

Revenue Divisional Commissioner, Southern Division, Berhampur

Introduction

Background of this Hand-Book (Right to Information Act. 2005):

As per RTI Act-2005 and Odisha RTI Rules,2005.

Objective / Purpose of this Hand-Book:

As per RTI Act-2005 and Odisha RTI Rules,2005.

Who are the Intended users of this hand-books?

As per RTI Act-2005 and Odisha RTI Rules,2005.

Organisation of the information in this hand-book.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Definitions of various terms used in the handbook.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Contact person.

As per RTI Act-2005 and Odisha RTI Rules,2005.

Procedure and Fee Structure.

As per RTI Act-2005 and Odisha RTI Rules,2005.

MANUAL-1

Particulars of Organization, Functions & Duties

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

1. Aims and objectives of the organization:

This organization has been started constituting 10 districts of Southern Odisha for proper supervision & to provide proper guidance to the Collectors of Southern Division to carry out different Government schemes/plans with a public oriented perspective. Through regular supervision of grass root level offices, this organization helps the District Administration to mitigate the hindrances coming in the way of grass root level offices in order to solve the grievances of the general people. In this way this organization paves way for enhancement of Government revenue as well as ensures that common people gets optimum benefit of various government schemes/ plans.

MANUAL-2

Powers & Duties of Officers & Employees

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

Sl. No.	Designation	Powers				Duties
		Administrative	Financial	Statutory	Others	
1	R.D.C (SD)	Head of Department	DDO	Sub-section-4 of Section-12 of	-	Inspection of subordinate

OPLE Act provides that pending the disposal of any appeal or revision the Sub-divisional officer, the Collector the [Revenue Divisional Commissioner] as the case may be, may stay the execution of the decision or order appealed against sought to be revised.

offices,
review of
Achievement
made by all
the dist. level
offices

The master plans of urban areas are approved and revised under orders of RDC(SD). RDC accords sanction of advance possession of Govt. land as per instruction of Govt. communicated in G.O. No.31385 dtd.27.05.87.

Sanction 2 (d) of OPDR Act.1962 says that "Certificate Officer" means a collector, a Sub-divisional Officer and any Officer appointed by a Collector, with the sanction of the Revenue Divisional Commissioner, to perform the functions of a Certificate Officer under this Act.

Rule-3(1) of OPDR Rules,1963 says

that the Officers appointed by a Collector under clause (d) of section-2 to perform the functions of Certificate Officer shall exercise jurisdiction in respect of such areas and for such class of cases as the Collector may at the time of appointment direct in each case with the sanction of the Revenue Divisional Commissioner.

Rule-3(2) of OPDR rules, 1963 provides that while appointing an officer as Certificate Officer with sanction of Revenue Divisional Commissioner and in case of Sub-Divisional Officers who are Certificate Officers in pursuance of clause-(b) of Section-2 the Collector may specify the class of cases namely, requisitions from the Department of Departments, the Local Body or the Bodies of Local Body or Bodies and persons, if any, in respect of which or whom each

such officer will be competent to receive requisitions.

As per clause © of Sub-section-1 of Section-60 of OPDR Act, the RDC is the appellate authority in respect of orders passed by Collector.

As per clause (a) of Section-61 of OPDR Act, the RDC is the Revisional Authority in respect of orders passed by an Addl. Dist. Magistrate or by a Collector.

U/S-15 of Odisha Survey and Settlement Act,1958, the RDC is the Revisioinal Authority to issue directions for revision of any Record of Rights or any portion of a Record of Rights.

In accordance with provisions of rule-15(4) of Delegation of financial Power Rules-1978, the RDC sanctions remission/ write off of cess, sairat and miscellaneous revenue.

RDC (S.D) Berhampur has been declared as

Commissioner
For R.&R.

2	Secretary to RDC(SD)	Head of office	-	-	-	Helps R.D.C. in all official matters & controls subordinate officers & staff
3	Addl. Secy, to RDC(SD)	Acts as HOD in absence of Secretary	-	-	-	-do-
4	Under Secy, to RDC(SD)	Branch officer of the sections assigned to him (Post Vacant)	-	-	-	Looks after official procedure & helps higher officers for smooth functioning of official work
5	AFA-cum-Under Secy, to RDC(SD)	Branch officer of the sections assigned to him (Post Vacant)	DDO	-	-	Looks after all financial matters of RDC(SD) office
6	Deputy Director, ST & SC Development Deptt.	Branch officer of ST&ST Dev. wing	-	-	-	Supervising Authority of various schemes related to ST & SC Dev. Deptts. of Southern Division & any other work entrusted by RDC
7	Establishment Officer	-	-	-	-	As per job chart formulated by Govt.
8	Private Secretary to RDC	-	-	-	-	-do-
9	Personal Asst. to RDC	-	-	-	-	-do-
10	Section Officer	-	-	-	-	-do-
11	Senior Asst.	-	-	-	-	Discharge their duties as per Odisha Record Manual, 1964

12	Auditor	-	-	-	-	-do-
13	Junior Asst.	-	-	-	-	-do-
14	Superintendent level-II	-	-	-	-	-do-
15	Sr. Gr. Typist	-	-	-	-	-do-
16	Jr. Grade Typist	-	-	-	-	-do-
17	Sr. Gr. Diarist	-	-	-	-	-do-
18	Jr. Gr. Typist	-	-	-	-	-do-
19	Record Keeper	-	-	-	-	-do-
20	Record Supplier	-	-	-	-	-do-

