



**RIGHT TO INFORMATION**

**ACT .2005.**

**UNDER SECTION**

**4 (I) (b)**

**INFORMATION RELATING**

**TO**

**R.W.S.&.S. DIVISION.**

**KORAPUT.**

**Pin Code:- 7 6 4 0 2 0**

# **PROACTIVE DISCLOSURE OF INFORMATION IN RESPECT OF DISTRICT OFFICE, KORAPUT**

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## **CHAPTER - I**

### **INTRODUCTION :**

#### 1.1

Movement for right to information is a global phenomenon. Laws on Right to Information have already been enacted by over 50 countries and 20 more are seriously considering to have such legislation. The countries are not limited to the advanced western democracies only: but represent a wide spectrum ranging from the emerging nation states from Africa through the developing countries of Asian and Latin America to the nascent democracies of Eastern Europe.

Right to Information is a basic human right. It is derived from the universal declaration of human rights which states that every one should be able to enjoy freedom of opinion and expression including the right to seek, receive and impart information and ideas. The guarantee is now widely understood as including openness on the part of Govt. and right of access to information in possession of Govt.

The current emphasis on Right to information is however, based on the need for transparency in Govt. Transparency enhances credibility and legitimacy of Govt. Higher levels of transparency and effective information flows can be seen as a major instrument for “empowering” the citizen. Empowerment helps citizens secure their rights and entitlements.

An effective and transparent flow of information exposes inequalities and abject poverty, and enables effective policy responses for ensuring food security and livelihoods and for reducing poverty and deprivation. According to Amartya Sen: “No country with a free press has ever experienced a famine; the challenge has not been an overall unavailability of food, but unavailability of information as to what was really transpiring.

Transparency is a major deterrent to corruption and helps avoid the risk of state capture through grand corruption.

Transparency is fundamental for enabling sustained development and growth.

Right to information laws reflect the basic premise that Govt. is meant to serve the people and are based on the notion that public bodies hold information not for themselves, but as custodians of a public good and that this information must be available to the general public.

1.2

The purpose of this band book is to make proactive disclosure of information available in the Executive Engineer R.W.S&S. Division, Koraput for information of General public.

1.3

All the bonafide citizens of India are entitled to seek information under the provisions of Right to information Act, 2005.

1.4

Information pertaining to working of all the sections of the Division are available, viz

1. Estimating Section
2. Accounts Section
3. Bill, Budget & Establishment Section.
4. Diary & Dispatch Section.
5. Cash section
6. Computer cell Section.

1.5

In this Act, unless the context otherwise requires, -

- a) “Appropriate Government” means in relation to a public authority which is established, constituted owned controlled or substantially financed by funds provided directly or indirectly –
  - i. By the central Government or the Union territory administration, the Central Government.
  - ii. By the State Government, the State Government,
- b) “ Central information Commission” means the Central information Commission constituted under Sub-Section (1) of section 12;

- c) “Central Public Information Officer” means the Central Public Information Officer designated under sub-section (1) and includes an Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- d) “Chief information Commissioner” and “ Information Commissioner” mean the Chief information Commissioner and information Commissioner, appointed under sub-section (3) of section 12.
- e) Competent authority means –
- i. The Speaker in the case of the House of the people or the Legislative Assembly of a state or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a state;
  - ii. The chief Justice of India in the case of the Supreme Court;
  - iii. The Chief Justice of the High Court in the case of a High Court;
  - iv. The President or the Governor, as the case may be in the case of other authorities established or constituted by or under the Constitution;
  - v. The administrator appointed under article 239 of the Constitution;
- f) “Information” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data materials held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- g) “Prescribed” means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- h) “Public authority” means any authority or body or institution of self-government established or constituted –
- a. By or under the Constitution;
  - b. By any other law made by Parliament;
  - c. By any other law made by State Legislature;
  - d. By notification issued or order made by the appropriate Government, and includes any-

1. Body owned, controlled or substantially financed;
  2. Non-Government organization substantially financed,  
Directly or indirectly by funds provided by the appropriate Government;
- i) “Record” includes-
- a. Any document, manuscript and file;
  - b. Any microfilm, microfiche and facsimile copy of a document;
  - c. Any reproduction of image or images embodied in such microfilm (whether enlarged or not), and
  - d. Any other material produced by a computer or any other device;
- j) “Right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to –
- i. Inspection of work, documents, records;
  - ii. Taking notes, extracts or certified copies of documents or records;
  - iii. Taking certified samples of material;
  - iv. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- k) “State information Commission” means the State Information Commission constituted under sub-section (1) of section 15;
- l) “State Chief information Commissioner” and “ State Information Commissioner” mean the state chief information Commissioner and the state information commissioner appointed under sub-section (3) of section 15;
- m) “State Public information Officer” means the state Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- n) “third party” means a person other than the citizen making a request for information and includes as public authority.

## 1.6

Interaction with public will be a continues process.

1.7

Mohan Sahu DAO-II working as public information officer and B.N. Khuntia , Senior Clerk is working as A.P.I.O.

