

OFFICE OF THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICER, JAJPUR
INFORMATION ON 17 MANUALS AS APPROVED U/S 4(I)(B) OF RIGHT TO INFORMATION ACT.

MANUAL-I

The District Information & Public Relations Office, Jajpur is the District-level agency of Information & Public Relations Deptt.(Orissa)Bhubaneswar. This office plays a vital role informing the people about the Govt. plans, policies and programmes implemented in the District. The District office also ensures people's participation in successful implementation of various developmental programmes and schemes. It also sensitizes the people of the district in various burning issues and also educate them to lead a healthy, wealthy life. It is a people oriented office.

CITIZENS INTERACTION:-

Main Officer:-Dist.Information & Public Relations Officer. Collectorate, Jajpur.

ACTIVITIES:-

The District office sells two monthly journals Utkal Prasanga and Orissa Review regularly, published by the I & P.R.Deptt.Bhubaneswar.

Besides the features folders, leaflets & booklets are also distributed free of cost published in different occasions. The District office also releases the press note, handout, news to the print & electronic media working in the district..

P.A. SYSTEM:-

The D.I.P.R.O.Office arranges Public Address system in the important meeting attended by high dignitaries like Hon'ble Governor, Hon'ble Chief Minister ,other Ministers & VIPs. Besides the District Office regularly organizes, exhibition in rural areas of the district.

INFORMATION CENTRE CUM READING ROOM:-

There are two Nos. of Information center-cum-Reading Room functioning under the jurisdiction of D.I.P.R.O. Jajpur these are I.C.R.R., Jajpur Town and I.C.R.R., Jajpur Road, near Vyasanagar Municipality office.

This Information Center plays vital role in disseminating the information & enriching the intellectual need of the students research scholar as well as the general public.

WORKING HOURS BOTH FOR OFFICE AND PUBLIC:-

The working hour of this office from 10 A.M.to 05.00 P.M. with a lunch break for 30 minutes (from 01.30 P.M. to 02.00P.M.)in each working day excepting Govt. Holidays. In case of emergency, office functions for more time and also in Govt. holidays. The ICRR are working from 8 A.M to 11 A.M.and 5 P.M. to 8 P.M. general excepting Govt. holidays.

GRIEVANCE REDRESS MECHANISMS.

The grievance cell of the Collectorate is open for public on working monday only from 10 A.M. to ended the grievane. The D.I.&P.R.O. also deals with grievance petitions filed by public.


Manual -2

Powers and duties of officer and employees .

[section 4(1) (b) (ii)]

Powers and duties of officer and staff.

The officials of D.I.&P.R.Os discharge the duties as follows.


DISTRICT INFORMATION
Public Relation's Office
JAJPUR

Sl.No 01	Name & Designation of the staff 02	Duties allocated. 03
01.	Sri Santosh Kumar Sethi.O.I.S D.I.&P.R.O., Jajpur	In charge of D.I.&P.R.O. Section.
02.	Nityananda Nayak, Sr. Clerk	Cash,Bill Budget,Establishment,Audit & Inspection,
03.	Smt. Minati Dash, Jr. Steno	Issue, Computer and other various files
04.	Sri Pratap Kesari Sen, Projectionist.	Arrangement of Public address system for V.I.P. Programme & other Govt. programme,assist day to day official work.
05.	Sri Pravat Kumar Panda, Clerk-Librarian (Adhoc), I.C.-cum-R.R., Jajpur Town	Management of I.C-cum-R.R., Jajpur
06.	Saroj Kumar Satpathy, Clerk-Librarian, I.C.-cum-R.R., Jajpur Road	Management of I.C-cum-R.R., Jajpur Road
07.	Satyajit Nayak, Jr. Store Keeper	Stock & Stores
08.	Surendra Nath Sahu, Driver	In-Charge of vehicle.
09.	Asst. Operator	Vacant
10.	Office Peon	Vacant
11.	Literate Peon	Vacant
12.	Sri Prasanna Kumar Ray Literate Peon	Attached to I.C.-cum-R.R., Jajpur Road
13.	Sri Krushna Chandra Behera, N.W.-cum-Sweeper	Attached to Office
14.	N.W.-cum-Sweeper	Vacant
15.	Sri Rabindra Kumar Das, N.W.-cum-Sweeper	Posted at I.C.-cum-R.R., Jajpur Road, working in I.C.-cum-R.R., Jajpur Town
16.	Sri Ratikanta Mohanty, Orderly	Working in D.I. & P.R.O. office.

