

ESTABLISHMENT SECTION,**COLLECTORATE, GANJAM****Manual-1****Particulars of Organization, functions and duties****[Section 4 (1)(b)(i)]**

01	Aims and objectives of the organization	The Establishment Section of Collectorate deals with human resources management services of Revenue employees such as maintenance of service rolls, transfer & posting, pension, Disciplinary proceedings, rehabilitation assistance
02	Mission/ Vision	To function the routine works of Establishment matter with ultimate sincerity and regularity
03	Brief history and background for its Establishment	An integral section of the Collectorate, Ganjam since inception
04	Organization charts	Collector & District Magistrate Addl. Dist. Magistrate Deputy Collector Head Clerk Sr. Clerk Junior Clerk Peon
05	Allocation of business	The Collector and Dist. Magistrate is the decision making authority on all subjects dealt in the section. However depending on the urgency and need certain decision making power has been delegated with the Addl. Dist. Magistrate and with the Deputy Collector to some extent.
06	Duties to be performed to achieve the mission	All staffs of the section perform the tasks assigned to them and combined effort of all results in achieving the Mission to impart the immediate services.
07	Details of services rendered	Bill, Budget, Appointment, Transfer and posting, Court matters, Rehabilitation Assistance, Audit/ Inspection notes, maintenance of service books, gradation, pension, Gazetted Estt., Ministerial estt., field estt. etc.
08	Citizen's interaction	The information on functioning of the office is open as per the provisions of Right to information Act and Orissa Rules. The citizens are free to approach the section in every working day during official hours.
09	Postal address of this office	Establishment Section, Collectorate, Ganjam, At-Chatrapur, Dist.- Ganjam, PIN- 761020
10	Map of office location	The section is situated in the premise of main Collectorate building on the 1 st floor of the office of the Collectorate, Ganjam
11	Working hours both for office and public	10.00AM to 5.00 PM (Lunch break from 13.30 to 14.00) on all working days
12	Public interaction, if any	The information on functioning of the office is open as per the provisions of Right to information Act and Orissa Rules. The citizens are free to approach the section in every working day during official hours.

13	Grievance redressal mechanism	A responsive Grievance redressal mechanism has been adopted. Grievance petitions received from the Grievance cell of the Collector and Dist. Magistrate or from any other sources is given prime importance.
----	-------------------------------	--

Manual-2
Powers and duties of Officers and employees
[Section 4 (1)(b)(ii)]
Powers and duties of Officers and staff

Sl. No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Collector & District Magistrate	Overall control on functioning of the section	Overall control and sanctioning Authority	The statutory power given by any Act as Dist. Magistrate and that of a Collector		
2	Addl. Dist. Magistrate	Control on functioning of the section	Endorsing	The statutory power given by any Act as Additional District Magistrate	Supervisory	
3	Deputy Collector (Establishment)		Drawing & Disbursing Officer		Supervisory	Endorsing action on all matters and establishment matter
4	Head Clerk					Supervision and monitoring of office work
5	Senior Clerk					Files and correspondences, Bill, Budget, Report and returns
6	Junior Clerk					Issue, Despatch, Stock & Store and other subject
7	Peon					To carry files from seat to seat/ Distribution of Dak

Manual-3
Procedure followed in decision making process
[Section 4 (1)(b)(iii)]

Sl. No.	Activity	Level of action	Time frame
01	Receipt of application/ letters	Diary Clerk	Same day
02	Perusal of Daks	Deputy Collector	Same day
03	Marking of Daks	Head Clerk/ Sr. Clerk	Same day
04	Diary and delivery	Diary clerk	Same day
05	Entering of the letter in the log book and put up in the file	D.A concerned	3 days (immediately in case of matter of urgent nature)
06	File endorse to Deputy Collector	Head Clerk	1 day
07	Approval or rejected	Deputy Collector/ Addl. Dist. Magistrate/ Collector	Immediately in case of matter of urgent nature
08	if approved, return for dispatch	Despatch Clerk	1 day

Manual-4
Norms set for the discharging of functions
[Section 4 (1)(b)(iv)]

Details of norms and standard set out can be given in respect of various activities.
Some of the norms are indicated below as an illustration

Sl. No.	Activity	Time frame/ Norm	Remarks
01	Diary of letter	3 minutes per letter	The norms are as that mentioned in ORM 1964 and is managed with the existing resource and manpower
02	Despatch of letter	5 minutes per letter	
03	Typing of fair copy	20 pages per day	
04	Put up of letter	Within 3 days in ordinary cases. In urgent it is within 24 hours	

Manual-5
[Section 4 (1)(b)(v)]

Rules, regulations, instructions, manuals and records for discharging functions

Sl. No.	Name of the Act, Rules, Regulations	Brief gist of the contents	Reference number if any	Price in case of priced publications
01	Odisha Records Manual, 1964	Office and File Maintenance Procedure	---	---
02	Odisha Service Code	Establishment and service matter of employee	---	---
03	OGFR	Accounting procedure	---	---
04	Odisha Leave Rule, 1966	Sanction of leave taken by an employee	---	---
05	OCS (Pension) Rules, 1992	Sanction of pension and other pensionary benefits	---	---
06	OCS (CC&A) Rules, 1962	Initiation of Disciplinary Proceedings	---	---

Manual-6**A statement of the categories of documents that are held by it for under its control****[Section 4(1)(b)(vi)]****A statement of the categories of documents held**

Sl. No.	Nature of Record	Details of information available	Unit/ Section where available	Retention period where available
01	Allotment, Bill, Contingent, U.C Registers	Details of funds received and expenses	D.A Concerned	Permanent
02	Correspondence files	Correspondence & note sheets	D.A Concerned	As per provision of Orissa Records Manual, 1964

Manual-7**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 of implementation****[Section 4 (1)(b)(vii)]**

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation
1	2	3	4
Not Administered.			

