

## MANUAL-1

# Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

### **1) Brief History & Background of its Establishment:**

The Office of the Revenue Divisional Commissioner, Northern Division, Sambalpur is functioning as per the Orissa Revenue Divisional Commissioners Act 1957, which received the assent of the Governor on the 10<sup>th</sup> August, 1957, first published in an extraordinary issue of the Orissa Gazette dated the 20<sup>th</sup> August, 1957.

The Revenue Divisional Commissioner appointed u/s 3 of the said Act shall be subject to the control of State Government he being Chief Executive Authority in General Administration of Division deal with the appropriate Department of the Government in respect of such matter as may be prescribed.

The following Districts of Orissa come under the Revenue Divisional Commissioner, Northern Division, Sambalpur.

- i) Anugul
- ii) Balangir
- iii) Bargarh
- iv) Deogarh
- v) Dhenkanal
- vi) Jharsuguda
- vii) Keonjhar
- viii) Sambalpur
- ix) Subarnapur
- x) Sundargarh

The Headquarter of Revenue Divisional Commissioner, Northern Division, Sambalpur has been fixed at Sambalpur. There are 13 Nos. of Branches functioning in this office.

- i) Revenue-A Section
- ii) Revenue-B Section
- iii) Budget Section
- iv) Development Section

v) Land Acquisition Section  
vi) Establishment-A Section  
vii) Establishment-B Section  
viii) Establishment-C Section

(ix) General & Misc.-A Section

(x) General & Miscellaneous- B Section

(xi) S.C. & S.T. Development Section

(xii) Nizarat Section

(xiii) Court Section

The Revenue Divisional Commissioner has different functions as laid down under Rule 9 of Orissa Revenue Divisional Commissioners Rule, 1959 and as amended by Orissa RDCs (Amendment) Rules 1990 as follows:

(a) To inspect the offices and courts of the Collectors at least once in every calendar year and to furnish his report to the Board and to the State Government in the month of April of the following Calendar Year.

(b) To inspect at his discretion selected offices and courts of Sub-Collectors and Tahasildars at least one in each district once in a Calendar Year and to bring to the notice of the Board and the State Government important points deserving their notice.

(c) To inspect at least one Block in each district once a year and to bring to the notice of the appropriate department important points deserving of its attention.

(d) To inspect his own office once every year and furnish his report to the Board with a copy to the State Government.

(e) To inspect at his discretion selected offices of Municipalities and Notified Area Councils and to furnish his report to the appropriate department.

(f) To inspect at his discretion District Level Offices of different departments and furnish his reports to appropriate departments.

(g) To inspect selected development schemes and bring the summary of his observations to the notice of the appropriate departments.

(h) To review the tour diaries of the Collectors and Sub-Collectors half-yearly and to furnish a copy of his review report to the Board.

(i) To review the implementation of development schemes in districts under his jurisdiction and report the summary of his review to appropriate departments.

## MANUAL-2

# Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.		
1	Designation	Revenue Divisional Commissioner
	Powers & Duties	Collections of land revenue, water rates, ceases.
		Land Acquisition.
		Realization of arrears of revenue and recovery of public demands.
		Management and alienation of all land belonging to Government.
		Administration of Collectorate and Revenue Offices.
		Circuit Houses, Revenue Bungalows, Revenue Rest sheds and all buildings owned by Government in Revenue Department.
		Maintenance of Records in Sub-ordinate Revenue Offices and his own office.
		Establishment in the RDC' s office.
		Such other matters in respect of which he is declared by Government to be the Heads of Department.

**Note:** The officers and employees mainly assist Revenue Divisional Commissioner in discharging the various functions.

Under the Provisions Rule -3 of RDC Rule, 1959 while hearing the matters, the Revenue Divisional Commissioner shall be deemed to be a court as provided in the Act. All appeals, revisions and other applications filed before him will be heard and disposed of.

Besides above the Revenue Divisional Commissioner shall be deemed to be the head of the Department.