An applicant seeking information shall submit an application duly filled in accompanied with a receipt in support of deposit of the application fee before the P.I.O or the designated clerk available. The applicant shall be granted a receipt in support of the receipt of the application. Thereafter, the applicant shall be intimated to deposit the cost if any within a period of 15days. After receipt of the cost within the stipulated time, the information shall be prepared and provided to the applicant within a period of 30 days excluding the time consumed between date of issue of intimation to deposit the cost and the date on which the cost is actually deposited.

Divisional accounts officer Gr.II has been designated as public information officer in respect of R.W.S&S. Division, Koraput. A cell is functioning in the Division office for the purpose of providing information to the citizen. Any citizen seeking information may contact the dealing assistant in-charge of the information seat.

An applicant will apply for information in form “A” pasted in the office notice board located at the main office building. The application will be received accompanied with the money receipt obtainable from the P.I.O on payment of requisite fee and cost if any deposited for that purpose. The dealing Asst. will grant receipts in support of receipt of the application and requisite fee and cost. The information will be provided with-in a period of 30 days as per provisions of the Act. The information also be obtained through notice board, inspection of record and issuing of copies of documents. The requisite fee and cost if any are as follows.

#### **PART-I**

A.

<b>Application Fee</b>	<b>Rate to be charged</b>	<b>Mode of deposit</b>
i. Application fee seeking information	Rs. 10/- per application	Treasury Challan / Cash
ii. Application fee for 1 <sup>st</sup> Appeal	Rs. 20/-	Court fee stamp
iii. Application fee for 2 <sup>nd</sup> Appeal	Rs. 25/-	Court fee stamp

## PART –II

B.

	Amount to be charged providing information	
i. A 4 or A3 size paper created or copied	Rs. 2/- charge or cost price of a copy	By Cash.
ii. Paper size larger than A4	Actual charge or cost price of a copy	By Cash
iii. Inspection of Records	No fee for first hour & Rs. 5/- for each 15 minutes (or fraction there of there after)	By Cash
iv. C.D. with cover	Rs. 50/- per C.D.	By Cash
v. Floppy Diskett 1.44MB	Rs. 50/- per Floppy	
vi. Map and Plans	Reasonable cost to be fixed by PIO depending upon the cost of labour and material and equipment and other ancillary expenses.	By Cash
vii. Video Cassette / Micro Film / Micro fiche.	-do-	By Cash
viii. Certified sample of each material	Actual cost of price for sample or models.	By Cash
ix. Information in printed form.	Price fixed for such publication	By Cash

Right to information Act, 2005 has been enacted by the parliament of India in the Fifty-Sixth year of her Republic; assented to by president of India on 15<sup>th</sup> June, 2005. The Act seeks to confer right to information on the citizens of India to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Clause (b) to sub-section (I) of section 4 of the Act calls for proactive disclosure of information for general public prior to coming into force all its provisions and accordingly the following information are furnished on RWS&S Division, Koraput.

# **MANUAL -1**

## **Particulars of Organization, Functions & Duties**

### **[Section-4 (1) (b) (i)]**

1. The Geographical area of RWS&S Division, Koraput is spread over comprising 14 Blocks of Koraput District i.e. Borigumma, Boipariguda, Jeypore, Kundra, Kotpad, Koraput, Lamtaput, Nandapur, Pottangi, Semiliguda, Bandhugaon, Dasmanthpur, Laxmipur and Narayanpatna covering 226 Gram Panchayats. This Division is looking after the drinking water supply of rural areas. The basic services are best managed locally and with this view, management of rural drinking water supply has been transferred to the PRIs w.e.f. 21.10.2006. Now this Division is mostly implementing new drinking water supply schemes and assisting the PRIs for operation and maintenance of these assets. Drinking water supply to rural community is made mostly through hand pump tube wells. Besides this, drinking water supply to rural community is made through piped water supply projects in few large habitations/ villages.

