

PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF DISTRICT CULTURE OFFICE, GANJAM:CHATRAPUR

1. Particulars of the organization, function and duties:

The Dist. Culture Office, Ganjam is functioning since 1986 It is under the Department of Tourism and Culture(Culture), Govt. of Orissa, Bhubaneswar.

The main objective of the District Culture Office is to promote cultural activities in the district and to implement various plans, programmes and proposals of the Government of Odisha .

Functions: The main functions of the District Culture office are

- 1 It is the coordinating agency between the state and central academies and cultural organizations and the public.
- 2 It is the recommending body regarding
 - I) Artists pension
 - II) Cultural grants to various organizations
 - III) Library assistance and grants to public libraries/ organizations having public libraries
 - IV) Publication of books of eminent writers and for Purchase of their books by the government.
 - V) Giving of Awards to eminent artist and literature given by Akademies and the Government
- 2 Organises competitions, functions and festivals and other activities as per the instructions and guidelines of the Government.
3. It is the main office of the District council of Culture, Ganjam.
- 4 It is the center of activities of Odiya Bhasha Pratisthan (Ganjam Zilla Sakha).
- 5 Looks after the activities of the District library, Chatrapur and six other libraries of the district
- 6 Looks after the museum activities of the Branch Museum.

Establishment:

Besides the District Culture office there seven more libraries and one Branch Museum under its establishment. It is Governed by the Department of Tourism and Culture(Culture) .Salary and allotments of all staff and for office work are given by the Department.

I) The district Culture Office

The district Culture Office established in 1986 is a one man office with District Culture Officer as the staff. The Asst.Curator of the branch Museums was redesignated as District Culture Officers with additional responsibilities and duties. Though more than two decades passed not even a clerical or a peon post could be created by the Government. For Assistance a clerk from the Collectorate ,Ganjam on deputation and a peon on adhok basis with a miser remuneration of Rs. 500 /- per month are engaged.

The office is functioning in a separate building allotted by the Collector. It is under the administrative control of Collector and District Magistrate, Ganjam.

II) Library:

There are seven libraries in the district. One District Library at Chatrapur and other six ex- board libraries at Rambha,Kholikote,Chikiti,Kabisurya Nagar,Tanarada and Balipadar.These are public libraries under Culture Department .Only District library is having full staff(3) i.e. one Library assistant one attendant and one sweeper.In Kabisurya Nagar and Kholikote there are two staffs i.e. one Library assistant and one attendant and in other four libraries there is only one staff i.e. in Balipadar and Chikiti one library Asst. each and in Rambha and Tanarada one attendant each. A provision was made to engage sweeper on part time basis to clean the library paying Rs. 500/- per month in six ex bord libraries being paid from the interest money of Library Corpus fund. District Culture Officer is the drawing and disbursing and controlling authority. District library, Chatrapur and Public Library ,Kolikote are functioning in own building where as other five libraries are functioning in rented buildings.

III) Museum.

There is a branch Museum at Berhampur . It is functioning in a rented building. It is under the culture department but guided and controlled by the state Museum, Orissa. There are two staffs in the museum one attendant and one night watcher. The District Culture officer is the controlling authority.

There is one Lokokala Museum recently developed at Chatrapur. There is no staff at all. It is functioning in the office of the DCO.

2. Powers and duties of Officers and employees:

The Dist. Culture Officer is the district level officer of Culture Deptt. of Govt of Orissa. He functions under the control of Collector of the district. The D.C.O. acts as a liaison Officer in between Dist. Council of Culture, Dist. Administration, Department of culture, and other organizations. He is drawing and disbursing officer and controlling authority of the staff of the establishment mentioned above. The DCO is to maintain all the records and files relating to establishment, functions and festivals, artist pension, cultural and library grants and the scheme and programmes implemented at district level relating to cultural activities.

The Library assistant is working for the day to day maintenance of the library, documentation, cataloguing and preservation of books etc. The attendance is to attend the readers and the watchman is to watch and ward and clearing of the library

3. Procedure followed in decision making process including channels of supervision and accountability:

Generally there are separate guidelines for implementation of various schemes. As per the schemes due procedure is followed and with the instruction and suggestion of the Director, Culture, ADM and Collector.

4. Set norms for discharge of its functions:

The D.C.O as Officer in charge of the section pursues for proper implementation of various decisions taken at the Dist. Level relating promotion of cultural activities.

5 Rules, Regulations, Instructions, Manuals and Records

Following records are being maintained in the Office of Dist. Culture Officer.

1 Issue register of letters– As per ORM-1964

2 File Register-- As per ORM-19

3 Receipt of letters register – As per ORM-1964.

4 Bill register, Book of Drawl, pay Acquaintance roll , contingent register and cash book of DCO office

5 Cash book and files relating to DCC and Odiya Bhasa Pratisthan,district branch.

6 Files relating to each establishment and personal files and service books of staff, Files relating to various competitions/Festivals functions, infrastructures/grants artist pension of culture department etc.

6. Categories of documents in control of the authority.

Files relating to each establishment and personal files and service books of staff, Files relating to various competitions/Festivals functions, infrastructures/grants/ artist pension of culture department etc.

Cash book and files relating to DCC and Odiya Bhasa Pratisthan,district branch.