## MANUAL-3

### Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

The Assistants are responsible to keep the documents and place them before the concerned Officers in time or as on calls. They also assist the officers for putting forth the rules/ reference and connecting documents. The files of the sections are being dealt under the following process:

Sl. No.	Branch	Works Assigned	Establishment Officer/ Section Officer	Branch Officer	Supervising Officer	Decision Making Authority
1	2	3	4	5	6	7
1	Establishment-A	All sort of establishment matters of own office. GPF, Motor Car/ Cycle/ House Building advance Pension Cases	Smt. Nirupama Panda, Section Officer	Secretary	Secretary	R.D.C.
2	Establishment-B	All sort of establishment matters relating to Dist./ Sub-ordinate offices	Sri Sanjaya Kumar Purohit, Section Officer	Secretary	Secretary	R.D.C.
3	Establishment-C	Gazetted Establishment, Pension & Pay Fixation seat relating to Dist./ Sub-ordinate offices	Miss Santosini Bhoi, Section Officer	Secretary	Secretary	R.D.C.
4	Revenue-A	All sort of Revenue matters including Lease	Sri Dayasagar Meher, Section Officer	Secretary	Secretary	R.D.C.
5	Revenue-B	Sairat and land Revenue Creation of new out post	Sri Ajaya Kumar Khuntia, Section	Secretary	Secretary	R.D.C.

		and Tahasil	Officer			
6	Land Acquisition	Land acquisition matters, Allegations representations	Sri Paresh Kumar Mishra, Section Officer	Additional Secretary	Secretary	R.D.C.
7	Development	Matters relating to CADA/ DRDA/ GP Panchayat Samiti/ Agrilculture/ Health medical etc.	Smt. Santa Munda, Section Officer	Under Secretary	Secretary	R.D.C.
8	Gen & Misc.-A	Inspection of district offices/ subordinate offices, matters relating to municipality/ NAC, Election, Education Matters, Crime review	Sri Saroj Kumar Pandia, Section Officer	Under Secretary	Secretary	R.D.C.
9	Gen & Misc. B	RTI, Public Grievance, Record Room, Staff Meeting and Conference	Sri Surendra Nath Behera, Section Officer	Additional Secretary	Secretary	R.D.C
10	Budget	Preparation of all types of Bills/ Budget/ T.A. Bills/ Reimbursement of Medicine/ Audit relating to this office	Sri Dillip Kumar Kanhar, Section Officer	Secretary	Secretary	R.D.C.
11	SC & ST Dev.	All sort of ST & SC Development	Sri Sunil Kumar Biswal, Section Officer	Additional Secretary	Secretary	R.D.C.
12	Court Section	The Court Section is created in connection with disposal of cases filed in the court of the Commissioner and Secretary to RDC(ND),	Sri Sanjeeb Kumar Sahoo, Section Officer	Assistant Secretary	Secretary	R.D.C.

		Sambalpur				
13	Nizarat	Nizarat, MV seat & Building seat	Sri Mohan Khadia, Section Officer	Secretary	Secretary	R.D.C.

## MANUAL-4

# Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

### Submission of Returns to Concerned Quarters:

Sl. No.	Name of the Return	Due Date of Submission	To whom to be Submitted
1	2	3	4
1	Annual return of ORV Act	By the end of January of each year	Revenue Department, Bhubaneswar
2	Annual return on maintenance of service book	By 10 <sup>th</sup> of August of each year	Finance Department
3	Half Year tour review of Sub-Collectors	31 <sup>st</sup> of the succeeding month following the half year	Revenue Department/ Board of Revenue
4	Half year tour review of Collectors	31 <sup>st</sup> of the succeeding month following the half year	Revenue Department/ Board of Revenue
5	Quarterly review of disciplinary proceeding against gazette officers	By end of the succeeding month following the quarter	General Administration Department/ Board of Revenue
6	Quarterly report on Special	By 20 <sup>th</sup> of the month following the	Revenue Department

	HUDCO Loan	quarter	
<b>7</b>	Quarterly report on pension case	By 25 <sup>th</sup> of the succeeding month following the quarter	Revenue Department
<b>8</b>	Annual Establishment Review	31 <sup>st</sup> March of the year	Revenue Department
<b>9</b>	Lease (House-site purpose)/ Lease (Agriculture purpose)	Quarterly review Report, By the end of the month following the quarter	Board of Revenue/ Revenue Department
<b>10</b>	Encroachment Cases	Half yearly Review Report, By the end of the month following the half-year	Revenue Department/ Board of Revenue
<b>11</b>	Mutation and correction of ROR	Quarterly Review Report, By the end of the month following the quarter	Revenue Department/ Board of Revenue
<b>12</b>	Bebandobasta Cases	Quarterly Review Report, By the end of the month following the quarter	Revenue Department/ Board of Revenue
<b>13</b>	Cases u/s-22 of OLR Act	Quarterly Review Report, By the end of the month following the quarter	Revenue Department/ Board of Revenue
<b>14</b>	Cases u/s-23 and 23-A of OLR Act	Quarterly Review Report, By the end of the month following the quarter	Revenue Department
<b>15</b>	Certificate Cases	Quarterly Review Report, By the end of the month following the quarter	Revenue Department/ Board of Revenue
<b>16</b>	Cases under Regulation-2 of 1956	Quarterly Review Report, By the end of the month following the quarter	Revenue Department/ Board of Revenue
<b>17</b>	Distribution of Ceiling Surplus Land	Quarterly Review Report, By the end of the month following the quarter.	Revenue Department/ Board of Revenue

