

**CIVIL SUPPLIES SECTION
COLLECTORATE: GANJAM**

Manual -1

Particulars of Organization, functions and duties

{(Section 4(1) (b) (i)}

1.	Aims and objectives of the Organisation	The Civil Supplies Section , Ganjam Collectorate deals with PDS, Paddy Procurement and availability of essential commodities like:- HSD, Gas Cylinder etc.
2.	Mission /Vision	To ensure this section is concerned with ensuring public distribution system effectively, Timely and properly and to prevent diversion, Mis utilisation and black marketing through enforcement. being im powered under EC Act-1995
3.	Brief History	It is the office of District Civil Supply officer attached to Collectorate under the complete Control of Collectorate and FS & CW Department, Bhubaneswar.
4.	Organisation Chart	Civil Supplies officer – Asst. Civil Supplies Officer-Inspector of Supplies –Head Clerk-Sr.Clerk-Jr.Clerk-Peons and Night watcher
5.	Allocation of Business	The Collector & Dist Magistrate is the Supreme authority on all subjects dealing in section. Same sorts of decision taking authority is assigned with A.D.M C.S.O-cum-District Manager up to same extent take decision as per the instruction /Guide line issued by the Govt./Corporation Head Office.
6.	Duties to be performed to achieve the mission.	All Staffs of this office are entrusted with relevant duties to achieve the mission as mentioned in Col-2 Besides they are entrusted with the work of Paddy procurement during the KMS-Commencing from October to September in every Year.
7.	Details of Service rendered	<ol style="list-style-type: none"> 1. Lifting of Stocks of essential commodities under PDS 2. Distribution of essential commodities 3. Enforcement 4. Paddy Procurement 5. Other relevant function
8.	Citizens interaction	12) For all other information of this office is open as per the provisions of Right to information Act-2005
9.	Postal address of this office	Civil Supplies Officer –Cum-District Manager, Ganjam, Chatrapur Pin Code-761020
10.	Map of office Location	The office is situated adjacent to Police Station , Chatrapur
11.	Working hours both for office and public	10 AM to 5 PM launch break, 1.30 PM to 2 PM on all working days except during summer season 7 AM to 1 PM

12.	Public interaction , if any	With the Beneficiaries under APL/BPL/AAY& AY
13.	Grievance Redressal mechanism	The Grievances received from the Grievance Cell of Collector are promptly attempted and also to the Grievances received directly.

Manuals -2
Power and duties of Officers and employees
{Section 4(1) (b) (ii)}
Powers and duties of Officers and Staff

Sl.No	Designation of the Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
01.	Collector & District Magistrate	Overall control on the functioning of this section	Sanctioning Authority	Empowered with relevant act and Rules as Collector & District Magistrate	Nil	
02.	Additional District Magistrate	Overall control on the functioning of this section	Sanctioning Authority	Empowered with relevant act and Rules as Collector & District Magistrate	Nil	
03.	CSO- Cum- District Manager	Statutory administrative control of this section	Drawing & disbursement	Statutory powers assigned under EC Act and instruction of Govt.	Supervision	To apprise and co-ordinate about over all functioning of this section to Collector and FS&CW Department /Corporation Head Office

04.	ACSO, Hqrs	Nil	Nil	As it CSO	Supervision	
05.	Head Clerk	Supervision & monitor of office work				
06	Sr.Clerk	Files & Correspondences, Bill & Budget Report & reforms issued & Despatch.				
07.	Jr.Clerk	<u>Vacant</u> Issue & Despatch and processing of files				
08.	Peon	Movement of Files & distribution of Dak				

Manuals -3
Procedure followed in decision making process
{Section 4(1) (b) (iii)}

SL.No	Activity	Level of action	Time frame
01.	Receipt of application /Letters	Dairy Clerk	Same day
02.	Perusal of Daks	C.S.O	Same day
03.	Marking of Daks	Head Clerk/Sr.Clerk	Same day
04.	Dairy & Delivery	Dairy Clerk	Same day
05.	Entering of the letter in the log book &put up in the file	D.A Concerned	3days (immediately in case of matter of urgent nature)
06.	File endorse to C.S.O	D.A Concerned	1 days
07.	Approval or rejected	CSO/ ADM/Collector	Immediately in case of matter of urgent nature
08.	If approved , return for Despatch		

Manuals -4
Norms set for the discharge of functions
{Section 4(1) (b) (iv)}

Details of norms and standard set out can be given in respect of various activities.
Some of the norms are indicated below as an illustration.

SL.No	Activity	Time frame /Norm	Remarks
01.	Dairy of letter	3 Minutes per letter	The norms are as that mentioned in ORM 1964 and is managed with the existing resource and manpower
02.	Despatch of letter	5 Minutes per letter	
03.	Typing fair copy	20 pages per day	
04.	Put up of letter	With in 3 days in ordinary cases In urgent it is with in 24 hours	

Manuals -6

A statement of the categories of documents that are held by it for under its control.
{Section 4(1) (b) (vi)}

A statement of the categories of documents held.

Sl.No	Nature of record	Details of information available	Unit/Section where available	Retention period where available
01.	Licence Register			
02.	Bill Register			
03.	Pay A/R			
04.	Diary & Despatch			
05.	Committee Meeting			
06.	File Correspondence & Subject matter files			

Manuals -7

Particulars of any arrangement that exists for consultation with or representation
By the members of the public in relation to the information of its policy of
implementation
{Section 4(1) (b) (vii)}

Sl.No	Subject /Topic	Is it mandatory to ensure public participation	Arrangements for seeking public participation
1.	2	3	4
Not mandatory			

Manuals -8

A statement of Boards, council committees and other bodies constituted {Section 4(1) (b) (viii)}

List of Boards, councils, committees etc.

