

Right to Information Act-2005

Obligations of Public Authority to publish particulars (under section 4(1)(b) of Chapter –II of Right to Information Act)

Manual 1

Particulars of organization, functions and duties (Section 4(1)(b)(i))

1.Aims and objectives of the organization:

The Main objective of the Collectorate, Jharsuguda is to

- a)Maintenance of Law and Order
- b) Revenue Collection, Supervision of social welfare, distribution of essential commodities, hearing of appeal, revenue cases etc.
- c) Supervision and inspection of sub-ordinate Offices, police stations

2. Mission/Vision :

- a) To provide social welfare benefits and augmentation of education.
- b) To achieve target in different social financial benefits extended to voluntary groups.

Vision

- a) Provide rescue to people during natural calamities like flood, famine, cyclone etc.
- b) Promote Literacy in the sphere of women and illiterate.
- c) Provide land to homestead less persons.
- d) Rural sanitation.

3. Brief history and background for its establishment

Consequent upon reorganization of Districts ,Jharsuguda District was carved out of Sambalpur District w.e.f.1.1.1994 vide Govt. in Revenue Department Notification No.56413/R.dt.22.12.93. It is bounded by Raigarh Dist of Chhatisgarh in west, Sundargarh district in North, Sambalpur & Bargarh district in south & east respectively.

GEOGRAPHICAL AREA :

Total Area (in Sq. kms) - 2,081 Sq.Kms.

POPULATION (2001 Census)

Total Population - 5,14,853
Rural - 3,28,968
Urban - 1,85,885
S.C. - 88,209 (17.13 %)
S.T. - 1,62,432 (31.55)%

ADMINISTRATIVE UNITS

Sub-Division - 1 (Jharsuguda)
Tahasil - 5 (Jharsuguda, Lakhanpur, Laikera, Kirmira & Kolabira)
Blocks - 5
Grama Panchayats - 78
Revenue Villages - 352
Police Station - 10

PANCHAYAT SAMITI / BLOCKS : NO. OF G.Ps

Jharsuguda - 17
Lakhanpur - 33
Kolabira - 09
Laikera - 11
Kirmira - 08

URBAN LOCAL BODIES

Municipalities - 03 (Jharsuguda, Brajrajnagar & Belpahar)

I.C.D.S. PROJECTS

Rural - 05
Urban - 02

Total - 07

4. Organisation Charts:

A.

- a) Court of Collector
- b) Court of Addl. Dist. Magistrate
- c) Revenue Section
- d) Establishment section
- e) Touzi Section
- f) General & Misc. Section
- g) Public Grievance Section
- h) Nizarat Section
- i) Election Section
- j) Judicial Section
- k) Land Acquisition Section
- l) Special Land Acquisition Section
- m) Project Director (R&R) Section
- n) RTI Section
- o) Emergency Section
- p) Development Section
- q) Audit Section

B.

Collector & Dist. Magistrate	1
Addl. Dist. Magistrate	1
Deputy Collector	2
Office Superintendent	1
Head Clerk	2
Senior Clerk	6
Sr. Steno	2
Junior Clerk	2

Peon	5
Choukidar	1
Driver	1
RI	1
Chainman	1

5. Allocation of business:-

Collector empowered to:-

disposal of cases relating to OLR Matters, Encroachment Revision , U/s.6-A of E.C.Act., grants arms licenses, alienation of govt.land, National Security Act, Lease (Revision)cancellation of Patta.,Settlement of Nazul land.

ADM empowered to:-

deal with cases of OLR Appeal, Dist. Registrar (Under valuation cases),Certificate Appeal cases, Misc.Certificate (revision), grant of arms licenses, Society Registration, Municipality affairs, Opera permission. Deployment of Magistrate for maintenance of Law & order situation and RTI appeal cases.

Spl. LAO, Jharsuguda

General supervision of concerned section along with Revenue Section , Nodal Officer of RTI , Zone Officer, MCL, Brajrajnagar and Periphery development

Project Director (R&R),

General supervision of concerned section alongwith LA section and Nodal Officer of BGJ.

Deputy Collector, Election .

