

Right to Information

Under Manual 2005 Section (4)

Office of the Divisional Project Engineer

P.W.D. (P.I.U.) ANUPPUR

Contents of the Manual

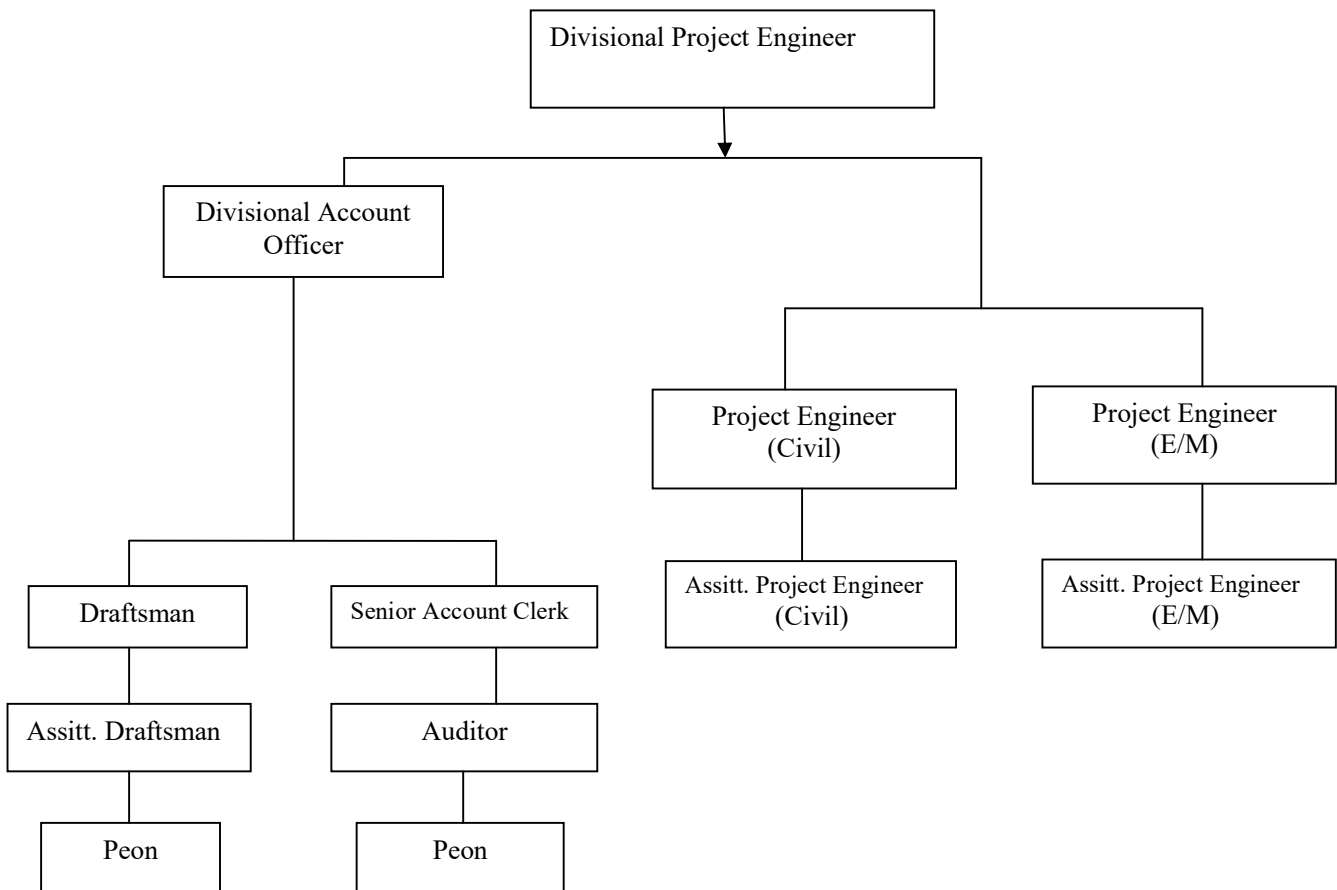
1. A. Organizationa Set up
- B. Functions and Duties of the office
2. Power and duties of the officers
3. Decision making process, supervision and accountability
4. Norms set to discharge the functions (Time, Quality, Quantity)
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6. List of Documents held under the control of the office.
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ORGANIZATION SET-UP

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

1. A. Name of the officers and organizational setup

OFFICE OF THE DIVISIONAL PROJECT ENGINEER, P.W.D. (P.I.U.) ANUPPUR.



