

PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF FOREST SETTLEMENT SECTION, COLLECTORATE, GANJAM

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Particulars of Organization, functions and duties {Section 4(1)(b)(i)}

1. **Aims and objectives of the organization.**

To assist the District Collector in discharging the duties assigned on various subjects of the Section as prescribed in Orissa Records Manual 1964 , Orissa Forest Act 1972 and Orissa Conservation Act 1980.

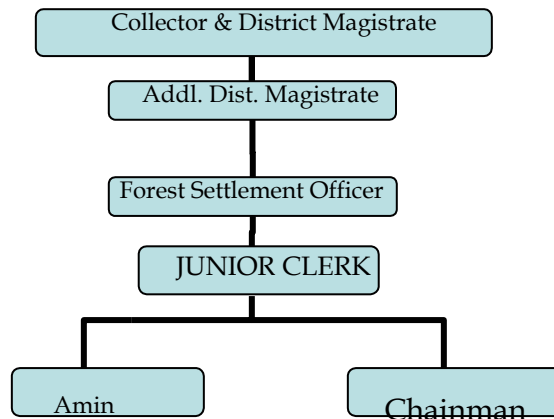
2. **Mission/Vision**

To ensure that a common Citizen gets the service that is expected by him from this section..

3. **Brief History and back-ground for its establishment**

This is a branch office of the Collectorate functioning since the inception of the district Office.

4. **Organization chart**



5. **Allocation of business**

The branch has been entrusted with the work of correspondence relating the following subjects.

1. Receipt of the proposal from the concerned D.F.Os of the District for securitization, joint verification with field functionaries of Revenue and Forest officials on declaration of Reserve Forest.
2. Submission of Forest proposal to Govt. for declaration of respective Reserve Forest Block U/S. 4 (1) and 21 of Orissa Forest Act, 1972 on receipt of the proposal from the D.F.Os after due securitization.
3. Regularization of pre-80 Forest land encroachment of Hc. 504.5639 covering 32 villages of 3 Tahasils namely Sorada, Khalliokote & Kodala.

4. Diversion of non forest land for Compensatory afforestation in lieu of forest land to be used for various development projects.
5. Assembly, Lok Sabha and Rajya Sabha questions and resolutions on Forest matters
6. Acts, regulations and amendments relating to Orissa Forest Act 1972 and Orissa Conservation Act 1980
7. D.L.C report
9. Reports and returns related to Forest matters
8. Survey & demarcation related to forest Blocks and preparation of Maps there of
9. Other forest related matters
6. **Duties to be performed to achieve the mission**

All Staffs of the office perform the tasks assigned to them and the combined effort of all results in achieving the Mission.

7. **Details of Service rendered**

This Section normally deals with all the Forest matters of Collector and the details are as mentioned in item-5 above.

8. **Citizens interaction**

Public approach the District Administration for several facilities under different aspects of life, they are explained the procedural effect & guided to reach the correct forum for speedy disposal, and if required depending upon the exigencies necessary assistance is also extended.

9. **Postal address of the office**

The Postal address of the Section is,

Forest Settlement Section,

Collectorate, Ganjam

Chatrapur-761020

10. **Map of Office location**

The Section is located in the ground floor of the New Collectorate building at Chatrapur

11. **Working hours both for office and public**

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM. During day office and from 7.00 A.M. to 1.00.p.m. during morning office. On all working days as per Govt. Calendar printed and published by the Government of Orissa for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. **Public interaction if any**

The public is cordially accepted at every place in the building to extend the desired assistance.

13. **Grievance redress mechanism.**

A responsive grievance Redressal mechanism is being adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays(Except 2nd Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities.

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Powers and duties of Officers and employees {Section 4(1)(b)(ii)}

Sl. No.	Designation of post.	Powers				Duties Attached.
		Administrative	Financial	Statutory	Others	
02	Forest Settlement Officer	--	--	--	Supervisory	In Charge of the section.
04.	Junior Clerk	--	--	--	--	Dealing with issue / dispatch of letter, and other subjects assigned to them.
05.	Amin	--	--	--	--	Demarcation / Survey and Preparation of Map of Forest proposal.
	Chainman					To Assist to Amin in the field. To carry files from seat to seat/Distribution of Dak/assist the staff and officer in office work.

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

Sl.No.	Activity	Level of action
01.	Receipt of application/ Letters.	Junior Clerk
02.	Perusal of Daks.	Forest Settlement Officer
03.	Marking of Daks.	Forest Settlement Officer
05.	Entering of the letter in the log book & putup in the file	Junior Clerk
08.	If approved, return for dispatch.	Junior Clerk

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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.	Diary 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	5minutes per letter.	
03.	Typing of fair copy.	20 pages per day	
04.	Put up of letter.	Within 3 days in ordinary cases In urgent it is within 24 hours.	

