

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

18/57

<p>I. The particulars of its organisation functions and duties:-</p>	<p>Revenue-I Section, Main Board Wing, Board of Revenue Odisha, Cuttack.</p> <p>Sairat, Minor Mineral, Lease, Alienation, Lease Procedure and land acquisition, construction of Irrigation project, Bhoodan, Forest, Press Clippings, OPDR, Write off remission, OPDR certificate Cases.</p>
<p>II. The power and duties of its Officers and Employees:</p>	<ol style="list-style-type: none"><li>1. Member, Boar of Revenue, Odisha</li><li>2. Secretary, Board of Revenue, Odisha</li><li>3. Joint Secretary, Board of Revenue, Odisha</li><li>4. Section Officer, Revenue-I</li><li>5. Assistant Section Officer</li><li>6. Junior Assistant</li><li>7. Peon</li></ol>
<p>III.</p>	<p>Duties:-</p> <ol style="list-style-type: none"><li>1. M.P.R on the settlements of Sairat Sources.</li><li>2. MPR on extraction of Minor Minerals.</li><li>3. MPR on grant of lease of Govt. land for Plantation.</li><li>4. MPR/ QPR on disposal pendency of lease cases</li><li>5. MPR on pending of alienation case on Govt. land.</li><li>6. MPR on institution &amp; disposal of Rural lease case under O.G.L.S Act</li><li>7. MPR/QPR on encroachment of Gochar land.</li><li>8. MPR/QPR on encroachment of Govt. land for construction of religious structures.</li><li>9. MPR/QPR on encroachment of Govt. land by SC/ST persons.</li><li>10. MPR/QPR institution &amp; disposal of cases (Urban &amp; Rural)</li></ol> <ol style="list-style-type: none"><li>1. MPR/QPR on the Certificate Case.</li><li>2. MPR/QPR on C.B.W.R.</li><li>3. MPR/QPR on F.W.R.</li><li>4. MPR/QPR on Bhoodan Cases.</li></ol>


5. MPR on Write off Remission.
6. MPR on institution & disposal & balance of Certificate cases under OACOMP (Bank Dues).
7. MPR/QPR on protection of Govt. land.
8. MPR/QPR on encroachment of self style Godman.
9. MPR/QPR on encroachment cases of objection/ un-objection land.
10. MPR/QPR on the eviction of unauthorized encroachment of N.H land.
1. MPR/QPR on regularization of advance possession of Govt. land.
2. MPR/QPR on Home Stead land/ House site/ Agriculture lease cases.
3. MPR on collection of L.A expenditure case.
4. FCR on dispute Kotiya group of village.
5. MPR/QPR on settlement of Gramkandtha Paramboke, Anabadi (Basti), Khasmahal & Nazul land.
6. MPR/QPR on grant of lease of Govt. land in favour of beneficiary & outsider.
7. MPR/QPR on settlement of Khasmahal lease.
8. MPR/QPR on regularization of advance possession of L.A matters.
9. MPR/QPR on lease cases reclamation of Govt. waste land.
10. MPR/QPR on review of Govt. land leased out in favour of religious & charitable organisation.
11. MPR/QPR on of under Mo- Jami, Mo-Diha.
12. Revenue related meetings & Conference.
13. Misc Petition & Grievance Petition.
14. Tour Diary & Collectors.
15. MPR/QPR on settlement of Govt. land for Agriculture purpose.
16. Misc. Petition & Grievance Petition.

<p>iii. Procedure followed in the decision making process including channels of supervision and accountability:-</p>	<p>All the provisions under the Acts and Rules such as O.G.L.S. Act. O.S.S. Act, and other related Acts as Under Revenue Manual including Executive instructions of Government.</p> <p>Supervision Channel : Section Officer, Joint Secretary, B/R, Secretary, Board of Revenue 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 Acts, Rules and Executive instructions issued by Government from time to time.</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>All the provisions under the Acts and Rules such as O.G.L.S. Act. O.S.S. Act, and other related Acts as Under Revenue Manual including Executive instructions of Government are followed while processing the files in Revenue- I Branch .</p> <p>All the above Acts and Rules are available In the Library of Board of Revenue, Odisha.</p>
<p>vi. A statement of the categories of documents that are held by it or under its control:-</p>	<p>Statement of documents received from District as well as R.D.C. offices were examined in the Check list while examining the proposals for disposal.</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 Joint Secretary, B/R:- Sri Radha Krushna Rout, OAS(S) S.O, Rev-I:- Sri Ananta Charan Pradhan A.S.O :- Sri Pradyumna Biswal Jr. Asst.:- Ms Kamlina Sethy Mrs. Anjali Das Sri Santosh Behera 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>Funds were received for Bhoodan Yagna Samiti for distribution of land among land less persons.,</p>

xiii. Particulars of recipients of concession, permits of authorization granted by it	NA <span style="float: right;">53</span>
xiv. Details in respect of the information, available to or held by it, reduced in the electric forms.	NA
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.	NA
xvi. The names, designation and other particulars of the Public Information Officers.	Section Officer-cum- A.P.I.O
xvii. Such other information as may be prescribed and thereafter update his public action every year.	Nil

  
 Signature: *9-4-19*  
 Designation:- *S.O.*  
 Branch/ Section:- *Revenue-F*  
 Seat Dealt:-