

Information rendered Section 4 (1) (b) & R.T.I. Act 2005
in respect of Primary Section, Collectorate, Jaipur

I - The particulars & its Organisation, Function and duties.

This is Primary Section known as Primary Receipt Section functioning in the Office of the Collector, Jaipur for the general working of the office.

All the Daks (Letters, Petitions etc) received from the different Offices (Govt/Non-Govt) through postal or otherwise get it entered in the Primary Receipt Registers maintained in Form No-5 given in the Appendix - 'F' as per the Odisha Records Manual, 1964.

Besides, the letters of different Section of Collectorate issued to the different Offices individuals etc is being despatched through this Section.

II - The powers and duties of its Officers/Employees.

The Office Superintendent is in charge of this Section now assisted by 2 (Two) Senior clerks and 2 (Two) Junior clerks for smoothly running of the Section. Now Sri Nakul Charan Mallick, Head Clerk, Collectorate, Jaipur is in charge of Office Superintendent.

Minati Shrivastava, Senior clerk is receiving all type of letters (Ordinary/Registered Post/Speed Post/ Courier etc) and placed it before the Head of Office for favour & kind perusal. In her absence, the other ministerial staff are doing the said work.

On receipt back of the letters from the Head of Office, the following employees get it entered in the Primary Register and sent to the concerned Section/Offices/Branches of the Collectorate, Jaipur as per the marginal marking of the Office Superintendent.

1. Smt. Prasanta Kumar Sahoo, Sr. clerk
2. Smt. Rakesh Kumar Das, Jr. clerk

Besides Smt. Ajaya Kumar Pradhan, Junior clerk is working as Despatcher.

The following group of employees are working in this Section.

1. Padmabati Das, Pcon.
2. Madan Mohan Sahoo, P.S.
3. Dhivendra Kumar Mallik Pcon.
Bijapur Tahasil Working on deputation basis.

III- The procedure followed in the decision making process including channels of supervision and accountability.

This Section follows the procedure indicated in the Odisha Record Manual-1964, The Office Supdb. marks the letters relating Sectionwise on the margin of the letters and then at the staff of this Section get it entered the same in the Primary Receipt Register and delivered to the marked Section for action.

IV- The norms set by it for the discharge of its functions
Nothing

V- The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

As per the procedure laid down in the Odisha Record Manual-1964, the employees are discharging the function of this Section.

VI- A statement of the categories of documents that are held by it or under its control.

The following Registers/documents are being dealt in this Section.

1. Registered/speed post letters Receipt Register
2. Primary Receipt Register.
3. Despatch Register.

- 4. Stamp Account Register
- 5. Issue Register.

VII -

The Particulars of any arrangements that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its Policy or implementation thereof.

As per the directions/instructions of the higher authority following the guidelines or circulars or Notification is being carried out by this Section. No such arrangement of public consultation in relation to policy formation is made in this Section.

VIII -

A statement of the boards, Councils Committees and other accessible for Public.

Nothing.

IX -

A directory of its Officers and employees.

SERO	Name of the Officers/Employees.	Designation	Contact Number
1.	Nakul Charan Mallick	I/c Office Supdt	9536998489
2.	Minati Saha	Sr. Clerk.	9438303696
3.	Prasanta Kumar Sahoo	Sr clerk -	7681806214
4.	Rakesh Kumar Das	Jr clerk -	7978619218
5.	Ajoya Kumar Pradhan.	Jr clerk -	9439968078
6.	Padmabati Das	Peon -	6371300240
7.	Shreeraha Kumari Malik	Peon -	8895165881
8.	Madan Mohan Sahoo.	P.S. -	8480668297

X -

The monthly remuneration received by each of its employees etc

The remuneration/salary of the employees working in this section is being drawn in the concerned Establishment (Bill & Budget Section).

XI -

The budget allocated to each of its Agency etc

Nothing.

XII -

The manner of execution of subsidy etc

Nothing.

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XIII - Particulars of Receipts & Concessions etc.
Not applicable

XIV - Details in respect of the information available to or held by it, reduced in an electronic form.
Nothing.

XV - The Particulars of facilities available to citizens etc.
Nothing.

XVI - The Names, designations and other particulars of the Public Information Officers.
Nothing.

20/05/19

Office Superintendent,
Collectorate, Jajpur