

1. Aim and objectives of the organization.

Smoothly conducting of different Revenue administration as per the direction of Revenue department as well as district administration.

2. Mission/Vision.

The aspect of Revenue administration for collection of Land Revenue/Royalty and to send report and returns to govt. as and when called for as per the instructions of Revenue department from time to time.

3. Brief History of the public Authority and context of its formation.

The Tahasil office Chandahandi has been started functioning with effect from 27.02.2009 presently the Tahasil office functioning Revenue Tsungola as it has its own building. The new building of Tahasil is under construction and completed roof level. The Tahasildar being the head of office is also dressed as Executive magistrate to look after law and order situation as and when required.

4. Organization Chart

Tahasildar and Executive Magistrate



Head Clerk



Sec. Clerk



Jr. Clerk



Group D Staff

5. Allocation of business.

Maintenance of Land records, Collection of Land Revenue and other minor collections.

6. Duties to be performed to achieve the mission.

It is the mandatory task of Revenue administration to give natural justice to the subjects by settlement of Govt, wast land, allocation of Govt land to various development work.

7. Duties of Service rendered.

Tahsil office plays a vital role to give service to the people. From day to day. During the occurrence of flood, drought and other natural calamity the field functionaries as well as the Revenue office in charge of Tahsil comes place to place to give assistance to the victims.

8. Citizens interaction.

The people under the Tahsil are directly interacted with the landed property, which is a basic phenomenon under the constitutional right.

9. Postal address of the main office offices/ sub-ordinate/field units etc.

At/PO/TA Tahsil office Chandabhad.

Dist - Nabarangpur

P.N. 764077. (O.S.N.)

10- Map of office location.

Not applicable.

11- Working hours both for office and public.

Tatara office function between 10.00 AM to 5.00 PM with a lunch break between 1.30 AM to 2.00 PM during day office and 7.00 AM to 1.00 PM during morning office with out lunch break. As per Govt. norms the office function all working days. However officers and employees are available to dispose of the amendments.

12- Public interaction if any.

The public are well come cordially and extended all possible assistance as per their requirement subject to guidelines.

13- Grievance redressal mechanism.

All grievance petition related to Revenue matters only redressal with in a time bound period as per guidelines of Revenue Law.

Manual-2

power and duties of officers and employees
Section 4(G)(b)(iii) power and duties of officers and staff

SR No.	Designation of post.	Power.				Duties attached.
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Tahsildar Gen. Executive Magistrate	Complete	All power	✓	✓	✓
2.	Head clerk	Overall	-	-	-	Overall supervision on all files, P.O. & Thana files
3.	Sr. clerk	-	-	-	-	Receipts, Extra-ble, etc., T.D. & T.D. report, etc.
4.	Jr. clerk	-	-	-	-	Issue, etc.
5.	clerk - IV	-	-	-	-	Next ministerial staff

Manual-3

Procedure followed in decision-making process Section 4(G)(b)(iii)

SR. No.	Activity	Level of action	Time period.
1-	All letters received and put at post in the office	Sr. clerk	Instantly
2-	During transaction	During transaction	etc
3-	Head clerk		same day
4-		Tahsildar	etc
		etc	

Manual-4

Notice - Set for the discharge of functions (Sec 4(G)(b)(iv))

Notice received manual are being followed
the correspondence taken by the Head of
office

* Statement of categories of documents that are held by it or under its control (Section 4(i) (b) (vi))

- ii. Service BOOK
- jj. Acquittance rolls.
- kk. Attendance Registers.
- ll. Log book of dealing enquiries.
- mm. Bill registers.
- nn. Book of drawal
- oo. HPF Ledger.
- pp. Annual procedural encumbrance registers of ~~hazetted~~/non-hazetted establishment.
- qq. Register of letters received.
- rr. Register of letters issued.
- ss. Register of registered letters received.
- tt. Register of taxably question/parliamentary question.
- uu. Index registers.
- vv. Pending list of letters received.
- ww. Pending list of letters issued.
- xx. Pass Book.
- yy. Files relating to the above matters, etc.

