

**OFFICE OF THE P.I.O.,
D.R.D.A/ZILLA PARISHAD,
NUAPADA**

**SOU-MOTU DISCLOSURE
OF INFORMATION AS PER
PROVISION U/S 4(I) (b), 4(I)
(c) AND 4(I) (d) OF THE R.T.I.
ACT-2005**

Chapter1

Introduction

- 1.1. Please throw light on the background of this hand-book (Right to Information Act. 2005).
This contains a birds eye view on the working of the DRDA and Zilla Parishad , Nuapada
- 1.2. Objective / purpose of this hand-book :-
To through light to the details of the DRDA and Zilla Parishad ,Nuapada
- 1.3. Who are the intended users of this hand-book?
Any one who desires to know some thing about this DRDa and Zilla Parishad.
- 1.4. Organisation of the information in this hand-book :-
It contains some of about the works ,its working incumbents, officers and way of their performing the duties entrusted upon them.
- 1.5. Definitions (Please provide definitions of various terms used in the hand-book).
Does not arise.
- 1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.:-

Sl. No	Name	Designation	Contact Telephone Number
1.	Sri Mahendra Kumar Pattanaik,OAS-I (JB)	Addl.Project Director-cum-PIO.DRDA,Nuapada	0667822359
2	Sri Arjuna Majhi	APD (GP) DRDA,Nuapada	06678223442
3	Smt.Ranjana Sabar	Sr.Clerk,ZP DA-RTI	06678223442
4	Sri Rabi Nandan Nayak,OAS –I (S)	Project Director-cum First Appellate Authourty, RTI	06678223476

- 1.7. Procedure and Fee Structure for getting information not available in the and-book.

As per Rules of the RTI Act & Rules there of

Chapter-2 (Manual . 1)

Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the public authority. To supply required information under RTI by any citizen of India. Without any discrimination on caste, creed and etc.

2.2. Mission / Vision Statement of the public authority. As noted above

2.3 Brief history of the public authority and context of its formation. :-

The DRDA and Zilla Parishad is situated in one building and single officer is in charge of both this establishment. And other officers and staff as hereunder are there to carry out the orders of Govt. and to implement of the rules for the development of this district as a whole. The Zilla Parishad is functioning from 1997 after finish of the Zilla Parishad election. This district is divided into 14 zones and one of the citizens has been elected to this same by direct franchise.

Name of the Presidents of this Zilla Parishad

Sl.No	Name & Designation of the Executive Officers	Period of Incumbency	
		From	To
1	Sri Hitesh kumar Bagarty	25.02.1997	14.02.2002
2.	Sri Kham Singh majhi	17.03.2002	12.03.2007
3	Smt.Jema mani Dharua	17.03.2007	Till date

Name of the VICE-PRESIDENTS of this Zilla Parishad

Sl.No	Name & Designation of the Executive Officers	Period of Incumbency	
		From	To
1	Smt.Kasturi Naik	05.03.1997	14.02.2002
2.	Smt Belamati majhi	23.03.2002	12.03.2007
3	Sri Prasanna Kumar Padhi	27.03.2007	Till date

Name of the members of this Zilla Parishad First elected in the Zone concerned.

For the election 2002

Sl.No	Name & Designation of the Executive Officers
1	Smt Gomati Sunani
2	Sri Tarani sen Duria
3	Sri Deb Deb Prasad Singh Deo
5	Smt Banita Behera
6	Smt Padmini Dandasena
7	Sri Parsuram Nial
8	Sri Mahadev Agrawal
9	Sri Subrast Kumar Thakur
10	Sri Debsingh Majhi
11	Anjurani Majhi
12	Sri Dhurba Biswal

Here are the elected members of Zilla Parishad for the year 2007

1	Smt Jemamani Dharua,President,Z.P.Nuapada
2	Sri Prasanna Ku.Padhi,Vice-President,Z.P.,Nuapada
3	Sri Sibaram Panda,Z.P.M.(N)
4	Smt Soraj Kumar Sahu,Z.P.M.(N)
5	Smt Promodini Sabar,Z.P.M.(N)
6	Smt Sukanti Meher,Z.P.M.(N)
7	Sri Manuraj Majhi,Z.P.M.(N)
8	Sri Tarachan Agrawal,Z.P.M.(N)
9	Smt Naramada bai ajhi,Z.P.M.(N)
10	SrilswarChandraThakur,Z.P.M.(N)
11	Smt Hemakinti Dura,Z.P.M.(N)
12	Sri Lingaraj Ghiwalla,Z.P.M.(N)
13	Sri Murali Harijan,Z.P.M.(N)
14	Smt Janaki Ghiwalla,Z.P.M.(N)

.Here is the names of the Executive officers of this Zilla Parishad from time to time.

Sl.No	Name &Designation of the Executive Officers	Period of Incumbency	
		From	To
1	Sri S.K.Jha.IAS	1.1.1994	31.05.1994
2.	Sri Asit Tripathy,IAS	1.01.1994	25.08.1994
3	Sri Vinod Kumar,IAS	25.08.1994	08.06.1995
4	Sri D.Ch.Mishra,IAS	09.06.1995	26.12.1995
5	Sri T.Jaipuria,OAS(1) SB	26.12.1995	21.06.1998
6	Sri Chinta mani Patra,OAS(1) SB	21.06.1998	11.01.2001
7	Sri madhab Chandra Basriha,OAS(1)JB	12.01.2001	11.02.2001
8	Sri Ashok Kumar Panda,OAS()SB	12.02.2001	30.07.2003
9	Sri S.C. nayak,OFS ()JB	01.08.2003	20.08.2003
10	Sri Kusha Kumar Mahaapatra,I/C	21.08.2003	04.11.2003
11	Sri Mahendra Kumar Panda OAS (I)SB	05.11.2003	28.10.2005
12	Sri Akshya Kumar Rout,OAS (I)SB	29.10.2005	02.03.2006
13	Sri Khagendra nath Jena,OAS(I)SB	03.03.2006	31.07.2006
14	Sri B.Sethy,OAS(I) SB	04.08.2006	20.06.2007
15	Sri Akshya Kumar Jena,OAS(I) JB I/C	20.06.2007	14.08.2007
16	Sri Padmanava Sethy,OAS(I)SB	15.08.2007	01.11.2007
17	Sri Akshya Kumar Jena,OAS(I) SB	02.11.2007	16.08.2010
18	Sri Braja Kishore Majhi,OAS(I) I/C	16.08.2010	10.01.2011
19	Sri Rabi Nandan Nayak,OAS-I(S)	10.01.2011	Till date

