

PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF OFFICE OF THE SPL.LAND ACQ.OFFICER & REHABILITATION OFFICER (STEEL PLANT GOPALPUR) GANJAM:CHATRAPUR

1. Particulars of the Organisation function and duties:
It is a Govt.office functioning separately in the Old building of Collectorate, Ganjam at Chatrapur with the D.D.powers and office is known as “Office of the Spl.L.A.O & R.R.O(Tisco)” and its function and duties to acquire the private land for establishment of Steel Plant at Gopalpur for the Tata Steel only.
2. Powers and duties of officers and employees.

SL. No.	Designation of post	Powers and duties.
1.	Zone Officer-1	Duties- Head of Office to perform functions of office. Pass Award and making payment. Powers: Administrative, Financial, Statutory and others as prescribed in OLA Manual.
2.	Jr.Clerk-1 (On deputation)	Duties: To assist Zone Officer-cum-Spl.LAO in all office functions.
3.	Revenue Inspector-2 (On deputation)	Field survey and enquiry into L.A.Cases.
4.	Amin-1 (On deputation)	-do-
5.	Driver-1	To drive the vehicle.
6.	Jr.Steno-1(Under 44 days basis)	To assist LAO in office work
7.	Class-IV-3 (-do-)	To assist the office staff in all office work and field work.

3. Procedure followed in decision making process including channels of supervision and accountability.
On receipt of requisition from the Requisitioning Authority i.e. Tata Steel for acquisition of private land for estt. Of Steel Plant at Gopalpur, steps are being taken for Notification u/s.4(1) & 6(1) under L.A.Act by the Govt. After receipt of funds from the Requisitioning Authority through IDCO steps are being taken for issue of orders u/s.7 of L.A.Act from Govt.in R&DM Deptt. on receipt of order u/s-7 General Notice inviting objection in the area concerned as per 9(1) of L.A.Act and notice to party concerned also being issued to adduce evidence and to receive compensation for the acquired land.

4. Set norms for discharge of its function:
The action on land acquisition proposal is being taken as envisaged in L.A.Act, L.A.Manual and the Executive Instruction
5. Rules, regulations, Instructions, Manual and records.
Land Acquisition Act ,1894, L.A.Manual, Rehab.Guideline, Reference Book, ORM-1962 and the Govt.instructions
6. Categories of documents in control of the Authority:
ORM -1962 L.A.ACT,1894, L.A.Manual, Case Records, Cash books, Case Registers, Guard files and other subsidiary registers.
7. Arrangement for consultation with public in relation to formulation of the policy and its implementation.

Not applicable

8. Books, councils committees of the Deptt. and whether their meetings are open to public and its minutes accessible thereof.

Not applicable

9. Directory of officers and employees of the Deptt.

SL.No.	Name & Designation	Office Phone/E Mail Address
1.	Sri S.C.Nayak,OAS-I(JB) Zone Officer.	263455
2.	Sri Rahim Khan, Jr.Clerk	-do-
3.	Sri R.N.Panda, Jr.Steno	-do-
4.	Sri Sibaram Padhy,RI	-do-
5.	Sri L.K.Jena, RI	-do-
6.	Sri L.D.Rautray,Amin	-do-
7.	Sri Simadri Das,P.S.	-do-
8.	Sri S.Ch.Mahankuda,Peon	-do-
9.	Sri P.Malesu Reddy,Peon	-do-
10.	Sri C.R.Sahu, Driver.	-do-

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

SL.	Name of employee	Monthly Basic pay	Time Scale
1	Sri S.C.Nayak,OAS-I(JB) Zone Officer.	Pay- 21,810+GP.DA	PB-2 9300-34,800/-
2	Sri R.N.Panda, Jr.Steno	Pay- 4000+DP DA	4000-6000/-
3	Sri Simadri Das,P.S.	Pay-2550 +DP DA	2550-3200/-
4	Sri S.Ch.Mahankuda,Peon	Pay-2550 +DP DA	2550-3200/-
5	Sri P.Malesu Reddy,Peon	Pay-2550 +DP DA	2550-3200/-
6	Sri C.R.Sahu, Driver.	Pay- 8060 +GP DA	PB-1 5200-20,200/-

11. Budget allocated to each of its agency indicative of particulars of all plans, proposed expenditures and reports on disbursement.
Not applicable
12. Manner of execution of subsidy programme and amount allocated and details of beneficiaries.
Not applicable.
13. Receipts of concessions, permits are authorization granted.
Not applicable.
14. Information on electronic form
Not applicable.
15. Facilities to citizen for obtaining information:
Information can be supplied to the public on filing of copy application form and the information through Notice Board.
16. Details of public information officers: Nil
17. Such other information as may be prescribed: Nil

Sd/-
Spl.L.A.O & R.R.O
Chatrapur.