## MANUAL-5

# Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

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

Sl. No.	Name/ Title of the Document	Type of Documents	Brief write up of the Documents	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records	Address, Telephone No., Fax, E-mail & others	Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7
1	Orissa Service Code- 1939	Service				
2	Orissa Civil Service (CCA) Rules 1962	Rule				
3	Orissa Traveling Allowance Rules- 1938	Rule				
4	Orissa Civil Service Pension Rules- 1943	Rule				
5	Orissa Reservation Act & Rules- 1975	Rule				
6	Orissa Civil Service (Criteria for Promotion) Rules- 1992	Rule				



<b>7</b>	Orissa Civil Service ( Zone of consideration Rules-1988	Rule				
<b>8</b>	Orissa Ministerial Service Rules- 1963	Rule				
<b>9</b>	Orissa Heads of Department Stenographers Services (Recruitment, Conditions of Services) and PS, PA & Stenographers) Rules.- 1988	Rule				
<b>10</b>	Government Servant Conduct Rule- 1959	Rule				
<b>11</b>	Rehabilitation Assistance Rules- 1990	Rule				

## MANUAL-17

## Other Useful Information

[Section-4 (1) (b) (xvii)]

**Nil**

## MANUAL-8

### Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

Sl. No.	Name of the Committee	Member
1	2	3
1	Swasthya Bikash Samittee of VSS Medical College & Hospital, Burla, sambalpur	President
2	Hirakud Command Area Development Authority, Sambalpur	Chairman
3	Rehabilitation & Periphery Development Advisory Committee, Northern Division	Chairman

**Note:** The Revenue Divisional Commissioner, Northern Division, Sambalpur has been empowered to act as Chairman/ Vice-Chairman of the following institutions/ organizations and the minutes of such meetings are accessible for public.

## MANUAL-9

### Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Dr. Suresh Chandra Dalai, IAS	RDC, ND, Sambalpur	2401975, 2411646	-		<a href="mailto:rdcsbp@ori.nic.in">rdcsbp@ori.nic.in</a> rdcsbp@nic.in	
2	Shri Vincent Poonamkant Ekka, OAS,(SAG)	Secretary to RDC	2410457	9437154429			
3	Shri Tanmaya Kumar Darwan, OAS(S)	Additional Secretary-RDC	2410819	9777130279			

<b>4</b>	Shri Pradata Sahoo, ORS,	Assistant Secretary to RDC	9438357220			
<b>5</b>	Vacant	Deputy Director, SSD				
<b>6</b>	Smt. Samikshya Nayak. OAS-I(JB)	Under Secretary to RDC	7978275942			
<b>7</b>	Vacant	Private Secretary to RDC				
<b>8</b>	Shri Gatikrishna Nanda	Personal Assistant to RDC				
<b>9</b>	Sri Nikhil Kumar Pati	Administrative Officer	8594919523			
<b>10</b>	Sri S.K. Mishra	Establishment Officer	7008495158			
<b>11</b>	Sri D.S. Meher	Section Officer				
<b>12</b>	Sri S.K.Pandia	Section Officer				
<b>13</b>	Sri S.N.Behera	Section Officer	8144749879			
<b>14</b>		Section Officer	9777574620			
	Smt. Santa Munda					
<b>15</b>	Sri S.K Purohit	Section Officer	7008617195			
<b>16</b>	Sri S.K Sahoo	Section Officer	8327708158			
<b>17</b>	Sri P.K Mishra	Section Officer	9437127219			
<b>18</b>	Sri A.K Khuntia	Section Officer	9861372602			
<b>19</b>	Miss Santosini Bhoi	Section Officer	9776358754			
<b>20</b>	Smt. Nirupama Panda	Section Officer	6371708778			
<b>21</b>	Sri S.K Biswal	Section Officer	9337026889			

