

Manual - 1

Particulars of organization, function and duties

Section 4(1)(b) (i)

1. Aims and objectives of R.W.S.&S. Division, Nabarangpur.

This Office was established in the year 1993-94 as Rural Water Supply & Sanitation Division, Nabarangpur as per Notification No.29644 Dated. 19.12.1993 of RD.Deptt. Govt of Orissa, Bhubaneswar, and functioning since 19.1.1994 along with following RWS&S. Sub-Division and Section.

RWS&S. SUB-DIVISION, NABARANGPUR	RWS&S. SUB-DIVISION, UMERKOTE
RWS&S. Section, Nabarangpur	RWS&S. Section, Umerkote
RWS&S. Section, Papdahandi	RWS&S. Section, Raqighar
RWS&S. Section, Kosagumuda	RWS&S. Section, Jhaigam
RWS&S. Section, Nandahandi	RWS&S. Section, Chandihandi
RWS&S. Section, Tentulikhunti	RWS&S. Section, Dabugam

The Incumbency chart from the creation of this Division is detailed below.

	Period
RWS&S DIVISION, NABARANGPUR	
Er.C.R.Das, EE	19.01.1994 to 25.10.2000
Er. S.S.Mishra I/C EE	25.10.2000 to 02.04.2001
Er. S.Tudu, EE	30.03.2001 to 22.09.2010
Er.N.R. Das, EE	22.09. 2010 till to day
RWS&S DIVISION, NABARANGPUR	
Er. M.V. Rao, JE (Estimator)	15.05.1994 to 19.01.1995
Er.S.S.Nanda I/C, JE (Estimator)	
Er. B.Pradhan, JE (Estimator)	12.07.2002 to 20.08.2010
Er. K.Gouda, JE (Estimator)	20.08.10 to 26.11.2010
Er.S.S.Beshra, I/C, JE (Estimator)	26.11.2010 to till to date
Er.B.Dihiria, I/C, JE (Estimator)	
RWS&S. SUB-DIVISION, NABARANGPUR	
Er.Monoj Ku. Padhy,AE	08.10.1993 to 31.12.1995
Er.A.K.Samantaray I/C AE	31.12.1995 to 11.03.1996
Er.S.Tudu, AE	11.03.1996 to 29.05.1997
Er.T.K.Raout, I/C AE	29.5.1997 to 03.05.1998
Er.S.S. Mishra	29.04.1998 to 02.07.2001
Er.T.K.Rout, AE	02.07.2001 to 07.10.2005
Er.G.C. Das, AE	03.10.2005 to 30.04.2006
Er.M.K.Sahu, I/C AE	30.04.2006 to 10.09.2006
Er.S.N.Sahu, AE	06.09.2006 to 23.07.2010
Er. K.Mohan Patra, I/C AE	23.07.10 to till to date
RWS&S. SUB-DIVISION, UMERKOTE	
Er.A.K.Samantaray,AE	Up to 14.10.1996
Er.T.K.Rout,AE	09.10.1996 to
Er.M.K.Sahu,AE	07.10.2005 To 19.07.10
Er. K.Mohan Patra,AE	19.07.2010 to till to date

