

INFORMATION REGARDING RIGHT TO INFORMATION ACT-2005 OFFICE OF SUB-COLLECTOR, SADAR, CUTTACK

MANUAL - 1

The Primary role of the Sub-Divisional office is to properly supervise Revenue Administration of the Sub-Division. The main responsibility is to strengthen and monitor the Revenue Administration of this Sub-Division. This bridges the gap & co-ordinate between the lowest hierarchy of Revenue Administration i.e. Tahasil, R.I. with the highest hierarchy of the District i.e. Collector. This office supervises the performance of the Tahasildars in revenue collection and disposal of cases.

Another major responsibility entrusted to the Sub-Divisional office is to ensure public peace, tranquility and maintenance of law and order.

Thirdly, to ensure proper implementation of various social welfare programmes meant for women, children, old and disabled persons, besides sanction of scholarships in favour of SC. & ST. students.

Fourthly, this office has an important role to play in proper distribution of P.D.S. commodities to eligible consumers through retail P.D.S. centres.

Fifthly, this office plays a vital role in mobilizing small savings among all categories of people in the society.

This office also plays an important role in relief and rehabilitation of affected persons during natural calamities like flood, cyclone, drought etc. It also supervises administration of ex-gratia relief in case of death due to lightening, sunstroke and cyclone etc.

This office has the sole responsibility in preparation and revision of the Photo Electoral Rolls of voters in respect of 6 Assembly constituencies under this Sub-Division. It involves preparation of Photo Identity Card of Electors and conduct of election to all 6 Assembly Constituencies during General Election.

This office looks after the proper functioning of G.Ps, timely auction of properties of the Gram Panchayat and no-confidence motion against the Sarpancha/Naib-Sarpancha.

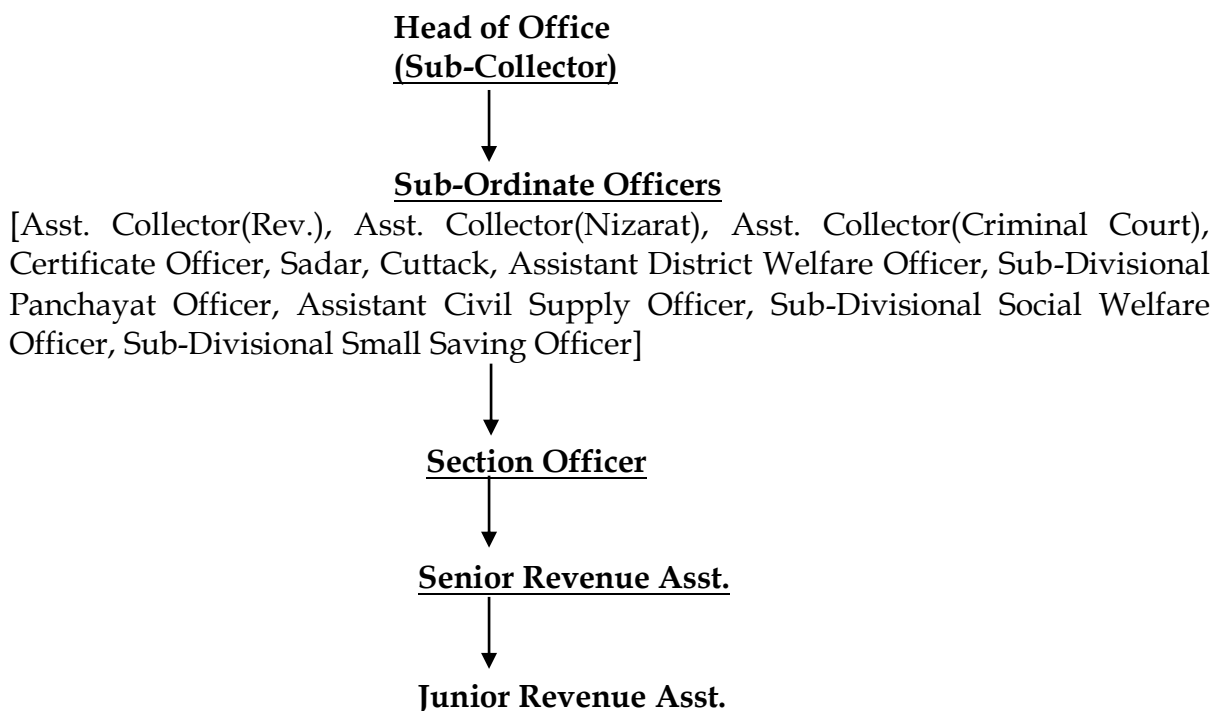
2. Mission / Vision

Proper monitoring and supervision of Revenue Administration of the Sub-Division, to maintain law and order in the society, conducting General Election & updation of Electoral Roll, monitoring relief rescue operation during flood, cyclone & other emergent situations.