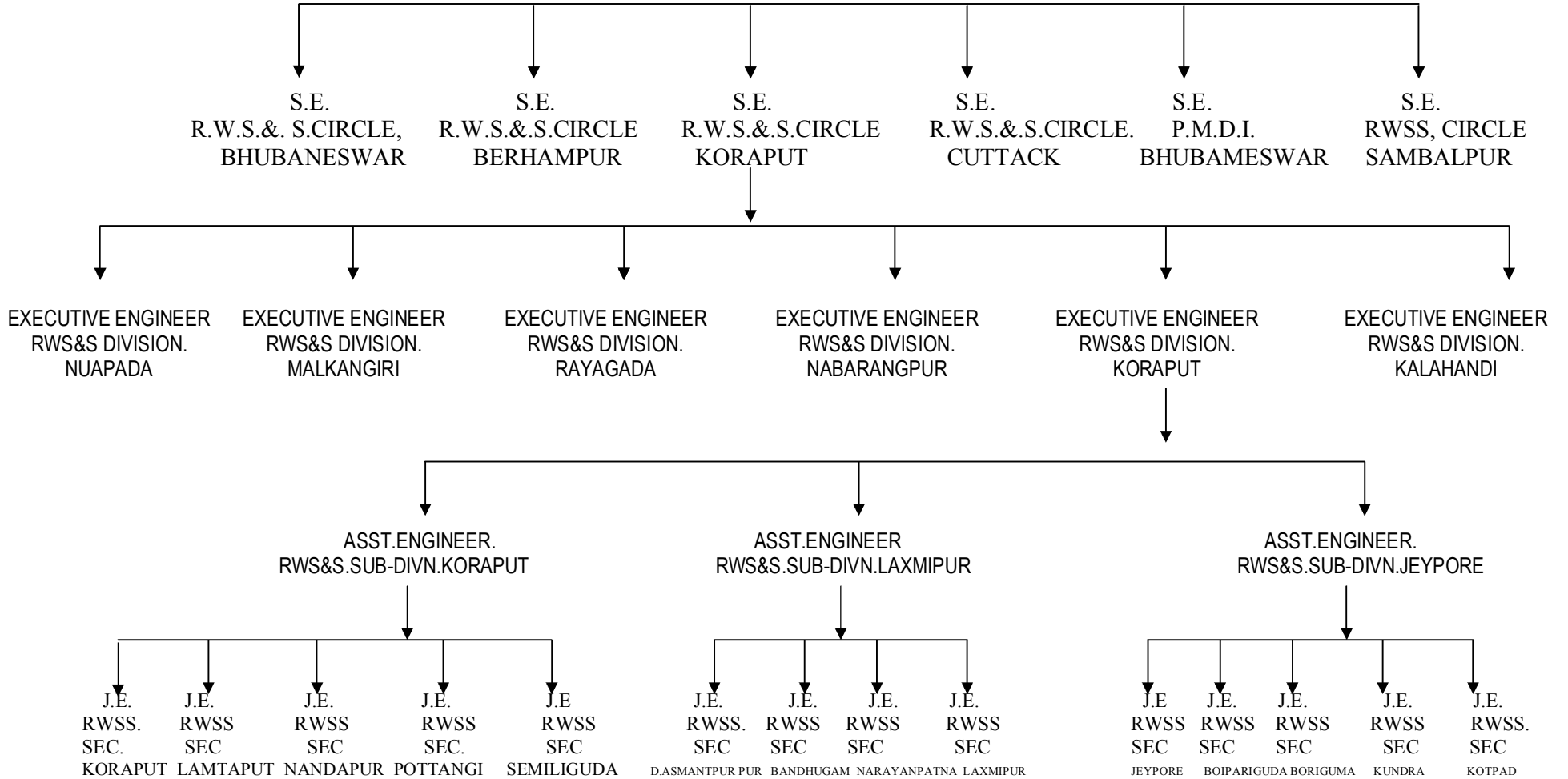
2.

#### **VISION:**

1. To cover all the habitation of rural areas with minimum 40 Ltr drinking water.
2. To supply drinking water to every Govt. Schools (Primary School, Upper Primary School and High School by 3/2010).
3. This RWS&S .was created under Rural development department on 20.8.1990 for Rural water Supply to the Rural peoples as per Norms & Guideline of Govt. of India Previously public health division are looking after the works of Water Supply for both urban and Rural area Due to which the Rural Peoples were Neglected for W/S for which Govt of Orissa decided to create Special .department for uplifting the Rural Peoples.

4.

**ORGANISATIONAL CHART  
CHIEF ENGINEER.R.W.S. & S. BHUBANESWAR.**



5.
  - a. Execution of Piped Water Supply Schemes
  - b. Installation of Tube Wells.
  - c. Construction of Sanitary Wells.
  - d. Improvement traditional sources
  - e. Construction of Recharge structures.
  - f. Maintenance of existing spot sources & PWS.
  
- 6 Execution supervision monitoring and maintenance of existing systems on drinking water supply in rural areas.
  
7. Water supply to the rural peoples & its maintenance.
  
8. Citizen interaction Conducted through Dist. administration through Janasampark Sibir conducted by District administration.