- 2.4 Duties of the public authority.
As defined under RTI Act and DRDA,Zilla Parishad Rules.
- 2.5 Main activities/functions of the public authority.
Implementation of various development programmes of the Panchayati Raj Department of Orissa Government as well that of the Central Govt.
- 2.6 List of services being provided by the public authority with a brief write-up on them. Supervision of the development works funded by the State and Central Govt under PR Department . Keeping the accounts and submission of UC for the allotments and distribution of the allotment among the executing agencies of this district.
- 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable). :-
This is a district level organization ,having 5 number blocks.
- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency. :-
Full cooperation from the elected representatives of this district on which basis the development works for the upliftment of general public can be made. Further ,any person can furnish his valuable information and advice for the goal.
- 2.9 Arrangements and methods made for seeking public participation/ contribution. :-
There is a governing Body and elected Zilla parishad members consisting of 14 members divided area wise in the district. Regular meeting in periodical intervals are being made for the best participation and through lights for such development of the grass root inhabitants of this district.
- 2.9 Mechanism available for monitoring the service delivery and public grievance resolution.
There are 5 numbers of blocks having Junior Engineers, Asst. Engineers at their level to carry out the development works. In this office there is also one Executive Engineer and one Estimator to assist the block level technical's to carry out the effective development works.
- 2.10 Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).
Block Office situated at Nuapada,Komna,Khariaar,Bodeb and Sinapali.
- 2.12 Morning hours of the office: From 10th April to June 15th: 7 AM to 1.PM with out launch break and Day office 10AM to 5 PM with a launch break of 30 minutes from in all other days except the Govt. Holidays.
Closing hours of the office : as noted above.

Chapter . 3 (Manual . 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation		
	Executive Officer, ZP & Project Director, DRDA, Nuapada	
Powers	Administrative	1. Controlling authority
		2. Disciplinary authority.
		3. All other administrative powers
	Financial	1. Drawing and disbursing
		2. PL account holder
		3. Full financial
	Others	1. As per the rule of Orissa Zilla Parishad Manual and DRDA Rules and regulations.
1. To see all the plans and rules of PRI is implemented and Development programmes of the District as per Panchayati Raj Department norms and rules.		
Duties		

Designation	Senior. Clerk	
Power	Administrative	Carry out the orders of the E.O
	Financial	Account Keeping of the Office Checking of Accounts
	Others	Carry out the orders of the EO
Duties	1. Carry out the orders of the EO 2. File Keeping.	

Designation	Junior Clerk	
Powers	Administrative	Carry out the orders of the E.O
	Financial	Account Keeping of the Office Preparation of Bills & Budget
	Others	Carry out the orders of the EO
Duties	1. Issue and receipt of letters	
	2. File keeping	
Designation	Peon	
Powers	Administrative	Carry out the orders of the office bearers
	Financial	Carry out the orders of the office bearers
	Others	Carry out the orders of the office bearers
Duties	1. Carry out the orders of the office bearers	

Chapter – 4 (Manual . 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Sl. No.	Name/Title of the document	Type of Documents	Brief write up of the documents	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1	ZP manual	Book	Made by Govt of Odisha	Govt Publications		as per printed

Chapter . 5 (Manual -4)

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

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
1.	Expenditure of Govts aids GIAs and allotments	Yes	By periodical meetings

Chapter . 6 (Manual -5)

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

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing .Others.).

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1	Case records & Files	Subject wise	As per RTIAct & Rules	ZP/DRDA

Chapter . 7 (Manual . 6)

A statement of boards, council, committees and other bodies constituted as its part

- 7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format : NIL

- o Name and address of the Affiliated Body
- o Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- o Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- o Role of the Affiliated Body (Advisory / Managing / Executive / Others)
- o Structure and Member Composition
- o Head of the Body
- o Address of main office and its Branches
- o Frequency of Meetings
- o Can public participate in the meetings ?
- o Are minutes of the meetings prepared ?
- o Are minutes of the meetings available to the public ? If yes please provide information about the procedure to obtain them.

Chapter . 8 (Manual . 7)

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

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority :

Asst. Public Information Officers :

S.N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
1	Sri Arjun majhi,	APD (GP)	06678	Office 22344 9	Home			

Public Information Officers :

S.N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
1	Sri Mahendra Kumar Pattanaik, OAS-I (JB) I/C	Addl Project Director, DR DA	06678	Office 22335 9	Home			

Department Appellate Authority:

S.N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
1	Sri Rabi Nandan Nayak , OAS -I(S)	Project Director. DR DA	06678	Office 22347 6	Home 223353	223 033	DRDAni c.in	

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) as per Zilla parishad Manual

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves ? In the general meetings held in a period of at least 3 months gape.

9.3 What are the arrangements to communicate the decision to the public ? Releases of the proceedings of the meetings publicly

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making? MP,MLA President and Vice- President and elected members of Zilla Parishad, Chairmans of Panchayats and all other Govt officials of the district.