<b>22</b>	Sri D.K Kanhar	Section Officer					
<b>23</b>	Sri Mohan Khadia	Section Officer					
<b>24</b>	Sri B.C.Dansana	Assistant Section Officer					
<b>25</b>	Sri A.K.Swain	Assistant Section Officer					
<b>26</b>	Sri G.K. Mallik	Assistant Section Officer					
<b>27</b>	Sri P.K. Amat	Assistant Section Officer					
<b>28</b>	Sri N. Majhi	Assistant Section Officer					
<b>29</b>	Sri B. Sahoo	Assistant Section Officer					
<b>30</b>	Sri R.K. Samal	Junior Assistant					
<b>31</b>	Sri M. S. Tandi	Junior Assistant					
<b>32</b>	Miss P. Dash	Junior Assistant					
<b>33</b>	Mrs. S. Sahoo	Junior Assistant					
<b>34</b>	Sri M.K. Behera	Junior Assistant					
<b>35</b>	Sri K. K. Nath	TYPE SUPERINTENDENT					
<b>36</b>	Smt. M. B. Toppo	TYPE SUPERINTENDENT					
<b>37</b>	Sri J. Nanda	SENIOR GRADE					

		TYPIST					
<b>38</b>	Sri A. K. Das	SENIOR GRADE TYPIST					
<b>39</b>	Sri B. K. Sahoo	SENIOR GRADE TYPIST					
<b>40</b>	Smt. P. Bhoi	SENIOR GRADE TYPIST					
<b>41</b>	Sri S.K. Muduli	JUNIOR GRADE TYPIST					
<b>42</b>	Sri S. Kishan	JUNIOR GRADE TYPIST					
<b>43</b>	Sri K. Kalet	SENIOR GRADE DIARIST					
<b>44</b>	Sri A. Sipka	SENIOR GRADE DIARIST					
<b>45</b>	Sri D.P. Mishra	SENIOR GRADE DIARIST					
<b>46</b>	Sri B. P. Panda	SENIOR RECORDER					
<b>47</b>	Sri F. Kujur	JUNIOR GRADE DIARIST					
<b>48</b>	Sri N. C. Mallik	JUNIOR GRADE DIARIST					
<b>49</b>	Sri G. R. Sahu	JUNIOR RECORDER					
<b>50</b>	Sri C. K. Bagarti	PASTING CLERK					
<b>51</b>		RECORD SUPPLIER					
	Sri K. Dehury						

<b>52</b>	Sri A. C. Dansana	RECORD SUPPLIER					
<b>53</b>	Sri S. S. Munda	RECORD SUPPLIER					
<b>54</b>	Sri U.B.Mohapatra	DAFTARY					
<b>55</b>	Sri S. Bagh	DAFTARY					
<b>56</b>	Smt. P. Panigrahi	DAFTARY					
<b>57</b>	Smt. J. Bhoi	ZAMADAR					
<b>58</b>	Smt. S. Palei	Treasury Sarkar					
<b>59</b>	VACANT	MALI					
<b>60</b>	Shri K.N.Kalo	WATCHMAN					
<b>61</b>	Sri S. Oram	FARASH					
<b>62</b>	Sri S.K.Munda	PEON					
<b>63</b>	Smt. S.K.Panigrahi	PEON					
<b>64</b>	Sri R.Munda	PEON					
<b>65</b>	Sri T.Naik	PEON					
<b>66</b>	Sri J. Rout	PEON					
<b>67</b>	Sri A. Barik	PEON					
<b>68</b>	Sri M. Nayak	PEON					
<b>69</b>	Sri B. Prusty	PEON					
<b>70</b>	Sri A. Matari	PEON					
<b>71</b>	Sri S. Pradhan	PEON					
<b>72</b>	Sri A. Sharma	Junior Assistant					

<b>73</b>	Vacant	Senior Administrative Officer					
<b>74</b>	Vacant	SWEEPER					
<b>75</b>	Vacant	DRIVER					
<b>76</b>	Sri Aman Sharma	Junior Assistant					
<b>77</b>	Sri Siddhant Kumar Pradhan	Peon					
<b>78</b>	Sri Sahadev Behera	Senior Stenographer					