Sl. No	Name and address of the Body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1.	1.DCPC 2.DPPC 3.DLAC	To review PDS functioning of this district and to suggest effective measures for proper functioning of PDS	As per the Guide line issued by the FS& CW Department				No		

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Directory of officers and Employees {Section 4(1) (b) (ix)}

SL.No	Name of the Designation	Office Phone No	E-mail address
01.	Collector & DM		
02.	Addl. District Magistrate(Gen)		
03.	Civil Supplies Officer	06811-263931	-
04.	Head Clerk	-	
05.	Sr.Clerk	-	
06.	Jr.Clerk	-	
07.	Peon	-	
08.	Peon	-	
09.	Peon	-	
10.	ASG	-	
11.	Night Watcher	-	

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The Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations

{Section 4(1) (b) (x)}

SL.No	Designation	Name	Pay Band	Grade Pay
	Collector & DM			
	Addl. District Magistrate(Gen)			
	Civil Supplies Officer	Sri P.D.M.Khosla	Rs.15390/-	Rs.4600/-
	Head Clerk	Sri Sasank Patro	Rs.11330/-	Rs.4200/-
	Sr.Clerk	P.Ch Nayak	Rs.8610/-	Rs.2400/-
	Sr.Clerk	Narendra Kr. Patro	Rs.8610/--	Rs.2400/-
	Sr.Clerk	Man Mohan Rath	Rs.7350/-	Rs.1900/-
	Jr.Clerk	-	-	-
	Peon	Abhiram Dash	Rs.6680/-	Rs.1400/-
	Peon	Surekha Goudo	Rs.6790/-	Rs.1400/-
	Peon	Jogendar Sabar	Rs.6790/-	Rs.1400/-
	Peon	Kodhala Behera	Rs4440/-	Rs.1300/-
	ASG	Susila Sahu	Rs.6790/-	Rs.1400/-
	Night Watcher	Muralidhar Dakua	Rs.6790/-	Rs.1400/-

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Budget Estimate

It is basing on the Total requirement of funds. The relating to pay band & Grade pay and arrear dues of the staff

{Section 4(1) (b) (xi)}

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
As per pay Band and Grade Pay of Officers and Staff					

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BPL beneficiaries are distributed rice @ 2/- per K.g subsidy is borne by Govt. to the tune Rs. 30 per K.g.(Central Govt _____ State Govt 0.65 paise
{Section 4(1) (b) (xii)}

Sl.No	Name and address of the institution	Purpose for which subsidy approved	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
	-	-	Under 1997 and 1998 survey list	-	-	-

Manuals -13

Particulars of receipt of concessions, permits or authorizations granted
{Section 4(1) (b) (xiii)}

Sl.No	Name and address of the beneficiaries	Nature of concession /permit /authorization provided	Purpose for which granted	Scheme and criterion for selection	No of time similar concession given in part with purpose
	-	-	-	-	-

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Information available in an electronic in form
{Section 4(1) (b) (xiv)}

Sl.No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	2 -	3 -	4 -	5 -
The information that is available is the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

Manuals -15

Particulars of facilities available to citizens for obtaining information
Section 4(1) (b) (xv)

Facilities available for obtaining information

Sl.No	Facilities available	Nature information available	Working hours
1.	Under RTI Act-2005	From	10.30 to 5 P.M

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Name, designation and other particulars of public Information Officers

Section 4(1) (b) (xvi)

List of public Information Officer

SL.No	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area activities , if more than one PIO is there
1.	R.K. Ranasingh	ACSO, Hqrs Civil Supplies Section, Chatrapur	06811- 263931	-	-

SL.No	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
-	-	-	-	-
First appellate authority with in the Department				

SL.No	Designation of the officer	Postal address	Telephone No.	E-mail address	of area activities , if more than one appellate authority is there
1.	Sri P.D.M .Khosla, CSO	Civil Supplies Section, Chatrapur	06811- 263931	-	-

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Other information as may be prescribed
Section 4(1) (b) (xvii)
GEOGRAPHY & DEMOGRAPHY OF GANJAM DISTRICT

GEOGRAPHY: Through out the District containing of 3 Sub-divisions, 22 Blocks one Corporation and 18 ULBS

DEMOGRAPHY: 1) S.A.S-61
 2) Wholesaler of K.Oil-16
 3) Sub-Wholesaler of K.Oil-73
 4) Retailers: 1938

a) GPS : 429
 b) WSHGS : 86
 c) S.C.S : 67
 d) SHGS :
 e) VCO/NGO : 1
 f) Private :1355

Card in circulation	Monthly Allotment	Norms per card/Beneficiaries/per kg/ Rate
APL	Q. 1260.00	0.10 K.Gs Rs 9.30
BPL	Q. 68879.25	0.25 K.Gs Rs 2/-
AAY	Q. 27687.00	0.35 K.Gs Rs 2/-
AY	Q. 539.00	0.10 K.Gs
ST/SC Hostel	Q. 378.60	0.15 K.Gs Rs 2/-
Welfare institutions	Q. 149.85	0.12 Rs.6.30
Jails	Q. 245.00	0.15 K.Gs Rs9.30
K.Oil	KL 2592.000	

Procurement target: Varies from year to year

Paddy rate : Varies from year to year