3. Brief history and background of its establishment.

The Sadar Sub-Division is an administrative unit of Cuttack District with its headquarters at Cuttack Town. The Sadar Sub-Division was formed in 1859 along with two other Sub-Divisions i.e. Jajpur and Kendrapara. In 1965 Jagatsinghpur Sub-Division was created after bifurcation from this Sub-Division. Sub-Collector normally a Junior Class-I (Now upgraded to Orissa Administrative Service of Indian Administrative Service cadre) is the head of the Sub-Divisional Establishment. At present the Sadar Sub-Division Comprises of 9 Tahasils, 8 blocks, 20 G.Ps, one Municipal Corporation and one Municipality having an area of 1884.459 miles.

4. Organisation Chart:-



5. Allocation of Business.

For smooth functioning of the office, the different sections have been distributed amongst concerned Sub-ordinates Officers. Besides Section Officer, Senior Rev. Asst., Junior Rev. Asst., Peon, Duftari, Watchman are working in the office to assist them. All officers and staff are working under direct control of Sub-Collector.

6. Duties

This office has got its own role and responsibilities in monitoring the Revenue Administration, maintenance of Law & Order situation, restore public peace & tranquility in this sub-division. This office has an important role in ensuring proper distribution of PDS commodities, mobilizing small savings and proper implementation of various social welfare programmes of Govt. Further it also plays a key role in relief and rescue operation during flood and other emergent situation. Besides its primary work is to conduct General Election & updation of Electoral Roll.

7. Details of Service rendered:-

- i) The Sub-Collector discharges the role of Returning Officer in respect of 6 Assembly Constituencies for conducting General Election. He is the Electoral Registration Officer for updation of Electoral Roll in respect of 6 Assembly Constituencies. He also issues E.P.I.C.
- ii) He is the Drawing and Disbursing Officer of this establishment.
- iii) Competent Authority to deal with cases U/S-22, 23 of O.L.R. Act.
- iv) Cases under Preventive Sections of Cr. P. C. especially U/S-97,133,144,145 and 147 are dealt.
- v) Sanctioning Authority of Post Matric Scholarship.
- vi) Sanction of SOAP, NOAP, ODP, NFBS are done here.
- vii) Acts as Appellate Authority U/S - 59 of O.L.R. Act, 1960.
U/S - 42 of Mutation Manual, 1962.
U/S - 12 of O.P.L.E. Act.
U/S - 9 of O.E.A. Act, 1951.
U/R- 8 of O.M.C. Rules, 1984.
- viii) Certificate cases under O.P.D.R. Act are dealt here.
- ix) Declared as stamp Collector for hearing & disposal of under valuation cases U/S-47 A of Stamp Act.
- x) Proper monitoring & smooth distribution of P.D.S. commodities by regular checking of Retail Centres, Storage Agent Points. Sub-Collector is the appointing & disciplinary Authority of retail agents.
- xi) For mobilization of Small Savings deposits of Agents are appointed by the Sub-Collector.
- xii) Auction Sale of Sairat Sources having upset price exceeds of Rs.50,000.00 is conducted by the Sub-Collector.
- xiii) Sub-Collector is the competent Authority to convene special meeting for discussion of vote of no confidence motion against the Sarpancha / Naib Sarpancha.

8. Postal Address-

Office of the Sub-Collector, Sadar, Cuttack.
P.O.- Chandini Chouk,
Cuttack-753002.
It is located at the old Collectorate building.

9. Working Hours.

Normal working hours of this office is from 10.00 A.M. to 5.30 P.M. with lunch break for 30 minutes from 1.30 P.M. to 2.00 P.M. on any working day.

10. Citizen Interaction.

Sub-Collector makes regular field visits, holds camp courts, for facilitating citizens interaction. Citizen Interaction is also being made on daily basis at the time of redressal of grievance of citizen during the normal office work. Besides holding special grievance cell at Block level and organizing Jana Sampark Sibir in remote villages.

11. Map of Office Location.

Attached.

