

Contents of the Manuals

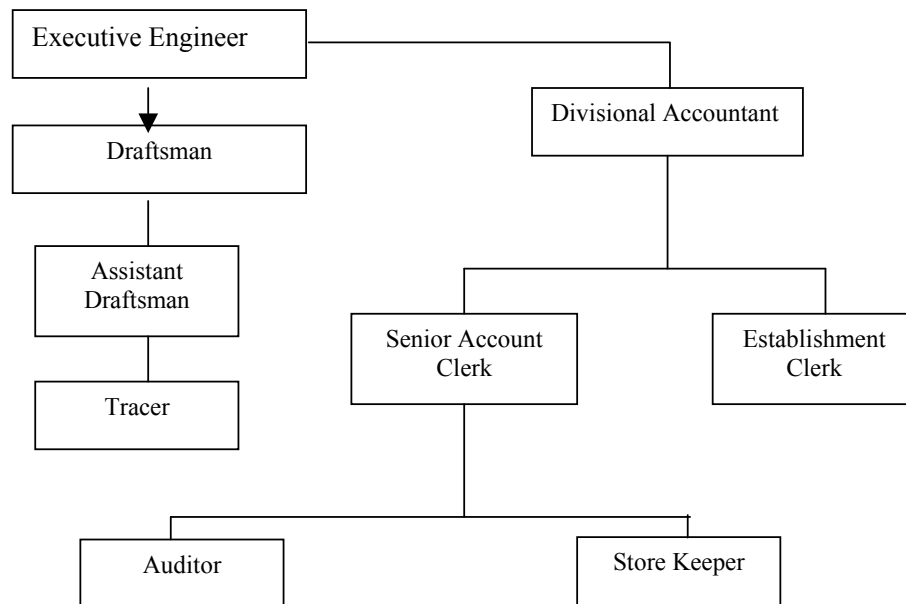
1. **A. Organizational Setup**
 - B. Functions and Duties of the office**
2. Power and duties of the officers
3. Decision making process, supervision and accountability
4. Norms set to discharge the functions(Time, Quality, Quantity)
5. Acts, Rules, Regulations, Manuals, Instruction, Circulars related with the functioning of the office
6. List of Documents held under the control of the office
7. Structure of the consultative committees
 - A. Name of the committees, their composition, role and functions
 - B. Proceeding, Minutes of the Meeting
8. Information about the board, councils, committee and other bodies
9. Directory of the officers and employees
10. Monthly remuneration and compensation
11. Budgetary allocation and expenditure statements
12. Programme and beneficiaries
13. Recipients and concession
14. Electronically available information
15. Facilities regarding information available
16. Detail of the PIOs
17. Any other information

ORGANIZATION SET - UP

Function and duties of the different offices constituting the Organization U/S 4.1 (b) (i)

1. A. Name of the offices and organizational setup

Office of the Executive Engineer, Rural Engineer Services Dn. Sehore



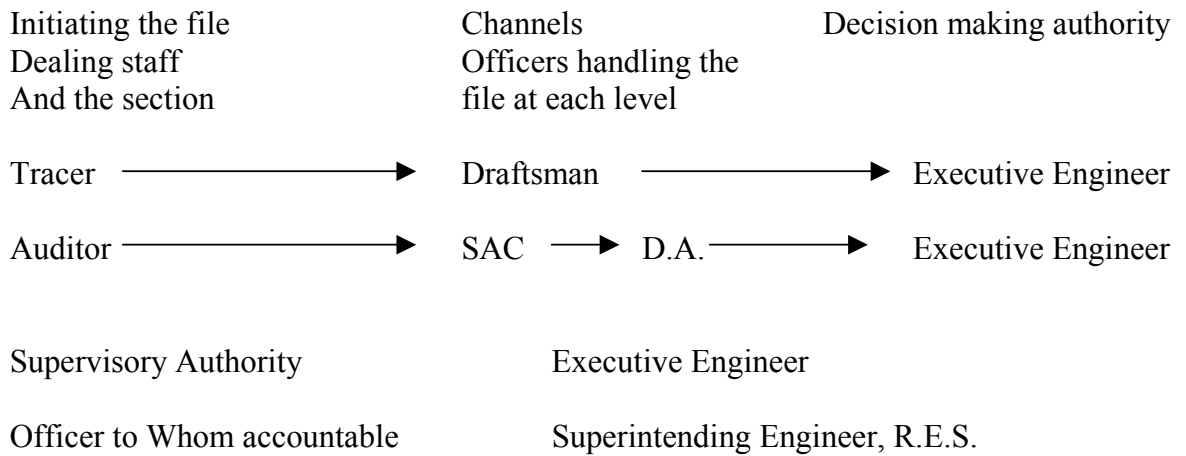
1.B Functions and duties of each unit of the Office (1 to 2 page)

S.No.	Unit/Section	Functions performed
1	Administrative Section	As per Works Manual 1983
2	Account	As per Works Manual 1983
3	Stores	As per Works Manual 1983
4	Record Room	Not Applicable
5	Others if any (Give complete detail of each unit/section)	:-
(i)	Technical Section	All types of technical works and to maintained of records
(ii)	Establish Section	Preparation of Pay and allowance of officers/officials. Preparation of revised and annual proposal of budget. Maintances of service book/ GPF/DPF pass book/ GIS, contribution/deduction Reconciliation of expenditure at AG MP Gwalior.

Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii)

S.No.	Name	Designation	Remuneration	Duties
1	Mr. K.K. Choudhary	Executive Engineer	10750 + DA	As per M.P. Works Deptt. Manual 1983

3- **Decision Making process in graphic form (one page)**
U/S 4.1 (b) (iii)



- 4- A) Time norm, if decided by the organization. U/S 4.1 (b) (iv)
 B) Quality Norms, if decided by the organization. **As per M.P. Works**
 C) Quantity target, for the office work to be done in the year . **Manual 1983**



5- List of Acts, Rules, Regulations Manuals, Circulars related with the functioning of office constituting the organisation. (Original text to be given in electronic form) U/S 4.1 (b)(v)

Acts - Ruled performed by M.P. Govt.

Rules Ruled performed by M.P. Govt.

Regulation As per M.P.Govt.

Manuals M.P. Work Deptt. Manual 1983

Circulars Circulars issued by M.P. Govt.

6- Statement of various categories of documents held by it or under its control U/S 4.1(b)(VI)

S.N.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature and Content of Document	Duration of Records
1.	Work Cash Book	Register	Entry of Receipt & Payment	From Page 1 to the last pages.
2.	Contractor Register	Register	Registration of Contractors	From Page 1 to the last pages.
3.	Cheque Register	Register	Movement of Cheque entry	Financial Year
4.	Challan Register	Register	Remittance to Bank	Financial Year
5.	Deposit Register	Register	Entries of Receipt	From Page 1 to the last pages.
6.	NIT Register	Register	Entries of NIT Circulation	Financial Year
7.	Budget Register	Register	Entries of Budget Provisions	Financial Year
8.	Bill Register	Register	Entries of Bill sub mitted to Treasury	From Page 1 to the last pages.
9.	B.T. B.	Register	Entries of Bill sub mitted to Treasury	From Page 1 to the last pages.
10.	Cash Book MPTC 5	Register	Entries of Receipt from Treasury for payment	From Page 1 to the last pages.
11.	Cheque Register	Register	Entries of Receipt from Treasury and payment	From Page 1 to the last pages.
12.	C.L. Register	Register	Casual & Optional Leave Register	Calander Year
13.	M.R./T.A. Register	Register	Entries of bill Receipt	From Page 1 to the last pages.
14.	Attendance Register	Register	Aquittance of Staff	Calander Year
15.	Stock Register	Register	Entries of Store Items	From Page 1 to the last pages.
16.	Inward/ Dispatch Register	Register	Entries of Receipt and Dispatch Letter.	Calander Year
17.	Service postage Register	Register	Entries of Dispatch Letter to be posted	Close Monthly
18	Office Expenses Register	Register	Expenditure of Stamp/ telephone/ MPSEB, Petty Bills/Liveries/Stationery etc.	Financial Year

7- I. Structure of the consultative committees in which public representatives are members including

- ❖ Name of the committee
- ❖ Copy of the Orders/ Circulars for formation
- ❖ Functions **Nil**
- ❖ Members
- ❖ Duties and responsibilities

Accessibility of minutes for public U/s 4.1 (b) (vii)

II Proceedings, Minutes of the Meeting (Copy to made available and be given in the electronic form with hypertext link)

Nil

8- I - Name of the Board, Councils, committees etc. including member and their qualification. (Original text to be given in the electronic form)U/s 4.1 (b) (viii)

S.No.	Name of the Body	Name of the members	Qualifications
Nil	Nil	Nil	Nil

II - Order of the formation

(Original text to be given in the electronic form and to be hypertext linked)

III - Charter / Memorandum of Articles of Association.

(Original text to be given in the electronic form and to be hypertext linked)

IV - Govt. instruction for the way in which meeting will be conducted .(Original text to be given in the electronic form and to be hypertext linked)

V - Availability of the proceedings / minutes of the last meetings (Original text to be given chronologically in the electronic form and to be hypertext linked)