General supervision of Election Section and DDO of Dist.Election Office along with general supervision of Establishment section, General Misc.Section, Drawing Officer of the District Office, Touzi section, Development section, Forest settlement, Record Room, Grant of certified copies and DISC.

Deputy Collector, Collectorate

General Supervision of Judicial section, Grievance cell,, RTI section (PIO), Audit section & Emergency section.

Revenue Officer, Sub-Collector Office, Jharsuguda I/C of Nizarat Section .

General supervision of Nizarat section and Disbursing Officer of the Collectorate

6. Duties to be performed to achieve the mission:-

1. Hearing of cases
2. Performance of Magistrate duty and supervision of sub-ordinate Executive Magistrate.
3. Supervision over developmental activities
4. Supervision over social welfare work.
5. Supervision over PDS
6. Supervision over Election matters
7. Hearing of public grievances.

7. Details of services rendered:-

Collector is the head of the district administration, the representative of Government in the district, the guardian of law and order, friend, philosopher and guide of the Panchayati Raj institutions, and the captain of the team of the district level officers. He, being the coordinating and guiding functionary at the district level, coordinates and guides the activities of different departments in the district. The main business of coordination is to reduce tension and frictions in the day-to-day work and achieve healthy adjustments or workable compromises between conflicting points of view, interests and demands. As an agent of the Government, he is kept in full picture of all government activities in the district, is associated in drawing up the projects, and sees to its overall implementation and for this purpose, inspects the scheme as necessary with a view to speeding up the effective execution of such projects.

His primary function, as the name Collector implies, is to collect land revenue and other dues of Government. He remains responsible for maintenance of law and order. Besides a lot of other miscellaneous business relating to almost every sphere of administration keeps him constantly occupied. He has to coordinate and supervise all development and welfare works in the district.

8. Citizens interaction:-

Attending Lok Sampark Sibir, District level cultural Ustav, Jana Samparka Sibira, Joint hearing of public grievances at block headquarters, Legal Literacy camp, preparation on the eve of Independence Day and Republic day and in other forums interaction with general public. For maintenance of communal harmony and disturbance of public tranquility interaction with citizen is made.

9. Postal address of the main Office, attached /subordinate office/field units etc.

1. Collector Office, Jharsuguda -	At/PO/Dist. Jharsuguda
2. Sub-Collector, Office, Jharsuguda-	At/PO/Dist. Jharsuguda
3. Tahasil Office, Jharsuguda-	At/PO/Dist. Jharsuguda
4. Tahasil Office, Lakhanpur	At/PO/-Lakhanpur Dist- Jharsuguda
5. Tahasil Office, Laikera	At/PO-Laikera Dist- Jharsuguda
6. Tahasil Office, Kirmira	At/PO-Kirmira Dist- Jharsuguda
7. Tahasil Office, Kolabira	At/PO-Kolabira Dist- Jharsuguda
8. Block Office, Jharsuguda-	At/PO/Dist. Jharsuguda
9. DRDA Office, Jharsuguda-	At/PO/Dist. Jharsuguda
10. Dist. Panchayat Office, JSG-	At/PO/Dist. Jharsuguda
11. Dist. Welfare Office, JSG-	At/PO/Dist. Jharsuguda
12. Dist. Social Welfare Office, JSG-	At/PO/Dist. Jharsuguda
13. C.S.O. Office, Jharsuguda-	At/PO/Dist. Jharsuguda
14. Dist. Sub-Registrar, JSG-	At/PO/Dist. Jharsuguda
15. ICDS, Rural, Jharsuguda-	At/PO/Dist. Jharsuguda
16. ICDS, Urban, Jharsuguda-	At- Jharsuguda Municipality Office Complex. PO/Dist. Jharsuguda
17. Block Office, Laikera-	At/PO:- Laikera Dist- Jharsuguda
18. Block Office, Kirmira-	At/PO:- Kirmira Dist- Jharsuguda
19. Block Office, Lakhanpur-	At/Po. Lakhanpur Dist- Jharsuguda
20. Block Office, Kolabira-	At/Po. Kolabira Dist- Jharsuguda
21. ICDS Office, Lakhanpur-	At/Po. Lakhanpur Dist- Jharsuguda
22. ICDS Office, Brajrajnagar Urban	At/Po. Brajrajnagar

As enumerated in point 8.