9.5 Who is the final authority that wets the decision ? President of the Zilla Parishad.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	As per Zilla Parishad Manual
Guidelines / Direction, if any	As noted above
Process of Execution	
Designation of the Officers involved in decision making	AS MENTIONED AS ABOVE
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	As per Zilla Parishad Act & Rules

Chapter . 10 (Manual -9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

S. N.	Name	Designation	STD Code	Ph. No.	Fax	E-mail	Address
				Office	Home		
1.	Sri Rabi Nandan Nayak,OAS-I (S)	Executive officer-cum Project Director DRDA	06678	Office 223476	Home 223353	223033	DRDAnic.in
2.	Sri Mahendra Kumar Pattanaik,OAS-I (JB).	Addl Project Director,DRDA I/C	06678	Office 223359	Home		
3	Sri Arjuna Majhi	APD (GP)	06678	Office 223449			
4.	Smt, Ranjana Sabar	Senior Clerk					
5.	Sri Sanat Kumar Mishra	Junior Clerk					
6.	Sri B.L.Dharua	Junior Clerk					
7	Sri Prana krushna Padhi.	PA to President					
8.	Sri KandraDora.	Peon					
9	Sri Ghenua Dulia	Peon					

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
	Zilla Parishad Staff				
1.	Sri Rabi Nandan Nayak, OAS(I).(S)	Executive officer-cum Project Director DRDA	Drawn at DRDA	Nil	ORSP,2008
2.	Sri Mahendra Kumar Pattnaik, OAS(I)JB	Addl Project Director, DRDA I/C	-	Do	Do
3	Sri Arjun Majhi	APD (GP)	do	Do	Do
4.	Smt.Ranjana Sabar	Senior Clerk	8840	Do	Do
5.	Sri Sanat Kumar Mishra	Junir Clerk	8670	Do	Do
6.	Sri B.L.Dharua	Junir Clerk	5680	Do	Do
7	Sri Prana krushna Padhi.	PA to President	14280	Do	Do
8.	Sri Kandra Dora.	Peon	7130	Do	Do
9	Sri Ghenua Dulia	Peon	4750	Do	Do
	DRDA staff				
1	Sri Rabi Nandan Nayak ,OAS-I (S)	Project Director,	24660	Do	Do
2	SriMahendra KumarPattnaik,OAS(I)JB	Addl.P.D.(Admn.),I/C	-	-	-
3	Shri Gadadhar Panigrahi	Addl.P.D.(Tech.)	26150	Do	Do
4	Sri Adwet Pradhan	Addl. P.D.(Finance)	15000		Contractual
5	Shri Arjun Majhi	A.P.D.(G.P.)	14430	Do	Do
6	Sri Nihar Ranjan Sahoo	Asst.P.D.(Credit)	12500	-	Consolidated
7	Sri Bidesh Ghosh	Asst. P.D.(Scheme)	12500	-	Do
8	Sri Gopal Krishna Sahu	Asst. P.D.(Traning)	12500	-	Do
9	Sri Hemanta Narayan Singh Deo	MGNREGS Dist.Co-ordinator	15000	-	Contractual
10	Sri Saroj Kumar Bhoi,	Head Clerk	12130	Do	ORSP,2008
11	Shri Sadasiv Nayak	Sr.Steno	12280	Do	Do
12	Shri Bishnu Prasad Das	Sr.Clerk	11380	Do	Do
13	Shri Dillp Kumar Patra	Sr.Clerk	9590	Do	Do
14	Shri Kureswar Majhi	Sr.Clerk	9700	Do	Do
15	Shri Kamalasan Rath	Jr.Steno	11200	Do	Do
16	Shri Garib Deep,	Jr.Clerk	8210	Do	Do
17	Shri Tanmay Kumar Jena	Jr.Clerk	8670	Do	Do
18	Sri Rushi Majhi	Jr. Clerk	8510	Do	Do

19	Sri Laxmi Kanta Nial	Jr. Clerk	6340	Do	Do
20	Shri Hrusikesh Rout	Driver	8520	Do	Do
21	Shri Sasha Kumar Routra	Driver	8530	Do	Do
22	Shri Lalit Nial	Driver	7880	Do	Do
23	Shri Bhagaban Sethi	Peon	7300	Do	Do
24	Shri Uttara Kumar Majhi	Peon	6080	Do	5th Pay
25	Shri Ram Prasad Hans	Peon	7300	Do	ORSP,2008
26	Shri Jayaram Sabar	Peon	7300	Do	
27	Shri Bhuban Singh Sahoo	Estimator	14390	Do	5 th Pay
28	Shri Sanjay Kumar Mishra	Computer Operator	9300	Do	Contractual
29	Shri Arun Kumar Sahu	Junior Engineer (Scheme)	14400	Do	ORSP,2008
30	Shri Abakash Narayan Panda	Junior Engineer (Scheme)	12510	Do	Do
31	Shri Maheswar Dash	Junior Engineer (Scheme)	11150	Do	Do
32	Shri Santosh Ku.Subudhi	Junior Engineer (Scheme)	5150	Do	5 th Pay
33	Shri Narayan Sahu	Junior Engineer (Scheme)	5150	Do	5 th Pay
34	Shri Prasanta Ku.Sahu	Junior Engineer (Scheme)	13100	Do	ORSP,2008
35	Shri Gouri Shankar Singh	Junior Engineer (Scheme)	14390	Do	5 th Pay
36	Shri Raj Kishore Naik	Junior Engineer (Scheme)	13100	Do	ORSP,2008
37	Shri Jirakhan Sahis	Chowkidar	Rs.90/- Per day	Do	Daily wages basis
38	Shri Tarun Kumar Sahis	Sweeper	Rs.90/- Per day	Do	Daily wages basis

Chapter -12 (Manual . 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and reports on
disbursement made)

For Public Authorities responsible for developmental, construction, technical works
12.1. Please provide information about the details of the budget for different activities
under different schemes in the given format

