

RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

52

I (b) (i)	The particulars of its organization functions and duties	Inspection Section of Board of Revenue
		i)
		ii) Inspection by Member, Board of Revenue under three RDCs and its sub-ordinate offices
ii)	The power & duties of its officers & employees.	1. Member, Board of Revenue, Odisha, Cuttack 2. Secretary, Board of Revenue, Odisha, Cuttack 3. Deputy Secretary, Inspection 4. Section Officer 5. Asst. Section Officer
iii)	The procedure followed in the decision making process including channels of supervision and accountability	1. Member Inspection three RDCs and its sub-ordinate offices of Odisha.
iv)	The norms set by it for discharge of its functions.	The norms are followed as per Acts , Rules and instruction issued by Govt. for time to time.
v)	The rules, regulations, instructions manuals and records held by it or under it control on used by its employees for discharging its function	Supervision Channel, Section Officer, Dy. Secretary, Secretary & Member, Board of Revenue.
vi)	A statement of categories of documents that are held by it or under its control	Not related
vii)	The particulars any arrangement that exiles 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)	As statement of Boards Councils committees and other bodies consisting of two or more persons constitutes as its part or for the purpose of its advise, and as to whether meeting of those bodies, councils , committees and other bodies are open to be public or the minutes of such meeting are accessible to public	Not related
ix)	A directory of its officers and employees	1. Sri Ashok Kumar Purohit,OAS, Dy. Secretary, 2. Section & ASO
x)	The monthly remuneration received by each of its employees including the system of compensation as provides on its regulations.	Relates to Accounts Branch

xi)	The budget allocated to each of its agency indicating the particulars of all peons, proposed expenditure and reports on disbursement made	Relates to Budget Section.
xii)	The manner of execution of subsidy programmes including the accounts allocated and the details of beneficiaries of such programme	Not applicable
xiii)	Particulars of recipients of concessions permits or authorizations granted by it.	Not applicable
xiv)	Details in respect of information available to or held by it reduced in an electronic form	Not applicable
xv)	The particular of facilities available to citizen for obtaining information including the working hours of library or reading room I maintained for public use.	Not applicable
xvi)	The names designation and other particulars of the public information officers	Sri Ashok Kumar Purohit, OAS, Dy. Secretary,
xvii)	Such other information as may be prescribed, and thereafter update these public actions every year.	Not applicable

61

Signature

Handwritten signature
5/2/19

Designation- Section Officer

Branch/Section- Inspection

Seat Dealt-All Inspection matter.