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Rules, regulations, instructions, manuals and records for is charging functions {Section 4 (1) (b) (v)}

List of regulations, instructions, manuals and records.

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications.
01.	Orissa Records Manual 1964	Office & File Maintenance Procedure	-	-
02	Orissa Forest Act 1972	Declaration of Reserve Forest	-	-
03	Orissa Forest Conservation Act 1980	Regularization of Pre-80 encroachment cases and permission for diversion of Forest land for non forest purpose (Development work)	-	-

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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.	Routine Registers as prescribed in ORM	As per provisions	Available with the concerned Assistant.	As per Classification of the document and preserved as per ORM-1964
03	Files	Correspondence and Notes	Available with the DA concerned.	As per Classification of the document and preserved as per ORM

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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)]

S.I No.	Subject /Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
Not Administered.			

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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 of meetings	Remarks
1	2	3	4	5	6	7	8	9	10

Manual - 9**Directory of Officers and Employees****[Section 4 (1) (b) (ix)]**

Sl. No.	Name and Designation	Office Phone No.	E_mail address
01	Forest Settlement Officer	--	--
02	Junior Clerk	--	--
03	Amin	--	--
04	Chainman	--	--

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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
1	Forest Settlement Officer	Sri Dilip Kumar Mohapatra, OAS	15600-39100	5400
3	Junior Clerk	Vacant Purna Chandra Behera, Sr. Clerk Rev. Section is in additional charge	5200-20200	2400
8	Amin	Mohan Routa	5200-20200	1800
9	Chain Man	Sri Somanath Das	4600-7600	1800

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The Budget allocated to each agency

[Section 4 (1) (b) (xi)]

Non-Plan Budget/Plan Budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
2029 LR 102 SURVEY 1273 SETTLEMENT OF FOREST RESERVE	Salary of Staff and Office Contingency.	Rs. 2,30,000	Rs. 4,60,000	Rs. 4,60,000	Rs. 1,04,000

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The manner of execution of subsidy program

[Section 4 (1) (b) (xii)]

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Not Administered						

List of individual given subsidy

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

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Particulars of recipients of concessions, permits or authorizations granted

[Section 4 (1) (b) (xiii)]

List of beneficiaries

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 past with purpose
Not Administered					

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Information available in an electronic 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
The information that is available in the computer can be obtained as print out and the proactive disclosure of this section is available in the website.				

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Particulars of facilities available to citizens for obtaining information

[Section 4 (1) (b) (xv)]

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of information available	Working hours
1	District Website http://ganjam.nic.in	About district profile & information of other department.	24 hours
2	Office Notice Board	Different Notices including orders of different officers, tenders, recruitment advertisement etc. are displayed from time to time as required.	During office hours i.e. from 10AM to 5PM.

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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	Dy Collector(G&M)	Collectorate, Ganjam	--	--	--

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
1		-	--	

First appellate authority with in the department

Sl. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one appellate authority is there

1	Dr Sashi Bhusan Padhy,OAS	ADM(Revenue) Collectorate, Ganjam	06811- 263948	--	--
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Other information as may be prescribed

[Section 4 (1) (b) (xvii)]

DISTRICT PROFILE

After being separate from Madras presidency the Ganjam District started functioning with effect from the 1st January.1936.

01	Geographical area	9499.7Sq.K.Ms
02	Total Forest area	3,15,300 Hectors
03	Reserve Forest area	3,59,082.69 Acres
04	Cultivable area	4,34,000 Hectors
	Irrigated area	1,25,481 Hectors
	No of Irrigation Projects	
05	(A) Major	1
	(B) Medium	10
	(C) Minor	1015
06	Population as per Census-2001	31,60,635
	(A)Male	15,81, 986
	S.C.	2,91,682
	S.T.	45,843
	General	12,44,461
	(B)Female	15,78,649
	S.C.	2,45,116
	S.T.	45,076
	General	1,23,845
07	Total NO BPL families	3,12,238
	Percentage of Literacy	60.77

08	(A)Male	75.22
	(B)Female	46.44
09	No of Sub-Divisions	03
10	No of Tahasils	22
11	No of Blocks	22
12	No of Municipalities	01
13	No of N.A.Cs	17
14	No of Police station	28
15	No of G.Ps	475
16	No of R.I Circles	198
17	No of Revenue Villages	3229
18	Annual rain fall	1147.42 M.M. (as on - 06.11.09)
19	NORMAL rain fall	1276.20 M.M