Manual-8**A statement of boards, council, committees and other bodies constituted****[Section 4 (1) (b)(viii)]****List of Boards, Councils, Committees etc.**

Sl. No.	Name and address of the Body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meeting	Remarks
1	Dist. level Committee on DPC (Departmental promotion committee)	To promote the revenue employees to the next grade	Govt.		Permanent	No	No	Every year	

Manual-9
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Sl. No.	Name & Designation	Office Phone No.	E-mail address
1	Collector & Dist. Magistrate	06811-263700	dm-ganjam@nic.in
2	Additional Dist. Magistrate (Gen.)	06811-263927	----
3	Deputy Collector (Estt.)	----	----
4	Head Clerk	----	----
5	Senior Clerk	----	----
6	Junior Clerk	----	----
7	Peon	----	----
8	Night Watcher	----	----
9	Driver	----	----

Manual-10

The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations
[Section 4 (1) (b) (x)]

Sl. No.	Designation	Name	Level (as per ORSP Rule, 2017)
1	Deputy Collector (Establishment)	Sri Sabyasachi Hota, OAS	Level- 12
2	Head Clerk	Smt. Usharani Roychoudhury	Level-9
3	Senior Clerk	I) Sri Ramakrishna Patra II) Sri Prasant Kumar Panda III) Sri Abinash Mishra IV) Sri B. Aleya Reddy	Level-8 Level-7 Level-7 Level-7
4	Junior Clerk	I) Sri Rajib Lochan Pandit II) Sri Janmajaya Pradhan III) Miss Supriya Pattnaik IV) Smt. Madhusmita Sahu	Level-4 Level-4 Level-4 Level-4
5	Peon	I) Sri Sankarsan Behera II) Sri Mangala Gouda III) Sri Trilochan Panigrahy IV) Smt. Namita Nahak V) Sri Ananta Narayan Bisoyi VI) Kalu Charan Behera	Level-4 Level-1 Level-1 Level-1 Level-1 Level-1
6	Night Watcher	Sri Sudam Panda	Level-1

Manual-11
The Budget allocated to each agency
[Section 4 (1) (b) (xi)]
Non- Plan Budget and Plan Budget

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
03-2053	Pay	21100000	24100000	Nil	20813938
	DA	27160000	30660000		26994354
	HRA	719000	829000		700613

Manual-12
The manner of execution of subsidy program
[Section 4 (1) (b) (xii)]
List of institutions given subsidy

Sl. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Not Administered						

List of individual given subsidy

Sl. No.	Name & address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme & Criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

Manual-13
Particulars of recipients of concessions, permits or authorizations granted
[Section 4 (1) (b) (xiii)]

List of beneficiaries

Sl. No.	Name & address of the beneficiaries	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of time similar concession given in past with purpose
Not Administered					

Manual-14
Information available in an electronic form
[Section 4 (1) (b) (xiv)]

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	2	3	4	5
The information that is available in the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

Manual-15**Particulars of facilities available to citizens for obtaining information****[Section 4 (1) (b) (xv)]****Facilities available for obtaining information**

Sl. No.	Facilities available	Nature of information available	Working hours
1	District Website http:// ganjam.nic.in	About district profile & information of other department	24 hours
2	Office notice board	Different notices including orders of different officers, recruitment advertisement etc. are displayed from time to time as required.	During office hours i.e. from 10 AM to 5 PM

Manual-16**Name, designation and other particulars of Public Information Officers****[Section 4 (1) (b) (xvi)]****List of Public Information Officer**

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	Gurbir Singh	RTI Cell, Collectorate, Ganjam, Chatrapur			

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Asst. PIO	Postal address	Telephone No.	E-mail address

First appellate authority within the department

Sl. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area/ activities, if more than one appellate authority is there
1.	Sri Bijaya Kumar Dash, OAS (S), A.D.M (Rev.)	Collectorate, Ganjam, Chatrapur			

Manual-17
Other information as may be prescribed
[Section 4(1)(b)(xvii)]
GEOGRAPHY & DEMOGRAPHY OF GANJAM DISTRICT

1. Location:-	Latitude : 19.5859712, Longitude : 84.6897495
2. Geographical Area:-	8,070.6 km ² (3,116.1 sq mi)
3. Average Rain Fall:-	1295 mm
4. No. of Sub- Division:-	3 (Chatrapur, Berhampur & Bhanjanagar)
5. No. of Tahasils:-	23
6. No. of Blocks:-	22
7. No. of Gram Panchayats:-	475
8. Total No. of villages:-	3212
9. No. of Municipality:-	01
10. No. of N.A.Cs:-	17
11. No. of Parliamentary:-	03
12. Population:-	3,520,151 (As per 2011 census)
13. Total No. of voters:-	
14. Sex ratio:-	981 (Number of females per 1000 males)