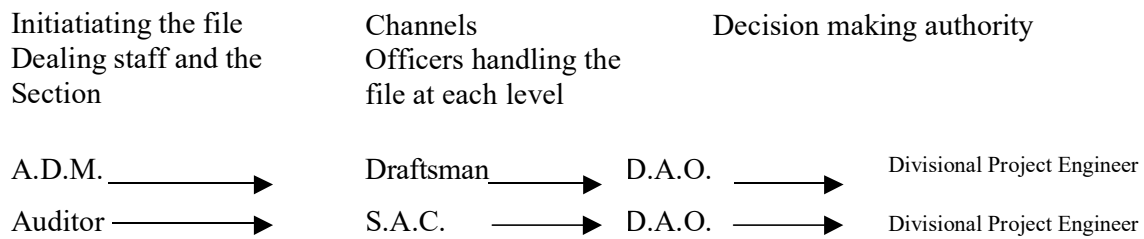
1. B Functions and duties of each unit of the office (1 to 2 Page)

S.No.	Unit / Section	Functions performed
1.	Account	As per works Manual 1983
2.	Record Room	Not Applicable
3.	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. Maintenances 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)

No.	Name	Designation	Remuneration	Duties
1.	Ramakant Pandey	Divisional Project Engineer	87800+DA	As per M.P. works Department manual 1983

3. Decision Making Process in Graphic form U/S 4.1 (b) (iii)



Supervisory Authority - Divisional Project Engineer

Officer to whom accountable - A.P.D. (Rewa Zone) P.W.D. (P.I.U) REWA

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 to be done in the year.

Manual 1983

Supervisory Authority - Divisional Project Engineer

Officer to whom accountable - A.P.D. (Rewa Zone) P.W.D. (P.I.U) REWA

5. List of Acts, Rules, Regulations Manuals, Cirulers related with the functioning of office constituting the organization. (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. No.	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 Curcultion	Financial Year
7.	Budget Register	Register	Entries of Budget Provisions	Financial Year
8.	Bill Register	Register	Entries of Bill submitted to Treasury	From Page 1 to the last pages.
9.	B.T.R.	Register	Entries of Bill submitted 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 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 be 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)

Availability of the proceedings / minutes of the last meetings (Original text to be given 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)

Sr.No.	Name	Designation	Address & Contact No. if Any
1.	Ramakant Pandey	Divisional Project Engineer	P.W.D. (P.I.U.) Anuppur
2.	Prabhat Kumar Loria	Project Engineer (Civil)	P.W.D. (P.I.U.) Anuppur
3.	Ajeet Kumar Singh	Project Engineer (E/M)	P.W.D. (P.I.U.) Anuppur
4.	Shiv Prasad Kol	D.A.O.	P.W.D. (P.I.U.) Anuppur
5.	Ram Prasad Verma	Assistant Project Engineer (Civil)	P.W.D. (P.I.U.) Anuppur
6.	Rakesh Kumre	Assistant Project Engineer (Civil)	P.W.D. (P.I.U.) Anuppur
7.	MD. Shekh Mohsheen	Assistant Project Engineer (E/M)	P.W.D. (P.I.U.) Anuppur
8.	Anil Kumar Singh	Draftsman	P.W.D. (P.I.U.) Anuppur
9.	Rajeev Kumar Tiwari	Assistant Draftsman	P.W.D. (P.I.U.) Anuppur
10.	Hansraj Singh	Assistant Grade-2	P.W.D. (P.I.U.) Anuppur
11.	Kaushlesh Verma	Assistant Grade-3	P.W.D. (P.I.U.) Anuppur

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

Sr.No.	Name	Remuneration	Compensation
1.	Ramakant Pandey	87800 + DA	H.R.A. + C.A.
2.	Prabhat Kumar Loria	63100 + DA	H.R.A. + C.A.
3.	Ajeet Kumar Singh	56100 + DA	H.R.A. + C.A.
4.	Shiv Prasad Kol	42000 + DA	H.R.A. + C.A.
5.	Ram Prasad Verma	62700 + DA	H.R.A. + C.A.
6.	Rakesh Kumre	34800 + DA	
7.	MD. Shekh Mohsheen	36200 + DA	H.R.A. + C.A.
8.	Anil Kumar Singh	54100 + DA	H.R.A. + C.A.
9.	Rajeev Kumar Tiwari	25300 + DA	H.R.A. + C.A.
10.	Hansraj Singh	43500 + DA	
11.	Kaushlesh Verma	26100 + DA	H.R.A. + C.A.

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	Grand No.- 67 Major Head - 2059 Sub major head -80 Minor head -001	Establishment Pay + Allowances	2005-06	Plan	-
	Scheme code -2418 Segment code-9999 Object code- 11	Establishment Pay + Allowances	-----	Non Plan -----	

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 (Linket 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)

16.16.

S.No.	Facility	Name of incharge	duration of opening (time of by given)	Contact No.
1.	Public Counter	Hansraj Singh	10.30 am to 5.30 pm	9584035615

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

Name - Ramakant Pandey
Designation - Divisional Project Engineer
Tel. No. -
E-mail Address -
Place of work & Address - P.W.D. (P.I.U.) ANUPPUR
Contact hours for public - 10.30 am to 1.30 pm

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

NIL

Divisional Project Engineer,
P.W.D. (P.I.U.) ANUPPUR