

7 **25. Details of Service rendered**

Prepared revised electoral rolls, issued voters I.D. Cards, prepared route charts and maps and conducted elections to Loka Sabha & OLA from time to time.

8 **26. Citizens interaction**

Citizens are directly interacted with election by giving their valuable votes to the candidates.

9 **27. Postal address of the main office attached / Sub-ordinate office / field units etc.**

Collectorate, Nabarangpur.

10 **28. Map of Office location.**

Not applicable.

11 **29. Working hours both for office and public.**

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM during day office and from 7.00 AM to 1.00 PM during morning office with out lunch break. The office functions on all working days as provided in Government Calendar printed and published by the Government of Orissa. However Officer and employees are available to dispose off the assignment up to extended hours or days as per requirement.

12 **30. Public Interaction if any**

The public is welcomed cordially and extended every possible assistance as per their requirement.

13 **31. Grievance redressal mechanism**

Any grievance petition related to election matters only redressed within the stipulated period with due recourse to the law.

Manual-2

Powers and duties of Officer and employees (Section 4(1)(b)(ii))
Powers and duties of Officers and Staff.

Sl. No	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
01	District Election Officer & Collector, Nabarangpur	Confers Over all power				
02	Deputy Collector, Election	Over all supervision of the Section	--	--	--	To supervise all correspondences of the District Election Section.
03	Head Clerk	--	--	--	--	Overall supervision of the section. All files routed through him
04	Sr. Clerk.	--	--	--	--	Accounts, Office Establishment /Issue/Dispatch, Bill/Budget/ Report and Return & Other correspondence.
05	Jr. Clerk	--	--	--	--	Vacant
06	Class-IV		--	--	--	Assist Ministerial staff

Manual-3

Procedure followed in decision-making process (Section 4(1)(b)(iii))

Sl. No.	Activity	Level of action	Time frame
1	Letter received centrally (except letter received in the last hour) put for perusal of Head of the Office.	Sr.Clerk	Instantly
2	Process of urgent letter for action	Dealing Assistant	Same day
3	Examination of contents of letters	Head Clerk	Same day
4	Proposal of action to be taken	Deputy Collector, Election	Same day
5	Approval of proposed action	DEO & Collector, Nabarangpur	Same day

Manual-4

Norms set for the discharge of functions (Section 4(1)(b)(iv))

Procedures of Orissa Record Manual are duly followed as far as possible while correspondence taken up for action by Head of the Office.

Manual-5

Rule, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))

Sl. No.	Name of the act, rules, regulations, etc.	Brief gist of the contents	Reference No., if any.
1	Manual of Election Law	Conduct of election to the Orissa Legislative Assemblies/ House of People	

Manual-6

A statement of categories of document that are held by it or under its control (Section 4(1)(b)(vi))

- ii) Service Books
- jj) Acquittance rolls
- kk) Attendance Register
- ll) Log books of dealing assistants
- mm) Bill register
- nn) Book of drawal
- oo) GPF ledgers
- pp) Annual periodical increment registers of Gazetted /non-Gazetted establishment

- rr) Register of letters received
 rr) Register of letters issued
 ss) Register of registered letters received.
 tt) Register of Assembly questions/Parliamentary questions
 uu) Index register
 vv) Pending list of letters received
 ww) Pending list of letters issued
 xx) Peon Book
 yy) Files relating to the above matters
 Etc.

Manual-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation.
(Section 4(1)(b)(vii))

Not applicable

Manual-8

A statement of Boards councils and other bodies constituted (Section 4(1)(b)(viii))

Sl. 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 assessable to public	Frequency of meetings.	Remarks
6	7	8	9	
Nil				

Manual-9

Directory of Officers and Employees (Section 4(1)(b)(ix))

Sl. No.	Name and Designation	Officer Ph. No.	E-mail / Address
1	District Election Officer & Collector, Nabarangpur	06858-222045	dcelecnaaba.or@nic.in
2	Dr. Rudra Narayan Dash, Deputy Collector, Election	06858-222339	--
3	Sri Narendra Kumar Takiri, Head Clerk	-do-	--
4	Sri Dharmendra Patnaik , Sr.Clerk	-do-	--
5	Sri Santosh Kumar Mohakuda, Peon	-do-	--

Manual-10

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

A statement showing the list of the employees of Election Section Collectorate, Nabarangpur indicating the scale of pay of different posts and monthly salary of each employee is enclosed as Annexure-I & Annexure-II for the last month.