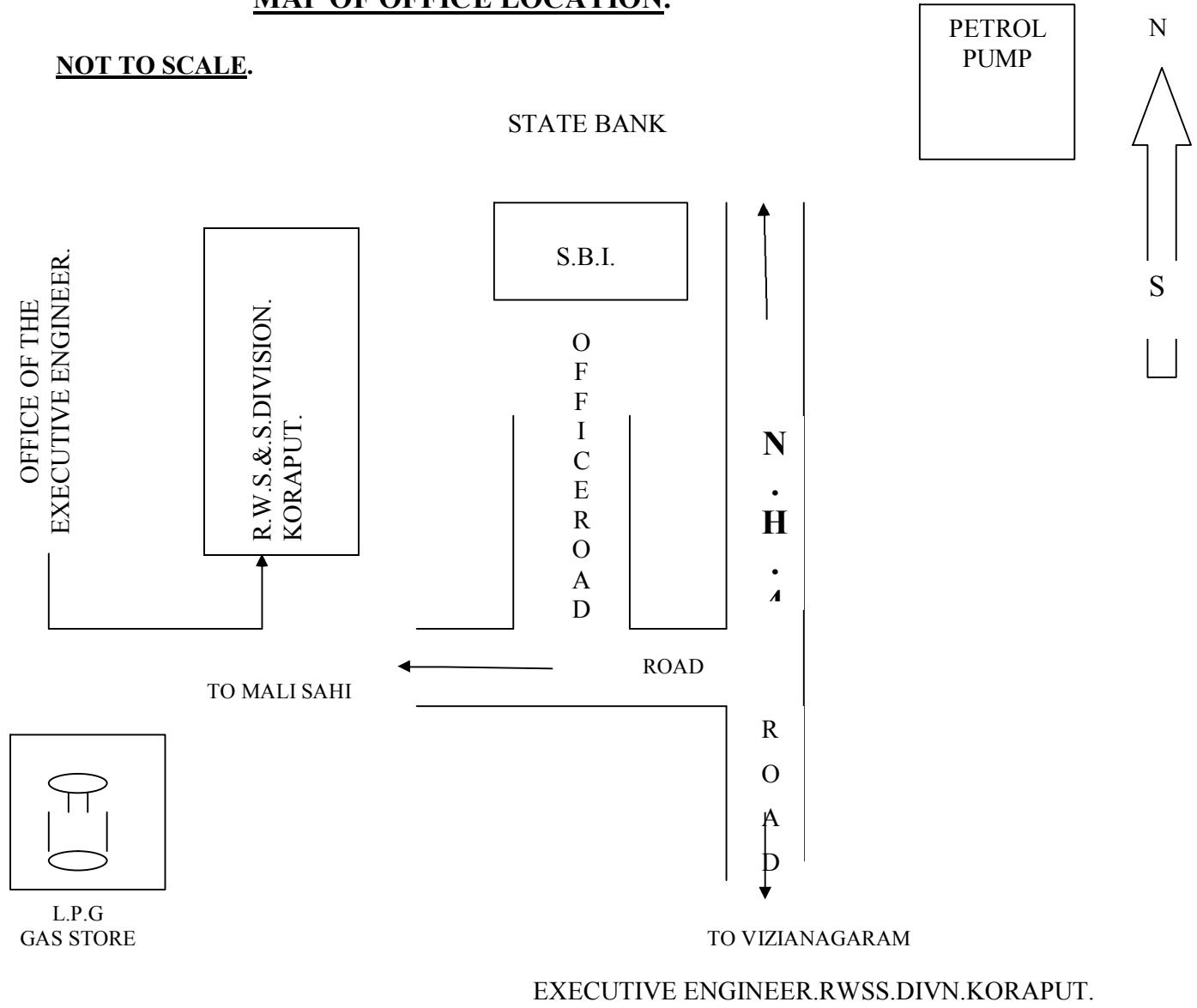
Also through Grievance cell of District Magistrate and Collector,

9.
  1. Executive Engineer, RWS&S.Divn.Koraput Post Box No.19 Pin.Code - 764020
  2. Asst.Engineer,RWS&S.Sub-Divn.Koraput-Pin.Code:-764020
    - a. Junior Engineer,RWS&S.Sec.(Store) Koraput. Pin Code: 764020
    - b. Junior Engineer,RWS&S.Sec. Semiliguda Pin Code:-764036
    - c. Junior Engineer,RWS&S.Sec. Pottangi. Pin Code:- 764039
    - d. Junior Engineer,RWS&S.Sec. Nandapur. Pin Code:-764037
    - e. Junior Engineer,RWS&S.Sec.Lamtapat. Pin Code:- 764081.
  3. **Asst.Engineer,RWSS.Sub-Divn.Jeypore.Parabeda Canalside. Jeypore.**
    - a. Junior Engineer,RWS&S.Sec. Jeypore. Pin Code:-764001
    - b. Junior Engineer,RWS&S.Sec. Boipariguda.Pin Code:-764043
    - c. Junior Engineer,RWS&S.Sec.Kundra. Pin Code:-764012
    - d. Junior Engineer,RWS&S.Sec. Borigumma. Pin Code:-764056
    - e. Junior Engineer,RWS&S.Sec.Kotpad. Pin Code:- 764058
  4. **Asst.Engineer,RWSS.Sub-Divn.Laxmipur.**
    - a. Junior Engineer,RWS&S.Sec. Laxmipur. Pin Code:- 765013
    - b. Junior Engineer,RWS&S.Sec.Dasmanthpur Pin Code:- 764028
    - c. Junior Engineer,RWS&S.Sec.Narayanpatna Pin Code:-765014
    - d. Junior Engineer,RWS&S.Sec. Bandhugaon. Pin Code:-764027



10. Map of Office.

MAP OF OFFICE LOCATION.



11. 10 A.M to 5 P.M with Half an hour lunch brack from 1.30 P.M to 2 P.M.
12. Though there is no specific date for grievances but during office hours any body can meet the head of the office if he is available.