RWS&S. Section, Nabarangpur	
Er. H.S.Patra, JE	Up to 22.04.2006
Er. K.Gouda, I/C JE	22.04.2006 to 03.09.2007
Er. D.K.Barik, JE	03.09.2007 to till to date
RWS&S. Section, Papdahandi	
Er. K.Gouda,JE	03.01.1992
Er. B.D.Pradhan, JE	18.07.2002
Er. N.N.Burma,JE	12.12.2005 to till to date
RWS&S. Section, Kosagumuda	
Er. Jalandhar Sethi,JE	12.04.1993
Er. Budhinath Sethi,JE	03.05.1996
Er. K.Gouda,I/C JE	
Er. J.Mohan Rao, JE	31.05.10 to till to date
RWS&S. Section, Nandahandi	
Er.S.S.Nanda,JE	Up to 19.02.1997
Er.A.K.Sahu, JE	18.02.1997 to
Er. George Lakra, I/C JE	
Er.S.S.Beshra, JE	31.01.2008 till to date
RWS&S. Section, Tentulikhunti	
Er. A.K.Tarai, JE	Up to 12.02.1999
Er. George Lakra,JE	11.02.1999 to till to date
RWS&S. Section, Umerkote	
Er. N.Mondal, JE	03.01.2001 to till to date
RWS&S. Section, Raqighar	
Er. D.K.Sahu	
Er. Jagannath Sahu, JE	15.08.1995 to 25.06.2000
Er. P.C.Khadanga,JE	23.06.2000 to till to date
RWS&S. Section, Jhaigam	
Er.S.K.Panigrahi,JE	Up to 12.01.1995
Er.S.B.Mohanty,JE	10.01.1995 to 10.01.2002
Er.C.R.Naik,JE	07.09.2002 to 19.06.2006
Er.N.Mondal, I/C JE	19.06.2006 to 22.10.2007
Er. M.L.Bhumij, JE	22.10.2007 to till to date
RWS&S. Section, Chandihandi	
Er. J.Mohan Rao, JE	Up to 20.05.2010
Er. D.K.Naik, JE	20.05.2010 to till to date
RWS&S. Section, Dabugam	
Er. P.K.Attri,JE	To 22.11.1997
Er. D.K.Pradhan,JE	15.11.1997 to28.06.2000
Er. S.K.Patra,JE	23.07.2000 to till to date

The main function of the office was to provide safe drinking water to the Rural inhabitants through Piped water supply schemes and spot sources. Further, as per Govt. decision communicated vide letter No.12123, Dt. 25.09.2006 of R.D. Department, Govt. of Orissa, the repair and maintenance of drinking water projects has been handed over to the Panchayat Raj Institutions. This office is now executing the new water supply projects and providing technical support to the PRIs for repair & maintenance.

ACHIVEMENT OF THE DIVISION

Year	Tube Well		Sanitary Well		Rural Supply	Piped Water	Population Covered
	Target	Achievement	Target	Achievement	Target	Achievement	
1994-95	286	286	5	5	7	7	141586
1995-96	307	307	1	1	0	0	0
1996-97	397	397	20	20	2	2	726006
1997-98	373	373	26	26	5	5	804542
1998-99	290	290	53	53	1	1	804542
1999-2K	802	802	22	22	0	0	804542
2000-01	211	211	10	10	3	3	804542
2001-02	647	647	27	27	2	2	804542
2002-03	752	752	34	34	6+2	6+2	804542
2003-04	781	781	24	24	6+3	6+3	804542
2004-05	488	488	9	9	3+3	3+3	804542
2005-06	665	665	34	34	3+10	3+10	804542
2006-07	270	270	30	30	13	13	804542
2007-08	279	279	10	10	41	41	804542
2008-09	454	454	0	0	25	25	804542
2009-10	319	319	0	0	13+2	13+2	804542
2010-11	1043	457	0	0	22	7	804542
Upto31.01.11							

