

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

4 (1) (b) i -	The particulars of its organisation functions and duties	<p>The Establishment Section of Board of Revenue deals with appointment, promotion, superannuation, transfer and posting, Gradation, Confirmation, sanction of pension and sanction of all types of advances (HBA/Motor Conveyance/ Computer), departmental proceedings etc. in favour of its employees and its constituent Heads of Departments, such as Land Reforms, D.L.R. & S., Director, Consolidation, Excise Commissioner, Inspector General of Registration, The sanctioned post of different categories of posts of Board of Revenue is 486 except Officers.</p> <p>All service related matter, such as increment, sanction of leave, G.P.F/G.I.S, fixation of pay & different court cases related to service matter etc. of employees working under Main Board Establishment are being done in Establishment Section.</p>				
ii	The powers & duties of its officers & employees	There are four Senior Assistants working in Establishment Branch with one Section Officers and two Class-IV employees. All files are dealt by the concerned Senior Assistants and placed before the higher authorities through Section Officer. The duties of this branch are mentioned in point no.i above.				
iii	Te procedure followed in the decision making process, including channels of supervision and accountability	All files of this section are dealt by the concerned Assistants and placed before the higher authorities (Additional Secretary, Estt./Secretary, B/Rev/Member, B/Rev through one Section Officer.				
iv	The norms set by it for the discharge of its functions	All the letters received in the section are placed before the authorities for disposal as early as possible				
v	The rules ,regulations, instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions	Odisha Service Code/ORV Act & Rules/Conduct Rule/ Odisha Leave Rules/OCS(CCA)Rules/Odisha Pension Rules etc and instruction received time to time from different Departments of Govt.				
vi	A statement of categories of documents that are held by it or under its control	Original/Duplicate Service Book /GIS Pass Book/Personal Files/Pension Files/ GPF Files/Guard Files/Gradation List/Quarter allotment/all types of Advance files of its employees are held by this Section				
vii	The particulars 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 f boards ,councils, committees and other bodies consisting of two or more persons constitutes 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 to public	Departmental Promotion Committee for promotion to different cadres of Board of Revenue & its constituent Heads of Departments. Screening Committee Meeting for 'sanction of RACP/MACP & appointment under Rehabilitation Assistance Scheme/Meeting for allotment of Quarter and other meetings as and when necessary.				
ix	A directory of its officers & employees	Sl. No	Name & designation	Contact No.	Basic Pay	Seat allotted
		1	Bichitrananda Nayak, Deputy Secretary,Estt.	9438670650	93800	Estt. Section

		2	Satyanarayan Nanda, S.O	9338466675	64100	Estt. Section
		3	Minati Bhal, Sr. Asst.	9237855263	52000	Pension & Advance
		4	Kunja Behari Swain Swain, Sr. Asst.	9438522318	56900	Ministerial & Class IV
		5	Minati Priyadarsini, Sr. Asst.	9337733486	56900	Procedure & GPF
		6	Sudhanalini Sarangi, Sr. Asst.	9853327877	55200	Non-Ministerial
		7	Gopal Krushna Das, Jr. Asst	9090448085	8880	Class IV
		8	Sabita Sahoo	9337212598	8880	Ministerial
		9	Pragyan Paramita Jena, Jr. Asst.	9583176684	8880	Procedure & GPF
		9	Sasmita Nayak, Jr. Asst	9439666119	8880	Pension & Advance
		10	Arun Ch. Panda, Peon	9778797005	32000	-
x	The monthly remuneration received by each of its employees, including the system of compensation as provide 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 disbursement made	budget allocated & expenditure are dealt in Budget Section, B/Rev.				
xii	The manner of execution of subsidy programmes ,including the amounts allocated and the details of beneficiaries of such programmes	Nil				
xiii	Particulars of recipients of concession, permits or authorization granted by it	Nil				
xiv	Details in respect of information, available to or held by it, reduced in an electronic form	All information relating to service matter of its employees are available in the Section				
xv	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	Not related				
xvi	The names, designations and other particulars of the public information officers	Satyanarayan Nanda, Section Officer- Asst. Public Information Officer				
xvii	Such other information as may be prescribed, and thereafter update these public actions every year	-				

Signature: *Satya Narayan Nanda*
 Designation: Section Officer
 Branch/Section: Establishment Section
 Seat Dealt: All Establishment Matters