13. Grievance redress mechanism:-

The grievance petition are being enquired through different sub-ordinate Officers and action taken as per rules. In serious nature of grievance the Collector and ADM enquired the matter and take action immediately.

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.	Sri Dhananjay Ku. Das DM & Collector, Jharsuguda	Head of the District Head of the Revenue administration, collection	Disposal of all funds allotted	District Magistrate		
2.	Sri Meghanad Naik, OAS(1),SB ADM,Jharsuguda	Head of Collectorate overall supervision of Dist. Office. Addl. Registrar of Societies. Appellate authority in OLR & RTI cases	Delegation of financial power up to Rs.10,000/- in Dist. Office	Additional District Magistrate		
3.	Sri J.R.Pradhan , OAS (1) , JB Spl. LAO	In Charge of Spl. Land Acquisition Section , Revenue Section , Zone Officer , MCL and Periphery development	Drawing and Disbursing power of Spl LAO Section	Executive Magistrate	Nodal Officer of RTI	
4.	Sri H.K. Mohapatra OAS-(I) , JB P.D. R & R	In charge of R & R , LAO and BGJY	Drawing and Disbursing power of LAO Section	Executive Magistrate	Nodal Officer of BGJ	
5.	Smt L .K. Xess OAS-(I) , JB Deputy Collector , Collectorate	In Charge of Election and General, Supervision of Establishment, G & Misc.section , Touzi , Development , Record Room , Forest Settlement ,	Drawing Officer of Dist Office and D.D.O. of District Election	- do -		

6.	Smt N.P. Minz OAS-(I) , JB Deputy Collector, Collectorate	General supervision of Judicial , Emergency , P.G.Cell , RTI , Audit Section		-do-	Public Information Officer	
7.	Sri S K Mishra OAS-(I) , JB Revenue Officer , Sub – Collector Office , Jharsuguda	General supervision of Nizarat section	Disbursing Officer of Dist.Office	Executive Magistrate,		
8.	Sri Lingaraj Behera, Office Superintendent.	Office Supervision and incharge of Red Cross Section				
9.	Sri S.Oram, Head Clerk Collectorate,JSG	-	-	-	Nazir & Audit	
10	Sri R R Nayak Head Clerk Collectorate , JSG	-	-	-	HC of Establishment section, attached to judicial section and BC to Collector	
11	Sri G Roy. SC (Deputed from Sub – Collector Office , Jharsuguda)	-	-	-	DA to Revenue sec	
12	Smt Champabati Sahu, SC (Deputed from DWO office , Jharsuguda)	-	-	-	DA to PG cell	
13.	Sri D.D.Sahu, S.C. (Deputed from Sub – Collector Office , Jharsuguda)	-	-	-	D.A. to Emg.Sec.	
14.	Sri T.D.Chakravarty, S.C. (Deputed from Sub – Collector Office , Jharsuguda)	-	-	-	D.A. to Gen.& Misc.Sec.	
15	Smt B Pujhari SC	-	-	-	DA to Estt section	

16.	Sri Sunil Pradhan, SC	-	-	-	DA to Touzi section & Record Room	
17	Sri K C Muduli SC	-	-	-	C.A. to Collector	
18	Sri Sanjay ku. Dixit, SC	-	-	-	DA to Estt. Section	
19	Sri Birakishore Kisan , SC	-	-	-		
20	Sri A Kalet , SC				D.A. to Zone Office	
21	Sri Kailash Bag JC	-	-	-		
22	Sri T.Khamari,J.C.				D.A. to Touzi Sec,	
23	Md.I.C.Mallik,J.C. (Deputed from Sub – Collector Office , Jharsuguda)	-	-	-	Attached to Issue Sec.	
24	Sri S.C. Garai , Sr. Steno	-	-	-	P.A. to Collector	
25	Sri Samirchandra Pradhan, Sr. Steno	-	-	-	Steno to ADM	
26	Sri B.K.Behera,RI	-	-	-	Attached to L.A. section	

Manual 3

Procedure followed in decision-making process (Section 4(1)(b)(iii))

S.No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	Diarist	Same day
2	To mark application to concerned D.A.	H.C.	-do-
3	Put up before the O.I.C.		-do-
4	Endorsement of the file to A.D.M.		-do-
5	Decision made by Collector	Collector	-do-

Manual 4

Norms set for the discharge of functions (Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities.

