

**Information under section 4 (I) (b) of RTI Act, 2005 in respect of
Emergency Section, Collectorate, Jajpur**

The Particulars of its Organisation, Function and Duties.

- i. Emergency Section is known as District Emergency Operation Centre (DEOC). This Section is one of the sections of Collectorate, Jajpur. This Section functions under the overall direction and control of the Collector & District Magistrate, Jajpur as an inseparable wing of the Collectorate. The Officers and Staff of this Section assist the Collector & District Magistrate, Jajpur and Additional District Magistrate, Jajpur as well as Sub-Collector, Jajpur in monitoring different matters on Natural Calamities like Flood, Cyclone, Drought, Lightning, Sunstroke(Heat Wave), Whirlwind, Heavy Rain, Boat Capsized(other than during flood), Drowning (other than during flood), Snakebite(other than during Flood). This Section deals in granting of assistance to the Victims of Natural calamities as mentioned below.

G.R in kind.

Cash in lieu of Clothing.

Cash in lieu of Utensils/household goods

Assistance for loss of livestock.

House Building Assistance for Fire Accident/Flood/Cyclone.

Sanction of Ex-gratia to NOK of the deceased died due to approved natural calamities Sanction of ex-gratia assistance for payment to the NOKs of the deceased died due to Flood, Cyclone, Lightening, Sunstroke (Heat wave), Whirl Wind, Drowning, Snakebite and Fire.

Payment of Agriculture Input Subsidy to the affected farmers whose crops sustained loss of 33% and above due to Natural Disasters.

The assistance of the above items is being sanctioned as per the Instructions/Circulars/Notifications etc. of the Govt. and following the Odisha Relief Code.

ii. **The powers and duties of its Officers and Employees**

One Asst. Collector is in charge of this Section. He is assisted by one Section Officer (i.e. Head Clerk), three Revenue Assistants (Senior Clerk-I, Junior Clerk-2) and one Data Entry Operator for smooth running of the Section. Various works has been assigned between the ministerial staff which is supervised by the Section Officer (i.e. Head Clerk). The Assistant Collector of the Section is overall responsible for the disposal of Govt. business dealt within the Section as follows.

Sl. No	Name of the Officer/Employees	Designation	Works assigned
1	Sri Umesh Ch. Lenka, ORS	Asst. Collector	Overall Supervision & direction of the Section
2	Sri Nakul Charan Mallick	Head Clerk (Section Officer)	Assembly/Parliament Questions/ NHRC/WP(C) & other case matter/C& AG Report/Audit

			Report/Inspection /Meeting/RTI/ Weather & Crop Condition Report/Over all Supervision of the Emergency Section
3	Sri Arun Kumar Sahoo	Senior Clerk (Senior Revenue Assistant)	Establishment Matter/Nazir/ Allotment & UCs/Fire Accident/Vehicle
4	Lijalin Swain	Junior Clerk (Junior Revenue Assistant)	Sanction of all types of Ex-gratia / First Information Report / All types of Report & Returns / Registration of Boat/Crop cutting experiment/Appointment of Temporary Launch Driver & Boat Khalasi
5	Sri Subhasis Jena	Junior Clerk (Junior Revenue Assistant)	MIS / All types of Natural Calamities /Control Room /Stock &Store/Stationary/ Issue, Diary/Rain Recording/Guage Reading/Temperature Recording/ Misc-Petition/E-Grievance/General Grievance/CM Grievance/Bill

iii. **The Procedure followed in the decision making process including channels of supervision and accountability.**

This section follows the procedure indicated in manual of office procedure for decision making as per the instructions/circulars/Notification etc. of the Govt. and following the Odisha Relief Code. The Asst. Collector proposes action with help of his staff(Head Clerk, (SO), Senior Clerk (SRA) and Junior Clerk (JRA) and submit the files to Collector through Additional District Magistrate with respect to submit true facts but the ultimate accountability lies with the higher level i.e. the Collector & District Magistrate while approving a proposal or taking decision.

iv. **The norms set by it for the discharge of its functions.**

This section follows the norms as laid down for all the State Govt. Offices by the Govt. of Odisha.

v. **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

As per the instructions, circulars, Notifications etc. of the Govt. and following the Odisha Relief Code, the employees are discharging the functioning of this section.

vi. **A statement of the categories of documents that are held by it or under its control.**

The following files/ documents are being dealt in this Section.

1. Assembly/Parliament Questions/ NHRC/WP(C) & other case matter/C& AG Report/Audit Report/Inspection /Meeting/RTI/ Weather & Crop Condition Report.
2. Establishment Matter/Nazir/ Allotment & UCs/Fire Accident/Vehicle

3. Sanction of all types of Ex-gratia / First Information Report / All types of Report & Returns / Registration of Boat/Crop cutting experiment/Appointment of Temporary Launch Driver & Boat Khalasi
4. MIS/ All types of Natural Calamities /Control Room /Stock &Store/Stationary/ Issue, Diary/Rain Recording/Guage Reading/Temperature Recording/ Misc-Petition/E-Grievance/General Grievance/CM Grievance/Bill
- vii. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

As per the directions of the Govt. in form of guidelines or circulars or Notifications is being carried out by the section. No such arrangement of Public consultation in relation to policy formation is made at this level.

- viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Nothing

- ix. **A directory of its officers and employees**

Sl. No	Name of the Officers/Employees	Designation	Contact Number
1	Sri Umesh Ch. Lenka, ORS	Asst. Collector	9437196191
2	Sri Nakul Charan Mallick	Head Clerk (Section Officer)	9556998489
3	Sri Arun Kumar Sahoo	Senior Clerk (SRA)	9439371330
4	Lijalin Swain	Junior Clek (JRA)	7978713422
5	Sri Subhasis Jena	Junior Clek (JRA)	9937403291
6	Sri Supriya Kumar Panda	Data Entry Operator	9337500656
7	Sri Taruna Kumar Panda	Chainman	

- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The remuneration/salary of the Officers and Employees working in this section is being drawn in the Establishment (Bill & Budget Section) of the Collectorate, Jajpur. However the salary of the following employees is being drawn in this section as follows.

Sl. No.	Name of the Officers/Staff	Designation	Monthly remuneration/Salary etc.
1	Smt. Debasmita Singh	Senior Clerk (SRA)	28,560/-
2	Sri Turam Ch. Ho	Senior Clerk (SRA)	28,949/-

Besides the remuneration of Data Entry Operator (DEO) is being drawn and paid to him through the Service Provider @ Rs. 12,900/- per month

- xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Information is being submitted alongwith proposal for placement/allotment of funds under the different units relating to disasters as and when occurred to the Govt./SRC. After receipt of fund/allotment from the Govt./SRC the same redistributed to concerned related sub-ordinate officials like Tahasildars/BDOs other Deptt., towards payment to the beneficiaries.

- xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

The Agriculture Input Subsidy is being provided to the farmers whose sustained crop loss 33% and above due to natural calamity like Flood, Cyclone, draought & Pest attack at the rates prescribed by the Govt.

- xiii. Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable to this Section.

- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form.

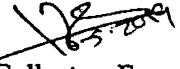
Nothing

- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

Nothing

- xvi. The names, designations and other particulars of the Public Information Officers.

There is no separate Public Information Officer designated for this Section since this section is a part of the Collectorate, Jajpur as there is one Public Information Officer designated for the overall of the Collectorate.


Asst Collector, Emergency
Collectorate, Jajpur