12. Grievance Petitions.

All the grievance petitions received from different quarters are forwarded to Concern quarters through e-mails for immediate redressal of the same. This office has adopted & implemented method of e-grievance for proper monitoring of the grievance petitions. Proper tracking of the grievance petition is made through auto generated database of e- grievance software.

MANUAL-1
Power and Duties of Officers

Sl.No.	Designation of Post.	P o w e r.				
		Administrative	Financial	Statutory	Others	Duty assigned.
1.	Sub-Collector	Head of Office.	D.D.O.	Competant authority to deal with cases U/S-22,23,59 of O.L.R.Act, U/S-12 of O.P.L.E. Act U/S-9 of O.E.A. Act U/s-8 of O.M.C. Rules as per provision of O.G.L.S.Act, Orissa Irrigation Act M.T.R. Rules Mutation Manual O.C.H.P.F.L. Act, 1972 Orissa Minor Mineral Act, O.P.D.R. Act Indian Stamp Act		

MANUAL-2.

P O W E R S.

Sl.No.	Designation of Post.	Administrative	Financial	Statutory	Others	Duties attached.
	Sub-Collector, Sadar, Cuttack	Head of Office.	D.D.O.	As per provision of O.L.R. Act, OEA Act, OPLE Act, OGLS Act, Orissa Irrigation Act, M.T.A. rules, Mutation Manual,	Processing of lease cases and submitted to Collector with recommendation under OGLS Act.	I) Issue permission to sale land by SC/ST people. ii) Confirms the settlement of bebandobasta cases.

				<p>OCHPEL Act, 1972 Orissa Minor Minerals Act, OPDR Act, Indian Stamp Act.</p>		<p>iii) Approves remission proposal of CBWR within Rs. 500/-.</p> <p>iv) Approval of Sairat sources upto Rs. 10,000/-.</p> <p>v) Restoration of possession to SC/ST land Owner U/S-23 of OLR Act & Declaration of R.S.D. to be void.</p> <p>vi) Appellate Authority U/S-12 of OPLE Act.</p> <p>vii) Appellate Authority of Mutation cases U/S-92 of Mutation Manual.</p> <p>viii) Hearing of Appeal U/S-59 of OLR Act.</p> <p>ix) To hear Cases U/S-35 of OCHPFL Act, 1972.</p>
--	--	--	--	--	--	---

						x) Hearing of Appeals U/S of OEA Act. xi) Hearing Cases U/S-47(A) of Indian Stamp Act, upto Rs. 80,000/-.
--	--	--	--	--	--	--

MANUAL-3

On receipt of any correspondence action is being initiated by Ministerial staff, then it is duly scrutinised by Head Clerk, endorsed to Sub-Collector for Orders through the concerned Section Officers.

Sl.No.	Activity	Level of Action.	Time frame.
1.	Receipt of letter/application	Rev. Asst.	One day
2.	The same is put up to Sub-Collector in Daka file.		Same day
3.	Diarised the letters/application	Rev. Asst.	
4.	Put up in the concerned file of the section.	Rev. Asst.	
5.	Scrutinised to SO	S.O.	
6.	Endorsed to Sub-Collector for Orders/Orders passed by concerned Officer where ever necessary.	Sub-ordinate Officer.	One day.

MANUAL-4

Norms set for the discharge of functions.

Sl.No.	Activity	Time frame/Norm	Remarks.
1.	Diary of letters by Diarist.	3 minutes per letter.	
2.	Despatch of letters by Despatch Clerk.	5 minutes per letter.	
3.	Typing.	30 pages per day.	
4.	Writing of notes and draft.	Depends on the nature of letter received and answer to be sent.	
5.	Scrutinisation of proposal.	It depends upon the nature of proposal received	

MANUAL-5

Rules, Regulations, Instructions, Mannuals and Records for discharging functions.