FORM NO -1

See Rule - 33

**Budget / Revised Estimate of the Executive Officer /Zilla Parishad, Nuapada for the year
2006-07**

Sl. No	particulars	Actual of the previous year	Budget /Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	122653	135328	135328	135328	
2	Salary of Sr. Clerk	100751	116327	116327	116327	
3	Honourarium of ZP members	216000	216000	216000	216000	
4	Hire charges for the veichle of President	115000	115000	115000	115000	
5	HRA of President	36600	36600	36600	36600	
6	Telephone charges of President	13666	13666	13666	11242	
7	Telephone charges of Vice- President	13300	13300	13300	1932	
8	TE of president	10000	10000	10000	10000	
9	TE of Vice- president	5000	5000	5000	5000	
10	HRA of President	36000	36000	36000	36000	
11	Office Contingency	16000	16000	16000	16000	
12	K.L Grant	427074	427074	427074	427074	
13	Cess Grant	0	572097	572097	572097	
14	TOTAL	1112044	1712392	1712392	1698600	

FORM NO -1

See Rule - 33

**Budget / Revised Estimate of the Executive Officer /Zilla Parishad, Nuapada for the year
2007-08**

Sl. No	particulars	Actual of the previous year	Budget /Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	165563	167761	167761	167761	
2	Salary of Sr. Clerk	128677	136384	136384	136384	
3	Honourarium of ZP members	216000	216000	216000	216000	
4	Hire charges for the veichle of President	115000	115000	115000	115000	
5	HRA of President	36600	36600	36600	36600	
6	HRA of Vice-President	13666	13666	13666	13666	
7	Telephone charges of Vice- President	11242	13300	13300	13300	
8	TE of president	1932	10000	10000	10000	
9	TE of Vice- president	5000	5000	5000	5000	
10	HRA of President	36000	36000	36000	36000	
11	Office Contigency	16000	16000	16000	16000	
12	K.L Grant	427074	427074	427074	427074	
13	Cess Grant			563226	610231	
14	TOTAL	1172754	1192785	1756011	1803016	

FORM NO -1**See Rule - 33****Budget / Revised Estimate of the Executive Officer /Zilla Parishad, Nuapada for the year 2008-09**

Sl. No	particulars	Actual of the previous year	Budget / Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	167761	233170	257228	260000	
2	Salary of Sr. Clerk	136384	154568	200205	200000	
3	Honourarium of ZP members	216000	251000	251000	251000	
4	Hire charges for the veichle of President	115000	115000	115000	115000	
5	HRA of President	36600	36600	36600	36600	
6	Telephone Charges of President	5900	13666	13666	13666	
7	Telephone charges of Vice- President	3559	13300	13300	13300	
8	TE of president	10000	6600	6600	6600	
9	TE of Vice- president	5000	3300	3300	3300	
10	HRA of President	36000	5000	5000	5000	
11	Office Contingency	16000	16000	16000	16000	
12	K.L Grant	427074	427074	427074	427074	
13	Cess Grant	610281	610281	610281	610281	
14	TOTAL	1785559	1884959	1954654	1957221	

FORM NO -1**See Rule - 33****Budget/Revised Estimate of the Executive Officer/Zilla Parishad, Nuapada for the year 2009-10**

Sl. No	particulars	Actual of the previous year	Budget / Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	257228	260000	260000	260000	
2	Salary of Sr. Clerk	200205	210000	210000	210000	
3	Honourarium of ZP members	244000	251000	251000	251000	
4	Hire charges for the vehicle of President	114960	115000	115000	115000	
5	HRA of President	27000	36000	36000	36000	
6	Telephone charges of President	5250	13666	13666	13666	
7	Telephone charges of Vice-president	3782	13300	13300	13300	
8	TE of president	10000	6600	6600	6600	
9	TE of Vice-president	5000	3300	3300	3300	
10	HRA of President	36000	5000	5000	5000	
11	Office Contingency	11900	16000	16000	20000	
12	K.L Grant	427074	427074	427074	427074	
13	Cess Grant	610281	610281	610281	610281	
14	TOTAL	1952680	1967221	1967221	1971221	

FORM NO -1**See Rule - 33****Budget/Revised Estimate of the Executive Officer/Zilla Parishad, Nuapada for the year 2010-11**

Sl. No	particulars	Actual of the previous year	Budget / Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	284201	370000	370000	375000	
2	Salary of Sr. Clerk	121642	110000	110000	210000	
3	Honourarium of ZP members	304500	300000	300000	300000	
4	Hire charges for the vehicle of President	114960	115000	115000	115000	
5	HRA of President	45000	36000	36000	36000	
6	Telephone charges of President	2572	13666	13666	13666	
7	Telephone charges of Vice-president	2853	13300	13300	13300	
8	TE of president	10000	6600	6600	6600	
9	TE of Vice-president	5000	3300	3300	3300	
10	HRA of President	36000	5000	5000	5000	
11	Office Contingency	19683	25000	25000	25000	
12	K.L Grant	457618	427074	427074	427074	
13	Cess Grant	478543	610281	610281	610281	
14	TOTAL	1882572	2035221	2035221	2140221	

FORM NO -1**See Rule - 33****Budget/Revised Estimate of the Executive Officer/Zilla Parishad, Nuapada for the year 2011-12**

Sl. No	particulars	Actual of the previous year	Budget / Estimate for the current year	Revised Estimate for the current year	Estimate for the coming year	Remarks
1	2	3	4	5	6	7
1	Salary of PA	370899	355000	355000	360000	
2	Salary of Sr. Clerk	116744	220000	220000	230000	
3	Honourarium of ZP members	300000	300000	300000	300000	
4	Hire charges for the vehicle of President	124540	115000	115000	115000	
5	HRA of President	36000	36000	36000	36000	
6	Telephone charges of President	4284	13666	13666	13666	
7	Telephone charges of Vice-president	2352	13300	13300	13300	
8	TE of president	10000	6600	6600	6600	
9	TE of Vice-president	5000	3300	3300	3300	
10	HRA of President	36000	5000	5000	5000	
11	Office Contingency	15568	25000	25000	25000	
12	K.L Grant	259280	427074	427074	427074	
13	Cess Grant	440190	440190	440190	440190	
14	TOTAL	1720857	1960130	1960130	1975130	

