-	Un-to-date Information a	as required U/s- 4(I)(B) of R.T.I. Act, 2005	
<u></u>		N AND OBLIGATIONS OF PUBLIC AUTHORITIES	
İ	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.	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.		
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.		

ix	A directory of its Officers and Employees.	Name/Designation	<u>Contact No.</u>	Existing Pay(in Rs)
	and Employees.	NBS Rajput, IAS, CLR&S Smt. Namita Biswal,	06712508981 -do-	167200
		OAS(I)SB, Dy. Secy. Smt. Rasmi Rath, ORS,	-do-	46200
	B. 3 (3)	Court Officer		
		Bhairab Ch. Hembram, SO	-do-	62200
		Binoda Ch. Sahoo, PS	-do-	68000
		Satchidananda Mohapatra,PA	-do-	58600
		Debendra Nath Khuntia, ASO	-do-	50500
		Rasmita Bhoi, Jr. Asst.	-do-	8880
		Debasis Dalai, Jr. Asst.	-do-	8880
		Krushnamohan Das, Driver	-do-	39800
		Purna Ch. Pati, Zamadar	-do-	30600
		Ajay Ku. Sethi, Peon	-do-	30200
		Pabitra Ku. Maharana,	-do-	20900
		Munsarim		
		Sarat Ku. Barad, Munsarim	-do-	20900
		Khirod Ku.Nayak, Amin	-do-	28300
		Sarbeswar Jena, Amin	-do-	20900
		Ganesh Ch. Maharana,Peon	-do-	
X	The monthly remuneration			
	received by each of its	3,710 - 1		
	officer and employees	As mentioned above in Para-i	Χ.	
	including the system of	The friending above in Fara is	**************************************	
	compensation as provided in	* * * * * * * * * * * * * * * * * * * *		
•	its regulations.			
xi	The budget allocated to each	Total Budget allocated for the		iment for the
	of its agency indicating the	Financial Year 2018-19 is Rs.9	96,95,000/-	
	particulars of all plans,			
	proposed expenditures and	*		
	reports on disbursements made.			
xii	The manner of execution of	Nil		
7(1)				
	subsidy programmes including			
	subsidy programmes including the amounts allocated and the			
	subsidy programmes including the amounts allocated and the details of beneficiaries of such			
viii	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.	Nil		
xiii	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of	Nil		
xiii	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or	Nil		
	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.			
	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the	Nil Nil	,	
	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or			
	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an			
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.	Nil		
	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an		•	
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including	Nil		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library	Nil		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained	Nil		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.	Nil		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations	Nil  Nil  Bhairab Chandra Hembram,		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations and other particulars of the	Nil		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations and other particulars of the Public Information Officers.	Nil  Nil  Bhairab Chandra Hembram,		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations and other particulars of the Public Information Officers.  Such other information as	Nil  Nil  Bhairab Chandra Hembram,		
xv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations and other particulars of the Public Information Officers.  Such other information as may be prescribed and	Nil  Nil  Bhairab Chandra Hembram,		
xiv	subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.  Particulars of recipients of concessions, permits or authorizations granted by it.  Details in respect of the information available to or held by it, reduced in an electronic forms.  The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.  The names, designations and other particulars of the Public Information Officers.  Such other information as	Nil  Nil  Bhairab Chandra Hembram,		

Signature: - Section Officer (Judl.)
Designations: -Board of Revenue, Odisha,
Branch/Section: - Cuttack