Sl.No.	Activity	Time frame/Norm	Remarks
1	2	3	4
1	Diary of letter	3 minutes per letter	Delivered the letters to the concerned Dealing Assistant
2	Issue of letter	3 minutes per letter	
3	Despatch Register	5 minutes per letter	Registered daks including entry in the peon Book

Manual 5

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	reference No if any	Price in case of priced publications
1	2	3	4	5
1	Service Code	Service matter of Govt. servants		
2	G.P.F.rule	G.P.F.matter		
3.	O.C.S.(Pension)Rule,	Pension matter		
4	O.G.F.R.Vol.I & II	Financial matter		
5	O.T.C.Vol.I & II	Bill & Budget matter		
6	O.C.S.(C.C.A.)Rules	Proceedings		
7	O.M.S.rules,	Service matter of Ministerial staff		
8	O.T.Rules	Travelling Allowance matter		
9	Orissa Conduct Rules	Govt.Servant Conduct		
10	L.A.act,1894	Acquisition of Private Land		
11	Orissa Municipal Act, 1950	All matter relating to DUDA & ULBs		
12	Societies Registration Act.1860	Regarding Registration of Societies,associations, clubs etc.under S.R.act,1860		
13	Orissa Nizarat Manual	Rules for management of Nizarat		
14	Manual of Tahasil Account	As per Manual of Tahasil Account		
15	O.G.L.S.Act,1962 & Rules, 1985	Alienation of Govt.land and De-reservation of Govt.land	Rule-11 of O.G.L.S.rules,1985 & 3(a) of O.G.L.S.Act, 1962	
16	Orissa Relief Code corrected upto 3.12.96			

17	Registration of Electors Rule,1960	Revision of Electoral Rolls		
18	Representation of People's Act,1951	Conduct of Election		
19	Election Symbol(Reservation& allotment) Orders.1968	Allotment symbol to contest-ing candidate		
20	Conduct of Election Rules,1961	Conduct of Election		

Manual 6

A statement of the categories of documents that are held by it for under its control (Section 4(1)(b)(vi))

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogues.(an illustrative list is given below)

A statement of the categories of documents held

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1	Appointment and Posting		Estt.Section	
2	Recruitment /examination		-do-	
3	Deputation of Govt.employees		-do-	
4	creation and Sanction of Gazetted posts			
5	Sanction and creation of post of Treasury Sarkar			
6	Transfer & Posting of staff		Estt section	
7	Deployment of staff		-do-	
8	Delegation of Financial power to officers of Sub-ordinate offices			
9	Roster arrangement			
10	Merger of Sub-Collector's Office			
11	Training of Rev.field staff			
12	Misc.training of officers			
13	Confirmation ofservice to employees			
14	Payment of Profession Tax			
15	Gradation list		Estt section	
16	Service Verification report			
17	Transmission, of Service particulars of Gazetted employees			
18	Submission of Property statement		Estt section	
19	Audit objection		Audit section	
20	Crossing E.B.		Estt section	
21	Condonation of Movement period of Govt.employees			