Manual – 3

Procedure followed in decession making process.
[section 4 (1) (b) (iii)]
As narrated above.

JNC
District Information
Public Relation's Office
JAJPUR

Manual – 4
 Norms set for the discharge of functions
 [section 4 (1) (b) (iv)]
 As narrated above.

Manual –5
 Rules ,Regulations,Instruction Manuals & records for discharging function.
 [section 4 (1) (b) (v)]
 List of regulations,instructions,manuals and records.
 Nothing to mention.

Manual –6
 A statement of the categories of documents that are held by it or under its control
 [section 4 (1) (b) (vi)]
 A statement of the categories of documents held.

SI No	Nature of Record	Details of information available.	Unit / section	Retention period where availabl
01	02	03	04	05
01	Dairy Register. Letters received.	Diary Register	D.I.&.P.R.O.Sec.	Permanent Register
02	Issue Register Letters Issued	Issue Register	-do-	-do-
03	Programme Register	Programme of VIP & VVIP & other Officials meeting held on Dist.Office & other Places of Jajpur dist.	- do -	Temporary register.

Manual –7
 Particulars of any arrangement that exits for consultation with or representation by the members of the public in relations to the formulation of its policy of implementation.
 [section 4 (1) (b) (vii)]
 Details of cosultative committees and other bodies with which consultation are held.

Does not relate to D.I.&.P.R.O. Section

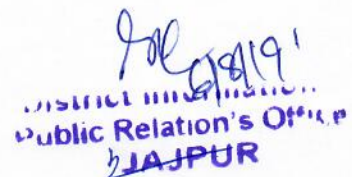
Manual – 8
 A statement of Board,council,committees and other bodies constituted.
 [section 4 (1) (b) (viii)]
 List of Boards,councils,Committees etc.

Nothing to mentioned.

Manual –9
 Directory of Officers and employees.
 [section 4 (1) (b) (ix)]

Directory

SI No	Name & Designation	Office Phone	EPBX	E-mail address
01	Sri Ranjan Kumar Das, I.A.S. Collector & D.M.	06728-222001 06728-222087(F)	0671-2608265	dm.jajpur @nic.in
02	Sri Santosh Ku. Sethi.O.I.S. D.I.&.P.R.O., Jajpur	06728-225220	-	diprojajpur @gmail.com


 DISTRICT INFORMATION
 Public Relation's Office
 JAJPUR

Manual -10

The monthly remuneration received by each of the officers & employees including the system of compensation as provided in the regulations.
[section 4 (1) (b) (x)

PROFORMA FOR DETAIL INFORMATION OF EMPLOYEES OF DIST, INFORMATION & PUBLIC RELATIONS OFFICER, JAJPUR.

SL NO	Name of the Employee	Designation	Group to which belongs	Date of Birth /Date of Superannuation	Date of joining in Govt.service	Scale of pay	Monthly Salary (Gross) Pay/DA/HR A	Ren
1	2	3	4	5	6	7	8	
1	Sri Santosh Ku. Sethi	D.I.&.P.R.O.	"B"	13.03.1967 31.03.2027	17.10.1994	9300- 34800	73,505.00	
2	Sri Nityananda Nayak	Senior Clerk	"C"	2.06.1970 30.06.2030	26.06.2006	5200- 20200	33,765.00	
3	Smt. Minati Dash.	Jr. Stenographer	"C"	22.06.1964 30.06.2024	13.01.1995	9300- 34800	59,501.00	
4	Sri Satyajit Nayak, Jr. Store Keeper	Jr. Store Keeper	"C"	18.01.1991 31.01.2051	19.9.2016	5200- 20200	10,750.00	
5	Saroj Kumar Satpathy	Clerk-cum-Librarian	"C"	19.10.1966 31.10.2026	17.02.1992	5200- 20200	44,381.00	
6	Sri Pravat Kumar Panda	Clerk-cum-Librarian	"C"	18.06.1961 30.06.2021	28.05.2016	5200- 20200	24,659.00	
7	Sri Surendra Nath Sahu	Driver	"C"	03.04.1964 30.04.2024	28.01.1991	5200- 20200	45,746.00	
8	Sri Prasanna Ku. Ray	Literate Peon	"D"	07.06.1962 30.06.2022	25.11.1991	4930- 14680	34,959.00	
9	Sri Rabindra Ku. Das	Night Watcher	"D"	15.05.1967 31.05.2027	25.11.1991	4930- 14,6800	34,829.00	
10.	Sri Ratikanta Mohanty Mohantuy	Orderly Peon	"D"	04.07.1973 31.07.2033	18.01.1993	4930- 14680	35,973.00	