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Rules, regulations, instructions, manuals and records for discharging functions & (Section 4(c)(b)(v))

SL No.	Name of the act, rule, regulation etc.	Brief gist of the contents	Released or not
1.	Reg. Law in Orissa	Settlement of Land Obligation, mutation, proceedings etc.	✓
			no.

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A Statement of Board Councils and other bodies constituted (Section 4(c)(b)(viii))

SR No.	Name and address of the body	Main Functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
		NIL		

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
		NIL		

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Directory of officers and employees (Section 4(c)(b)(ix))

SL No.	Name and Designation	Office Ph. no.	E-mail/Address
1-	Tahasildar	-	-
2-	Head clerk	-	-
3-	Sub clerk	-	-
4-	Ja clerk	-	-
5-	clerk 14	-	-

Manual - II

The budget allocated to each agency (Section 44) (b) (xv)
 Head of Account. 01-2015. Election. 102. Electoral division
 (Non-plan)

Unit of Expenditure	Allocation Received during the year 2010-11	Expenditure up to December 2010 31.03.2011	Balance	Expenditure for the last year (2009-10)
1	2	3	4	5
OA	900	900	Nil	900
Telephone	7000	Nil	Surplus	Nil
OC	1,60,000	1,60,000	Nil	Nil
Electricity	15,000	15,000	Nil	
Water chas.	Nil	Nil	Nil	
516-RCM	23900	23530	370 (Surplus)	
000-TE	27500	27483	17 (Surplus)	
36-PAY & GP	3335448	3335448	Nil	
166-DA	1398955 288471	1398955	Nil	
355-Access pay	340448	340448	Nil	
3-HRA	189832	189832	Nil	

Head of Account. 01-2015 Election - 103. Preparation & printing of Electoral Rolls (Non-plan)

Unit of Expenditure	Allocation Received during the year 2010-11	Expenditure upto December 2010	Balance	Expenditure for the last year (2009-10)
		Nil		

Head of Account. 01-2015 Election - 108. Issue of Photo Identity cards to voters (Non-plan)

Unit of Expenditure	Allocation Received during the year 2010-11	Expenditure up to December 2010	Balance	Expenditure for the last year (2009-10)
		Nil		

Head of Account - 01. 2015 - Elections - 104 - Charges for conduct of joint election - 15002 - simultaneous general election 2009

Part of Expenditure	Allocation Received during the year 2010-11	Expenditure up to December 2010-11	Balance	Expenditure for the year 2009-10 (2009-10)
		Nil		

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Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes Section 4(i)(b)(xii)

Not applicable

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Particulars of receipt of contributions and amount of authorization granted (Section 4(i)(b)(xiii))

Not applicable

Manual - 14

Particulars of facilities available to citizens for obtaining information (Section 4(i)(b)(xiv))

Nil

Sr No	Facility available	Nature of information available	Working here
		Nil	

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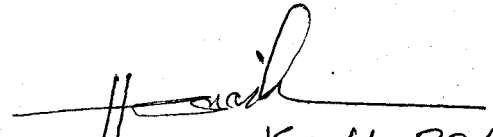
Name, Designation and other particulars of public information officers (Section 4(1)(b)(vi))

Sl no	Designation of the officer designated as PIO	Postal Address	Telephone no.	E-mail Address	Designation of officer/activities if more than one PIO exist
1-	S. mandanda	H/A - Chandani	9556460092	-	
List of Assistant Public Information Officers					
2.	L.K. man	H/A Chandani	938762161	-	

First Appellate Authority within the department.

Sec - Mandanda Singh man
(O. A.)

Tahsildar, Tahsil Chhice, Chandani.


15-4-2011
Tahsildar
Chandani