22	Pay fixation of Gazetted offices			
23	Grievance Cell Register	Concerned file	Grievance Cell Sec.	12 years
24	Acquisition of Private land with maps & other procedures	Private land under L.A. for village Brundamal etc.	Spl.L.A.JSG	Permanent
25	All types of files pertaining to Niazarat	Cash books, vouchers, circulars	Nizarat	-do-
26	Audit report & Inspection report	Audit reports & Inspection report	Audit	Permanent
27	File	Sanction order for alienation of Govt.land to IDCO and Govt.offices/Sanction order for de-reservation of Govt.land	Revenue Sec.	
28	Rainfal Report	Block wise rainfall report	Emg.Sec.	As per classification of records
29	Crop cutting report	-do-	-do-	-do-
30	Natural Calamities(Flood,drought,lightening,Sun-stroke,Fire accidents etc.	-do-	-do-	-do-
31	Permanent		Dist.Elect.office,JSG	
32	Correspondence Monthly Progress report & Quaterly progress report	Related to Touzi matter	Touzi Sec.	-do-
33	All types of files relating to ULBS	G.I.S., submission of U.C.s	Gen.& Misc.Sec.	As per period of classification of papers
34	Registration of Societies under S.R.Act,1860	Registration of Societies etc.	-do-	-do-
35	Inspection Note of Collector & A.D.M.	-do-	-do-	-do-
36	Gen.& Misc.Files	All types of Miscellaneous matter pertaining to U.L.B.S Registration of Societies ,Issue of Nationality Certificate	-do-	-do-

Manual 7(Not applicable)

**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 of implementation
(Section 4(1) (b)(vii))**

Details of consultative committees and other bodies with which consultations are held

Sl.No.	Name and address of the Consultative Committees/Bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc may also be indicated.

Manual 8(Not applicable)

**A statement of boards, council, committees and other bodies constituted
(Section 4 (1) (b) (viii))**

List of boards, councils, committees etc.

Sl.No	Name and address of the body	Main functions 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

Please attach copies of detailed notification/ orders for their constitutions.

Manual 9

Directory of Officers and employees (Section 4(1) (b) (ix))

Directory

Sl.No.	Name and designation	Office Phone No	E mail address
1	Sri Dhananjaya Ku Das, Collector & Dist & Magistrate	270070	dmjsg@ori.nic.in
2	Sri Meghanad Naik ADM	272802	
3	Sri J R Pradhan, Spl LAO	272802	
4	Sri H Mohapatra, PD (R&R)	272802	
5	Smt L K Xess, Deputy Collector	272802	
6	Smt N P Minz, Deputy Collector	272802	
7	Sri S K Mishra, Revenue Officer	272802	
8	Sri L Behera, Office Superintendent	272802	
9	Sri S.Oram, H.C.	272802	
10	Sri R R Nayak, H C	272802	
11	Sri Sunil Pradhan, SC	272802	
12	Sri G Roy, SC	272802	
13	Sri T D Chakraborty, SC	272802	
14	Sri K.C.Muduli, S.C.	270070	
15	Smt Champabati Sahu, S.C.	272802	
16	Sri A Kalet , S.C.	242847	
17	Sri S.K.Dixit , S.C.	272802	
18	Sri B. K.Kisan , S.C.	272802	
19	Smt B Pujhari, SC	272802	
20	Sri D Sahu, SC	272802	
21	Sri T.Khamari,JC	272802	
22	Sri I. Mallick , J.C.	272802	
23	Sri K.Bag , J.C.	272802	
24	Sri S C Garai, Sr Steno	270070	
25	Sri S. C. Pradhan , Sr.Steno	272802	

Manual 10

**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
01	Sri Dhananjaya Ku Das, Collector & Dist & Magistrate	PB-3-15600 to 39100
02	Sri Meghanad Naik ADM	PB-3-15600 to 39100
03	Sri J R Pradhan, Spl LAO	9300 to 34800
04	Sri H Mohapatra, PD (R&R)	9300 to 34800
05	Smt L K Xess, Deputy Collector	9300 to 34800
06	Smt N P Minz, Deputy Collector	9300 to 34800
07	Sri S K Mishra, Revenue Officer	9300 to 34800
08	Sri L Behera, Office Superintendent	9300 to 34800
09	Sri S.Oram, H.C.	9300 to 34800
10	Sri R R Nayak, H C	9300 to 34800
11	Sri Sunil Pradhan, SC	5200 to 20200
12	Sri G Roy, SC	5200 to 20200
13	Sri T D Chakraborty, SC	5200 to 20200
14	Sri K.C.Muduli, S.C.	5200 to 20200
15	Smt Champabati Sahu, S.C.	5200 to 20200
16	Sri A Kalet, S.C.	5200 to 20200
17	Sri S.K.Dixit , S.C.	5200 to 20200
18	Sri B. K.Kisan , S.C.	5200 to 20200
19	Sri T.Khamari,JC	5200 to 20200
20	Smt B Pujhari, SC	5200 to 20200
21	Sri D Sahu, SC	5200 to 20200
22	Sri S C Garai, Sr Steno	9300 to 34800
23	Sri T. Khamari JC	5200 to 20200
24	Sri S Padhan, Sr Steno	9300 to 34800
25	Sri Kailash Bag, JC	5200 to 20200
26	Sri I Mallick, JC	5200 to 20200
27	Sri B D Hara, Driver	5200 to 20200
28	Sri B. K. Behera R I	9300 to 34800
29	Sri G. Beriha, Chainman	4440 to 7440