Sl.No.	Name of the Act/Rule.	Brief gist of contents.
1.	Cr. P.C.	Preventive sections.
2.	O.L.R.Act	U/S-22,23 & 59.
3.	O.P.L.E.Act	Deals with encroachment eviction of Govt. land.
4.	O.E.A.Act	U/S-9 vesting cases disposal.
5.	O.M.C.Rules	U/S-8 Finalisation of Sairat sources.
6.	Mutation Mannual	U/S-42-for Correction of R.O.R.
7.	O.P.D.R.Act.	For Certificate cases, procedure to realise Govt. dues.
8.	O.C.H.P.F.L.Act, 1972	4/8 35
9.	Evidence Act	For evidence in cases.
10.	Nizarat Mannual	Proper maintenance of cash by Nizarat.
11.	Orissa Record Mannual	For guidance to Clerks to maintain files.
12.	O.G.F.R.Vel-I & II.	Deals with cash transaction.
13.	Service code	For staff leave, increment etc.
14.	O.G.L.S.Act & Rules	Procedure for settlement of Govt. land.
15.	Orissa Stamp Act	For disposal of under valuation cases.
16.	Orissa G.P. Act. & Rules	For Grampanchayats.
17.	Representation of peoples Act.	For election to Assembly constituency and parliament.
18.	O.R.V.Act	
19.	Orissa Treasury Code	Deals with passing of bills.
20.	Rules, regulating control and use of Govt. Vehicles.	Deals with rules and regulation of office vehicle.
21.	Orissa Fire Works/Loudspeaker (Regulation) Act, 1955/Rules, 1965.	Permission to use Loudspeaker /display fire works etc.

MANUAL-6

Sl.No.	Nature of Records.	Detail of information available.	Unit/section where available.
1.	D.C. Bill Register	Amount of U.C.of Election Expenditure.	Election Section.
2.	Post Matric Scholarship sanction Register.	To post on	A.D.W.O.
3.	Register of letters received.		Diary Asst.
4.	Register of letters issued.		Issue Asst.
5.	Index Register	To keep note of opening of files by the D.A.	S.O.
6.	Guard File	Important circulars/letters preserved.	Concerned D.A.
7.	Assembly Question Register.	To watch timely submission of reply.	S.O.
8.	Cash Book with S.R.	Nizarat section	Nazir.
9.	Register No.10(Register of Certificates)	Name & address of debtor, nature and amount of claim stage of proceeding etc.	Certificate section.
10.	Register of O.A.P., N.O.A.P., O.D.P., N.F.B.S. etc.	List of beneficiaries.	S.S.W.O.
11.	Permission Register (Including Court fees)	Name and address of permittee for Loudspeaker/Fire Works, Crackers display.	General & Misc. section.
12.	Grievance Register	Name and address of the petitioner and address to whom sent.	General & Misc. section.
13.	Register in Form No.6, 7 & 8.	Inclusion \ Deletion of name in Electoral Roll.	Election section.

MANUAL-7

Particulars of any arrangement that exists for consultation by the members of the public in relation to the formulation of its policy of implementation.

N I L

MANUAL-8

Statement of Boars, Committees and other bodies constituted.

Sl.No. (1)	Name and address of the body. (2)	Main function of the body. (3)	Constitution of the body. (4)	Date of constitution. (5)
1.	Sub-Divisional Task Force Committee, Office of Sub-Collector, Sadar, Cuttack.		Sub-Collector-	Chairman
			S.D.P.O.-	Member
			All Tahasildars-	-do-
			Forest Range Officer.-	-do-
			All Sub-Registrars	-do-
			2 Local tribal representatives to be nominated by Collector.	-do-
			A.D.W.O.-	Member Convenor.
2.	Advisory Board (As per Rule-7(1) of the Orissa Dowry Prohibition Rule,2000 Office of Sub-Collector, Sadar, Cuttack.	To discuss, finalise dowry cases for which application received.	The Board shall be appointed by Govt. Consisting of 5 social welfare workers.	

Date Upto which Valid. (6)	Whether meeting open or public. (7)	Whether minutes accessible to public. (8)	Frequency of meeting. (9)	Remarks. (10)
Valid for 3 years.	No	No	The convenor with consent of Chair person Convenes the meeting.	

MANUAL- 9

Directory of Officers and employees

[Section 4(I)(b)(ix)]