(Revenue Section)

Sl. No.	Designation	Powers (Statutory)	Duties
1	RDC(SD), Berhampur	<p>Sanction of lease of Govt. land in favour of Institutions/ Corporations, Local Bodies as per Rule-11 of OGLS Rules,1983.</p> <p>Sanction of alienation of Govt. land in favour of Departments of Govt. of Odisha as well as Govt. of India as per Rule-11 of OGLS Rules,1983.</p> <p>RDC,SD is the appellate authority in respect of cases disposed of by Collector under OGLS Rules,1983.</p> <p>Revision lies with the RDC,SD as per Rule-7 of OGLS Rules,1983.</p> <p>The premium for Govt. lands of urban areas is revised by RDC,SD once in every three years as per Rule-8(1) of OGLS Rules,1983.</p> <p>The lease committee consisting of two members of concerned local bodies is nominated by RDC,SD in accordance with Rule-8(2) of OGLS Rules,1983.</p> <p>The master plans of urban areas are approved and revised under orders of RDC(SD).</p>	

Sub-section-3 of Section-12 of OPLE Act lays down as follows.

“The [Revenue Divisional Commissioner having jurisdiction] may call for and examine the records of any proceedings under this Act before any officer in which no appeal or revision lies and if such officer appears-

- a. to have exercised a jurisdiction not vested in him by law; or
- b. to have failed to exercise a jurisdiction so vested, or
- c. while acting in the exercise of his jurisdiction to have contravened some express provision of law affecting the decision on the merits, where such contravention has resulted in serious miscarriage of justice, it may after giving the parties concerned a reasonable opportunity of being heard pass such order it deems fit.

Sub-Section-4 of Section-12 of OPLE Act provides that pending the disposal of any appeal or revision the Sub-divisional Officer, the Collector the [Revenue Divisional Commissioner] as the case may be, may stay the execution of the decision or order appealed against sought to be revised.

Section-2(d) of OPDR Act,1962 says that “Certificate Officer” means a Collector, a Sub-divisional Officer and any officer appointed by a Collector, with the sanction of the Revenue Divisional Commissioner, to perform the functions of a Certificate Officer under this Act.

Rule-3(1) of OPDR Rules,1963 says that the officers appointed by a Collector under clause-(d) of section-2 to perform the functions of Certificate Officer shall exercise jurisdiction in respect of such areas and for such class of cases as the Collector may at the time of appointment direct in each case with the sanction of the Revenue Divisional Commissioner.

Rule-3(2) of OPDR Rules,1963 provides that while appointing an officer as certificate officer with sanction of Revenue Divisional Commissioner and in case of Sub-divisional Officers in pursuance of clause-(b) of section-2, the Collector may specify the class of cases namely, requisitions from the Department or Departments, the Local Body or the Bodies of Local Body or Bodies and persons, if any, in respect of which or whom each such officer will be competent to receive requisitions.

As per clause-(C) of Sub-section-1 of section-60 of OPDR Act, the RDC is the appellate authority in respect of orders passed by Collector.

As per clause-(a) of section-61 of OPDR Act, the RDC is the Revisional authority in respect of orders passed by an Addl. Dist Magistrate or by a Collector.

U/S-15 of Odisha Survey and Settlement Act,1958, the RDC is the Revisional Authority to issue directions for revision of any Record of Rights or any portion of a Record of Rights.

Powers (Financial)

In accordance with provisions of Financial Rule-15(4) of Delegation of Financial Power Rules,1978, the RDC sanctions remission/ write off of cess, sairat and miscellaneous revenue.

Land Acquisition

Sl. No.	Designation	<u>Powers</u>				Duties
		Administrative	Financial	Statutory	Others	
1	RDC(SD), Berhampur	Sanction of revised estimate more than 20% on L.A. proposal.				
		Constitute the RPDAC Committee as the Chairman covering one district.				

Sl. No.	Designation	Powers				Duties
		Administrative	Financial	Statutory	Others	
21	Zamadar	-	-	-	-	-do-
22	Literate Peon	-	-	-	-	-do-
23	Peon	-	-	-	-	-do-
24	Farash	-	-	-	-	-do-
25	Night Watcher	-	-	-	-	-do-

MANUAL-3

Procedure Followed in Decision Making Process

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

R.D.C. (SD) is the decision making authority in all matters of this office. All other officers help him in decision making process.

(Revenue Section)

MANUAL-3

Procedure followed in decision making process

{ Section-4(1)(b) (iii) }

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Sl. No.	Designation	Duties
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Decisions are taken at the level of RDC, Secretary and Addl. Secretary considering the importance of the matter/ issue.

Whenever any Assembly Question is received, it is attended to with greater promptitude right from Officers to Assistants and reply is sent to concerned quarters on the very same day. When a reply is anticipated from Collectors, Collectors are requested by FAX/ E-mail to furnish the reply to concerned quarters within stipulated period.

Communications received from office of the His Excellency Governor/ Chief Minister/ Hon'ble Ministers/ MPs/ MLAs are promptly attended to by officers at the dak level and disposed of then and there, only fair copies alongwith communications are received in the section for its dispatch.

Urgent letters received either from Govt. or Collectorates are attended on the very same day as far as practicable. However, meticulous care is taken to ensure that the letters are put up within 3 days.

