

## Right to Information Act. 2005

Point wise information on section 4 (B) of RTI Act. 2005 for setting out the practical regime of Right information for citizen / public to secure access to information under the control of the section in order to promote transference and accountability of functioning of this section is as follows.

### Manual – 1 [Section 4(1) (b) (i)]

#### Name of the Organisation:

Establishment Section, Collectorate, Khordha.

#### (A) Brief History of the Section:

Khurda District started functioning w.e.f. 01-04-1993 consequent upon bifurcation of mother District, Puri and the Establishment section of the District which embodies the essence of District Administration has been playing its role since then to deal with various matters pertaining to Gazetted & Non-Gazetted Establishments as an important unit of District Administrative Mechanism. This section is functioning within the Collectorate building located near above ½ K.M.s away from the new Bus stand, Khurda. Smt. R. Geetarani Pattnaik, O.A.S is the officer-in-charge of the section.

#### (B) Organization Chart & Allocation of Business:

| Sl. No. | Name & Designation of Officers & Employee           |   | Subject matter allotted to deal  |
|---------|---|---|--|
| 01.     | Sri Parambrahma Joshi,<br>OAS,<br>Officer-in-Charge | * | Over all supervision of the Section & Office Work                                    |
| 02.     | Sri Akhaya Ku. Sahu,<br>Sr. Clerk                   | * | Personal Files & Service Books of all OAS – II, OAS – I (JB), OAS – I (SB) officers. |
|         |   | * | Personal File of the Collector.  |
|         |   | * | Personal file and Service Books of O.S. and P.A. to the Collector.                   |

**Cont...**

| Sl. No. | Name & Designation of Officers & Employee | Subject matter allotted to deal |
|---------|---|---------------------------------|
|---------|---|---------------------------------|

|     |  |   |  |
|-----|--|---|--|
|     |  | * | To put up annual increment of the Officers / Sanction of Leave / Withdrawal from G.P. Funds of the Officers / all matters regarding appointment, Transfer and Posting of the officers / G.I.S. matter of Officers and all other matters.   |
|     |  | * | Half yearly Tour Review of Collector / Half yearly Tour Review of Sub-Collectors / Quarterly Tour review of Tahasildars.   |
|     |  | * | Approval of Tour Diaries of ADMs & Sub-Collectors / Tour Diary of the Collector.   |
| 03. | Sri Pradeep Kr. Sardar,<br>Sr. Clerk             | * | Establishment (Non-Gazetted including field staff):- Personal files / Loans / GIS / G.P.F. Advance / Leave / Increment / Pay fixation & Maintenance of Service Books.  |
| 04  | Sri Suresh Ch. Nanda,<br>Sr. Clerk, Estt(N.G.)   | * | Departmental Accounts Examination & all other Examinations / R.A. Cases / Pension of the Staff in respect of which the Collector is the sanctioning Authority / O.A. Cases / All reports and returns pertaining to N.G.Estt. / All Assembly and Lok-Sabha Questions / Audio reports. |
| 05  | Smt. Saumitri Mistri,<br>Sr. Clerk               | * | Establishment (Gazetted & Non-Gazetted):- Bills of Gazetted & Non-Gazetted Estt. / Budget / Expenditure statement / Maintenance of allotment Register / G.P.F. Pass Books and Ledger / H.B.A. Pass Books / C.C.R. relating to N.G. Staff ( including field staff).                   |
| 06  | Sri Bipin Bihari Patt -<br>naik, J.C. (Chainman) | * | Issue, Receipt and type writing.   |
| 07  | Smt. Kainchamali<br>Pradhan, Peon                | * | Attached to the section for office work.   |

**(C) Function & Duties:-**

This section deals with the service matters of the employees working under the District Administration such as –

| <b>Sl. No.</b> | <b>Description</b>   |
|----------------|--|
| <b>a.</b>      | Appointment & transfer   |
| <b>b.</b>      | Sanction of Leave  |
| <b>c.</b>      | Sanction of Increment / TBA / Pay-fixation   |
| <b>d.</b>      | Maintenance of Service Books of Gazetted Officers and Non-Gazetted staff.                        |
| <b>e.</b>      | Preparation of Gradation list of Class – III and Class – IV employees.                           |
| <b>f.</b>      | Issue of Distress Certificate to the family of deceased Govt. Servant under R.A. Scheme.         |
| <b>g.</b>      | Sanction of Pensionary benefits.   |
| <b>h.</b>      | Initiation & finalization of D.P. Cases against Govt. Employees / Suspension.                    |
| <b>i.</b>      | Bill / Budget / G.P.F / G.I.S. etc.  |
| <b>j.</b>      | Maintenance of the CCR of the Staff.   |
| <b>k.</b>      | Convening D.P.C. meeting for promotion of Govt. employees working under District Administration. |
| <b>l.</b>      | Submission of PWC in OAT / OJS Cases.  |
| <b>m.</b>      | Submission of Reply on Assembly / Lok-Sabha questions relating to Establishment. Matters.        |

**(D) Grievance Redressal Mechanism:-**

The Public and employees having any kind of grievance are given ample scope to contact O.I.C. of the section / ADM, Khurda / Collector & D.M. within the office Hours. Besides the grievances are heard on every Saturday during office hours by the Collector & D.M., Khurda in his office room for redressal.

**(E) Working Hour :-**

From 10 A.M. to 5 P.M. (Both for official & Public)

Postal Address:- Establishment Section, Collectorate, Khurda.

P.O./Dist: Khurda

Ph. No.: 06755 – 220001 / 221755.

All the office work of the section is functioning under the Direct Control of the Collector & D.M., Khurda.