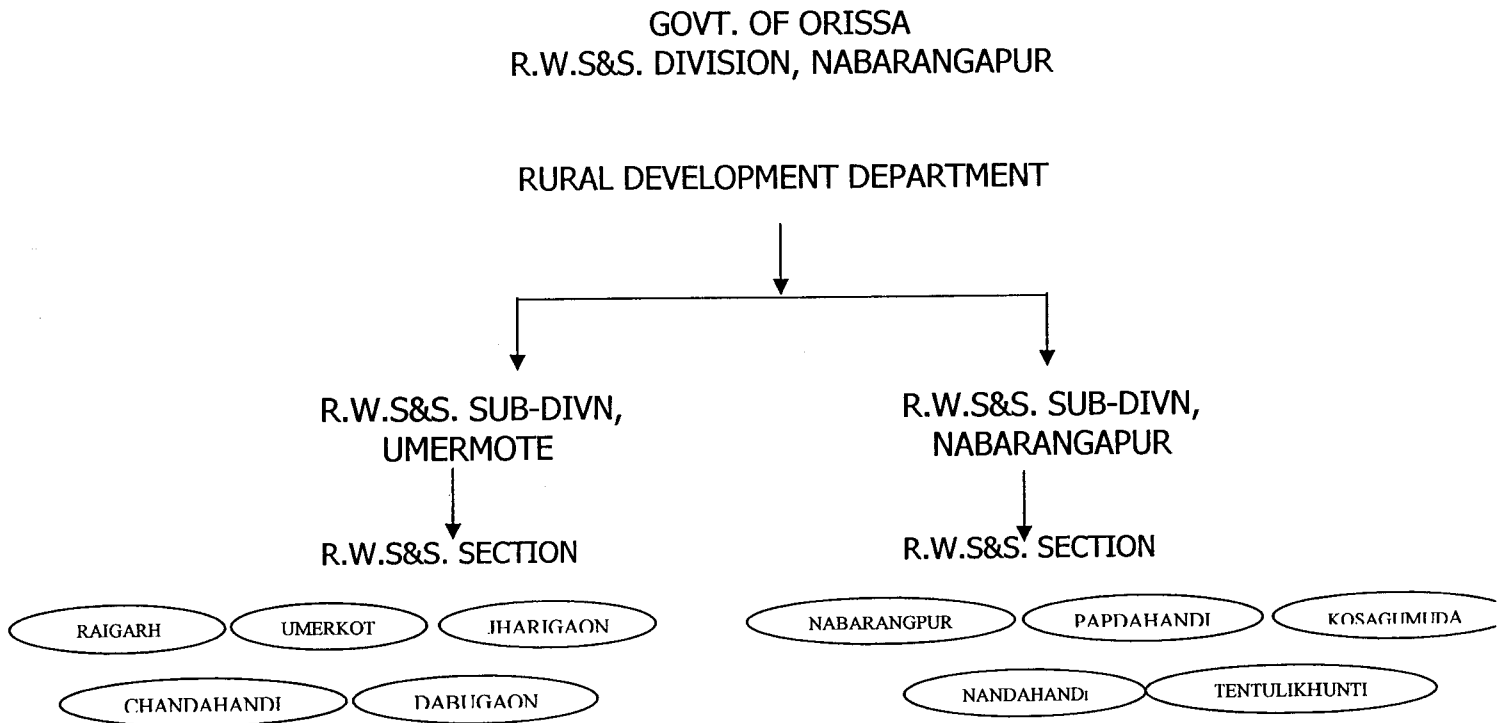
2. Mission and Vision

The mission of this office is to provide safe drinking water to the rural people.

3. Brief History and back ground for its establishment

The RWS&S was formed to provide safe drinking water to the rural people under the Ministry of Rural Development, Govt. of Orissa. The Executive Engineer, RWS&S Division, Nabarangpur prepares the draft action plan on consolidated manner on the report collected from the route level i.e from Asst. Engineer at RWSS Sub-Division, Nabarangpur and RWSS Sub-Division, Umerkote 10 nos. of Junior Engineer situated at each Block headquarters under Nabarangpur district. The Chief Engineer, RWSS Orissa, Bhubaneswar is the authority to approve the Action Plan in consultation with the Superintending Engineer, RWS&S Circle, Koraput and for placement of allotment to take up the work.

4. Organisation charts



5. Allocation of business

The Office of the Executive Engineer, RWS&S. Division, Nabarangpur is consist of following Officials. Their Duties, Responsibilities and Business are narrated below.