SL. No.	Name of the Employees	Designation	Office Phone No.	Email Address
1	Sri Shubhramshu Mishra, OAS(A) SB	Sub-Collector, Sadar, Cuttack	0671-2507626	subcollectorctc@nic.in
2	Sri Ranjan Kumar Das, ORS	Asst. Collector (Revenue),	0671-2507626	subcollectorctc@nic.in
3	Miss Shahwar Seemin, ORS	Asst. Collector (Nizarat),	0671-2507626	subcollectorctc@nic.in
4	Miss Sneharatna Mohanty, ORS	Certificate Officer,	0671-2507626	subcollectorctc@nic.in
5	Miss Mrinali Mahanti, ORS	OIC, Criminal Court	0671-2507626	subcollectorctc@nic.in
6	Sri Ambrish Samal	SDSSO	0671-2507626	subcollectorctc@nic.in
7	Sri Anath Charan Swain	ACSO	0671-2507626	subcollectorctc@nic.in
8	Smt. Geeta Acharya	SDPO	0671-2507626	subcollectorctc@nic.in
9	Sri Narayan Pattanaik	Section Officer	0671-2507626	subcollectorctc@nic.in
10	Sri Surendra Behera	Section Officer	0671-2507626	subcollectorctc@nic.in
11	Smt. Manorama Das	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
12	Sri Dibya Lochan Swain	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
13	Smt. Prasanti Mohanty	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
14	Sri Rajiba Lochan Behera	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
15	Sri Santosh Kumar Dash	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
16	Sri Samarendra Bhatta	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
17	Smt. Pratiba Behera	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
18	Smt. Tanushree Behera	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
19	Miss Suprava Dalal	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
20	Sri Debalav Sethi	Senior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
21	Sri Rashmi Ranjan Pattanaik	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
22	Sri Paresh Kumar Sahoo	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
23	Smt. Ambika Sahoo	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
24	Smt. Jyotsnamayee Nayak	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
25	Sri Sarpeswar Jena	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
26	Sri Biswanath Pradhan	Junior Rev. Asst.	0671-2507626	subcollectorctc@nic.in
27	Smt. Mamata Sethy	DEO	0671-2507626	subcollectorctc@nic.in
28	Sri Priya Kanta Rout	DEO	0671-2507626	subcollectorctc@nic.in
29	Sri Gandhijee Nayak	Driver	0671-2507626	subcollectorctc@nic.in
30	Sri Banabihari Sahoo	Peon	0671-2507626	subcollectorctc@nic.in
31	Sri Pradeep Kumar Pradhan	Peon	0671-2507626	subcollectorctc@nic.in
32	Laxmipriya Behera	Peon	0671-2507626	subcollectorctc@nic.in
33	Sri Santosh Mukhi	Peon	0671-2507626	subcollectorctc@nic.in
34	Sri Madan Mohan Das	Peon	0671-2507626	subcollectorctc@nic.in

MANUAL- 10

**The monthly remuneration received by each of the Officers and Employees, including
the system of compensation as provided in the regulation**

[Section 4(I)(b)(x)]

SL. No.	Name of the Employees	Designation	Scale of Pay	Monthly Remuneration
1	Sri Shubhranshu Mishra, OAS(A) SB	Sub-Collector, Sadar, Cuttack	Pay in Pay Level-13 Rs.15,600/- - Rs.39,900/- With GP Rs.6600/-	76,200.00
2	Sri Ranjan Kumar Das, ORS	Asst. Collector (Revenue),	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	47,600.00
3	Miss Shahwar Seemin, ORS	Asst. Collector (Nizarat),	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	46,200.00
4	Miss Sneharatna Mohanty, ORS	Certificate Officer,	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	46,200.00
5	Miss Mrinali Mahanti, ORS	OIC, Criminal Court	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	46,200.00
6	Sri Ambrish Samal	SDSSO	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	38,700.00
7	Sri Anath Charan Swain	ACSO	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	52,000.00
8	Smt. Geeta Acharya	SDPO	Pay in Pay Level-10 Rs.9,300/- - Rs.34,800/- With GP Rs.4600/-	53,600.00
9	Sri Narayan Pattanaik	Section Officer	Pay in Pay Level-9 Rs.9,300/- - Rs.34,800/- With GP Rs.4200/-	49,000.00
10	Sri Surendra Behera	Section Officer	Pay in Pay Level-9 Rs.9,300/- - Rs.34,800/- With GP Rs.4200/-	49,000.00
11	Smt. Manorama Das	Senior Rev. Asst.	Pay in Pay Level-8 Rs.5200/- - Rs.20,200/- with GP Rs.2800/-	38,100.00
12	Sri Dibya Lochan Swain	Senior Rev. Asst.	Pay in Pay Level-9 Rs.9,300/- - Rs.34,800/- With GP Rs.4200/-	42,800.00
13	Smt. Prasanti Mohanty	Senior Rev. Asst.	Pay in Pay Level-8 Rs.5200/- - Rs.20,200/- with GP Rs.2800/-	38,100.00
14	Sri Rajiba Lochan Behera	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	29,600.00
15	Sri Santosh Kumar Dash	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	29,600.00
16	Sri Samarendra Bhatta	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	29,600.00
17	Smt. Prativa Behera	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	27,100.00
18	Smt. Tanushree Behera	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	27,100.00
19	Miss Suprava Dalal	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	29,600.00