1	RDC(SD), Berhampur	
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Whenever, writ petitions are received from Hon'ble High Court of Odisha, these are put up within 3 days. Sometimes it happens that communications are received either from High Court or from the office of the Advocate General, Odisha, Cuttack without plaint copy. On such cases attempts are made to download the copies from the websites. Sometimes, the copies are not downloaded in time presumably owing to delay in hoisting the copies in website, in such cases special messengers are deputed to High Court/ office of the Advocate General for obtaining plaint copies.

Policy making decision, whenever any lacuna/ infirmity/ error is noticed in any of provisions of Revenue Laws and it is considered expedient to remove the lacunas etc and to plug the loop holes, the matters are referred with approval of RDC to Govt. in Revenue & D.M. for orders.

Similarly MPR/QPRs are attended to immediately as soon as they are received from Collectors.

Manual-3 (Land Acquisition)

Procedure followed in decision making process.

Sl. No.	Designation	Duties
1	RDC(SD)	Decisions are taken at the Level of RDC considering the importance of the matter/ issue in respect of L.A./ RPDAC matter.

MANUAL-4

Norms for Discharge of Functions

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

This office has nine sections namely Establishment, Revenue & Touzi, Development, confidential, Bill, Budget & Nizarat, Audit, General & Miscellaneous, Land Acquisition, Judicial, Emergency and ST & SC Development section. Besides, there is a diary section and Issue & dispatch section.

Illustration:

All the letters received are diarized and supplied to the Dealing Assts., who in turn, put up the file to the Branch Officers and Head of Office through Section Officers .The RDC (SD) is the final authority and deserves all rights to dispose off the matters.

(Revenue Section)

Sl. No.	Designation	<u>Functioning of Revenue Section</u>	Duties
1	RDC(SD), Berhampur	RDC/Secretary conducts the inspection of Collectorate, DRDA, Sub-Collector's Office (only by RDC), Tahasil Office, DSR Office, ITDA, Municipality, NAC where the RDC and Secretary reviews the functioning of sub-ordinate officers with regard to adherence of coded provisions of Revenue Law, RDC/ Secretary issues directions to the Sub-ordinate officers to follow the provisions of Rules/ Circulars, Instructions of Govt., where any deficiencies are noticed in the field.	

Functioning of Revenue & Touzi Section

All the files of Revenue & Touzi Section routed through the Secretary.

Letters/ DO letters are issued over the signature of RDC/ Secretary to RDC considering the importance of the matter/ issue to activate the Collectors of Division.

Similarly letters/ DO letters are sent to the different Departments of Govt., Board of Revenue, Heads of Department, P&U.S. over the signature of RDC/ Secretary to RDC considering the importance of the matter/ issue.

Some letters are sent to Collectors Department of Govt., Board of Revenue over the signature of Addl. Secretary to RDC.

The following reviews are conducted by RDC in this office on monthly and quarterly basis.

1. MPR u/s-8(A) of OLR Act of Southern Division.
2. QPR on implementation of Ceiling Laws of Southern Division.
3. QPR on institution & disposal of cases U/s-19(1) C of OLR Act of Southern Division.
4. QPR on disposal of cases u/s-22 of OLR Act of Southern Division.
5. QPR on disposal of cases u/s-23 & 23(A) of OLR Act of Southern Division.
6. MPR on issue of Land Pass Book of Southern Division.
7. QPR on disposal of Mutation cases and correction of RORs.
8. QPR on disposal of Be-bandabast cases of Southern Division.
9. Quarterly review on encroachment cases on gochar and excluding gochar.
10. Quarterly review on certificate cases.
11. Quarterly review on Road side & N.H. encroachment cases.
12. Monthly review on encroachment cases on gochar & excluding gochar land.
13. Annual Land Revenue Administration Report.

(Land Acquisition)

Sl. No.	Designation	Functioning of LA Section	Duties
1	RDC(SD)	RDC attend the each RPDAC meeting convened by concerned Collectors All the files of LA Section routed through Addl. Secretary. Letters/DO letters are issued with the signature of RDC/Addl. Secretary considering the importance of the matter/issue Letter/DO letters are issued to Revenue & D.M. Deptt., Water Resources Deptt., Industries Deptt. with the signature of RDC/ Addl. Secretary considering the importance of the matter/ issue.	

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

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

Manual-5 (Land Acquisition)

Rules, Regulations, Instructions Manual & Records for Discharging Functions.

{ Section-4(1) (b)(v) }

Provisions of following Acts/ Rules implemented in the Section

	Sl. No.	Name
RDC(SD), Berhampur	1	L.A. Act.
	2	L.A. Manual
	3	ORRP Rules 2006

(Revenue Section)

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for discharging functions

{ Section-4(1)(b) (v) }

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Sl. No.	Designation	<u>Provisions of following Acts/ Rules are implemented in the Section</u>		Duties
1	RDC(SD), Berhampur	Sl. No.	Name	
		1	OGLS Act,1962	
		2	OGLS Rules,1983	
		3	OGLS (Amendment) Rule,2010	
		4	OPLA Act,1972	
		5	OPLA Rules,1985	
		6	OPDR Act,1962	
		7	OPDR Rules,1963	
		8	OLR Act,1960	
		9	OLR Rules,1965	
		10	Odisha Survey and Settlement Act,1962	
		11	Odisha Survey & Settlement Rules,1962	
		12	Odisha Irrigation Act,1959	
		13	Odisha Irrigation Rules,1961	

