

51

Up-to-date Information as required U/s- 4(I)(B) of R.T.I. Act, 2005

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

i	The particulars of its organization functions and duties.	Commissioner, Land Records and Settlement, Odisha, Cuttack is the Presiding Officer of the Revisional Court who performs the duties of hearing and disposing the Revisional Cases in respect of Jajpur district filed U/s 6-D, 15 & 25 of Orissa Survey and Settlement Act, 1958 as well as U/s-36 & 37 of Orissa Consolidation of Holdings and Prevention of Fragmentation of Land Act,1972 by exercising the powers conferred by Govt. in Revenue Deptt. Gazette Notification No.2387 dated 24.12.2002.
ii	The powers and duties of its Officers and employees.	Commissioner, Land Records and Settlement performs the duties as Presiding Officer of the Court. One Court Officer helps the Presiding Officer in conducting the Court smoothly. Besides, one Dy. Secretary, Private Secretary, Personal Assistant, Section Officer, A.S.O., Zamadar, two Jr. Assistants, Peons and four Court Assistants are working. They are performing the duties like listing the cases, writing notices, calling for PWR from concerned authorities, making Cause List, preparing Case Records for hearing in Court, typing orders as dictated by the Presiding Officer, making consignment the disposed cases to Record Room, etc.
iii	The procedure followed in the decision making process, including channels of supervision and accountability.	The Revision Cases filed with all supporting documents are listed for admission. After the notices being served on both the Parties, the cases are listed for hearing of both the plaintiff and opp. parties. Ample opportunities are given to parties to put forward their stands during hearing. Adhering to the rules of Law, the revision cases are disposed by the Presiding Officer.
iv	The norms set by it for the discharge of its functions.	The Court of C.L.R.&S. is taking all possible steps for quick disposal of the revisional cases.
v	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	While disposing the cases, Orissa Survey and Settlement Act- 1958, Orissa Consolidation of Holding and Prevention of Fragmentation of Land Act-1972, Odisha Estates Abolition Manual, Odisha Mutation Manual and other relevant Revenue Laws are followed.
vi	A statement of the categories of documents that are held by it or under its control.	As mentioned above in Para-v.
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.	Nil
viii	A statement of the boards, 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 meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	Nil

