

OFFICE OF THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICER, JAJPUR.

To No. /dt.

The Under Secretary to Govt. & PIO(Nodal).
Information & Public Relations Department,
Odisha, Bhubaneswar.

Sub- Update proactively disclosure information u/s-4(I)(b) of the RTI Act, 2005 in
English in the Government RTI portal.

Ref- Govt in I & P.R. Deptt. Letter No. 12440 dt. 02.11.2019.

Sir,

In inviting a reference to the letter on the subject cited above, I am to submit
herewith the Update proactively disclosure information u/s-4(I)(b) of the RTI Act, 2005
in English in the Government RTI portal of D.I. & P.R.O. Office, Jajpur.

This is for favour of your kind information and necessary action.

Yours faithfully,

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District Information & Public
Relations Officer, Jajpur.

Memo No. /dt.

Copy forwarded to the Dy. Director, Information & Public Relations (C.D.), Cuttack
for kind information.

sdl

Dist. Information & Public
Relations Officer, Jajpur.

Memo No. 1269 /dt 24.12.19

Copy forwarded to the D.I.O., NIC, Jajpur for information and requested to upload
the information in District Website.

24/12/19

Dist. Information & Public
Relations Officer, Jajpur.

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 Vyasagar 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 05.30 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 grievance. 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.

| Sl.No | Name & Designation of the staff | Duties allocated. |
|-------|--|--|
| 01 | 02 | 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. | Projectionist. | Vacant |
| 05. | Sri Pravat Kumar Panda, Clerk-Librarian, 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. | N.W.-cum-Sweeper | Vacant |
| 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

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

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 exists 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 |

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.

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

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)]

| Sl No | Designation of the Officer designated as P.I.O. | Postal address | Telephone No. | e-mail address |
|-------|---|---|---------------|----------------|
| 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 .

| Sl 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.