7. Arrangement for consultation with public in relation to formulation of policy and its implementation.

The district council of culture and the Odiya Bhasa Pratisthan district branch are two separate bodies under the chairmanship of collector where aartists, eminent literatures, akademy awardees and local organisations ,as per guideline of the government are members. There is provision of regular meeting for discussion and on decision tking and on implementation of the programme.

8. Boards, Councils, Committees of the Deptt. and whether their meetings are open to public and its minutes accessible thereof.

yes

10. Directory of Officers and employees of the Deptt.

Sl. No.	Name, Designation&.H.Qrs.	Office Phone No.	E-Mail address.
1.	<i>Krishna Chandra Nisonko, Dist. Culture Officer, - Chatrapur.</i>	<i>06811-263752</i>	<i>--</i>
2	<i>Satyabati Ray,Library Asst,Kholikote</i>		
3.	<i>Amiya Kumar Dhal,Library Asst,Chatrapur</i>		<i>--</i>
4.	<i>Jagannath Sabat,Library Asst,Chikiti</i>	<i>-</i>	<i>--</i>
5.	<i>Ashok KumarMishra,Library Asst.Balipadar</i>		<i>--</i>
6.	<i>Anand KumarRaut,Library Asst,K.S.Nagar</i>		
7.	<i>Deepak Sahu,Attendant,Rambha</i>		
8.	<i>B.B.Dash,Attendant,K.S.Nagar</i>		
9	<i>Rabindra Moharana,Attendant,Tanarada</i>		
10	<i>SimanchalGouda,AttendantKholikote</i>		
11	<i>Geeta Sahu,Attendant,Chatrapur</i>		
12	<i>Rankanidhi Sahu, Attendant, Museum,Berhampur</i>		
13	<i>U.N.Pradhan,Night wather,Chatrapur</i>		
14	<i>BidyadharJena,Night watcher, Museum,Berhampur</i>		

10. Monthly remuneration and system of compensation as received by the Officers and employees.-

The Officers and employees working in this office are being paid salaries etc. and records maintained in the office

<i>Sl No</i>	<i>Name Designation</i>	<i>Pay band</i>	<i>Grade pay</i>
1.	<i>Krishna Chandra Nisonko, Dist. Culture Officer, - Chatrapur.</i>	<i>18590</i>	<i>4200--</i>
2	<i>Satyabati Ray, Library Asst, Kholikote</i>	<i>9103</i>	<i>2000</i>
3.	<i>Amiya Kumar Dhal, Library Asst, Chatrapur</i>	<i>8710</i>	<i>2000</i>
4.	<i>Jagannath Sabat, Library Asst, Chikiti</i>	<i>8580</i>	<i>2000--</i>
5.	<i>Ashok KumarMishra, Library Asst. Balipadar</i>	<i>8580</i>	<i>2000--</i>
6.	<i>Anand KumarRaut, Library Asst, K.S.Nagar</i>	<i>8580</i>	<i>2000--</i>
7.	<i>Deepak Sahu, Attendant, Rambha</i>	<i>Drawn at</i>	<i>BBSR</i>
8.	<i>B.B.Dash, Attendant, K.S.Nagar</i>	<i>7620</i>	<i>1800</i>
9	<i>Rabindra Moharana, Attendant, Tanarada</i>	<i>6868</i>	<i>1650</i>
10	<i>SimanchalGouda, AttendantK holikote</i>	<i>7620</i>	<i>1800</i>
11	<i>Geeta Sahu Attendant, Chatrapur</i>	<i>6868</i>	<i>1650</i>
12	<i>Rankanidhi Sahu, Attendant, Museum, Berhampur</i>		
13	<i>U.N.Pradhan, Night wather, Chatrapur</i>	<i>6790</i>	<i>1400</i>
14	<i>BidyadharJena, Night watcher, Museum, Berhampur</i>		

Monthly remuneration received by each of the Officers & employees including system of compensations provided in the regulation.

11.Budget allocated for each of its agency indicative of particulars of all plans, proposed expenditures and reports on disbursement.

Generally budget for various programme,scheme and development of infrastructures etc. are prepared and finalized at the State level by the Directorate of Culture, Orissa, Bhubaneswar Budgetary provision and disbursement of grants ,artist pension etc are made at state level. For salary of staff budget provision is made at Directorate of Culture and drawing & disbursement is made at district label.

12. Manner of execution of subsidy programmes and amount allocated and details of the beneficiaries.-

Not done at this office.

13. Receipts of concessions, permits or authorisation granted.-

Authorization for apply for Govt land for Sanskruti Bhavan at Chatrapur and Berhampur

14. Information on Electronic form.-No such facilities available in this office.

15. Facilities to Citizen for obtaining information.

There are facilities under provisions of ORM and RTI Act-2005 to obtain the Certified copy of records to the Citizens.

16. Details of Public Information Officers.

DCO as the head of the office monitors the RTI Act-05 to facilitate the public for obtaining records relating to this office under this Act.

Public can also avail certified copies of the documents from this office under the provisions of the ORM-1964 on applying to proper authorities.

17. Such other information as may be prescribed.-Nil.

**Dist. Culture Officer,
Ganjam.**