

Information U/s 4(1)(b) of RTI Act. 2005

in respect of General & Misc. Section of Collectorate, Jajpur


i. Organisation & Functions

The Section functions under overall direction and control of the Collector & District Magistrate, Jajpur as an inseparable wing of the Collectorate. It exercises various functions like Public Grievances, Assemble & Parliamentary affairs, Registration of Society, Census, & issue of Misc. Certificates etc.

ii. Powers & Duties of its officer and employees.

One Asst. Collector is in charge of this section. He is assisted by One Section Officer, Three Revenue Assistants for smooth running of the section. Various works has been distributed between Revenue Assistants, which is supervised by the Section Officer. The Assistant Collector is overall responsible for the disposal of Govt. business dealt within the section.

SL. No.	Name of the Officers & Employees	Designation	Duties assigned
1	Sri Umesh Ch. Lenka, ORS	Asst. Collector	Over all supervision & direction of the section.
2	Sri Sudhakar Pradhan	Section Officer	Assembly & Parliamentary affairs, Audit & Inspection, Establishment Matters, Issue of Misc. Certificates,
3	Sri Madan Mohan Pati	Sr. Revenue Asst.	Registration of Society, Zilla Sainik Board, College matter in ULBs, Memorandum & Dharanas, Freedom fighter pension, Loud Speaker permission, Opera & Fair permission,
4	Sri Ramesh Boitai	Sr. Revenue Asst.	Collector's Grievance, Census, Aadhaar, Railway & RTO matters, Tour Program of VIP, VVIP, Collectors' conference,
5	Sri Siba Sankar Mallick	Jr. Revenue Asst.	RTI, e- Grievance, Higher quarter grievance, Social Media Grievance, All Awards matters, OBC certificate Verification, Issue & Diary


Asst. Collector Gen. & Misc
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iii. Procedure followed in decision making process.

The Section follows the procedure indicated in Manual of Office Procedure for decision making. The Asst. Collector proposes action with the help of his staffs (SO, SRA, JRA) and submit the file to the Additional District Magistrate with respect to submission of true facts but, the ultimate accountability lies with the highest level i.e the Collector & DM while approving a proposal or taking decision.

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

The Section follows the norms set out for all State Govt. offices by the GA & PG Dept. and R & DM Dept.

v. Rules, Regulation, Records etc held by it for discharging functions.
Same as mentioned in point (iv).

vi. Statement of categories of documents held by this section.

Following files/documents are dealt in this section .


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| 1. Assembly & parliamentary affairs | 11. Railway & RTO matters |
| 2. Registration of Society u/s 1860 Act. | 12. Zilla Sainik Board |
| 3. Issue of Misc. certificates | 13. Awards correspondence |
| 4. Freedom Fighter | 14. Armed forces flag day |
| 5. Observation of Durga Puja & Kali Puja | 15. Collectors' conference |
| 6. Opera and Fair permission | 16. Census |
| 7. College matters in ULBs | 17. Loud Speaker Permission |
| 8. Memorandum & Dharanas | 18. Aadhaar |
| 9. Tour programme of VIP & VVIP | 19. Public Grievances |
| 10. Verification of OBC certificate | 20. Others |

vii. Arrangement of Public consultation in relation to formulation of policy.

Representations received from public are sent to Govt. for consideration and necessary policy formation as it deems appropriate. Direction from govt. in the form of guideline or circular is carried out by the section. No such arrangement of public consultation in relation to policy formation is made at this level.

viii. Whether meetings of the committees are open to the public.

Yes, during Kali Puja and Durga Puja representative or members of the public are allowed to take part in the meeting of district administration for the purpose of their advice or suggestion and implementation thereof for peaceful observation of religious affairs.


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ix. Directory of officers and employees of this section.

Sl. No.	Name	Designation	Contact No.
1.	Sri Umesh Ch. Lenka, ORS	Asst. Collector	9437196191
2.	Sri Sudhakar Pradhan	Section Officer	7377067388
3.	Sri Madan Mohan Pati	Sr. Revenue Asst.	9831176174
4.	Sri Ramesh Boitai	Sr. Revenue Asst.	7978246446
5.	Sri Siba Sankar Mallick	Jr. Revenue Asst.	9853973773
6.	Sri Amulya Barik	Peon	Nil

x. Monthly Remuneration of officer and employees of this section.

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)
1.	Sri Umesh Ch. Lenka	Asst. Collector	52,583/-
2.	Sri Sudhakar Pradhan	Section Officer	40,880/-
3.	Sri Madan Mohan Pati	Sr. Revenue Asst.	37,902/-
4.	Sri Ramesh Boitai	Sr. Revenue Asst.	30,815/-
5.	Sri Siba Sankar Mallick	Jr. Revenue Asst.	24,693/-
6.	Sri Amulya Barik	Peon	35,531/-

xi. Budget Allocation to this section.

Financial matters are not dealt in this section. So, no budget is allocated. Proposed expenditures are confined to office stationery only, for which requisition is sent to concerned section of the Collectorate each year.

xii. Not Applicable to this section.

xiii. Not Applicable to this section.

xiv. Chief Minister's Grievances and details of Registration of Society u/s 1860 Act are held in electronic form.

xv. The information from this section is facilitated to citizens either through RTI or through special channel to get a certified copy of any certificate issued from this section.

xvi. Since the section is a part of the Collectorate, one officer is designated as PIO of overall office of the Collectorate. There is no separate PIO for this section.

[Signature]
Asst. Collector & Misc.
Collectorate, Jaipur