### MANUAL -10

## Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Pay	D.A.	H.R.A	O.A.	Total
1	2	3	4	5	6	7	8
1	Dr. Suresh Chandra Dalai, IAS	Revenue Divisional Commissioner	153000/-	47430/-	-	325/-	<b>200755/-</b>
2	Shri Vincent Poonamkant Ekka, OAS(SAG)	Secretary to RDC	130900/-	40579/-	-	-	<b>171479/-</b>
3	Sri Tanmaya Kumar Darwan, OAS (S)	Additional Secretary to RDC					
4	Smt. Samikshya Nayak,OAS-I(SB)	Under Secretary to RDC(ND), Sambalpur	78500/-	24335/-	2548/-	-	105383/-

5	Sri Sanjeeb Kumar Mishra,	Establishment Officer	70000/-	21700/-	-	250/-	91950/-
6	Sri Nikhil Kumar Pati,	AdministratOfficer	73,200/-	22,692/-	-	125/-	96,017/-
7	Sri Dayasagar Meher	Section Officer	70,000	21,700	0	0	91,700/-
8	Smt. Santa Munda	Section Officer	62,200/-	19,282/-	2101/-	0	83,583/-
9.	Sri Saroj Kumar Pandia	Section Officer	64,100/-	19,871	0	0	83,971/-
10	Sri S.N. Behera	Section Officer	66,000/-	20,460/-	0	0	86,460/-
11	Sri Paresb Kumar Mishra	Section Officer	58,600/-	18,166/-	0	0	76,766/-
12	Sri Sanjaya Kumar Purohit	Section Officer	60,400/-	18,724/-	0	0	79,124/-
13	Sri sanjeeb Kumar Sahoo	Section Officer	60,400/-	18,724/-	0	430/-	79,554/-
14	Miss Santosini Bhoi	Section Officer	55,200/-	17,112/-	1,713/-	-	74,025/-
15	Sri Ajaya Kumar Khuntia	Section Officer	56,900/-	17,639/-	0	0	74,539/-
16	GOBINDA RAM SAHU	JUNIOR GRADE RECODER	35,000/-	10,850/-	0	0	45,850/-
17	SANTOSH KUMAR MUNDA	PEON	33000	10230	0	0	43230
18	SURJYA KANTI PANIGRAHI	PEON	33000	10230	0	0	43230
19	RENGTU MUNDA	PEON	33000	10230	0	0	43230



20	MOHAN KHADIA	Section Officer	55,200/-	17,112/-	0	0	72,312/-
21	SUNIL KUMAR BISWAL	Section Officer	55,200/-	17,112/-	0	0	72,312/-
22	DILLIP KUMAR KANHAR	Section Officer	58,600	18,166	0	0	76,766/-
23	NIRUPAMA PANDA	Section Officer	55,200/-	17,112/-	0	0	72,312/-
24	JOSEPH NANDA	SENIOR GRADE TYPIST	55800	17298	0	30	73128
25	MARIAM BIMLA TOPPO	Type Superintendent	58600	18166	0	130	76896
26	AKHAYA KUMAR DAS	SENIOR GRADE TYPIST	46800	14508	0	370	61678
27	PRABHATI BHOI	SENIOR GRADE TYPIST	48200	14942	0	30	63172
28	GATIKRISHANA NANDA	PA to RDC	60,400	18,724/-	2067	165	81,356/-
29	KAMINI KANTA NATH	TYPE SUPERINTENDENT LEVEL-II	58600	18166	0	400	77166
30	BIBHISAN SAHOO	A.S.O	39900	12369	0	0	52269
31	BHAGIRATHI PRUSTY	PEON	20400	6324	0	0	26724
32	ABHIMANYU BARIK	PEON	20400	6324	1370	0	28094
33	JAYARAM ROUT	PEON	20400	6324	0	380	27104
34	MADHUSUDAN NAYAK	PEON	20400	6324	0	380	27104
35	BISHNU PRASAD PANDA	SENIOR RECORDER	36400	11284	120	0	47804
36	KUSA KALET	SENIOR GRADE DIARIST	39200	12152	0	0	51352

