

**Information U/s 4(1)(b) of RTI Act.2005**  
**In respect of Audit & Inspection Section of Collectorate, Jajpur**

**1. Organization & Functions**

The section functions under overall direction and control of the Collect & District Magistrate, Jajpur as an Inseparable wing of the Collectorate. It organize for supervision and Inspection of Sub- Ordinate offices under the jurisdiction of Collector & District Magistrate, Jajpur.

**2. Power and duties of Officer and employees**

- I. Asst Collector A&I act as Nodal Officer for settlement of IRs & ARs
- II. To co-ordinate the Higher Authority for Inspection of Sub-Ordinate, offices such as Tahasil/Block/ICDS/DPO/Education etc .
- III. To supervision of routine work of the Section .
- IV. Duty of the employee of this section is to regularize the official work day to day such as to maintain all correspondence registers/files etc.

**3. Procedure followed in decision making process**

For taking decision, the file is processed by the Dealing Assistant and it is routed through the Section Officer , Deputy Collector/Asst. Collector and is examined by ADM and placed to the Collector for final decision on important matter. For other routine & normal matter the decision can be taken by ADM & Deputy Collector . The stipulated rules / norms & Acts are also referred and followed in taking decision .

**4. The norms set by it for discharge of its functions**

The function / duties are discharged by the employee by the existing norms & procedures and the executive instructions given by the Govt, from time to time and by the order of Collector .

**5. Rules and Regulation**

As per the Rules, Regulation of record manual the day to day official work, maintenance of files, Registers etc. is smoothly conducted .

**6. Statement of Categories of Documents held by this section following files mention below.**

Sl. No.	Nature of Record	Detail of Information available	Unit/ Section, Where available
1	Receipt	Entry of all Records Received	A&I Section
2	Issue Register	Issue of letter to proper quarters	A&I Section

3	IR & AR Register	Details of pending IR & ARs paras	A&I Section
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7. Agreement of public consultation in relation to formation of policy  
Not applicable

8. A statement of Boards and Council, Committees and other bodies.  
Not applicable

9. Directory of officers and employees of this section

Sl. No.	Name	Designation	Contact No.
1	Sri Sivaprasad Mohapatra	Asst. Collector	9437090792
2	Sri Rajanikanta Sahoo	Section Officer(I/C)	9438592757
3	Sri Atish Kumar Parida	JRA	9938460131

10. Monthly Remuneration of Officers and employees of this section.

Sl. No.	Name	Designation	Monthly Remuneration
1	Sri Sivaprasad Mohapatra	Asst. Collector	Rs 64,851/-
2	Sri Rajanikanta Sahoo	Section Officer(I/C)	Rs 49,000/-
3	Sri Atish Kumar Parida	JRA	Rs 21,700/-

11. Budget allocation of this section

Not applicable

12. Schemes and programme


13. Not applicable

14. Not applicable

15. There is no such information in electronic form in this section

16. Not available.

17. Since the section is a part of the Collectorate, one officer is designated as PIO of overall office of the Collectorate. There is no separate PIO for this section.

  
31-5-19  
 Asst. Collector, A&I, Section  
 Collectorate, Jajpur