## MANUAL-2

### Powers & Duties of Officers & Employees

#### [Section-4 (1) (b) (ii)]

Sl no.	Designation of Posts.	Powers				Duties attached.
		Administrative.	Financial.	Statutory	Others	
1	2	3	4	5	6	7
1.	Executive Engineer.	As Codi fied in OPWD Code, OGFR, OTC and Odisha Service Code and as per OPW Vol.1 Clause 2-2-25 to 2-2-60	As codified	-	-	As codified in OPWD Code OGFR.OTC
2.	Asst. Engineer,	2-2-61 to 2-2-63 of OPWD Code Vol.1	As codified	-	-	As codified
3.	Junior Engineer,	2-2-64 to 2-2-68 of OPWD Code. Vol.1	As codified	-	-	As codified
4.	Division Accounts Officers	2-2-69 to 2-2-70 of OPWD Code. Vol.1	As codified	-	-	As codified
5.	Junior Engineer (Estimator)	2-2-64 to 2-2-68 of OPWD Code. Vol.1	As codified	-	-	As codified
6.	Head Clerk	Advisor for Officer Establishment				Checking of Establishment Bills and to Look after the day-to-day Official works.
7.	Senior Clerks and Junior Clerks					To look after the day to day official works and upkeepment of official records entrusted from time to time.
9.	Computer Operator					To work day to day official drafting's, orders, online information etc.
8.	Draughtsman					With advice of E.E. Prepare the drawing and designs of different structures.
10.	Peon					Carry out orders of the officers and ministerial staff in course of transaction of day-to-day official business.
11.	Night Watchman					To watch and ward of the office after office hours and open the office before office hours starts.

**MANUAL -3**  
**Procedure Followed in Decision Making Process**  
**[Section-4 (1) (b) (iii)]**

**1. Who is the final authority that waits the decision?**

**Executive Engineer** : The final authority of making decision for all types of work.

2. Who are the officers at various levels whose opinions are sought for the process of decision-making?

<b>A.E., RWS&amp;S Sub-Divn, Koraput</b>	: He should be accountability at Sub-Divisional level.
<b>A.E., RWS&amp;S Sub-Divn. Jeypore</b>	: He should be accountability at Sub-Divisional level.
<b>A.E., RWS&amp;S Sub-Divn. Laxmipur</b>	: He should be accountability at Sub-Divisional level.
<b>J.E., RWS&amp;S Section, Borigumma</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Boipariguda</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Jeypore</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Kundra</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Kotpad</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Koraput</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section. Lamtaput</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Nandapur</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Pottangi</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Semiliguda</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Bandhugaon</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Dasmanthpur</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Section, Laxmipur</b>	: He should be accountability at Section level.
<b>J.E., RWS&amp;S Store Section, Koraput</b>	: He should be accountability at Section level.
<b>J.E., RWSS Section, Narayanpatna</b>	: He should be accountability at Section level.

## MANUAL - 4

### Norms for Discharge of Functions

#### [Section-4 (1) (b) (iv)]

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

#### ILLUSTRATION

Sl. no	Activity	Time Frame / Norm	Remarks
1	Diary of Letter	3 minutes per letter.	
2	Dispatch of letter	5 minutes per letter.	Registered dark including entry in messenger book.
3	Typing Job	30 pages per day	
4	Ministerial staff	Urgent letter within 24 hours and ordinary letter with 3 days from the date of receipt of the letter by the dealing assistant.	Subject to provision of sufficient staff strength as per the prevailing yard sticks.

### MANUAL: 5

#### RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.

(Section – 4 (1) (b) (v))

Sl no.	Name of the Act Rules regulations etc.	Brief gist of the contents.	Reference No if any	Price in case of priced publications
1.	Rules as per OPWD Vol.I & II	Contents are codified.	Reference No as per clause	
2.	OGFR Vol.I & II	Contents are codified.	Reference No as per clause	-
3.	OTC	Contents are codified.	Reference No as per clause	-
4.	CPWA (Code)	Contents are codified.	Reference No as per clause	-
5.	Odisha Service Code	Contents are codified.	Reference No as per clause	-
6.	Odisha Record Manual	Contents are codified.	Reference No as per clause	-
7.	C.C.A Rules	Contents are codified.	Reference No as per clause	-
8.	T.A. Rules	Contents are codified.	Reference No as per clause	-
9.	G.P.F. Rules	Contents are codified.	Reference No as per clause	-
10	Pension Rules	Contents are codified.	Reference No as per clause	-

## MANUAL: 6.

### **A statement of the categories of documents that are held by it for under its control.**

(Section – 4 (1) (b) (vi))