Executive Engineer	<p>He is responsible for the efficient execution and management of all works and in all matters within his Division. It is therefore, a part of his duty to organize and supervise the execution of works and to see that they are suitably and economically carried out.</p> <p>The Executive Engineer is ensure preparation of plans and estimates for all works to be executed in his Division, any error in the sanctioned plan and any variation in the conditions at site and the sanctioned plans and estimates are promptly set right to bring to the notice of the higher authorities to get the defects remedied before the actual execution of work.</p> <p>He inspects important works in his Division to ensure their execution according to the sanctioned plans and estimates of higher authorities.</p> <p>In order to ensure that his subordinate staff are performing their duties properly, specially in respect of measurement of work, preparation and maintenance of muster rolls and work done by work charges establishment, he inspects and test check all the primary records.</p> <p>He takes necessary steps to obtain funds for the works and establishment under his control and submit accounts punctually for the money received and spent by him to the Audit Office according to the Rules and orders in force.</p>
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Asst. Engineer	The Asst. Engineer is responsible to the Executive Engineer in all matter concerned with the efficient management and execution of works within his Sub-Division.
Junior Engineer (Estimator)	Remain in-charge of all official records relating to works under this division. Scrutinize all the plans and estimates received from Sub-ordinate officers and put up to the Executive Engineer for his consent. He also Remain in-charge of all progress report of works.
Divisional Accountant	To assist the Executive Engineer in the discharge of his responsibilities regarding accounts and financial regularity of the transactions of the Division, he is responsible to the Executive Engineer for correct compilation of accounts.
Junior Engineer's	Junior Engineer's are responsible for all matter connected with efficient management of the Sections to their Sub-Divisional Officers or their Divisional Officers direct.
Senior Clerk	He is the office superintendent and deals in establishment matter of this division.
Senior Clerk	Remain in-charge of stock and store, revenue, I.R para, audit and cash.
Junior Clerk	Post meant for RWS&S. Sub- Division, as Sub -Divisional Cashier but post is lying vacant since-13.11.2006
Junior Clerk	Post meant for RWS&S. Sub- Division, as Sub -Divisional Cashier but post is lying vacant since-13.11.2006
Jr. Steno Grapher	Junior Steno Grapher is responsible for all matter of confidential correspondence, but he has been deputed to Office of the Chief Engineer, RWS&S. (Odisha) Bhubaneswar.
Junior Clerk (W/Ch)	Since the Junior Steno Grapher has been deputed to Office of the Chief Engineer, RWS&S. (Odisha) Bhubaneswar.The work and responsibility for all matter of confidential correspondence, are managing by him.
Jr. Lab. Asst.	Junior Laboratory Asst. is collecting the Water Sample from different Tube Well for Testing the Iron , Fluoride etc. and assist the Junior Engineer, Estimator.
Computer Operator	Computer Operator is responsible for all matter connected with efficient management OF on line Data Entry, WAMIS Account, TALLY etc and other different aspect of this Organisation/ RWS&S. Division and also other typical work of the Division.

6. Duties to be performed to achieve the Mission

Regular monitoring, Supervision, Inspection, Field visit, Review, Conduct of meeting and Call for report return.

7. Details of services rendered

Providing safe drinking water to the rural inhabitants.

8. Citizens interaction

District Planning Committee meeting.

Review of Zilla Parishad, Natural Calamities at district level and Panchayat Samiti meeting at Block level.

9. Postal address of the main office

RWS&S Division,
AT: GRANARY STREET
PO: NABARANGPUR,
Dist:- NABARANGPUR

10. Map of office location

GRANARY STREET, Situated near Lord Shiva Temple, Nabarangpur..

11. Working hour both for office and public

Working hour for office work is fixed from 10 A.M. to 5 P.M. No specific time is fixed for public.

12. Public interaction if any

During the course of regular tours and attending meeting by Executive Engineer, Asst. Engineers and Junior Engineers to different work sites of the block, the officers keep in touch with the general public and try to collect information regarding drinking water problems.

13. Grievance redress mechanism

Executive Engineer, R.W.S.S Division Nabarangpur attains the Grievance Cell of Collector Nabarangpur as and when necessary.

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Powers and duties of officers and employees

Section 4(1)(b) (ii)

Powers and duties of officers and staff

Designation of post

1. Executive Engineer, R.W.S.&S Division, Nabarangpur

I. Administrative power

Executive Engineer is in charges of all the works relating to providing safe drinking water to the rural people through Piped Water Supply and spot sources. He is also the head of office of RWS&S Division, Nabarangpur

ii. Financial power

He is the drawing and disbursing officer. He makes payment to the Agencies who executed the work under his control. Executive Engineer has technical sanction power for Rs.50.00 lakh for original works and repair works.

iii. Statutory power

He is responsible for the efficient execution and management of all works and in all matters within his Division. It is therefore, a part of his duty to organize and supervise the execution of works and to see that they are suitably and economically carried out.

The Executive Engineer is ensure preparation of plans and estimates for all works to be executed in his Division, any error in the sanctioned plan and any variation in the conditions at site and the sanctioned plans and estimates are promptly set right to bring to the notice of the higher authorities to get the defects remedied before the actual execution of work.

iv. Other powers

Check measurement of works up to 10% of the quantity measured submitted by A.E/J.E.

2. Asst. Engineer

The Asst. Engineer is responsible to the Executive Engineer in all matter concerned with the efficient management and execution of works within his Sub-Division.