- 14 Odisha Mutation Manual
- 15 Manual of Tahasil Accounts
- 16 Odisha Minor Ministerial Rules,2004

Sl. No.	Name	Type	Brief write up
1	2	3	4
1	Odisha P W D Code	Code	
2	Odisha Treasury code	Code	
3	Odisha Record Manual	Manual	
4	Forest Right Act, 2005	Act	
5	O.G.L.S. Rules & Act	Rule & Act	
6	O.M.M.C. Rules	Rule	
7	R.T.I. Act & Rules, 2005	Rule & Act	
8	O.G.F.R.	Rule	
9	O.G.S.C. Rules	Rule	
10	CCA Rules, 1962	Rule	
11	OPLE Act & Rules	Rule	
12	OLR Act & Rules	Rule	
13	OSS Act & Rules etc.	Rule	

MANUAL-6

Categories of Documents Under Control

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

Sl. No.	Name of Documents
1	2
1	Guard Files

2	Assembly Question Register
3	Case Record Register
4	Acquaintance roll
5	Bill Register
6	Cash Books
7	Log Books
8	File Register
9	Index Register
10	Issue Register
11	Receipt Register
12	Register of Registered letters received
13	Register of Service Books
14	Increment Register
15	Information register on RTI ACT,2005
16	Cash Register of RTI ACT, 2005 etc.

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Sl.	Name	Designation	STD Code	Office Phone No	Residence	E-Mail	Address
1	2	3	4	5	6	7	8
66	Sri Adikanda Palai	Record Supplier	-	-	-	-	-
67	Sri Prakash Ku. Behera	Driver	-	-	-	-	-
68	Sri P.Krishna Kumar	Driver	-	-	-	-	-
69	Sri Nilanchal Sahu	Jamadar	-	-	-	-	-
70	Sri G. Banamali	Daftary	-	-	-	-	-
71	Vacant	Peon	-	-	-	-	-
72	Smt. V.Amulu	Peon	-	-	-	-	-
73	Smt. Radharani Patra	Peon	-	-	-	-	-
74	Vacant	Peon	-	-	-	-	-
75	Sri Ramesh Ch. Padhi	Peon	-	-	-	-	-
76	Smt. Pramila Kumari Kar	Peon	-	-	-	-	-

77	Miss. Sarada Kumari Bisoyi	Peon	-	-	-	-	-
78	Sri Panchanan Patra	Peon	-	-	-	-	-
79	Sri Madhusudan Ghadei	Peon	-	-	-	-	-
80	Sri Balaram Sethi	Peon	-	-	-	-	-
81	Smt. Pusparani Nayak	Peon	-	-	-	-	-
82	Sri Digambar Patra	Peon	-	-	-	-	-
83	Sri Sibaram Padhi	Peon	-	-	-	-	-
84	Sri L. Narayan	Peon	-	-	-	-	-
85	Sri Rabindra Naik	Peon	-	-	-	-	-
86	Sri K.K.Rao, Reddy	Peon	-	-	-	-	-
87	Sri Madhusun Ghadei	Peon	-	-	-	-	-
88	Smt. K. Hyamabati	Peon	-	-	-	-	-
89	Sri Sibaram Padhi	Peon	-	-	-	-	-
90	Smt. Chandrama Mallick	Peon	-	-	-	-	-
91	Smt. Saraswati Mahankunda	Peon	-	-	-	-	-
92	Sri Satyabadi Mishra	Watcher	-	-	-	-	-
93	Sri Surendra Gouda	Watcher	-	-	-	-	-
94	Smt. Subasini Nayak	Farash	-	-	-	-	-
95	Sri Simabangari	Sweeper	-	-	-	-	-

MANUAL-9

Directory of Officers & Employees

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

Sl.	Name	Designation	STD Code	Office Ph. No.	Residence	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri TEMJEN WAPANG AO, IAS	R.D.C. (SD)	0680	2281456 2281844	2292755 2291300	rdcbmp@nic.in	
2	Smt.Sujata Sahu, OAS(SAG)	Secretary to RDC	0680	2281594	-	-do-	-do-
3	Sri Pradip Kumar Mishra,OAS-,(S)	Additional Secy to RDC	0680	2281952	-	-	-
4	Sri Padma Charan Nayak,OWS	Deputy Director	0680	2281517	-	-do-	-do-
5	Bhabni Shankar Rath,ORS	Asst. Secy to RDC	0680	2281503	-	-do-	-do-
6	Monika Priyadarshini,ORS	Asst. Secy to RDC	-	-	-	-	-
7	Saroj Kanta	Private	0680	2281503	-	-	-

