

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

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<p>I. The particulars of its organization functions and duties:-</p>	<p>Gen. & Misc. Section, Main Board Wing, Board of Revenue, Odisha, Cuttack.</p> <p>Deals with Misc. Petition & Govt. orders. The grievance related petitions are sent to Collectors for redressal and Govt. orders are kept for future reference.</p>
<p>II. The power and duties of its Officers and Employees:</p>	<ol style="list-style-type: none">1. Member, Boar of Revenue, Odisha2. Secretary, Board of Revenue, Odisha3. Deputy Secretary, Board of Revenue, Odisha4. Section Officer, Gen. & Misc.5. Junior Assistant6. Peon
<p>III.</p>	<p>Duties:-</p> <p>Gen. & Misc section usually deals with misc. petition and Govt. orders. The grievance related petitions are sent to Collectors for redressal and Govt. orders are kept for future reference.</p>
<p>iii. Procedure followed in the decision making process including channels of supervision and accountability:-</p>	<p>Files are put up by the dealing Assistant to the section officer and subsequently to the Deputy Secretary and if needed the files are endorsed to the Secretary and Hon'ble Member, Board of Revenue.</p>

<p>iv. the norms set by it for the discharge of its functions:-</p>	<p>The norms are followed as per the rules of business of the Board of Revenue and as per record manual.</p>
<p>v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-</p>	<p>Only rules of business of the Board of Revenue and as per record manual.</p>
<p>vi. A statement of the categories of documents that are held by it or under its control:-</p>	<p>Not required</p>
<p>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:-</p>	<p>Not required</p>
<p>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 meeting are accessible for public.</p>	<p>Not Applicable</p>

<p>ix. A directory of its Officers and Employees</p>	<p>Member, B/R:- Sri G.V.V Sarma Secretary, B/R:- Sri P.K Senapati, IAS Deputy Secretary, B/R:- Sri Ashok ku. purohit, OAS(SB) S.O, Gen. & Misc.: - Sumitra Haldar Jr. Asst.: - Miss Dinamoni Kisku Peon:- Sri Kailash Chandra Panda</p>
<p>x. the monthly remuneration received by the each of its Officers and Employees including the system of compensation of provided in its regulations.</p>	<p>NIL</p>
<p>xi. The budget allotted to each of its agency, indicating the particular of all plans, proposed expenditure and report on disbursements made.</p>	<p>NA</p>
<p>xii. The manner of execution of subsidy programmes, including the amount allotted and the details of beneficiaries of such programmes.</p>	<p>Not Required</p>
<p>xiii. Particulars of recipients of concession, permits of authorization granted by it</p>	<p>NA</p>
<p>xiv. Details in respect of the information, available to or held by it, reduced in the electric forms.</p>	<p>NA</p>
<p>xv. The particulars of the facilities available to citizen for obtaining information, including the working hours of the library or reading room, if maintained for public use.</p>	<p>NA</p>
<p>xvi. The names, designation and other particulars of the Public Information Officers.</p>	<p>NA</p>

xvii Such other information as may be prescribed and thereafter update his public action every year.

Nil

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Signature:

Designation:-

My Secy

Branch/ Section:-

G.S.M. Soranah

Seat Dealt:-