30	Md. M. Khan Peon	4440 to 7440
31	Sri A.K. Kalo Peon	4440 to 7440
32	Sri P.N. Chaudhury Peon	4440 to 7440
33	Sri C. Seth peon	4440 to 7440
34	Sri S. Mahananda peon	4440 to 7440
35	Santosh Luhura, Choukidar	4440 to 7440

Note : Details about system of compensation provided in regulations may be given

Manual 11

The budget allocated to each agency (Section 4(1) (b) (xi))

Non-plan budget

Manor head	Activities to be performed	Sanctioned budget	Budget estimate (2008-09) (In Rs.)	Revised estimate (2009-10) (In Rs.)	Expenditure for the last year (2008-09) (In Rs.)
3-2053-Dist.Admn.093 Dist.Estt.		Pay	2241061	2233281	2677518
		DP	1123948	1116645	736106
		GP	-	-	-
		DA	1499193	1574462	1401866
		HRA	114843	125826	135687
		RCM	43735	60000	32106
		OA	959	1200	867
		TE	132705	192000	56784
		Elect	220000	220020	80000
		WC	8000	10000	8386
		Telephone	186123	120000	19951
		MV	250000	240000	39928
		OC	60000	60000	30000
		Other charges	30000	36000	40000
		RRT	900	900	-

Plan budget

Name of the	Activities to	Date of	Expected	Amount	Amount
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Plan Scheme	be under taken	Commencement	date for completion	sanctioned	disbursed/Spent

Manual 12(Not Applicable)

**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 which subsidy provided	No.of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements

List of individuals given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose

Manual 13 (Not Applicable)

**Particulars of recipients of concessions, permits 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 purposeS

Manual 14

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

Details of information

S.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	Rainfall	Daily Rainfall (Blockwise)	Yes.	Back end database
2	MPR's on Revenue Section	Revenue MPR's (Tahasil wise)	Yes	-do-
3	MPR on Touzi Section	Collection figure Tahasil wise	Yes	-do-
4	Deptt. wise information	Abstract	Yes.	Website

Manual 15

Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]

Facilities available for obtaining information

S. No.	Facility available	Nature of Information available	Working hours
1.	Information Counter	To be available	-
2.	Website	Deptt. wise information	Always
3.	Library	Not available	-
4.	Notice Board	All types of Notices	Always

Manual 16

Name designation and other particulars of Public Information Officers (Section 4(1) (b) (xvi))

List of Public Information Officers

Sl.No.	Designation of the Officer designated as PIO	Postal address	Telephone No.	e-male address	Demarcation of Area/ activities, if more than one PIO is there
01	Nishi Poonam Minz , OAS (I) JB , Deputy Collector , Collectorate , Jharsuguda	Collectorate, Jharsuguda	06645-272802		

List of Assistant Public Information Officers

Sl.No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
01	Tulachand Khamari, Junior Clerk, Collectorate, Jharsuguda	Collectorate, Jharsuguda	06645- 272802	

First appellate authority with in the department

Sl.No.	Designation of the Officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
01	Sri Meghanad Naik,OAS (I) SB ADM, Jharsuguda	Collectorate,,Jharsuguda	272802		

Manual 17

Other information as may be prescribed [Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.