3. Junior Engineer (Estimator) :-

The Estimator deals with all official records relating to works under this division. Scrutinize all the plans and estimates received from Sub-ordinate officers and put up to the Executive Engineer for his consent. He also Remain in-charge of all progress report of works.

4. Divisional Accountant

To assist the Executive Engineer in the discharge of his responsibilities regarding accounts and financial regularity of the transactions of the Division, he is responsible to the Executive Engineer for correct compilation of accounts.

5. Junior Engineer

Junior Engineers are responsible for all matter connected with efficient management of the Sections to their Sub-Divisional Officer or their Divisional Officer direct.

6. Senior Clerk

Remain in-charge of Establishment Branch, Account Branch, Cash Branch, stock and store, revenue, I.R para, and audit.

7. Junior Clerk

Remain in-charge of Audit, cash account, Diary Dispatch Official work of Sub-Division Office.

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Procedure followed in decision-making process

Section 4(1)(b) (iii)

Sl.No.	Activity	Level of action	Time frame
1	Receive application/letters	Diary & Despatch Clerk	Same day
2	Perusal of daks	Executive Engineer	Same day
3	Marking of daks	Head clerk	Same day
4	Diary No. & delivery	Diary & Despatch Clerk	Same day
5	Entering of the letter in the log book & put up in the file	Junior Clerk	3 days
6	File forwarded to concerned Officer	Head clerk	Same day
7	Concerned Officer verifies the facts & forwarded to Higher authorities	Executive Engineer	Same day

Not applicable to this division

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Norms set for the discharge of functions

Section 4(1)(b) (iv)

Illustration

Sl.No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Despatch of letter	5 minutes per letter	Registered dak including in Messenger book
3	Typing job	30 pages per day	
4	Put up of letter	Within 3 days in ordinary cases. In urgent it is within 24 hours	
5	i) Tender cost not exceeding Rs.0.50 lakh ii) Tender cost exceeding Rs. 0.50 lakh and below Rs.10.00 lakhs iii) Tender cost exceeding Rs.10.00 lakhs and below Rs.1.00 crore	10- 15 days 15 – 21 days in case of the work exceeding Rs.50.00 lakhs and upto Rs.3.00 crore.	Publication in two local oriya daily newspaper. Publication in two local oriya daily newspaper. One local English & two local oriya daily newspaper.
6	Call for drawl agreement after getting acceptance of tender	15 days	
7	Evaluation of tender opening of tender	20 days by E.E. 10 days by A.E.	

Manual - 5

Rules, regulations, instructions, manuals and records for discharging functions

Section 4(1)(b) (v)

List of regulations, instructions, manuals and records

Sl.No.	Name of the act, rules, regulations etc	Brief gist of contents	Reference No. if any	Price in case of priced publication
1	OPWD guide lines	Works related to safe drinking water supply in rural area.	OPWD code	No price is fixed. Circulated by Govt. of India

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

A statement of the categories of documents held

Sl. No.	Nature of record	Details of information available	Unit/section where available	Retention period, where available
1	Files	Receipt & disposal of letters	All sections like Estimate./ Establishment Accounts.	Ten Years
2	Guard files	Important circular & order	All sections like Estimate./ Establishment Accounts.	Permanent
3	File Register	Information of all files	All sections like Estimate./ Establishment Accounts.	Permanent
4	Log Book	Record of receipt & disposal	All sections like Estimate./ Establishment Accounts.	Three Years
5	Index Register	Collection of subject	With the Head Clerk	Permanent
6	Assembly/Parliament Question Register	Reply to the Questions	With the Head Clerk	Three Years
7	Grievance Register	Disposal of Grievances	With the Senior Clerk	Three Years
8	Allotment Register	Allotment of all work	Senior Clerk	Permanent
9	Cash Book	Receipt & expenditure	Cashier/ Sr. Clerk	Permanent
11	Cheque Issued Register	Issued of cheque to Executant	Cashier/ Sr. Clerk	Permanent
12	Cheque/ B.D Received register	Receipt of funds	Cashier/ Sr. Clerk	Permanent
13	U.Cs. Register of	Submission of U.Cs to Govt.	Senior Clerk	Permanent
14	Stock Register	Available of office equipment	Senior Clerk	Permanent
15	Pay Acutance	Detail of pay particular of employee	Establishment Section	Permanent
16	Bill Register		Account Section	Permanent
17	Book of Drawal		Establishment Section	Permanent
18	CAG & AG Register	Compliance of Audit para	Account Section	Permanent
19	Agreement Register	Name of work with value	Estimating Section	Permanent
20	Sanctioned estimate register	Name of work with value	Estimating Section	Permanent
21	Measurement Books	Measurement of works	Section/ Sub-Division/ Division	Permanent