	Mohapatra	Secretary to RDC					
8	Sri Basudev Naik	P.A. to R.D.C.	-	-	-	-	-
9	Sri Bhagabat Chandra Das	Estt. Officer	-	-	-	-	-
10	Sri Antaryami Dalei,	S.O.	-	-	-	-	-
11	Sri Sanjay Kumar Mallick	S.O.	-	-	-	-	-
12	Sri Bhasal Majhi	S.O.	-	-	-	-	-
13	Sri Ashok Kumar Jena	S.O.	-	-	-	-	-
14	Sri Deepak Kumar Parida	S.O.	-	-	-	-	-
15	Sri Banambar Sahu	S.O.	-	-	-	-	-
16	Sri Anup Kumar Baral	S.O.	-	-	-	-	-
17	Asim Bhotra	Sr. Asst.	-	-	-	-	-
18	Santosh Kumar Behera	Sr. Asst.	-	-	-	-	-
19	Sri Fakir Mohan Panda	Sr. Asst.	-	-	-	-	-
20	Smt. Arati Panda	Sr. Asst.	-	-	-	-	-
21	Smt. Kabita Pradha	Sr. Asst.	-	-	-	-	-
22	Smt. Mamata Kumari Bisoyee	Sr. Asst.	-	-	-	-	-
23	Niranjan Pati	Sr. Asst.	-	-	-	-	-
24	Bijaya Laxmi Panda	Sr. Asst.	-	-	-	-	-
25	Sahasransu Bhusan Dash	Sr. Asst.	-	-	-	-	-
26	Shashirekha Behera	Sr. Asst.	-	-	-	-	-
27	Parthasarathi Mahapathro	Sr. Asst.	-	-	-	-	-
28	Rabindra Kumar Panda	Sr. Asst.	-	-	-	-	-
29	Mihir Kumar Pattnaik	Sr. Asst.	-	-	-	-	-
30	Sri Nath Panda	Sr. Asst.	-	-	-	-	-
31	Pradeep Kumar Mallick	Sr. Asst	-	-	-	-	-
32	BauriBandhu Parija	Sr. Asst	-	-	-	-	-
33	Dillip Kumar	Sr. Asst	-	-	-	-	-

Singh

34	Amruta Rani Dash	Sr. Asst
35	Anil Kumar Das	Sr. Asst
36	Prafulla Kumar Behera	Sr. Asst
37	Surendra mallick	Sr. Asst
38	Durllabha Sethy	Supdt Level-ii
39	Ananta Murmu	Supdt Level-ii
40	Surama Satapathy	Jr.Grade Typist
41	Lokanath Behera	Senior Grade Typist
42	Namita Panda	Senior Grade typist
43	D.Ananda	Jr.Grade Typist
44	Satrughna Barik	Peon
45	K.Purusottam	Jr.Grade Typist
46	Anita Kumari Behera	Jr.Grade Typist
47	Sibanarayana Panda	Jr.Grade Typist
48	Manasa Nayak	Senior Grade Typist
49	Amaresh Nanda	Senior Diarist
50	Adikanda Palai	Senior Diarist
51	K.jaga Rao	Junior Grade Diarist
52	Simanchala Mallik	Record Supplier
53	Nilanchala Sahu	Record Supplier
54	P.Krishna Kumar	Driver
55	Ramesh Chandra Padhy	Zamadar
56	Sarada Kumari Bisoyi	Daftary

57	Rabindra Naik	Peon
58	Pramila Kumari Kar	Peon
59	Panchanan Patra	Peon
60	Digambar Patro	Peon
61	Balaram Sethy	Peon
62	Madhusudan Ghadai	Peon
63	Pusparani Nayak	Peon
64	K.Krishna Rao Ready	Peon
65	K.Hymavati	Peon
66	Lakini Narayana	Peon
67	Chandrama Mallick	Peon
68	Saraswati Mahankuda	Peon
69	Satyabadi Mishar	Watcher
70	Surendra Goudo	Watcher
71	Subasini Nayak	Farashi
72	Lipika Rani Nahak	Junior Assistant
73	Brundabati Padhy	Peon

Sl.	Name	Designation	STD Code	Office Phone No	Residence	E-Mail	Address
1	2	3	4	5	6	7	8
26	Smt. Mamata Kumari Bisoyi	Sr.Asst.	-	-	-	-	-
27	vacant	Sr. Asst.	-	-	-	-	-
28	Sri Niranjana Pati	Sr. Asst.	-	-	-	-	-
29	Sri Sahashransu Bhusan Dash	Sr. Asst.	-	-	-	-	-
30	Vacant	Sr. Asst.					
31	Vacant	Sr. Asst.					
32	Smt. Bijaya Laxmi Panda	Sr. Asst.	-	-	-	-	-
33	Vacant	Sr. Asst.	-	-	-	-	-
34	Vacant	Sr. Asst.	-	-	-	-	-
35	Vacant	Sr. Asst.	-	-	-	-	-
36	Sri Barial Murmu	Sr. Asst.	-	-	-	-	-
37	Vacant	Sr. Asst.	-	-	-	-	-
38	Vacant	Sr. Asst.	-	-	-	-	-