Sl. no	Nature of Record	Details of information Available	Unit / Section where available	Retention Period where available
1.	Agreement ( F <sub>2</sub> & K <sub>2</sub> )	<ul style="list-style-type: none"><li>➤ Work Name</li><li>➤ Executing Agency Name.</li><li>➤ Agt. Value.</li><li>➤ Dt. Commencement &amp; Completion</li><li>➤ Stipulated time for completion</li><li>Quantity &amp; rate nature of work</li><li>specification of work.</li></ul>	Accounts / Estimating Branch.	Permanent record.
2.	Estimate.	<ul style="list-style-type: none"><li>➤ Detail estimate of the work to be executed.</li><li>➤ Cost of the Work.</li><li>➤ Specification of Work.</li></ul>	Est.Branch.	Permanent record.
3.	Cash Book	<ul style="list-style-type: none"><li>➤ Indication of transaction</li><li>➤ OB &amp; CB</li><li>➤ Details of cheques drawn</li><li>➤ Details of receipts</li><li>➤ Details of Remittance.</li></ul>	Cashier	Permanent record.
4	Measurement Books	<ul style="list-style-type: none"><li>➤ Details of work done will be recorded.</li></ul>	Junior Engineer in change of works.	Permanent record.
5.	Service Book of employees	<ul style="list-style-type: none"><li>➤ Details of the biodata of employees.</li></ul>	Establishment Clerk.	Permanent record.
6.	Personal files	<ul style="list-style-type: none"><li>➤ Details of Service particulars of the employees</li><li>➤ Details of GPF Particulars.</li><li>➤ Details G.I.S</li><li>➤ Details of family particulars</li><li>➤ Details of any particulars.</li></ul>	-do-	Permanent record.
7.	Voucher Guard file.	<ul style="list-style-type: none"><li>➤ All payments particulars.</li></ul>	Head Clerk.	Permanent record.
8.	Stock	<ul style="list-style-type: none"><li>➤ G&amp;S,In details</li><li>➤ Issue &amp; receipt</li><li>➤ Stock Position of materials.</li><li>➤</li></ul>	Stock Clerk.	Permanent record.
9.	Log Book	<ul style="list-style-type: none"><li>➤ Details of vehicles run</li><li>➤ POL. Consumption.</li><li>➤ Tour details.</li></ul>	J.E.RWS&S. Concern.	Permanent record.
10.	Water testing Register.	<ul style="list-style-type: none"><li>➤ Details of quality of water at spot sources.</li></ul>	Lab. Asst.	Permanent record.

## MANUAL:7

(Section – 4 (1) (b) (vii))

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

Sl no.	Name and address of the Consultative Committees/bodies.	Constitution of the Committee/body.	Role and responsibility.	Frequency of meetings
1	2	3	4	5
NIL				

## MANUAL – 8

A statement of boards, council, committee's another 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
1	2	3	4	5	6	7	8	9
NIL.								

**MANUAL - 9**  
**Directory of Officers and employees.**  
**(Section – 4 (1) (b) (ix))**

**Name of the Department:- R.W.S.&.S Division, Koraput.**

Sl no.	Name of the designation.	Office Phone No.	E-Mail address.
1	E.E.R.W.S&.S.Divn. Koraput.	06852 – 250281 9438420035 06852 - 250680	eerwss_kpt@ori.nic.in
2	A.E.R.W.S&.S.Sub-Divn.Koraput.	06852 – 251276	eerwss_kpt@rediffmail.com
3	A.E.RWSS.Sub-Divn.Jeypore	06854 – 230424	
4	A.E.RWSS.Sub-Divn.Laxmipur	06855 – 268536	
5	J.E.RWSS.Sec.Borigumma.	9438420044	
6	J.E.RWSS.Sec.Boipariguda.	9438420043	
7	J.E.RWSS.Sec.Jeypore.	9438420041	
8	J.E.RWSS.Sec.Kundra/IC.JPR.	9438420042	
9	J.E.RWSS.Sec. Kotpad	9438420045	
10	J.ERWSS.Sec.Koraput/IC.D.Pur	9438420036	
11	J.E.RWSS.Sec.Lamtaput.	9438420040	
12	J.E.RWSS.Sec. Nandapur.	9438420039	
13	J.E.RWSS.Sec.Pottangi.	9438420037	
14	J.E.RWSS.Sec.Semiliguda.	9438420038	
15	J.E.RWSS.Sec. Bandhugam.	9438420048	
16	J.E.RWSS.Sec. Dasmanthpur.	9438420047	
17	J.E.RWSS.Sec. Laxmipur.	9437213881	
18	J.E.RWSS.sec. N.Patna/IC.B.Gam	9438420049	

