

Information U/s 4(1) (b) of RTI Act. 2005

In respect of Small Savings Section of Collectorate, Jajpur

i. Organisation & Functions

The Section functions under overall direction and control of the Collector & District Magistrate, Jajpur as an inseparable wing of the Collectorate. Small Savings Organisation plays a vital role in our state. It helps the exchequer of the state Budget. Its main aim is to mobilise resources through Postal savings for the state. Another important function is collection of monthly figures from the Head post office and submits the same to the Finance Department.

ii. Powers & Duties of its officer and employees.

One District Small Savings Officer is in charge of this section. He is assisted by One Junior revenue assistant, The District Small Savings Officer is overall responsible for the disposal of Govt. business dealt within the section.

SL. No.	Name of the Officers & Employees	Designation	Duties assigned
1	Sri Gyana Ranjan Sethi, OSSS	District Small Savings Officer	Over all supervision & direction of the section.
2	Smt.Sasmita Behera	Junior Revenue Assistant	She is the initiating officer of this section as well as deal all the matters regarding Small Savings.

iii. Procedure followed in decision making process.

The Section follows the procedure indicated in Manual of Office Procedure for decision making. The DSSO is proposes, the action with the help of his JRA and submit the file to the Additional District Magistrate with respect to submission of true facts but, the ultimate accountability lies with the highest level i.e. the Collector & DM while approving a proposal or taking decision.

iv. The norms set by it for discharge of its functions.

The Section follows the norms set out for all State Govt. offices by the Finance Department..

v. Rules, Regulation, Records etc held by it for discharging functions.

Same as mentioned in point (iv).

vi. Statement of categories of documents held by this section.

Following files/documents are dealt in this section.

1. MPR Register
2. ASSLAS Register
3. SAS Agent Register
4. MPKBY Register
5. Bill Register
6. Contingent Register
7. others
- 8.

vii. Arrangement of Public consultation in relation to formulation of policy.

Information regarding various types of schemes is given to public through Leaf Lets, provided by Finance Department Govt. of Odisha.

viii. Whether meetings of the committees are open to the public.

Meetings of the committees of the Small Savings Agents, is to mobilise the public about Small Savings Scheme. Awareness rally is being held on 30th October, every year to create awareness regarding Savings among the people followed by savings fortnight.

ix. Directory of officers and employees of this section.

Sl. No.	Name	Designation	Contact No.
1.	Sri Gyana Ranjan Sethi, OSSS	District Small Savings Officer	06728-222612
2.	Smt.Sasmita Behera	Jr. Revenue Asst.	7978066526
3.	Sri Bishnu Charan Das	Peon	Nil

x. Monthly Remuneration of officer and employees of this section.

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)
1.	Sri Gyana Ranjan Sethi	District Small Savings Officer	42,808/-
2.	Smt. Sasmita Behera	Jr.Revenue Assistant	26,273/-
3.	Sri Bishnu Charan Das	Peon	21,957/-

xi. Budget Allocation to this section.

Financial matters are dealt in this section like Payment of Staffs of this office, expenditure of office stationary, other contingency, Small Savings incentive money etc are received through Budget from finance Department. Budget is allocated every year. Proposed expenditures are confined to office stationery other expenditures, for which requisition is sent to FD each year.

xii. Not Applicable to this section.

xiii. Not Applicable to this section.

xiv. Not Applicable to this section

xv. Not Applicable to this section

xvi. The information from this section is facilitated to citizens either through RTI or directly.

xvii. 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.


10/05/17
District Small Savings officer
Jajpur