Manual-11

The budget allocated to each agency (Section 4(1)(b)(xi))

Head of Account:- 01-2015-Elections-102-Electoral Officers (Non-Plan)

Unit of Expenditure	Allotment received during the year 2010-11	Expenditure up to December' 2010	Balance	Expenditure for the last year (2009-10)
1			4	
136-PAY & G.P	826233	606220	220013	785645
156-DA	355365	251290	104075	201654
403-HRA	23172	15594	7578	22112
OA	0	0	0	0
516-RCM	6500	0	6500	9000
000-TE	7000	3254	3746	5500
154-Telephone	7600	2251	5349	7600
506-O.C.	20500	8495	12005	4000
074-Electricity	10000		10000	6000
149-Water charges	0	0	0	0
855-Arrear Pay	148471	148471	0	153336
Total	1404841	1035575	369266	1194847

Head of Account:- 01-2015-Elections-103-Preparation & printing of Electoral Rolls (Non-Plan)

Unit of Expenditure	Allotment received during the year 2010-11	Expenditure up to December' 2010	Balance	Expenditure for the last year (2009-10)
Preparation & Printing of Electoral Rolls	625097	224329	400768	655793

Head of Account:- 01-2015-Elections-108-Issue of Photo Identity Cards to Voters (Non-Plan)

Unit of Expenditure	Allotment received during the year 2010-11	Expenditure up to December' 2010	Balance	Expenditure for the last year (2009-10)
Issue of Photo Identity Cards to Voters	359076	174323	184753	6696

Head of Account:- 01-2015-Elections-104-Charges for conduct of joint election-13002-Simultaneous General Election-2009

Unit of Expenditure	Allotment received during the year 2010-11	Expenditure up to December' 2010-11	Balance	Expenditure for the last year (2009-10)
Charges for conduct of joint election-13002-Simultaneous General Election 2009	-	-	-	9775755

Manual-12

Manner of execution of subsidiary programmes amount allocated and details of beneficiaries of such programmes (Section 4(1)(b)(xii))

Not applicable.

Manual-13

Particular of receipt of compensations and permit or authorization granted (Section 4(1)(b)(xiii))

Not applicable

Manual-14

Details of informations held reduced in an electronic form (Section 4(1)(b)(xiv))

Nil

Manual-15

Particulars of facilities available to citizens for obtaining information (Section 4(1)(b)(xv))

Nil

Sl no	Facility available	Nature of information available	Working hour
1	Notice board	Quotations, tender notice	10am to 5pm(day office) 7am to 1pm(Morning office)
2	Web site nabarangpura.nic.in	Details of project for which land acquisition taken up.	--do--

Manual-16

Name, Designation and other particulars of Public Information Officers. (Section 4(1)(b)(xvi))

Sl. No.	Designation of the officer designated as PIO.	Postal Address	Telephone No.	E-mail address	Demarcation of area / Activities if more than one PIO is there.
1	Dr. Rudra Narayan Dash, OAS, Deputy Collector, Election	Collectorate, Nabarangpur	06858-222339	dcelecnaoba.or@nic.in	
LIST OF ASSISTANT PUBLIC INFORMATION OFFICERS					
1	Sri Narendra Kumar Takiri, Head-Clerk, Election Section	Collectorate, Nabarangpur	06858-222339		

FIRST APPELATE AUTHORITY WITHIN THE DEPARTMENT.

1	Sri Narendra Kumar Pradhan, OAS (S), Addl. District Magistrate	Collectorate, Nabarangpur	06858-222040		
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Manual-17

Other information as may be prescribed (Section 4(1)(b)(xvii))

-NA-

Rgale
15.1.2011
Deputy Collector, Election,
Collectorate, Nabarangpur