**MANUAL -10**  
**Monthly Remuneration & Compensation of Officers & Employees**  
**[Section-4 (1) (b) (x)]**

Sl. No	Name	Designation	Scaly of pay	Monthly Remunerati on	Remark s
1	2	3	4	5	6
1	Er. Basanta Kumar Nayak	Executive Engineer	15800 to 39100	36081	
2	Sri. Ramesh Ch. Panda	Assistant Engineer	9300 to 34800	24623	
3	Sri. Ranjan Ku. Satapathy	Assistant Engineer	9300 to 34800	19982	
4	Sri. Ranjan Kumar Ghadai	Junior Engineer	9300 to 34800	22613	
5	Sri. Harish Ch, Pradhan	Junior Engineer	9300 to 34800	22262	
6	Sri. Mazahar Khan	Junior Engineer	9300 to 34800	23673	
7	Sri. Balakrushna Panda	Junior Engineer	9300 to 34800	22619	
8	Sri. Chitta Ranjan Mohapatra	Junior Engineer (Estimator)	9300 to 34800	22150	
9	Sri. Sunil Kumar Padhi	Junior Engineer	9300	9300	
10	Sri. Sujit Kumar Patra	Junior Engineer	9300	9300	
11	Sri. Narayana Sethy	Junior Engineer	9300	9300	
12	Sri. Bijay Kimar Behera	Junior Engineer	9300	9300	
13	Sri. Dilip Kumar Kisan	Junior Engineer	9300	9300	
14	Sri. Mohan Sahu	D.A.O - II	9300 to 34800	32000	
15	N.K. Mund	Head clerk	9300 to 34800	18422	
16	Sri. Bichitra Nanda Khuntia	Senior clerk	5200 to 20200	16910	
17	Sri. Nikhila Kumar Sahu	Senior clerk	5200 to 20200	13240	
18	Sri. Pratap chandra Sethi	Draughtsman	5200 to 20200	17803	
19	Sri. Jagannath Giri	Junior clerk	5200 to 20200	11113	
20	Sri. Bharat Ch. Bai	Junior clerk	5200 to 20200	11265	
21	Miss Mamta Kumari Hial	Junior clerk	5200 to 20200	9372	
22	Sri. G. Robi Prasad	Junior clerk	5200 to 20200	On leave	
23	Sri. Santhosh Kumar Pradhan	Computer Operator	5200 to 20200	9372	
24	Sri. Suresh Kumar Majhi	Computer Operator	5200 to 20200	9017	
25	Sri. Laxman Badanaik	Light vehicle driver	5200 to 20200	12446	
26	Sri. Santosh Kumar Nanda	Peon	4440 to 7440	9968	
27	Sri. Satyaban Mallik	Peon	4440 to 7440	9944	
28	Sri. Sahadev Kunar	Peon	4440 to 7440	10336	
29	Sri. Ramesh Chandra Sahu	Peon	4440 to 7440	10336	
30	Sri. Dhana Kuladeep	Peon	4440 to 7440	10077	
31	Sri. Simanchal Patra	Peon	4440 to 7440	10336	
32	Smt. Subasini Jena	Peon	4440 to 7440	9944	
33	Smt. Dhanei Jani	Peon	4440 to 7440	9652	
34	Smt. Bijaya laxmi Jena	Peon	4440 to 7440	8804	
35	Smt. Laxmipriya Guru	Peon	4440 to 7440	9771	
36	Sri. Rabindra Kumar Sahu	Helper	4440 to 7440	10336	
37	Sri. N.K. Debarapali	Choukidar	4440 to 7440	10336	
38	Sri. Hari Miniaka	Choukidar	4440 to 7440	10336	

**MANUAL - 11**  
**(The budget allocated to each Agency)**

(Section – 4 (1) (b) (xi))

**NON - PLAN BUDGET**

Major Head	Activities to be Performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
28-2215 R/m to Tube wells ( Salary )	Staff Salary	25.94	25.94	-	25.94
28-2215 MR NP NMR	Staff Salary	1.8	1.8	-	1.80
28-2215 MR works	Repair and Maint.	26.3	26.3	-	26.30
28-2215 MR Critical works	Repair and Maint.	18	18	-	18.00
28-2215 MR Elcectricity	Energy Charges	5	5	-	5.00
28-2215 R/C to ME salary	Staff Salary	2.21	2.21	-	2.21
28-2216 NR Building	Repair and Maint. of Building	8.4	8.4	-	8.40
28-2059 Govt Res building	Repair and Maint. of Building	6	6	-	6.00
3-2245 RANC Drought	Repair and Maint. of PWS	25.75	25.75	-	25.75

**PLAN BUDGET**

Sl. no	Name of the Plan Schemes	Activities to be under taken	Date of Commencement	Excepted date of Completion	Amount Sanctioned (Rs in lakhs )	Amount disbursed /Spent ( Rs in lakhs )
1	28-2215 Spot Source	Installation of spot sources			291.24	275.50
2	28-4215 CSP PWS	Drinking Water Supply			972.34	968.10
3	28-4215 Submission PWS	Drinking Water Supply			693.77	693.77
4	28-4215 SCP PWS	Drinking Water Supply			38.71	38.71
5	28-4216 Building	Construction of Res Building			44.00	44.00
6	28-4059 Building	Construction of Non -Res Building			20.00	20.00
7	28-2215 Survery and investigation	Preliminary Survey & Investigation for drinking water supply			12.64	12.64

8	28-2215 SP TRW Hostel	Drinking Water Supply			162.82	162.82
9	28-2215 Renvoation of PWS	Repair and maint. Of PWS Schemes			147.21	147.21
10	28-2215 Sustainability Measures	Drinking Water Supply			67.55	66.88
11	28-2215 Lab Equipment	Procurement of Lab. Equipment			5.00	5.00
12	28-2215 Natural Calamity	Repair and maint. Of PWS Schemes			5.60	5.60
13	28-2215 CSP Salary	Staff Salary			4.36	4.36
14	28-2215 SP salary	Staff Salary			7.41	7.41
15	28-2215 R/C to ME	Repair and Mainf. of Govt. vehicles.			11.00	11.00
16	28-2215 REnvoation of Building	Repair and maint. of Buildings			31.00	31.00

**MANUAL - 12**  
**The manner of execution of subsidy Programme.**  
**(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 ach
1	2	3	4	5	6	7
NIL.						