9. Directory of the officers and employees (to be linked with treasury data bank) U/S 4.1 (b) (ix)

S.No.	Name	Designation	Address & contact No., if any
1.	Mr. K.K. Choudhary	Executive Engineer	PWD Colony Sehore , 9826349420
2.	Mr. V.K. Sharma	A.E.	Bhopal, 9826286295
3.	Mr. RC. Jain	Sub Engineer	Near Bus Stand Sehore 986196338
4.	Mr. B.S. Solanki	Sub Engineer	G/Type, Janpad Colony Ashta 9425050252
5.	Mr. S.N. Mewade	Sub Engineer	Ashta 9300616458
6.	Mr. Rajendra Gajbhiye	Sub Engineer	Nasrullaganj 07563279118
7.	Mr. M.A. Khan	Sub Engineer	Budhni 9827334022
8.	Mr. U.K. Gour	Sub Engineer	Budhni, 9827360357
9.	Mr. R.S. Rote	Assitt. Draughtsman	H2, Kolar Colony, Nasrullganj,
10.	Mr. Anil Kumar Sharma	Tracer	Near Bus Stand Sehore 226223
11.	Mr. G.D. Koushal	Tracer	Luniya Mohall, Sehore 224742
12.	Mr. V.P. Pathak	Assistant Grade-III	LIC Colony Sehore 504668
13.	Mr. D.R. Ahirwar	Assistant Grade-III	H/14, Officer Colony Sehore
14.	Mrs. Chintamani Batham	Assistant Grade-III	Ganga Ashram, Sehore
15.	Mr. S.C. Gour	Assistant Grade	I/7, Kolar Colony, Nasrullganj 279222
16.	Mr. Ramu Ingle	Assistant Grade	I/17, Kolar Colony, Nasrullganj
17.	Mr. Prem Narayan Sen	Peon	I-Type, Block Colony, Sehore
18.	Mr. Ayodhaya Prasad Yadav	Peon	I-Type, Housing Board Colony Sehore
19.	Mr. Badri Prasad Pawar	Daily Wages Employee	Kasba, Sehore

10. Monthly remuneration and compensation (to be linked with treasury Data Bank) U/ S 4.1 (b) (x)

S.No.	Name	Remuneration	compensation
1	Mr. K.K. Choudhary, EE	10750 + DA	-
2	Mr. V.K. Sharma, AE	12275 + DA	-
3	Mr. RC. Jain, S/E	9650 + DA	HRA
4	Mr. B.S. Solanki, S/E	9650 + DA	-
5	Mr. S.N. Mewade, S/E	6650 + DA	HRA
6	Mr. Rajendra Gajbhiye, S/E	7300 + DA	HRA
7	Mr. M.A. Khan, S/E	9650 + DA	HRA
8	Mr. U.K. Gour, S/E	9375 + DA	-
9	Mr. R.S. Rote, AD'Man	5800 + DA	-
10	Mr. Anil Kumar Sharma, Tracer	4900 + DA	-
11	Mr. G.D. Koushal, Tracer	3875 + DA	HRA
12	Mr. V.P. Pathak, Asstt. Grade-III	4510 + DA	HRA
13	Mr. D.R. Ahirwar, Asstt. Grade-III	3425 + DA	-
14	Mrs. Chintamani Batham, Asstt. Grade-III	3875 + DA	HRA
15	Mr. S.C. Gour, Asstt. Grade-III	4590 + DA	-
16	Mr. Ramu Ingle, Asstt. Grade-III	4590 + DA	-
17	Mr. Prem Narayan Sen, Peon	3475 + DA	Washing All. @ 30/- Pm
18	Mr. Ayodhaya Prasad Yadav Peon	3540 + DA	Washing All. @ 30/- Pm
19	Mr. Badri Prasad Pawar, Khalasi	2308 per month	-

11. Annual Budget allocation and Expenditure statements (to be linked with treasury Data Bank) U/ S 4.1 (b) (xi)

S No	Budget head	Name of work	year	Allocation	Expenditure
1	Demand 30, Major Head 2515, Minor Head 800, Scheme 1208 (State Plan)	Establishment pay + allowance	2005-06	Plan 22,08,000.00	7,45,642.00
2	--"--	--"--	2005-06	Non Plan 17,42,000.00	6,64,859.00

12. Programme and beneficiaries U/ S 4.1 (b) (xii)

- A. List of the programme (in electronic form) **Nil**
- B. Norms for selection of the beneficiary (Original text of the circular to be given in electronic form) **Nil**
- C. Detailed Information **Nil**

S No	Name of the Programme	Administrative Department	Year	Amt. Allocated	No. of beneficiaries
		-----	Nil -----		

13. List of the recipients and nature of the concession U/S 4.1 (b) (xiii)

S No	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
		-----	Nil	-----		

14. Information available in the office (Linked with Item 6)
U/S 4.1 (b) (xiv)

S No	Categories	Hard Copy	Electronic Form
1.	Work Details	Folder	C.D.
2.	Budget	Hard Copy	C.D.
3.	Tax Details	Hard Copy	C.D.
4.	Staff Details	Hard Copy	-
5.	S.O.R.	Hard Copy	C.D.

15. Facility available (Library, public counter etc) to citizen
for information U/S 4.1 (b) (xv)

S No	Facility	Name of In charge	Duration of opening (time to be given)	Contact No. Telephone No.
1.	Public Counter	Mr B.L. Verma	10.30amp to 5.30 pm	226552

16. Information about the PIO / Designation / Working
experiences U/S 4.1 (b) (xvi)

- ❖ Name Mr. K.K. Choudhary
- ❖ Designation Executive Engineer
- ❖ Tel. No. 226552 (O) 226748 (R)
- ❖ e mail address -
- ❖ Place of Work and address Sehore, Office of the Executive Engineer, Rural Engineering Services Dn. Sehore (Collectorate Premises)
- ❖ contact hours for public 10.30am to 1.30 pm

17. Any other information in Citizen related facilities U/S 4.1 (b)
(xvii)

Nil