DISTRICT RURAL AGENCY ,NUAPADA

Sl.No	Name of DRDA	Expenditure incurred under salary head in 2008-09(in Lakhs)	Salary unpaid in 2008-09 due to paucity of funds(in Lakhs)	Salary requirement in 2009-10(in lakhs)	Salary requirement in 2009-10(in lakhs)
1	2	3	4	5	6
1	DRDA,Nuapada	Rs.73.41	Rs.65.00	Rs.117.00	Rs.142.00

DISTRICT RURAL AGENCY ,NUAPADA

Sl.No	Name of DRDA	Expenditure incurred under salary head in 2009-10(in Lakhs)	Salary unpaid in 2009-10 due to paucity of funds(in Lakhs)	Salary requirement in 2010-11(in lakhs)	Salary requirement in 2011-12(in lakhs)
1	2	3	4	5	6
1	DRDA,Nuapada	Rs.66.97	Rs.65.00	Rs.88.29	Rs.133.00

RLTAP (SSD funds)

Sl. No	Name of the Scheme	Year	Funds allotted (Rs.in lakhs)	Expenditure (Rs.in lakhs)	Physical Target	Achievement
1	Upgradation of High School to Higher Secondary School	2006-07	15.00	15.00	1	1
2	Construction of 10 ST Boys in High School	2006-07	23.00	23.00	2	2
3	Construction of 20ST Girls in High School	2006-07	21.00	21.00	2	2
4	Construction of 88hostels for ST/SC girls in high schools	2006-07	21.89	21.89	11	11
5	Strengthening of Educational infrastructure	2006-07	8.00	8.00	2	2
6	Construction of St Boys & Girls Hostel	2006-07	47.50	47.50	10	10
7	Construction of SC Girls Hostel	2006-07	33.25	33.25	7	7
8	Strengthening of Educational infrastructure	2007-08	12.00	12.00	3	3
9	Construction of hostels for ST/SC Girls	2007-08	135.00	133.00	9	8
10	Construction of hostels for ST/SC Boys	2007-08	46.15	41.88	3	2
11	Infrastructure for upgraded high schools to +2 College	2007-08	50.00	37.31	3	2
12	Construction of St Boys &	2007-08	47.50	47.50	10	10

	Girls Hostel					
13	Construction of St Boys & Girls Hostel	2007-08	37.92	37.92	8	8
14	Strengthening of Educational infrastructure	2008-09	32.00	18.93	5	4
15	Construction of hostels for ST/SC Girls	2008-09	75.00	50.15	6	5
16	Construction of hostels for ST/SC Boys	2008-09	75.00	64.31	6	6
17	Infrastructure for upgraded high schools to +2 College	2008-09	30.00	22.66	2	2
18	Construction of Additional Class Room & other infrastructure	2008-09	42.00	27.49	9	6
19	Infrastructure for ST Girls Hostels	2008-09	33.00	26.35	7	5
20	Construction of Boundary Wall	2008-09	135.00	127.00	32	30

CONSTRUCTION OF HOSTEL BUILDINGS UNDER SPECIAL PLAN FOR KBK DISTRICTS 2009-10 RLTA (SSD)					
Sl.No	Scheme	Name of the Project	Name of the Block	Funds released to B.D.Os	Expenditure incurred
1	Construction of infrastructure for Upgraded High School to +2 College	Construction of 3 numbers of Staff quarters at Dharambandha	Nuapada	15.00	15.00
		Construction of cycle stand at Dharambandha		1.00	1.00
2	purchase of amenities	purchase of amenities	DWO,Nuapada	14.00	14.00
3	Construction of hostels for ST/SC Boys	Construction of hostel for ST/SC boys at Panchampur R/S		15.00	15.00
		Construction of hostel for boys at Nangalbod A/S		15.00	15.00
4	Watersupply & Electrification of ST Girls hostel			30.00	30.00
5	Construction of Additional Class room	Construction of 02 numbers of staff quarter at Darlipada H/S		9.00	8.20
		Construction of staff quarter at Sahajat R/S		5.00	5.00
		Construction of staff quarter at Nangalbod A/S		5.00	5.00

6	Construction of Ekalavya Model Residential School	Construction of Ekalavya Model Residential School	Nuapada	167.50	0.00
	Total			276.50	108.20

Repair, Renovation/Addition and alternation of School buildings/Hostel buildings under Non-Plan during the year 2009-10

Sl.No	Name of the Project	Total funds received from Govt.(Rs.in lakhs)	Funds released to B.D.Os	Expenditure made
1	Repairing & renovation of Sevashram School at Biromal	2.50	2.50	2.50
2	Repairing of Sialaty(SSD) Boys hostel building No.1	2.00	2.00	2.00
3	Repairing of Sialaty(SSD) Boys hostel building No.2	2.00	2.00	2.00
4	Repairing of staff quarter No,1 of Govt.High School at Sialati	1.00	1.00	1.00
5	Repairing of staff quarter No,2 of Govt.High School at Sialati	1.00	1.00	1.00
6	Repairing of staff quarter No,3 of Govt.High School at Sialati	1.00	1.00	1.00
7	Repairing of staff quarter No,4 of Govt.High School at Sialati	0.75	0.75	0.75
8	Repairing of staff quarter No,5 of Govt.High School at Sialati	0.75	0.75	0.75
9	Grading Plastering of roof, repair of latrine of 40 seated Girls Hostel building at Thutibar	1.20	1.20	1.20
10	Repair of 40 seated Girls hostel. Gate, Compound wall, School building of Kandetara S/S	2.00	2.00	2.00
11	Repair of latrine of 40 seated Girls hostel building and gate etc. of Sahajat A/S	0.80	0.80	0.80
12	Grading,Plastering of roof of latrine etc. of 40 seated Girls hostel building at Kamkeda A/S.	1.00	1.00	1.00
13	Repair of Floor, Door,Windows and gate of 40 seated Girls hostel at Kholigaon	1.00	1.00	1.00
14	Repair of latrine,Door,Window of 40 seated girls hostel building at Larki S/S	0.50	0.50	0.50

