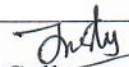


General Information under section 4(1) (b) of R.T.I. Act in respect of
Establishment Section Collectorate, Jajpur

i	The particulars of its organization, function and duties.	Estt. Section, Collectorate, Jajpur. It is functioning to update service history , sanction of personal claim with other administrative matter in respect of the Govt. employees working under direct administrative control of Collector, Jajpur
ii	The powers and duties of its officers and employees.	There is no absolute power with the D.,C, H.C and D.As. working in this section. It is the duty of the officers and employees of the section to carry out the direction and orders of the immediate authority in connection with grievance and personal claim or any other service matter of the employees.
iii	The procedure followed in the decision making process, including channels of supervision and accountability	Files are being endorsed through H.C / DC to the A.D.M./Collector for taking final decision as per rule.
iv	The norm set by it for the discharge of its functions.	The norms followed for discharging its function are in accordance with the guide line issued by the Govt. from time to time
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function.	The rules, regulations, instructions, manuals contained in Odisha Service Code, Odisha Govt. Servant Conduct Rule, Odisha pension rule etc. and important circulars , guide lines ;issued by Govt. from time to time are being followed by the employees for discharging its function.
vi.	A statement of the categories of documents that are held by it or under its control.	Service Book, Personal file, Periodical Increment Register, service book register, superannuation register, departmental Proceeding Register and some other miscellaneous files.
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 .	Not related
viii.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and the bodies are open to the public, or the minutes of such meetings are accessible for public.,	Not related

SL. NO	NAME & DESIGNATION	PAY	DA	HRA	OA	TOTAL
1	2	3	4	5	6	7
1	SMT. TILOTTAMA PRUSTY, ASST. COLL	46200	5544	695	0	52439
2	ALEKHA PRASAD MOHARANA, S.O	50500	6060	945	0	57505
3	BINAYA KU. NAYAK, SRA	45400	5448	0	0	50848
4	MANOJ KU. KAR, SRA	45400	5448	845	0	51693
5	PAPUNI CH. BEHERA, SRA	28700	3444	538	0	32682
6	DINESH KU. PRADHAN, SRA	28700	3444	538	0	32682
7	SAGAR RANJAN SAHOO, SRA	25500	3060	389	0	28949
8	RAMA CH. NAYAK, PEON	32000	3840	0	100	35940
9	JAYANTA KU. DAS, PEON	31500	3780	567	100	35947

ix	A directory of its officers and employees	1. Tilottama Prusty , O.R.S, Asst. Collector.	8917681343
		2. Alekh Prasad Moharana S.O.	9439813326
		3. Binay Ku. Nayak S.R.A	9437080053
		4. Papuni Ch. Behera S.R.A	7978082724
		5. Dinesh Pradhan S.R.A.	9861265228
		6.. Manoj Kumar Kar S.R.A	9438087128
		7. Sagara Ranjan Behera S.R.A	9438303958
		8 Rama Chandra Nayak peon	8908887701
		9.Jayant Das Peon	8763285383
x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	1. Tilottama Prusty , O.R.S, Asst. Collector. Rs. 52439/- 2. Alekh Prasad Moharana S.O. Rs. 57505/- 3. Binay Ku. Nayak S.R.A Rs. 50848/- 4. Papuni Ch. Behera S.R.A Rs32682/- 5. Dinesh Pradhan S.R.A. Rs. 32682/- 6. Manoj Kumar Kar S.R.A Rs. 51693/- 7. Sagara Ranjan Behera S.R.A Rs. 28949/- 8. Rama Chandra Nayak peon Rs. 35940/- 9.Jayant Das Peon Rs. 35947/-	
xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not related	
xii	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.	Not related	
xiii	Particulars of recipients of concessions, permits or authorizations granted by it.	Not related	
xiv	Details in respect of the information available to or held by it, reduced in an electronic form.	Service particulars of all the employees working under the direct control of Collector are available	
xv	The particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Not related	
xvi	The names, designations and other particulars of the public information officer.	Tilottama Prusty O.R.S, P.I.O. Collectorate, Jajpur	


Dy. Collector, Estt.
Collectorate, Jajpur.