

Manual-I
Particulars of Organisation, functions and duties

[Section 4(I)(b)(i)]

1. Aims and objectives of the Organization. To create additional Ayacut
2. Mission / Vision. 2020
3. Brief history and background for its establishment Since 1962
4. Organization Charts.
5. Allocation of Business.
6. Duties to be performed to achieve
7. Details of services rendered.
8. Citizen's interaction.
- 9 Postal address of the main office, attached/subordinate office/field units etc. O/O the E.E ,M.I Division .Balasore
- 10Map of Office location
- 11Working hours both for office and public.
- 12Public interaction, if any. Co-ordination to public.
- 13Grievances redress mechanism. Quick disposal

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Power and duties of Officers and employees

[Section 4(i)(b)(ii)]

Powers and duties of Officers and Staff.

Sl No	Designation of Post.	Powers.			
		Administrative	Financial	Statutory	Others
01	Executive Engineer	Administrative	Financial	Statutory	Others
02	A.E(E)	Administrative			Others
03	D.A.O	Administrative	Financial		Others
04	Head clerk	Administrative			Others
05	Junior Engineer				Others
06	Junior clerks				Others

Note:- Substantive powers and duties for each position may be define

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Procedure followed in decision-making process the following illustration of preparing a food card.

[Section 4(i)(b)(iii)]

Flow process Chart for issue of Food Card.

SINo.	Activity	Level of Section
1	To receive application and put a diary number	Counter Clerk
2	To mark application to concerned inspector	Do
3	To visit premises of applicant and verify the facts.	Inspector
4	To prepare report and submit to FSO	Do
5	To approve/reject application.	FSO
6	To prepare food card if approved and submit to FSO	Counter Celrk
7	To sign and return card	FSO
8	To deliver card to applicant.	Counter Clerk.

Such charts may be prepared for major functions.

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Norms set for the discharge of functions.

[Section 4(i)(b)(iv)]

Details of norms and standards set out can be given in respect of various activities of the norms are indicated below as an illustration:

Illustration.

SINo.	Activity	Time frame/Norm	Remarks.
1			
2			
3	Typing Job	30 pages per day.	
4	Preparation of food card	50 food cards per day	Including entry card register.
5			
6			
7			
8			

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Rules, regulations, instructions, manuals and records for discharging function.

[Section 4(i)(b)(v)]

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

List of regulations, Instructions, Manuals and records.

SINo.	Name of the act, rules regulations	Brief list of the contents	Reference No if any	Price in priced
1				
2				

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

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

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

A Statement of the categories of documents held.

SINo.	Nature of Record.	Details of information available.	Unit/Section where available.	
1	Sanction Register, Agreement Register, Sale/Opening Register	Estimate, Agreement & Work order	Estimating Branch	
2	Monthly Account & Voucher	Bills, Expenditure, Vouchers, Monthly Account	Accounts Branch	
3	Pay Acquaintance, Office Order, Attendance Register, & Service book	Pay drawn	Establishment Branch	

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

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

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

SlNo.	Name and address of the Consultative Committees/bodies	Constitution of the Committee/body.	Role and responsibility
1				
2				

Other procedures adopted for informal consultation with the public may 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 etc may also be indicated.

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

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

List of boards, councils, committees etc.

SlNo.	Name & address of the body	Main functions of the body	Constitution of the body	Date constituted.	Date up to which valid.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings	Remarks.
1									
2									

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

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 Directory of Officers and employees
 [Section 4(i)(b)(ix)]

Directory

SlNo.	Name	Designation.	Office Phone No.	E-mail.
1	Sri Hiralal Panigrahi.	E.E	262146	mibalasore@yahoo.co.in
2	Miss Sabita Mandal.	DAO-Gr-II		
3	Sri Mahendra Behera	A.E.		
4	Sri Bhagaban Naik	A.E		
5	Sri Suresh Ch.Satpathy	A.E		
6	Sri Pravash Kumar Dhal	A.E		
7	Sri Sukanta Chandra Swain	A.E		
8	Sri Chandra Mohan Behera	J.E		
9	Sri Sukumar Bhuyan	J.E		
10	Sri Nilakantha Padhi	J.E		
11	Sri Ratikanta Majhi	J.E		
12	Sri Gouri Kumar Nanda	J.E		
13	Sri Jagat Mohan Dash	Sr. Clerk		
14	Sri Dibakar Samal.	Jr. Clerk		
15	Sri Basanta Kumar Palai	Jr. Clerk		
16	Sri Jagabandhu Behera	Jr. Clerk		
17	Smt.Bharati Sen	Jr. Clerk		
18	Sri Basanta Kumar Sahu	Surveyer		
19	Sri Muralidhara Rout	Droughtsman		
20	Smt.Chhabirani Rath	Tracer		
21	Sri Narayan Ch.Rout.	Amin		
22	Idrish Mallik	D.L.V		
23	Sri Balaram Naik.	D.L.V		
24	Sri Swapan Sinharoy	Daftari		
25	Smt. Sabitri Mukhi	Sweeper-Cum-Watchman		
26	Sri Bairagi Tarai	Sweeper-Cum-Watchman		
27	Sri Kanhei Ch.Behera	Helper		
28	Sri Banabihari Mohanty.	Fireman		
29	Sri Rajendra Ku.Bhoi.	Peon		
30	Sri Harekrushna Puhan	Peon		
31	Sri Chitaranjan Mohanty	Peon		
32	Sri Gangadhara Das	Peon		
33	Sri Ratnakara Panda	Peon		
34	Sri Rama Ch. Biswal.	Peon		
35	Sri Ajay Ku. Behera.	Peon		
36	Sri Umakanta Barik.	Peon		
37	Sri Manaranjan Satapathy	Peon		
38	Sri Biswanath Rout.	Peon		