15	Repair of latrine of 40 seated girls hostel building and repairing of teachers quarter at Darlipada S/S	1.00	1.00	1.00
16	Repair of compound wall and 40 seated girls hostel building at Michhapali S/S	1.00	1.00	1.00
17	Repair of Floor, Roof, Door Window and plastering of Chanabeda S/S	1.00	1.00	1.00
18	Repair of Floor, Roof, Door window and plastering of Chanatmal S/s	2.00	2.00	2.00
19	Repair of Floor, roof, Door window and plastering of Badmulla S/S	1.50	1.50	1.50
20	Repair of Floor, roof, Door window and plastering of Nehena Girls hostel	1.00	1.00	1.00
21	Repair of Floor, roof, Door window and plastering of Kuligaon R/S	1.50	1.50	1.50
22	Repair of Floor, roof, Door window and plastering of Dhobei A/S	1.50	1.50	1.50
23	Repair of Floor, roof, Door window and plastering of Mahulpada S/S	1.50	1.50	1.50
24	Repair of Floor, roof, Door window and plastering of Damjhar S/S	1.50	1.50	1.50
25	Repair of Floor, roof, Door window and plastering of Boden High School	3.00	3.00	3.00
26	Repair of Sanitation & Water Supply system with new construction of Gandabahali S/S	2.00	2.00	2.00
27	Repair of Sanitation & Water Supply system with new construction of Timanpur S/S	2.00	2.00	2.00
28	Repair of Sanitation & Water Supply system with new construction of Gorla S/S	2.00	2.00	2.00
	Total	40.00	40.00	40.00

CONSTRUCTION OF 1000 ST GIRLS HOSTEL HOSTEL BUILDING UNDER STATE PLAN (RLTAP)10-11

Sl.No	Name of the Block	Name of the work	Estimated Cost(Rs. In lakhs)	Funds allotted(Rs.in lakhs)	Expenditure made(Rs.in lakhs)	Physical Status
1	Nuapada	Construction of ST Girls Hostel at Jaya Mangala High School, Kuliabandha,	35.00	22.85	17.50	1st Floor slab casted

2		Construction of ST Girls Hostel at Gopabandhu U.P.School, Khariar Road	35.00	22.85	3.63	Lintel level
3		Construction of ST Girls Hostel at Saipala U.P.School	35.00	22.85	18.18	1st Floor slab casted
4		Construction of ST Girls Hostel at Beltukri High School, Beltukri	35.00	22.85	6.00	Ground Floor Slab Casted
5		Construction of ST Girls Hostel at Bhaleswar High School, Bhaleswar	35.00	22.85	4.45	Ground floor roof level
6		Construction of ST Girls Hostel at Govt.Girls High School, Nuapada	35.00	22.85	7.40	Ground Floor Slab Casted
7		Construction of ST Girls Hostel at gopabandhu Vidyapitha, Khariar Road.	35.00	22.85	12.40	1st floor roof level
8	Komna	Construction of ST Girls hostel at Kamkeda Sevashram	35.00	22.85	3.50	Founda tion
9		Construction of ST Girls hostel at Kuligaon Sevashram	35.00	22.85	3.50	Founda tion
10		Construction of ST Girls hostel at Soseng Sevashram	35.00	22.85	3.50	Founda tion
11		Construction of ST Girls hostel at Sahajat Sevashram	35.00	22.85	3.50	Founda tion
12		Construction of ST Girls hostel at Larky Sevashram	35.00	22.85	3.50	Founda tion
13		Construction of ST Girls hostel at Gandhinagar Uchha Vidyapitha, Salangipada	35.00	22.85	26.80	1st Floor lintel level
14		Construction of ST Girls hostel at Rastriya Vidyapitha, Banjibahal	35.00	22.85	7.45	Window seal level
15		Construction of ST Girls hostel at Nodal U.P.School, Lakhna	35.00	22.85	5.00	Plinth level
16		Construction of ST Girls hostel at Nodal U.P.School, Pendrawan	35.00	22.85	8.30	Lintel level
17		Construction of ST Girls hostel at Dr. Katju High School, Bhella	35.00	22.85	3.50	Founda tion
18	Komna	Construction of ST Girls hostel at Jitamitra High School, Komna	35.00	22.85	6.45	Plinth level

19		Construction of ST Girls hostel at Tukla High School	35.00	22.85	0.00	Land dispute
20		Construction of ST Girls hostel at Raja A.T. High School	35.00	22.85	5.00	Lintel level
21		Construction of ST Girls hostel at Birighat Residential Sevashram	35.00	22.85	5.00	Foundation
22		Construction of ST Girls hostel at Duajhar High School	35.00	22.85	15.50	1st Floor slab casted
23		Construction of ST Girls hostel at Om Khasbahal High School	35.00	22.85	3.00	Plinth level
24		Construction of ST Girls hostel at Kendupati High School	35.00	22.85	11.00	Roof level
25		Construction of ST Girls hostel at Ghardhara High School	35.00	22.85	10.50	Ground Floor Slab Casted
26	Khariar	Construction of ST Girls hostel at Loharapali High School	35.00	22.85	10.00	Ground Floor brick work
27	Boden	Construction of ST Girls hostel at Janashakti High School, Khaira	35.00	22.85	13.99	1st Floor lintel level
28		Construction of ST Girls hostel at Farsara High School	35.00	22.85	0.00	Foundation
29		Construction of ST Girls hostel at Dharanimal U.P. School	35.00	22.85	9.28	Lintel level
30		Construction of ST Girls hostel at Jaibahal High School	35.00	22.85	0.00	Foundation
31		Construction of ST Girls hostel at Karlakot High School	35.00	22.85	5.93	Window seal level
32		Construction of ST Girls hostel at Domjhar High School	35.00	22.85	0.00	Foundation
33		Construction of ST Girls hostel at Rundi High School	35.00	22.85	0.00	Foundation
34		Construction of ST Girls hostel at Bhainsadani U.P School	35.00	22.85	10.27	Window seal level
35		Construction of Hostel building at Sirli U.P.School	35.00	22.85	8.14	Window seal level
36		Construction of Hostel building at Kampur U.P.School	35.00	22.85	5.51	Plinth level