39	Smt. Shashirekha Behera	Sr. Asst.	-	-	-	-	-
40	Sri Partha Sarathi Mahapatra	Sr. Asst.					
41	Miss Amruta Rani Das	Jr. Asst.					
42	Sri Anil Kumar Das	Jr. Asst.	-	-	-	-	-
43	Sri Surendra Mallick	Jr. Asst	-	-	-	-	-
44	Vacant	Jr. Asst	-	-	-	-	-
45	Sri Prafulla Kumar Behera	Jr.Asst.	-	-	-	-	-
46	Sri Durlabha Sethi	Supdt.level-II	-	-	-	-	-
47	Sri Sadasiba Behera	Supdt.level-II	-	-	-	-	-
48	Sri Rabindra Kumar Panda	Sr.Gr.Typist.	-	-	-	-	-
49	Sri Ananta Murmu	Sr.Gr. Typist	-	-	-	-	-
50	Sri Lokanath Behera	Sr.Gr.Typist	-	-	-	-	-
51	Sri D.Ananda	Jr.Gr.Typist	-	-	-	-	-
52	Smt. Namita Panda	Jr.Gr. Typist	-	-	-	-	-
53	Smt. Surama Satapathy	Jr. Gr. Typist	-	-	-	-	-
54	Sri Siba Narayan Panda	Jr. Gr.Typist	-	-	-	-	-
55	Sri K. Purushottam.	Jr.Gr.Typist.	-	-	-	-	-
56	Miss.Anita Kumari Behera	Jr.Gr.Typist	-	-	-	-	-
57	Smt. Manasa Nayak	Jr. Gr.Typist					
58	Sri Amaresh Nanda	Sr.Gr.Diarist	-	-	-	-	-
59	Vacant	Sr.Gr.Diarist	-	-	-	-	-
60	Sri Adikanda Palei	Jr.Gr.Diarist	-	-	-	-	-
61	Sri P.K. Mahapatra	Sr.Steno	-	-	-	-	-
62	Vacant	Sr. Steno					
63	Sri Basudev Naik	Sr. Steno					
64	Sri Simanchal Mallick	Record Supplier	-	-	-	-	-
65	Sri K. Jaga Rao	Record Supplier	-	-	-	-	-

MANUAL -10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl.	Name	Designation	Gross Salary	Compensation/Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1	Sri TEMJEN WAPANG AO, IAS	R.D.C.(SD)	124065	-	-
2	Smt.Sujata sahu, OAS(SAG)	Secretary to RDC	105195	-	-

3	Sri Pradip Kumar Mishra,OAS-,(S)	Additional Secy to RDC	99519	-	-
4	Smt.Parbati Manjari Mahalik,OAS-A(SB)	Under Secretary	41072		
5	Sri Padma Charan Nayak,OWS	Deputy Director	75390	-	-
6	Bhabni Shankar Rath,ORS	Asst. Secy to RDC	54600	-	-
7	Monika Priyadarshini,ORS	Asst. Secy to RDC	48510	-	-
8	Saroj Kanta Mohapatra	Private Secretary to RDC	63791	-	-
9	Sri Basudev Naik	P.A. to R.D.C.	56320	-	-
10	Sri Bhagabat Chandra Das	Estt. Officer	75705	-	-
				-	-
11	Sri Sanjay Kumar Mallick	S.O.	65310	-	-
12	Sri Bhasal Majhi	S.O.	63420	-	-
13	Sri Ashok Kumar Jena	S.O.	63420	-	-
14	Sri Deepak Kumar Parida	S.O.	67730	-	-
15	Sri Banambar Sahu	S.O.	65748	-	-
16	Sri Anup Kumar Baral	S.O.	63420	-	-
17	Asim Bhotra	Sr.Asst.	63739	-	-
18	Santosh Kumar Behera	Sr.Asst.	61530	-	-
19	Sri Fakir Mohan Panda	Sr.Asst.	59745	-	-
20	Smt. Arati Panda	Sr.Asst.	61911	-	-
21	Smt. Kabita Pradha	Sr.Asst.	59745	-	-
22	Smt.Mamata Kumari Bisoyee	Sr.Asst.	57151	-	-
23	Niranjan Pati	Sr.Asst.	54600	-	-
24	Bijaya Laxmi Panda	Sr.Asst.	55973	-	-
25	Sahasransu Bhusan Dash	Sr.Asst.	54600	-	-
26	Shashirekha Behera	Sr.Asst.	45780	-	-
27	Parthasarathi Mahapathro	Sr. Asst.	47394	-	-
28	Rabindra Kumar Panda	Sr. Asst.	56580	-	-
29	Mihir Kumar Pattnaik	Sr. Asst.	59745	-	-
30	Sri Nath Panda	Sr. Asst.	43992	-	-
31	Pradeep Kumar Mallick	Sr. Asst.	54600	-	-
32	BauriBandhu Parija	Sr. Asst.	54600		
33	Dillip Kumar Singh	Sr. Asst.	59745		
34	Amruta Rani Dash	Sr. Asst.	34695		
35	Anil Kumar Das	Sr. Asst	38325		
36	Prafulla Kumar Behera	Sr. Asst	38325		
37	Surendra mallick	Sr. Asst	38325		
38	Durlabha Sethy	Supdt Level-ii	63885		
39	Ananta Murmu	Supdt Level-ii	50010		