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

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

SINo.	Name	Designation.	Pay Scale/Monthly remuneration.
1	Sri Hiralal Panigrahi.	E.E	
2	Miss Sabita Mandal.	DAO-Gr-II	20207.00
3	Sri Mahendra Behera	A.E.	23524.00
4	Sri Bhagaban Naik	A.E	21332.00
5	Sri Suresh Ch.Satpathy	A.E	25416.00
6	Sri Pravash Kumar Dhal	A.E	26512.00
7	Sri Sukanta Chandra Swain	A.E	25416.00
8	Sri Chandra Mohan Behera	J.E	22119.00
9	Sri Sukumar Bhuyan	J.E	20799.00
10	Sri Nilakantha Padhi	J.E	20086.00
11	Sri Ratikanta Majhi	J.E	20086.00
12	Sri Gouri Kumar Nanda	J.E	18896.00
13	Sri Jagat Mohan Dash	Sr. Clerk	14591.00
14	Sri Dibakar Samal.	Jr. Clerk	13394.00
15	Sri Basanta Kumar Palai	Jr. Clerk	11948.00
16	Sri Jagabandhu Behera	Jr. Clerk	11701.00
17	Smt.Bharati Sen	Jr. Clerk	11995.00
18	Sri Basanta Kumar Sahu	Surveyer	16128.00
19	Sri Muralidhara Rout	Droughtsman	17640.00
20	Smt.Chhabirani Rath	Tracer	10707.00
21	Sri Narayan Ch.Rout.	Amin	10721.00
22	Idrish Mallik	D.L.V	11145.00
23	Sri Balaram Naik.	D.L.V	10684.00
24	Sri Swapan Sinharoy	Daftari	10004.00
25	Smt. Sabitri Mukhi	Sweeper-Cum-Watchman	9222.00
26	Sri Bairagi Tarai	Sweeper-Cum-Watchman	8932.00
27	Sri Kanhei Ch.Behera	Helper	9222.00
28	Sri Banabihari Mohanty.	Fireman	9576.00
29	Sri Rajendra Ku.Bhoi.	Peon	9576.00
30	Sri Harekrushna Puhan	Peon	9576.00
31	Sri Chitaranjan Mohanty	Peon	9196.00
32	Sri Gangadhara Das	Peon	9576.00
33	Sri Ratnakara Panda	Peon	9317.00
34	Sri Rama Ch. Biswal.	Peon	9172.00
35	Sri Ajay Ku. Behera.	Peon	9551.00
36	Sri Umakanta Barik.	Peon	8514.00
37	Sri Manaranjan Satapathy	Peon	8881.00
38	Sri Biswanath Rout.	Peon	9317.00

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The budget allocated to each agency.

[Section 4(i)(b)(xi)]

Non-Plan budget

Major head.	Activities to be performed	Sanctioned budget.	Budget estimate	Revised estimate	Expenditure
1	Critical	180.00			102.00
2	F.D.R	33.36			46.70

Plan budget.

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned.	
1	Khurd	14.05.08	13.03.09	116.98	
2	Rissia	07.06.08	07.03.09	89.87	
3	Raghunathpur Ganja	04.11.08	03 02.09	36.00	
4	Rangiabandha	04.02.09	03.05.09	31.00	
5	Sriganga	21.02.04	20.02.06	494.07	

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The manner of execution of subsidy program

[Section 4(i)(b)(xii)]

List of institutions given subsidy.

SINo.	Name and address of the instution	Purpose for which subsidy provided	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous.....
1						

List of individuals given subsidy

SINo.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	
1					

Details of schemes under which subsidies are granted should be g

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Particulars of recipients of concessions, permits or authorizations granted

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

List of beneficiaries

SINo.	Name and address of the beneficiary	Nature of concession/permit/authorization provided.	Purpose for which granted.	Scheme and Criterion for selection.		
1						

Note:-Creation of database and its hosting on website should be done on priority be activities like issue of permits, issue of authorizations, grant of concessions, license.

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Information available in an electronic form

[Section 4(i)(b)(xiv)]

Details of information.

SINo	Activities for which electronic data available.	Nature of information available.	Can it be shared with public	Is it av..... website..... used as

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Particulars of facilities available in an electronic form

[Section 4(i)(b)(xv)]

Facilities available for obtaining information.

SINo	Facility available	Nature of information available.	Working.
1	Information Counter		
2	Website		
3	Library		
4	Notice Board		

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Name designation and other particulars of Public information Officers.

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

List of Public Information Officers.

SINo	Designation of the Officer designated as PIO	Postal address	Telephone No	e-mail address
01	Assistant Engineer(Estimator)	O/O the E.E M.I Division,Balasure	262146	mibalasure@yahoo.co.in

List of Assistant Public Information Officers.

SINo	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-Mail address	De.....
01	Junior Engineer(E)	O/O the E.E M.I Division,Balasure			
	Assistant Executive Engineer	O/o the A.E.E.M.I.Sub-Divn, Balasure.			
	Assistant Engineer	O/o the A.E.M.I.Sub-Divn,Bhadrak.			
	Assistant Engineer	O/o the A.E.M.I.Sub-Divn, Soro.			
	Assistant Engineer	O/o the A.E.M.I.Sub-Divn,Nilgiri			
	Assistant Engineer	O/o the A.E.M.I.Sub-Divn, Basta.			

First appellate authority with in the Department.

SINo	Designation of the Officer designated as first appellate authority.	Postal address	Telephone No.	e-Mail address	De... ..
01	Executive Engineer.	O/O the E.E M.I Division, Balasure	262146	mibalasure@yahoo.co.in	

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Other Information as may be prescribed.

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

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

Executive Engineer,
M.I.Division,Balasure.