20	Sri Debalav Sethi	Senior Rev. Asst.	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	27,100.00
21	Sri Rashmi Ranjan Pattanaik	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	23,800.00
22	Sri Paresh Kumar Sahoo	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	23,800.00
23	Smt. Ambika Sahoo	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	23,800.00
24	Smt. Jyotsnamayee Nayak	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	33,000.00
25	Sri Sarpeswar Jena	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	23,100.00
26	Sri Biswanath Pradhan	Junior Rev. Asst.	Pay in Pay Level-4 Rs.5200/- - Rs.20,200/- with GP Rs.1900/-	32,000.00
27	Smt. Mamata Sethy	DEO	Posted Through Service Provider	6,500.00
28	Sri Priya Kanta Rout	DEO	Posted Through Service Provider	6,500.00
29	Sri Gandhijee Nayak	Driver	Pay in Pay Level-7 Rs.5200/- - Rs.20,200/- with GP Rs.2400/-	43,500.00
30	Sri Banabihari Sahoo	Peon	Pay in Pay Level-3 Rs.4750/- - Rs.14,680/- with GP Rs.1800/-	31,500.00
31	Sri Pradeep Kumar Pradhan	Peon	Pay in Pay Level-2 Rs.4750/- - Rs.14,680/- with GP Rs.1775/-	25,200.00
32	Laxmipriya Behera	Peon	Pay in Pay Level-2 Rs.4750/- - Rs.14,680/- with GP Rs.1775/-	24,500.00
33	Sri Santosh Mukhi	Peon	Pay in Pay Level-1 Rs.4750/- - Rs.14,680/- with GP Rs.1700/-	21,000.00
34	Sri Madan Mohan Das	Peon	Pay in Pay Level-1 Rs.4750/- - Rs.14,680/- with GP Rs.1700/-	18,6000.00

MANUAL- 11

The budget allocated to each agency

[Section 4(I)(b)(xi)]

Non- Plan budget

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
3-2053 (Sub-Divi-Estt.)	Public Service	Yes	Rs.1,95,00,000/-	Rs.1,79,11,000/-	Rs.1,44,56,503/-
17-2515 (GP)	-do-	-do-	Rs.11,00,000/-	Rs.10,98,000/-	Rs.8,69,916/-
5-2047 (Small Saving)	-do-	-do-	Rs.6,50,000/-	Rs.6,04,204/-	Rs.5,75,366/-
11-2225 (Welfare)	-do-	-do-	Rs.5,55,000/-	Rs.5,05,000/-	Rs.4,69,387/-
1-2015 (Election)	-do-	-do-	Rs.5,34,200/-	Rs.5,75,000/-	Rs.4,38,647/-
42-2245 (Emergency)	-do-	-do-	Rs.4,77,639/-	Rs.5,26,400/-	Rs4,22,120/-

MANUAL-12

NIL

MANUAL-13

NIL

MANUAL-14

NIL

MANUAL-15

Particulars of facilities available to citizens for obtaining information.

Sl.No.	Facility Available	Nature of Information Available.	Working Hours.
1.	Notice Board		10 A.M. to 5.30 P.M. on each working day.

MANUAL-16

Name, Designation and other particulars of Public Information Officers [Section 4(1) (b)(xiv)]

List of Public Information Officers

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.	Miss Mrinali Mahanti, ORS Asst. Collector (Criminal Court)	Office of the Sub-Collector, Sadar, Cuttack. P.O-Chandini Chouk, Cuttack-753002.	0671-2507626	-	-

List of Assistant Public Information Officers

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1.	Sri R.K. Das, ORS Asst. Collector (Rev.)	Office of the Sub-Collector, Sadar, Cuttack. P.O-Chandini Chouk, Cuttack-753002.	0671-2507626	-
2.	Miss Shahawar Seemin, ORS Nizarat Officer	- do -	- do -	-
3.	Miss Sneharatna Mohanty, ORS, Certificate Officer	- do -	- do -	-
4.	Smt. G. Acharya, SDPO.	- do -	- do -	-
5.	Sri A. Samal, SDSSO	- do -	- do -	-

Fast 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 Shubhranshu Sekhar Mishra, OAS-A(SB) Sub-Collector, Sadar, Cuttack.	Office of the Sub-Collector, Sadar, Cuttack. P.O-Chandini Chouk, Cuttack-753002.	0671-2507626	subcollectorctc@nic.in	-

MANUAL - 17

Other information as may be prescribed [Section 4(1) (b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provide in the form of manual from time to time.