

Manual – 1
Right to Information Act 2005
Detailed Information on [Section 4(1) (b) (i) as follows

Name of the Organisation: Dist. Small Savings Section,
Collectorate, Khordha.

Brief History of the Office:

From the inception of Khordha District since 01.04.1993, this office is functioning in the building of Collectorate, Khordha. Smt. Saudamini Pattanaik, D.S.S.O., Khordha is the Head of this Section. The aim of this section is to provide necessary administrative assistance to the public at door step.

Organization Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Smt. Saudamini Pattanaik, D.S.S.O	Regarding Small savings matter of the district & to pass for final approval of the Colector.
2.	Jyotibrata Bagchi, Jr.Clerk	To receive the letters & proposals & to put up before the D.S.S.O.

Function and Duties

This Section basically deals with relating to Small savings service matters.

Specially on every Saturday from 10 A.M. to 5 P.M.

Working Hour: From 10 A.M. to 5 P.M. (Both for officials and public)
From 7 A.M. to 1 P.M. during Summer I.e. from April to June

Postal Address: Dist. Small Savings Office , Collectorate, Khordha
Post/ Dist – Khordha, PIN – 752055

Manual 2
Powers and duties of officers and employees
(Section 4 (1) (b) (ii))
Powers and duties of officers and staff

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Dist. Small Savings Officer	Maintenance of Office & S.B. of Staff C.C.R. of staff.	Darawal of salary of Office staff.		Deals with appointment of agents & issue of incentive outern coupons.	

Manual 3
[Section 4 (1) (b) (iii)]
(Procedure followed in decision-making process)

The procedure can be described both in narrative form and through flow process chart. In narrative form the stages through which a proposal passes the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

Sl No	Activity	Level of Action	Time frame
1.	After receipt of the proposal, will be examined of the level of DSSO & will be submitted to Collector for approval	D.S.S.O. is the proposal passing authority, Collector is the final authority.	

Manual 4
Norms set for the discharge of function
[Section 4 (i) (b) (iv)]
Illustration

Sl. No	Activity	Time frame/Norm	Remarks
1.	Dairy of letters	3 minutes per letter	
2.	Issue of letter	5 minutes per letter	
3.	Despatch of letters	5 minutes per letter	Entering in the peon book for local delivery
4.	Put up urgent letters	As and when required	
5.	Put up normal letters	2-3 days	

Manual 5
Rules regulations, instructions, manuals and records for discharging functions
[Section 4 (1) (b) (v)]

List of regulations, instructions, manuals and records

Sl.No.	Name of the Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication

Manual 6

A Statement of the categories of documents that are held by it or under its control

[Section 4 (1) (b) (vi)]

A statement of the categories of documents held

Sl.No	Nature of Record/ File Collection Number & Year	Details of information available	Unit / Section where available	Retention period, where available
1	Files & Registers from 2002 to up date.	Files & Register	Small Savings Selection	
2	Allotment Register			
3	Receipt Register Issue Register			

Manual 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public relation to the formulation of its policy of implementation

[Section 4 (1) (b) (vii)]

Details of consultative committees and other bodies with consultations are held

Sl.No.	Name and address of the Consultative Committees/ bodies	Constitution the committee/ body	Role and responsibility	Frequency of meetings
NOT APPLICABLE				

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A statement of bodies, council, committees and other bodies constituted

[Section 4 (1) (b) (viii)]

List of boards, councils, committee etc

Sl.No.	Name and address of the bodies	Main function of the body	Constitution of the body	Date of constitution
1	2	3	4	5

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10

Manual – 9
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Directory

Sl.No.	Name and designation	Office Phone No	E-mails address
1	Sri K.C. Mohapatra, IAS, Collector, Khordha	06755-220001	dmkhurda@ori.nic.in
2	Sri Niranjan Das, Addl. Dist. Magistrate, Khordha	06755-221755	Not Available
3	Dist. Small Savings Officer, Khurda	06755-222816	
4.	Jyotibrata Bagchi, Jr.Clerk		

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The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

[Section 4 (1) (b) (x)]

Sl.No.	Name and designation	Pay scale / Monthly remuneration
1	Saudamini Pattnaik, D.S.S.O.	6500-200-10500/- Rs.15556/-
2	Jyotibrata Bagchi, Jr.Clerk	3050-75-3950-80-4590

Manual 11
The budget allocated to each agency
 [Section 4 (1) (b) (xi)]

Major Head	Activities be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year 2004-05
1	2	3	4	5	6
NOT APPLICABLE					

Plan Budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / spent
1	2	3	4	5	6
NOT APPLICABLE					

Manual – 12
The manner of execution of subsidy programme
[Section 4 (1) (b) (xii)]

List of institutions given subsidy

Sl.No.	Name and address of the Institution	Purpose for to which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
1	2	3	4	5	6	7
NOT APPLICABLE						

List of individual given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for to which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of tone subsidy given in past with purpose
1	2	3	4	5	6
NOT APPLICABLE					

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Particulars of recipients of concession, permit or authorizations granted

[Section 4 (1) (b) (xiii)]

List of beneficiaries

Sl.No.	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No. of times similar concession given in past with purpose
1	2	3	4	5	6
NOT APPLICABLE					

Manual – 14
Information available in an electronic form
[Section 4 (1) (b) (xiv)]

Details of information

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	2	3	4	5
NOT APPLICABLE				

Manual – 15
Particulars of facilities available to citizen for obtaining information
[Section 4 (1) (b) (xv)]

Facilities available for obtaining information

Sl.No.	Facility available	Nature of information available	Working hours
1	2	3	4
1.	Notice Board	All information	
2.	District Website	NO	
3.	Inspection of records in the office	All information	10 A.M. to 5 P.M. (Office hours)

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Name, Designation and other particulars of Public Information Officers

[Section 4 (1) (b) (xvi)]

Name of the Public Authority: Collector & D.E.O. Khordha

Asst. Public Information Officer

Sl.No.	Name	Designation	STD CODE	Telephone No		Fax	e-mail	Address
1	Saudamini Patnaik, DSSO	Asst. Public Information Officer	06755	Office	Home	221567		Collectorate, Khordha

Public Information Officer

Sl.No.	Name	Designation	STD CODE	Telephone No		Fax	e-mail	Address
1.	Sri Nigamananda Panda, OAS, O.I.C. (Election)	Public Information Officer	06755	Office 220937	Home	221567		Collectorate, Khordha

Department Appellate Authority

Sl.No.	Name	Designation	STD CODE	Telephone No		Fax	e-mail	Address
1.	Sri Niranjan Das,	Addl. Dist. Magistrate, Khodha	06755	Office 221755	Home			Collectorate, Khordha

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Other information as may be prescribed

[Section 4 (1) (b) (xvii)]

All other information as may be prescribed for dissemination is being collected which will be tabulated and compiled and provided in the form of manual from time to time.