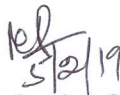


RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

I (b) (i)	The particulars of its organization functions and duties	R.T.I. Section of Board of Revenue
		i) Disposed of applications received under the provision of RTI Act and compliance of order passed by 1 st & 2 nd Appellate Authority.
ii)	The power & duties of its officers & employees.	ii) 1. Member, Board of Revenue, Odisha, Cuttack 2. Secretary, Board of Revenue, Odisha, Cuttack 3. Joint Secretary, Board of Revenue the 1 st & 2 nd Appellate Authority 4. Deputy Secretary-cum- PIO 5. Section Officer- cum-APIO 6. Asst. Section Officer
iii)	The procedure followed in the decision making process including channels of supervision and accountability	Under provision of r RTI Act 2005
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	All the provision under RTI Act, 2005 and other related instructions under Odisha Records Manual.
vi)	A statement of categories of documents that are held by it or under its control	Documents are filed under collection No. XIV, RA.
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 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	M/S/F.A.A/P.I.O/ A.P.I.O/ A.S.O
x)	The monthly remuneration received by each of its employees including the system of compensation as provides on its regulations.	Same as furnished by Accounts Section in its disclosure.
xi)	The budget allocated to each of its agency indicating the	Relates to Budget Section.

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	particulars of all peons, proposed expenditure and reports on disbursement made	
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 Debasis Pattnaik,OAS, Gr. – A (SB), PIO-cum- Dy. Secretary,
xvii)	Such other information as may be prescribed, and thereafter update these public actions every year.	Not applicable

Signature 
 Designation- Section Officer
 Branch/Section- RTI
 Seat Dealt-All RTI matter.

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