

RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

I (b)		Dist. Estt. Section of Board of Revenue deals with following matters.
i)	The particulars of its organization functions and duties.	<ul style="list-style-type: none"> i) Training of RIs, ARIs & Amins in RITI, Khallikote, Larpank & Bodapalasa). ii) Establishment matters of three RITIs. iii) Improvement & smooth functioning of three RITIs. iv) Administrative Approval by Hon'ble Member for construction/ repair RDC/District offices/Tahasils /RI circles/Circuit Houses/Rest sheds/Revenue Banglows. v) O.A. cases of J.C. employees. vi) Sanction Permission for hired vehicle/ purchase of new vehicle for RDCs/Collectors/ Sub-collectors/ Tahasildars & allocation of funds in this regard. vii) Selection & Transfer of Office Superintendents. viii) Inter-district transfer of Class-III& IV employees. ix) Regularisation/ Correction of Gradation list of JC employees through Core Group Committee. x) Clarification on establishment matters of RDCs/District Offices/ Sub- Collector offices/Tahasils. xi) MPR/ QPR of post-wise vacancy position. xii) MPR/ QPR of departmental proceeding cases. xiii) MPR/ QPR of pension cases.
ii)	The powers & duties of its Officers & employees.	One Section Officer, one A.S.O. & one Jr. Asst. have been posted in this Section to extend assistance in official work.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability	All files of this section are dealt by the A.S.O, Jr. Asst. working in the section and placed before the higher authorities such as Section Officer, Under Secretary, Joint Secretary, Secretary and Hon'ble Member, Board of Revenue.
iv)	The norms set by it for discharge of its functions.	All the letters in the section are placed before the authorities for disposal as per the guideline of Odisha Record Manuals.
v)	The rules, regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its functions.	Odisha Records Manual, Orissa District Revenue Services-1983, OGFR, Odisha Service Code, Odisha Ministerial Service Rules-1995, Rules Regulating Control and Use of Government Vehicles.
vi)	A statement of categories of documents that are held by it or under its control	NA
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	Not public related

viii)	A statement of 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 be public or the minutes of such meeting are accessible for public	NA
ix)	A directory of its Officers and employees	1) Sri Rohidas Singh, S.O Mobile -9437743917 Basic Pay-62,200/-
		2) Smt. Minati Bhal, A.S.O. Basic Pay- 52,000/-
		3) Miss Soumyashree Rout, Jr. Asst., Basic Pay- 8880/- (Consolidated)
		4) Sri Abhimanyu Barik, Peon (on Deputation), Basic Pay-17600/-
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Mentioned above. (remuneration)
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	NA
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	NA
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	NA
xiv)	Details in respect of the information available to or held by it, reduced in an electronic forms.	NA
xv)	The particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	NA
xvi)	The names, designations and other particulars of the public information Officers	Sri Soubhagya Ranjan Das ,OAS(I) (JB), Under Secretary-cum-PIO
xvii)	Such other information as may be prescribed, and thereafter update these public actions every year.	

Signature-

Bromat

Designation-

Jt. Secretary

Branch/Section- District Establishment Section.

Seat Dealt- Establishment matters of District Offices.