman. Office work.
- (iii) the procedure followed in the decision making process. OGLS Act, OLR Act, OPLE Act, SRA-1860, OPDS Control Order,2008, Land Acquisition Act,1894.
- (iv) the norms set by it for the discharge of its function. -do-
- (v) the rules, regulations, instructions manuals and record, held by it under its control or used by its employees for discharging its functions; As reflected in Col(iii).
- (vi) a statement of the categories of documents that are held by it or under its control. Cases filed under OGLS Act, OLR Act, Municipal Act relating to holding tax assessment, Societies Registration Act, Document relating to Public Distribution.
- (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. Does not arise.
- (viii) a statement of the board, 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public; Does not arise.
- (ix) a directly of its officers and employees : Does not arise.

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- (x) the monthly remuneration received by each of its Officers and employees, including the system of Compensation as provided in its regulations; Does not arise.
- (xi) the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and report on disbursement made. Collectorate, Khordha.
- (xii) the manner of execution of subsidy programmes, Including the amounts allocated and details of Beneficiaries of such programes ; Does not arise
- (xii) particulars of recipients of concessions, permits or authorizations granted by it. Does not arise.
- (xiv) details in respect of the information, available to or - Manual form. or held by its, reduced in an electronic form ;
- (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. Not available.
- (xvi) the names, designation and other particulars of the Public Information Officers. 1. Ms. Gayatri Devi, OAS Deputy Collector, Khordha. Public Information Officer, O/O ADM, Bhubaneswar.  
2. Shri Bishnu Ch.Bisoi,JC Asst. Public Information Officer. O/O ADM, Bhubaneswar.
- (xvii) such other information as may be prescribed ; and thereafter update these publications every year.

*30/12/11*  
( HARI BALLAV MISHRA, OAS(S) )  
ADDL. DISTRICT MAGISTRATE,  
BHUBANESWAR.