37		Construction of Hostel building at Dotto U.P School	35.00	22.85	5.97	Plinth level
38		Construction of Hostel building at Nagpada U.P School	35.00	22.85	3.50	Lintel level
39		Construction of Hostel building at Patdhara U.P.School	35.00	22.85	8.10	Not started
40	Sinapali	Construction of ST Girls hostel at Hatibandha High School	35.00	22.85	13.00	1st Floor slab casted
41		Construction of ST Girls hostel at Kusumjore R.K. High School	35.00	22.85	13.00	1st Floor slab casted
42		Construction of ST Girls hostel at Kendumunda High School	35.00	22.85	25.00	Finishing stage
43		Construction of ST Girls hostel at Nodal U.P.School at Godal	35.00	22.85	13.00	1st floor roof level
44		Construction of ST Girls hostel at Nodal U.P.School.Gambhariguda	35.00	22.85	8.00	1st floor roof level
45		Construction of ST Girls hostel at Niljee High School	35.00	22.85	9.00	1st floor roof level
46		Construction of ST Girls hostel at Dhingiamunda U.P. School	35.00	22.85	17.00	1st floor roof level
47		Construction of ST Girls hostel at Ghuchhaguda High School	35.00	22.85	13.00	1st floor roof level
48		Construction of Hostel building at Nangalbod High School	35.00	22.85	12.00	1st Floor slab casted
49		Construction of Hostel building at Sinapali High School High School	35.00	22.85	13.97	1st Floor slab casted
			Total	1715.00	1119.65	412.22

Financial and Physical progress on RLTA P Spl. Plan (SSD) for KBk Districts during the year 2010-11 towards infrastructure development of Higher Secondary School, Dharambandha				
Sl.No	Name of the Block	Name of the Project	Amount released(Rs.in lakhs)	Expenditure made(Rs.in lakhs)
1	Nuapada	Renovation of 02 nos of existing staff quarters(one for head master & one for ladies suptd.)	2.50	0.00
2		Construction of 01 no of 'E' type staff quarter	5.00	0.00
3		Construction of internal concrete road	6.00	0.00
4		Construction of dinning hall for boys hostel	6.00	0.00
5		Conversion/renovation of cycle stand to additional class room	2.50	0.00
6		Construction of latrine to washing room	0.50	0.00
7		Construction of boundary wall	5.00	0.00
8		Construction of 12 nos of latrines and 12 nos of bathrooms	6.00	0.00
9		Sanitary fitting to existing toilets	1.00	0.00
10		Iron cot(Single) for girls hostel boarders	1.00	0.00
11		Grill gate at the entrance of the school	0.25	0.00
12		Construction of ST/SC Boys & Girls Hostel	49.50	0.00
	Total		85.25	0.00

SFCA

Sl.No	Name of the Scheme	Year	Allotment received (Rs.in lakhs)	Expenditure (Rs.in lakhs)	Physical Target	Achievement
1	Repair & maintenance of MIPs (below 40 Hacts)	2007-08	50.00	50.00	10	10
2	Repair & maintenance of MIPs (below 40 Hacts)	2008-09	50.00	35.80	10	3
3	Repair & maintenance of MIPs (below 40 Hacts)	2009-10	0	0	0	0
4	Repair & maintenance of MIPs (below 40 Hacts)	2010-11	3.50	2.65	1	0

12th FCA

UTILISATION CERTIFICATE POSITION OF 12TH FCA as on 30.06.2011

Name of the Block	year	O&M	Sanitation	Funds allotted		GP Building	Total	Expenditure made	U.C.submitted	Balance
				GP/PS Road	Block office Building					
1	2	3	4	5	6	7	8	9	10	11
Nuapada	2005-06	63.59	0	0	0	0	63.59	63.59	63.59	0
Komna		61	0	0	0	0	61	61	61	0
Khariar		41.19	0	0	0	0	41.19	41.19	41.19	0
Boden		32.39	0	0	0	0	32.39	32.39	32.39	0
Sinapali		49.99	0	0	0	0	49.99	49.99	49.99	0
Total		248.16	0	0	0	0	0	248.16	248.16	248.16
Nuapada	2006-07	63.59	0	12.94	0	0	76.53	76.53	76.53	0
Komna		61	0	12.93	0	0	73.93	73.93	73.93	0
Khariar		41.19	0	12.93	0	0	54.12	54.12	54.12	0
Boden		32.39	0	12.93	0	0	45.32	45.32	45.32	0
Sinapali		49.99	0	12.93	0	0	62.92	62.92	62.92	0
Total		248.16	0	64.66	0	0	312.82	312.82	312.82	312.82
Nuapada	2007-08	33.01	30.58	15.56	0	0	79.15	79.15	79.15	0
Komna		31.66	29.34	15.56	0	12	76.56	76.56	76.56	0
Khariar		21.39	19.8	15.56	0	0	56.75	56.75	56.75	0
Boden		16.83	15.56	15.56	0	7	47.95	47.95	74.95	0
Sinapali		25.95	24.04	15.56	0	14	65.55	65.55	65.55	0
Total		128.84	119.32	77.8	0	33	325.96	325.96	352.96	352.96
Nuapada	2008-09	33.01	30.58	10.306	10	15	98.896	98.896	98.896	0
Komna		31.66	29.34	10.306	0	4	75.306	75.306	75.306	0
Khariar		21.39	19.8	10.306	0	7	58.496	58.496	58.496	0
Boden		16.83	15.56	10.306	0	6	48.696	48.696	48.696	0
Sinapali		25.95	24.04	10.306	0	5	65.296	65.296	65.296	0
Total		128.84	119.32	51.53	10	37	346.69	346.69	346.69	346.69

Nuapada	U.C Position 2009-10	33.01	30.58	12.932	0	0	76.522	76.522	76.522	0
Komna		31.66	29.34	12.932	0	18	91.932	91.932	75.869	16.063
Khariar		21.39	19.8	12.932	0	4	58.122	58.122	58.122	0
Boden		16.83	15.56	12.932	0	4	49.322	49.322	48.262	1.06
Sinapali		25.95	24.04	12.932	0	0	62.922	62.922	62.922	0
Total		128.84	119.32	64.66	0	26	338.82	338.82	321.697	17.123

13th F.C.A.