40	Surama Satapathy	Jr.Grade Typist	37011
41	Lokanath Behera	Senior Grade Typist	48089
42	Namita Panda	Senior Grade typist	43710
43	D.Ananda	Jr.Grade Typist	46351
44	K.Purusottam	Jr.Grade Typist	35730
45	Anita Kumari Behera	Jr.Grade Typist	36715
46	Sibanarayana Panda	Jr.Grade Typist	28980
47	Manasa Nayak	Senior Grade Typist	29526
48	Amaresh Nanda	Senior Diarist	50885
49	Adikanda Palai	Senior Diarist	35138
50	K.jaga Rao	Junior Grade Diarist	33818
51	Simanchala Mallik	Record Supplier	31710
52	Nilanchala Sahu	Record Supplier	31185
53	P.Krishna Kumar	Driver	29209
54	Ramesh Chandra Padhy	Zamadar	33839
55	Sarada Kumari Bisoyi	Daftary	33357
56	Rabindra Naik	Peon	25015
57	Pramila Kumari Kar	Peon	33357
58	Panchanan Patra	Peon	32230
59	Digambar Patro	Peon	33477
60	Balaram Sethy	Peon	32230
61	Madhusudan Ghadai	Peon	32230
62	Pusparani Nayak	Peon	31285
63	K.Krishna Rao	Peon	33358
64	K.Hymavati	Peon	32400
65	Lakini Narayana	Peon	32404
66	Chandrama Mallick	Peon	23410
67	Saraswati Mahankuda	Peon	22780
68	Satyabadi Mishar	Watcher	31810
69	Surendra Goudo	Watcher	30865
70	Subasini Nayak	Farashi	31285
71	Lipika Rani Nahak	Junior Assistant	10750
72	Brundabati Padhy	Peon	8880
73	Satrughna Barik	Peon	19265

Sl. No.	Name	Designation	Gross Salary	Compensation/ Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
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1	2	3	4	5	6
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30	Smt. Bijaya Laxmi Panda	Sr. Asst.	Rs.20221/-	-	-
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31	Sri Laxman Charan Soren	Sr. Asst.	Rs. 19672/-	-	-
32	Sri Rabindra Kumar Mishra	Sr. Asst.	Rs.20221/-	-	-
33	Sri Sukanta Chandra Mishra	Sr. Asst.	Rs. 18745/-	-	-
34	Sri Barial Murmu	Sr. Asst.	Rs. 18745/-	-	-
35	Sri Juria Sethi	Sr. Asst.	Rs.20384/-	-	-
36	Sri Raj Kishore Patnaik	Jr. Asst.	Rs.12281/-	-	-
37	Smt. Shashirekha Behera	Jr. Asst.	Rs. 12256/-	-	-
38	Sri Durlabha Sethi	Supdt. level-II	Rs.21734/-	-	-
39	Sri Sadasiba Behera	Supdt. level-II	Rs.20680/-	-	-
40	Sri Rabindra Kumar Panda	Sr. Gr. Typist.	Rs.16261/-	-	-
41	Sri Ananta Murmu	Sr. Gr. Typist	Rs.15994/-	-	-
42	Sri Lokanath Behera	Sr.Gr.Typist	Rs.15812/-	-	-
43	Sri D.Ananda	Jr.Gr.Typist	Rs. 13675/-	-	-
44	Smt. Namita Panda	Jr.Gr. Typist	Rs.13675/-	-	-
45	Smt. Surma Satapathy	Jr.Gr. Typist	Rs.13059/-	-	-
46	Sri Siba Narayan Panda	Jr. Gr. Typist	Rs. 10681 /-	-	-
47	Sri K. Purushottam.	Jr.Gr. Typist.	Rs.12286/-	-	-
48	Miss.Anita Kumari Behera	Jr.Gr. Typist	Rs. 13031/-	-	-
49	Sri Amaresh Nanda	Sr.Gr. Diarist	Rs. 15431/-	-	-
50	Sri Keshab Gouda	Sr.Gr. Diarist	Rs.15151/-	-	-
51	Sri Panchanan Naik	Jr.Gr. Diarist	Rs.11278/-	-	-
52	Sri Arun Das	Sr. Steno	Rs.20360/-	-	-
53	Sri P.K. Maharana	Sr. Steno	Rs.21690/-	-	-
54	Sri Krishna Ch. Maharana	Auditor	Rs.25180/-	-	-
55	Sri Simanchal Mallick	Record Supplier	Rs. 10833/-	-	-
56	Sri Adikanda Palai	Record Supplier	Rs.10844/-	-	-
57	Sri K.Jaga Rao	Jamadar	Rs. 10409/-	-	-
58	Sri G. Banamali	Daftary	Rs. 11090/-	-	-
59	Sri Gagan Dakua	Peon	Rs. 10599	-	-
60	Smt. V.Amulu	Peon	Rs.11240/-	-	-
61	Smt. Radharani Patra	Peon	Rs.11240/-	-	-
62	Sri Nilanchal Sahu	Peon	Rs. 10269/-	-	-
63	Sri Ramesh Ch. Padhi	Peon	RS.10444/-	-	-
64	Smt. Pramila Kumari Kar	Peon	Rs. 11076/-	-	-
Sl. No.	Name	Designation	Gross Salary	Compensation/ Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
65	Miss. Sarada Kumari Bisoyi	Peon	Rs. 10747	-	-
66	Sri Panchanan Patra	Peon	Rs. 10747/-	-	-
67	Sri Madhusudan Ghadei	Peon	Rs.9964/-	-	-

