

Discloser u/s 4(1)(b) of R.T.I. Act 2005

DISTRICT REGISTRATION OFFICE, GANJAM, CHATRAPUR

(i) The particulars of its organization function and duties.	<u>REGISTRATION</u> Registration of documents, under the Registration Act 1908 & Marriages under the Special Marriage Act 1954.
(ii) The powers and duties of its officers and employees.	<u>OFFICER-District Sub-Registrar</u> Acceptance of documents, examination of parties assessment of Stamp Duty and fees, admission and registration of documents, solemnization and registration of marriages. <u>EMPLOYEES</u> Checking of documents realization of fees and issuance of receipt, preparation of encumbrance certificate and certified copies, maintenance of case records.
(iii)The procedure followed in the decision making process, including channels of supervision and accountability.	Enquiry as to valuation of the transacted plot, purchase/franking of stamps, scribing of documents. Presentation of documents, checking of documents. Appearance of parties and examination of parties by the Registering Officer. admission of documents, filing of true copies, completion, registration, and delivery of documents. Submission of application for encumbrance certificates and certified copies. Submission of application for solemnization & registration of marriages
(iv)The norms set by it for the discharge of its functions.	As above in item (iii)
(v)The rules, regulations, instructions manuals and records, held by it or under its control of used by its employees for discharging its functions.	The Registration Act 1908 & The Rules, 288, The Indian stamp Act 1899 & Rules 1952. The Transfer of Property Act 1882, The special Marriage Act 1954.
(vi)A statement of the categories of documents that are held by it or under its control.	True Copies of registered documents Book1, II, III, IV &V and Indexes thereof. Matters relating to Marriages.
(vii)The particulars of any arrangement that exists for consultation with, or implementation thereof.	1. District Sub-Registrar 2. Head Clerk 3. Record Keeper 4. Bench Clerk

(viii)A statement of the boards councils , committees and other bodies consisting of two or more persons constituted as its part of the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	1. Sub-District (Tahasil Level) Valuation Committee. 2. District Level Valuation Committee 3. Departmental Promotion Committee		
(ix)A directory of its officers and employees.	1. District Sub-Registrar 06811263970		
(x)The monthly remuneration received by each of its Officers and employees, including the system of Compensation as provided in its regulation. <u>Monthly Remuneration</u>			
POST	PAY BAND	GRADE PAY	TOTAL EMULUMENTS
Rohita Kumar Nayak District Sub-Registrar	9300-34800	4600.00	26,137.00
Bijoya Kumar Polai, H.C.	9300-34800	4200.00	21,741.00
Nabin Ch. Patro, Sr.C	5200-20200	2400.00	16,289.00
Brajabandhu Nayak Sr.C	5200-20200	2400.00	16,039.00
Pratap Ch. Panigrahy Sr.C	5200-20200	2400.00	15,814.00
Surendranath Sahu Jr.C	5200-20200	2400.00	14,890.00
Tilochan Sahu Jr.C	5200-20200	1900.00	13,570.00
Hadibandhu Mohanty Jr.C	5200-20200	2000.00	14,455.00
Ramanarayan Behera Jr.C	5200-20200	2000.00	14,666.00
K. Dileswar Rao Jr.C	5200-20200	2000.00	14,428.00
Parsuram Mohapatro Jr.C	5200-20200	2000.00	14,428.00
Sadashiv Gouda	4440-7440	1300.00	10,336.00
Prasant Kumar Tripathy	4440-7440	1300.00	10,336.00
Rabi Narayan Juti	4440-7440	1300.00	10,481.00
Manu Kumar Behera Cdr	4440-7440	1400.00	10,811.00
(xi)The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.	Budget allocated by the inspector General of Registration, Orissa, Cuttack District Sub-Registrar is the Drawing and Disbursing Officer.		
(xii)The manner of execution of subsidy programmers. including the amounts allocated and the details of beneficiaries of such programmers.	Does not arise		
(xiii)Particulars of recipients of	Does not arise		

concessions, permits or authorizations granted by it.	
(xiv)Details in respect of the information, available to or held by it, reduced in all electronic form.	Bench Mark Valuation www.ganjam.nic.in
(xv)The particulars of facilities available to citizens for obtaining information, including the working hours of a library of reading room, if maintained for public use.	1. District Sub-Registrar 2. Head Clerk 3. Record Keeper 4. Bench Clerk Working hours 10 :00 AM to 5 :00 PM
(xvi) The names, designations and other particulars of the public information officers.	Sri Bijoya Kumar Polai, H.C.cum P.I.O Sri Pratap Ch.Panigrahy Sr.C. cum A.P.I.O Sri Rohita Kumar Nayak, District Sub-Registrar cum 1st Appellate Authority
(xvii) Such other information as may be prescribed and thereafter update these publications every year.	Such other information as may be prescribed and published from time to time

**District Sub-Registrar
Ganjam, Chatrapur**