**List of individuals given subsidy.**

Sl no.	Name and address of the beneficiary.	Purpose for which subsidy provided.	Amount of subsidy.	Scheme and Criterion for selection	No of time subsidy given in past with purpose.
1	2	3	4	5	6
NIL					

## MANUAL - 13

### Particulars of recipients of concessions. Permits or authorization granted. (Section – 4 (1) (b) (xiii))

#### LIST OF BENEFICIARIES.

Sl no.	Name and address of the beneficiary.	Nature of concession/Permit/ authorization provided.	Purpose for which granted.	Scheme and Criterion for selection	No of times similar concession given in past with purpose
1	2	3	4	5	6
NIL					

## MANUAL - 14

### Information available in an electronic form. (Section – 4 (1) (b) (xiv))

#### Details of information.

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 date base.
NIL				

## MANUAL - 15

### Particulars of facilities available to citizens for obtaining information.

(Section – 4 (1) (b) (xv))

Divisional Accounts Officer –II has been designated as Public Information Officer in respect of Executive Engineer R.W.S&S. Division, Koraput. A Cell I functioning in the Division for the purpose of providing information to the citizen. Any citizen seeking information may contact the APO in-charge of the information seat.

The applicant will apply for information in form “A” pasted in the officer notice board located at the main office building. The application will be received accompanied with the money receipt obtainable from the APIO on payment of requisite fee and cost if any deposited for that purpose. The APIO will grant a receipt in support of receipt of the application.

The requisite fee and cost if any are as follows.

#### PART-I

A.

Application Fee	Rate to be charged	Mode of deposit
i. Application fee seeking information	Rs. 10/- per application	Treasury Challan / Cash
ii. Application fee for 1 <sup>st</sup> Appeal	Rs. 20/-	Court fee stamp
iii. Application fee for 2 <sup>nd</sup> Appeal	Rs. 25/-	Court fee stamp

#### PART –II

B.

	Amount to be charged providing information	
i. A 4 or A3 size paper created or copied	Rs. 2/- charge or cost price of a copy	By Cash.
ii. Paper size larger than A4	Actual charge or cost price of a copy	By Cash
iii. Inspection of Records	No fee for first hour & Rs. 5/- for each 15 minutes (or fraction there of there after)	By Cash
iv. C.D. with cover	Rs. 50/- per C.D.	By Cash
v. Floppy Diskett 1.44MB	Rs. 50/- per Floppy	
vi. Map and Plans	Reasonable cost to be fixed by PIO depending upon the cost of labour and material and equipment and other ancillary expenses.	By Cash
vii. Video Cassette / Micro Film / Micro fiche.	-do-	By Cash
viii. Certified sample of each material	Actual cost of price for sample or models.	By Cash
ix. Information in printed form.	Price fixed for such publication	By Cash

## MANUAL - 16

### Name designation and other particulars of Public Information Officers. (Section – 4 (1) (b) (xvi))

#### List. of Public Information Officers.

Sl no.	Designation of the officer designated as	Postal address.	Telephone No.	e-mail address.	Demarcation of Area/Activities, if more than one PIL is there.
1	2	3	4	5	6
1.	Division Accounts Officers	Executive Engineer R.W.S&S. Division, Koraput Po. No. 19. Pin.Co.764020	06852-250281	<a href="mailto:eerwss_kpt@ori.nic.in">eerwss_kpt@ori.nic.in</a> <a href="mailto:eerwss_kpt@rediffmail.com">eerwss_kpt@rediffmail.com</a>	

#### List of Assistant Public Information Officer.

Sl no.	Designation of the officer designated as Assistant PIO.	Postal address.	Telephone No.	e-mail address
1.	Senior clerk	O/O. Executive Engineer R.W.S&S. Division, Koraput.	06852-250281	<a href="mailto:eerwss_kpt@ori.nic.in">eerwss_kpt@ori.nic.in</a> <a href="mailto:eerwss_kpt@rediffmail.com">eerwss_kpt@rediffmail.com</a>

#### First appellate authority with in the department.

Sl no.	Designation of the Officer designated as first appellate authority.	Postal address	Telephone No.	e-mail address.	Demarcation of Area/Activities, if more than one appellate authority is there.
1.	Executive Engineer R.W.S&S. Division, Koraput.	Executive Engineer R.W.S&S. Division, Koraput, Po. No. 19. Pin.Co.764020	06852-250281	<a href="mailto:eerwss_kpt@ori.nic.in">eerwss_kpt@ori.nic.in</a> <a href="mailto:eerwss_kpt@rediffmail.com">eerwss_kpt@rediffmail.com</a>	

**MANUAL - 17**  
**Other information as may be prescribed.**  
**(Section – 4 (1) (b) (xvii))**

**All other information as may be prescribed for dissemination shall be collected, tabulated, compiled, collected and provided in the form of manual from time to time.**