68	Sri Balaram Sethi	Peon	Rs.9964/-	-	-
69	Smt. Pusparani Nayak	Peon	Rs.9964/-	-	-
70	Sri Digambar Patra	Peon	Rs. 10084/-	-	-
71	Sri Sibaram Padhi	Peon	Rs.10104/-	-	-
72	Sri L. Narayan	Peon	Rs.11240/-	-	-
73	Sri Rabindra Naik	Peon	Rs.11049/-	-	-
74	Sri K.K.Rao, Reddy	Peon	Rs. 10747/-	-	-
75	Sri Satyabadi Mishra	Watcher	Rs. 10421 /-	-	-
76	Sri Surendra Gouda	Watcher	Rs.10117/-	-	-
77	Sri Sima Bangari	Sweeper	Rs.11583/-	-	-
78	Smt. Subasini Nayak	Farash	Rs.9964/-	-	-
79	Sri P.Krishna Kumar	Driver	Rs. 10645/-	-	-
80	Smt. Manasa Nayak	Jr.Gr.Typist	Rs.9606/-	-	-
81	Miss. Amrutarani Dash	Jr. Asst.	Rs.10330/-	-	-
82	Smt. Chandrama Mallick	Peon	Rs.7747/-	-	-
83	Smt. Saraswati Mahankuda	Peon	Rs.7518/-	-	-
84	Sri Srinath Panda	Sr. Asst.	Rs.20701/-	-	-
85	Sri Pradeep Kumar Mallick	Sr. Asst.	Rs.20650/-	-	-
86	Sri Partha Sarathi Mohapatra	Jr. Asst.	Rs. 12256/-	-	-
87	Sri Basudev Naik	Sr. Steno	Rs. 18785/-	-	-
88	Sri Prasash Ku. Behera	Driver	Rs. 14757/-	-	-
89	Smt.K. Haimabati	Peon	Rs. 11076/-	-	-

MANUAL-11

Budget Allocated to each Agency

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

Non-Plan Budget

Sl. No.	Major Head	Activities to be Performed	Sanctioned Budget	Budget Estimate 2008-09	Revised Estimate 2008-09	Expenditure for the last year 2008-09
1	2	3	4	5	6	7
1	2053	For Payment of Salary	1,55,34,500/-	1,37,84,360/-	1,26,170,088/-	1,41,33,750/-

MANUAL-12

Manner of Execution of Subsidy Programmes

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

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

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 Database
1	2	3	4	5
1	Bill	Details Information	Yes	No

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Xerox Copy	Activities/Schemes	10.00 AM to 5.00PM

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

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

Public Information Officer: (I/C)

Sl.	Name	Designation	STD Code	Office Phone No.	Fax	Mobile No.	E-Mail	Address	Demarcation of Area/ Activities, if more than one PIO is there
1	2	3	4	5	6	7	8	9	10
1	Sri Anup Kumar Baral	Section Officer	-	-	-	9438335922	-	O/o the R.D.C. (SD), Berhampur	-

Assistant Public Information Officer:

Sl.	Name	Designation	STD Code	Office Phone No.	Fax	E-Mail	Address	Demarcation of Area/ Activities ,
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1	2	3	4	5	6	7	8	9
1	Sri Parthasarathi Mohapatra	Sr.Asst	-	9439517652	-	-	O/o the R.D.C. (SD), Berhampur	-

First Appellate Authority:

Sl.	Name	Designation	STD Code	Office Ph. No.	Fax	E-Mail	Address	Demarcation of Area/ Activities , if more than one PIO is there
1	Pradeep Kumar Mishra	Additional Secretary to RDC, SD	0680	2281594	-	-	O/o the R.D.C. (SD), Berhampur	-

MANUAL-17 (OTHER INFORMATION)

The following RPDAC and are functioning in this Division. **(LAND ACQUISITION SECTION)**

RPDAC MATTERS

Sl.No	Name of RPDAC	Date of Reconstitution	Date of last meeting held	Date of release of proceeding
1	Aditya Alumina Ltd. (Rayagad & Koraput)	L.No.20686/R&DM dt.13.05.2011	3.2.2015	16.3.2015
2	NALCO, Damanjodi, Koraput	L.No.27 dt.01.02.2011	24.2.2014	3.5.2014
3	Maliparbat Mining Project, Koraput	L.No.30 dt.01.02.2011	11.04.2011	21.05.2011
4	Utkal Alumina Ltd. Rayagada	L.No.311 dt.30.11.2011	18.02.2010	08.03.2010
5	Telengiri MIP, Koraput	L.No-229 dt.30.09.2011	24.2.2014	2.5.2014
6	Lower Indra Irrigation Project (Nuapada & Bolangir)	L.No.4422/R&DM dt.27.10.2011	21.11.2011	08.12.2011
7	Vedanta Alumina Ltd. (Kalahandi & Rayagada)	L.No.27088/R&DM dt.24.06.2011	15.07.2011	12.09.2011
8	Ghatakeswar Irrigation Project, Ganjam	L.No.35 dtd.15.02.2012	06.07.2010	06.07.2010
9	Ret Irrigation Project, Kalahandi	L.No.155 dt.27.06.2011	14.07.2011	12.08.2011
10	Cheligarh Irrigation Project, Ganjam OSRP World Bank Project	L.No.126 dt.27.05.2011	28.1.2014	21.2.2014
11	i)Berhampur-Taptapani Road (SH-17)	L.No.111 dt.04.04.2013	12.04.2013	22.4.2013
	ii) Bhawanipatan-Khariar Road (SH-16)	Not reconstituted	14.11.2007	30.11.2007

12	Air Strip Project of Malkangiri District	L.No.21 dt.08.01.2013		
13	Jarahiguda MIP of Malkangiri District	L.No.30 dt.29.01.2013	-	-
14	Rangamguda MIP of Malkangiri District	L.No.104 dt.02.04.2013	-	-
15	RPDAC for TATA Steel Ltd. at Gopalpur	L.No.153 dt.28.05.2013		

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