Manual -11

The budget allocated to each agency
[section 4 (1) (b) (xi)]
NON -PLAN

D.NO-25-2220-Information & Publicity-60-others-106-Field Publicity Sub-Detail-0321-01003-Non-Plan

PAY
HRA.
RCM

D.A
O.A
T.E.

JAC
District Information & Public Relation's Office
JAJPUR

D.NO-25-2220-Information & Publicity-60-Others-minor head-oo1-Direction Administration-Sub-detail-0618-01003- Non-plan.

PAY D.A
HRA. T.E.
RCM

D.No-25-2220-Information & Publicity-60-Others-106-Field Publicity Sub-detal-0321-08001- Non-paln.

O.C Telephone
M.V. Electricity
RRT. Maintenance
water Charges

D.No -25-2251-00 Social Services Minor Head-090-Sub-detail-0705-01003 FESTIVAL ADVANCE- Non-plan Voted None.

Festival Advance

D.No-25-2250-00-None minor head-789-Special Component Plan Sub-detal-1310-78072 participation in National events & Spl.Celebration State Plan.

Republic Day
Odisha Day
Dr. Ambedkar Jayanti
Independence Day
Gandhi Jayanti
National Press Day

D.NO-25-2250-Others Social Service State Plan-789-1310-Spl. Celebratuib-78072- SONG & DRAMA.

SONG & DRAMA

Palla
Ghodanacha

D.NO-25-2220-Information & Publicity STATE PLAN state sector -60-others-106-Field Publicity-2397-08001-Other -EXHIBITION.

Exhibition -Rural.

Manual -12

The manner of excution of subsidy programme.
[section 4 (1) (b) (xii)]
List of institution given subsidy.
Nothing to mentioned.

Manual -13

Particulars of receiptiers of concessions,permanents or authorizations granted.
[section 4 (1) (b) (xiii)]
List of Beneficiories.
Nothing to mentioned.

Jal
District Information
Public Relation's Office
UJAJPUR

Manual -14

Information available in an electronic form.
[section 4 (1) (b) (xiv)]Details of Information

Manual – 15

particulars of facilities available to citezen for obtaining information.
[section 4 (1) (b) (xv)]
Facilities available for obtaining information.

Sl. No	Facility available.	Nature of information available.	Working hours.
01		02	03
01	Information Centre.	Date wise different news papers.	8 AM. to 11 AM & 5 PM to 8 PM.
02	Web Site	-	-
03	Library	Different news papers,ancient Dharma Grantha,Historic,Patriotic Autography,Biography Books and current magazine etc.	8 AM to 11 AM & 5 PM to 8 PM.

Manual – 16

Name designation and other Particulars of public Information Officer.
[section 4 (1) (b) (xvi)]

SI No	Designation of the Officer designated as P.I.O. address	Postal address	Telephone No.	e-mail
01	02	03	04	05
01	Sri Santosh Ku. Sethi, D.I.&.P.R.O.. Jajpur	D.I.&.P.R.O. office Collectorate, Jajpur.	06728-225220	

First appellate Authority within the Department .

SI No	Designation of the Officer designated as First appellate Authorities.	Postal address	Telephone No.	e-mail
01	Sri Pramod Kumar Mallick. O.I.S.(I) Deputy Director.(CD) I.&.P.R. Deptt.Cuttack.	O/O Deputy Director Central Division Swaraj Ashram, Sahebzada Bazar,Cuttack.	0671-2368087	

Manual –17

Other Information as may be prescribed.
[section 4 (1) (b) (xvii)]
Nothing extra to write.

Dist. Information & Public Relations Officer,
Jajpur.

S. J. Jajpur
DISTRICT INFORMATION
PUBLIC RELATION'S OFFICE
JAJPUR