37	JASOBANTI BHOI	ZAMADAR	34400	10664	0	0	45064
38	NRUSINGHA CHARAN MALLIK	JUNIOR GRADE DIARIST	35000	10850	0	130	45980
39	PUSPANJALI PANIGRAHI	DAFTARY	34400	10664	0	0	45064
40	KANDARPA DEHURY	RECORD SUPPLIER	34400	10664	0	0	45064
41	DEBIPRASAD MISHRA	SENIOR GRADE DIARIST	37500	11625	0	280	49405
42	FULGENCE KUJUR	JUNIOR GRADE DIARIST	35000	10850	0	0	45850
43	ANANDA CHANDRA DANSANA	RECORD SUPPLIER	34400	10664	0	0	45064
44	SURENDRA BAG	DAFTARY	34400	10664	0	0	45064
45	UDAYABHANU MAHAPATRA	DAFTARY	34400	10664	1110	120	46294
46	CHANDRA KANTA BAGARTI	PASTING CLERK	36100	11191	0	0	47291
47	AIBA SHIPKA	SENIOR GRADE DIARIST	35300	10943	1147	110	47500
48	SHYAM SUNDAR MUNDA	RECORD SUPPLIER	34400	10664	0	0	45064
49	BIJOY KUMAR SAHOO	SENIOR GRADE TYPIST	41600	12896	2610	30	57136
50	TRINATH NAIK	PEON	33400	10354	0	0	43754
51	ASHISH MATARI	PEON	17100	5301	0	0	22401
52	SURESH KUMAR MUDULI	JUNIOR GRADE TYPIST	17000/-	0	0	0	17,000/-
53	SHANKAR KISHAN	JUNIOR GRADE	17,000/-	0	0	0	17,000/-

		TYPIST					
54	SHRIMAYEE SAHOO	JUNIOR ASSISTANT	15400/-	0	0	0	15400/-
55	PRATIVA DASH	JUNIOR ASSISTANT	15400/-	0	0	0	15400/-
56	MANOJ KUMAR BEHERA	JUNIOR ASSISTANT	15400/-	0	0	0	15400/-
57	Madhusudan Tandi	JUNIOR ASSISTANT	15400/-	0	0	0	15400/-
58	RAJKISHOR SAMAL	JUNIOR ASSISTANT	19900	6169	0	0	26069
59	SHRABANA ORAM	FARASH	21000	6510	0	0	27510
60	AMAN SHARMA	JUNIOR ASSISTANT	13300	0	0	0	13300
61	SIDDHANT KUMAR PRADHAN	PEON	12100	0	0	0	12100/-
62	KSHAMANIDHI KALO	WATCHMAN	12100	0	0	0	12100/-
63	NARENDRA MAJHI	A.S.O	39900	12369	0	0	52269
64	ABHAYA KUMAR SWAIN	A.S.O	41100	12741	0	1391	55232
65	GAUTAM KUMAR MALIK	A.S.O	41100	12741	0	0	53841
66	PRABIN KUMAR AMAT	A.S.O	41100	12741	0	0	53841
67	BIKASH CHANDRA DANSANA	A.S.O	43600	13516	0	0	57116
68	SRI PRADATA SAHOO, ORS	ASSISTANT SECRETARY TO RDC	44900/-	13919/-	0	0	58819/-

69	SAHADEV BEHERA	SENIOR STENOGRAPHER	52600/-	16306/-	0	0	68906/-
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## MANUAL-11

### Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

**The Position of Allotment, Expenditure and Balance for the year 2016-17 of the Commissioners Establishment:**  
**(Amount in Rupees)**

Sl. No.	Name of units	Total Allotment Received	Expenditure	Balance
1	2	3	4	5
1	Pay	1,16,00,000		
2	DP	0		
3	D.A.	1,56,60,000		
4	HRA	3,20,000		
5	OA	71,000		
6	RCM	70,000		
7	TE	90,000		
8	Arr. Pay	0		
9	LTC	0		

## MANUAL-12

### Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

**Nil**

## MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

**Nil**

## MANUAL-14

### Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

**No**

## MANUAL-15

# Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

**Nil**

## MANUAL-16

# Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

### Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sri Pradat Sahoo, ORS, Assistant Secretary to RDC (ND) Sambalpur	PIO,O/O RDC (ND), Sambalpur	0663- 2410548	9438357220			Office of the RDC, ND, Sambalpur, At- Kacheri Road, PO-Sambalpur, District- Sambalpur - 768001

**First Appellate Authority (FAA):**

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Shri Vincent Poonamkant Ekka, OAS (SAG)	Secretary to RDC	0663-2410457	94371-54429			Office of the RDC, ND, Sambalpur, At-Kacheri Road, PO-Sambalpur, District-Sambalpur - 768001

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## Other Useful Information

[Section-4 (1) (b) (xvii)]

**Nil**