NameOf the Block	U.C.Position year	O & M	Sanition	Conductiing Audit	Maintanance of Computer	Maintanance of 20 seater digital databas e Manage men	Interest on delaye d period of transfer of the installm ent of local bodies(Sanitati on)	Interes t on delaye d period of transfe r of the install ment of local bodies (Drinki ng Water)	Total	Expendit ure made	U.C.submitt ed	Balance
Nuapada	2010-11	50.728	47.018	5.04	1.68	0.20	0.11	0.12	104.896	89.487	89.487	15.409
Komna		48.648	45.108	4.86	1.62	0.20	0.10	0.11	100.646	51.912	51.912	48.734
Khariar		32.872	23.938	3.24	1.08	0.20	0.07	0.08	61.480	38.376	38.376	23.104
Boden		25.864	30.45	2.52	0.84	0.20	0.05	0.06	59.984	25.421	25.421	34.563
Sinapali		39.88	36.962	3.96	1.32	0.20	0.08	0.09	82.492	40.08	40.08	42.412
Total			197.992	183.476	19.62	6.54	1.00	0.44	0.48	409.498	245.276	245.276

2nd State Finance Commission:

NameOf the Block	U.C.PositionYear 2010-11	Construction of New GP Building	Performance Linked Incentive Scheme(Trading Minor Forest Produce)	Total	Expenditure	U. C. submitted	Balance	Remarks
Nuapada		18.00	1.30	19.30	6.00	6.00	13.30	
Komna		14.00	0.00	14.00	12.00	12.00	02.00	
Khariar		12.00	1.30	13.30	04.00	04.00	09.30	
Boden		10.00	0.00	10.00	10.00	10.00	0.00	
Sinapali		18.00	1.30	19.30	17.30	17.30	02.00	
Total		72.00	3.90	75.90	49.30	49.30	26.60	

Sl.No.	Name of the scheme /Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released / disbursed (No.of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
1As mentioned above.									

For other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total expenditure

Chapter - 13

The Manner of Execution of Subsidy Programmes

N.R.E.G.S.

13.1. Please provide the information as per the following format:

- o Name of Programme/scheme : National Rural Employment (Scheme) Act
- o Duration of the programme /scheme : Running from the year 2005-06.
- o Objective of the programme : to ensure maximum 100 days of assured employment to the beneficiaries who live in rural area and are willing to manual work.
- o Physical and financial targets of the programme (for the last year) : No target. It is a demand based Project.
- o Eligibility of Beneficiary : Any one who is more than 18 years of age and is willing to do manual work.
- o Pre-requisites for the benefit : Must have registered his/her name with the local Gram Panchayat.
- o Procedure to avail the benefits of the programme: making the benefits available is a mandatory duty of the state, since this is an act .
- o Criteria for deciding eligibility : No other criteria is there.
- o Detail of the benefits given in the Programme (also mention the amount of subsidy or other help given) : No system of subsidy is there, however, the provision of unemployment allowance is there.
- o Procedure for the distribution of the subsidy : Not applicable.
- o Where to apply or whom to contact in the office for applying: Local Gram Panchayats.
- o Application Fee (where applicable) : Not applicable.
- o Other Fees (where applicable) : Not applicable.
- o Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application) : Available in the Gram Panchayats concerned. (C- 1)
- o List of attachments (certificates/ documents)] : Job Card.
- o Format of Attachments : Not applicable.
- o Where to contact in case of process related complaints : Programme Officer-cum- Block Development Officers of concerned blocks.
- o Details of the available fund (At various levels like District Level, Block Level etc) :

Detail Fund Position.

Chapter -14 (Manual -13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. Please provide the information as per the following format:

- o Name of Programme
- o Type (Concession/ Permits/ Authorization)
- o Objective
- o Targets set (For the last year)
- o Eligibility
- o Criteria for the eligibility
- o Pre-requisites
- o Procedure to avail the benefits
- o Time limit for the concession/ Permits/ Authorizations
- o Application Fee (where applicable)
- o Application format (where applicable)
- o List of attachments (certificates/ documents)]
- o Format of Attachments
- o List of beneficiaries in the format given below

Serial Number/ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.

Also provide the following information for Concession

- o Detail of the benefit given
- o Distribution of benefits

Chapter . 15 (Manual - 14)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Chapter -16 (Manual -15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- o Office Library
- o Drama and Shows
- o Through News paper
- o Exhibition
- o Notice Board
- o Inspection of Records in the Office
- o System of issuing of copies of documents
- o Printed Manual Available
- o Website of the Public Authority
- o Others means of advertising

Chapter -18 (Manual -17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request . Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)

- Eligibility for training
- Prerequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)

Process of renewal (If any)

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

Name and description of tax

Purpose of tax collection

Procedure and criteria for determination of tax rates

List of major defaulters

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

Eligibility for connection

Pre-requisites (If any)

Contact Information for applying

Application Fee (Wherever applicable)

Other Fees / Charges (Wherever applicable)

Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

List of enclosures / documents

Format of enclosures / documents

Procedure of application

Process followed in the Public Authority after the receipt of application

Brief description of terms used in the bills

Contact information in case of problems regarding Bills or service

Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

