

Information U/S4(1)b of RTI Act 2005
Section :- Nizarat, Collectorate, Jajpur
Section 4(b) (i)

Particulars of Organization, Functions and Duties

Nizarat Section, Collectorate, Jajpur is functioning at room no.23 & 25 of third floor of Collectorate New Building, Jajpur. This is among the most important sections of Collectorate, Jajpur which is under control of Collector as DDO. He delegates the DDO powers to Nizarat Officer to perform day to day works of Nizarat.

This section mainly deals with Cash transaction matters, House Building, motor Vehicle, Circuit House matters under the provisions of Nizarat Manual, Treasury Code, OGRF, Budget Manual. Disbursement of sanctioned fund under different Government Schemes are made through this section such as CMRF, Aahara etc.

Section 4 (b) (ii)

Powers & Duties of Officers & Employees

One Nizarat Officer is appointed by Government in Revenue & DM Department is the in Charge of Nizarat to whom Collector delegates his DDO powers to perform as Drawing & Disbursing Officer. One Nazir-cum-Section Officer, one Assistant Nazir, and two Junior Revenue Assistants are there now to assist Nizarat Officer. Works has been distributed among employees for smooth management. Nazir deals with Cash matters & Asst. Nazir deals with Maintenance, House Building etc. matters.

Name	Designation	Powers	Duties
Sri Anupa Ku. Behera	Nizarat Officer, Collectorate, Jajpur	DDO powers as delegated by Collector	I/C of Nizarat Section, to supervise over all Cash Matters.
Sri Saiaja Ku Panda	Nazir, Collectorate, Jajpur.	Nazir & Section Officer	Record Keeper of Cash Books along with dealing assistant to Nizarat Officer
Sri Ashok Ku Mishra	Asst. Nazir, Collectorate, Jajpur	Assistant Nazir & Sr. Revenue Assistant	Purchase & Maintenance, House Building & Circuit House matters, Indent & Stock, Motor Vehicle & Dealing Asst. to Nizarat officer
Smt. Rosalin Das	Junior Revenue Assistant	Junior Revenue Assistant	Dealing Assistant to Nizarat Officer
Smt. Chinmayee Sahoo	Junior Revenue Assistant	Junior Revenue Assistant	Dealing Assistant to Nizarat Officer

Section 4 (1)(b) (iii)

Procedure Followed in Decision Making Process...

Employee assigned with specific work puts up the matter in the specific File which moves through verification of Section officer, Nizarat officer, Additional District Magistrate & finally to The Collector. The head of the public authority takes the final decision on the subject as per the powers and duties assigned. Various laid down procedures of Government and different levels are being followed while taking a decision on various matters. All decisions which affect public are disseminated to the public through various means of communication.

Section 4(1) (b) (iv)

Norms for Discharge of Functions

Financial matters are Discharged by online & Manual Bills forwarding to the District Treasury according to OGRF & Other matters According to Nizarat Manual.

Section-4 (1) (b) (v)

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

Nizarat Manual, Treasury Code & OGRF Act etc. are required/used by the employees of this section for discharging its functions.

Section-4 (1) (b) (xvi)
The Names, Designations & other Particulars Of the P.I.O

There is one Public Information Officer appointed in the Collectorate, Jajpur who collects information from different Sections to provide to the applicant. P.I.O.'s name is
Mrs. Tilottama Prusty, ORS, Asst. Collector-Cum- PIO, Collectorate, Jajpur

Memo No. 542 / Date. 28/05/19

Copy forwarded to the Public Information Officer, Collectorate, Jajpur with
reference to her letter No.- dt. for information & necessary action.


Assistant Collector, Nizarat
Collectorate, Jajpur

Information U/S4(1)b of RTI Act 2005
Section :- Nizarat, Collectorate, Jajpur
Section-4 (1) (b) (vi)
Categories of Documents under Control

1. Chief Minister Relief Fund
2. Reservation of Circuit House
3. Govt. Quarter
4. Govt. Vehicle
5. All shorts of financial transaction of Collectorate.
6. Indent Matters
7. Motor Vehicle
8. Telephone
9. Electricity Matters
10. NDC
11. Audit & Inspection

Section-4 (1) (b) (vii)
Particulars of Arrangement in Formulation of Policy
Not Applicable

Section-4 (1) (b) (viii)
Boards, Councils, Committees & Other Bodies Constituted
Not applicable in this Section

Section-4(1) (b) (ix)
Directory of Officers and employees

Name	Desigation	Tel. No
Sri Anupa Kumar Behera	Nizarat Officer, Collectorate, Jajpur	9937127295
Sri Saiaja Ku Panda	Nazir, Collectorate, Jajpur	9437200764
Sri Ashok Ku Mishra	Asst. Nazir, Collectorate, Jajpur	9437536400
Smt. ChinmayeeSahoo	Junior Revenue Assistant	8917680500
Smt. Rosalin Das	Junior Revenue Assistant	9438677668

Section-4(1) (b) (x)
Monthly Remuneration & Compensation of Officers & Employees

Name	Desigation	Remuneration & Compensation
Sri Anupa Kumar Behera	Nizarat Officer, Collectorate, Jajpur	60400 - 7248
Sri Saiaja Ku Panda	Nazir, Collectorate, Jajpur	49000 - 5880
Sri Ashok Ku Mishra	Asst. Nazir, Collectorate, Jajpur	45400 - 5448
Smt. ChinmayeeSahoo	Junior Revenue Assistant	21700 - 2604
Smt. Rosalin Das	Junior Revenue Assistant	21100 - 2532

Section-4(1) (b) (xi)
Budget Allocated to each Agency
Not applicable to this section.

Section-4(1)(b)(xii)
Manner of Execution of Subsidy Programmes
Not Applicable

Section-4(1)(b)(xiii)
Particulars of Recipients of Concessions, Permits or Authorizations Granted
Not Applicable

Section-4(l) (b) (xiv)
Information Available in an Electronic Form

As required

Section-4(1) (b) (xv)
Particulars of Facilities Available to Citizens for Obtaining Information

1. Notice Board
2. District Website