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

Section 4(1)(b) (vii)

Details of consultative committees and other bodies with which consultations are held

Sl.No	Name & address of consultative committee	Constitution of the committee	Role & responsibility	Frequency of meeting
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No such agreements exist by formulation by the member of public.

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A statement of Boards, council, committees and other bodies constituted
Section 4(1)(b) (viii)

List of board, council, committees etc

_Sl. No.	Name & address of the Committee	Main functions of the Committee	Constitution of the Committee	Date of constitution
1	2	3	4	5

NIL

Date up to which valid	Whether the meeting opens to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10

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Directory of Officers and employees

Section 4(1)(b) (ix)

Directory

Sl.No.	Name & designation	Office Phone No.	E.Mail address
1.	Er. Nihar Ranjan Das, Executive Engineer	06858 222643 Cell-9438420050	eerwss_ngp@ori.nic.in
2.	Er. K.Mohan Patra, Asst. Engineer, RWSS Sub-Division, Umerkote	Cell-9439523639	
3	Er. K.Mohan Patra, I/C Asst. Engineer, RWSS Sub-Division, Nabarangpur	Cell-9439523639	
4.	Sri Rabi Narayan Sahu, I/C Divisional Accountant Officer	Cell-9437911571	
5.	Er. Biranchi Dihiria, Junior Engineer, (Estimator)of RWS&S. Circle, Koraput I/C Junior Engineer, (Estimator) RWSS Division, Nabaranpur	Cell-9437784758	
6.	Er. Dusmanta Kumar Barik Junior Engineer RWSS Sub-Division, NBarangpur	Cell-9438420051	
7.	Er.Shyam Sundar Beshra Junior Engineer R.W.S&S. Section, Nandahandi	Cell-9438420054	
8.	Er.J.Mohan Rao, Junior Engineer .RWSS Section, Kosagumuda	Cell-9438420053	
9.	Er, Jeorge Lakra, Junior Engineer RWSS Section, Tentulikhunti	Cell-9438420055	
10.	Er.Nrupendra Narayan Burma, Junior Engineer RWSS Section, Papdahandi	Cell-9438420052	
11.	Er. Niranjan Mondal, J.E RWSS Section, Umerkote	Cell-9438420056	

12.	Er. Pramod Ch. Khadanga, Junior Engineer RWSS Section, Raigarh	Cell-9438420057	
13.	Er, Mohanlal Bhumij Junior Engineer RWSS Section, Jarigam	Cell-9438420058	
14.	Er. Dharmendra Naik Junior Engineer RWSS Section, Chandahandi	Cell-9438420059	
15.	Er. Santanu Ku Patra, J.E. RWSS Section, Dabugam	Cell-9438420060	
16.	Sri Mohanlal Bhumij, J.E. Attached to Estimating Branch –cum- Public Information Officer RWS&S. Division, Nabarangpur	Cell-9438320058	
17.	Sri Pramod Ku. Patra, Fast Astd. Deputed to RWS&S. Division, Nabarangpur	Cell-9437350774	
18.	Sri Nabin Patra Nag, Senior Clerk	Cell-9438233236	
19.	Sri Danda Pani Padihary, Senior Clerk	Cell-9438267807	
20.	Sri Prafulla Ku. Sarangi Jr steno		
21.	Sri Bhasan Sekhar Pati, Junior Clerk	Cell-9438377574	
22.	Sri Braja Kishore Rput, Jr. Lab. Asst.	Cell-9437483809	
23.	Sri Surya Narayan Gouda Computer Operator	Cell-9437338559	
24.	Sri Dhanurjay Gouda, Peon RWS&S. Division, Nabarangpur		
25.	Sri Kapilas Bag, Peon RWS&S. Division, Nabarangpur		
26.	Sri Chamar Bag, Peon RWS&S. Division, Nabarangpur		

27.	Sri Bhima Paraja, Peon RWS&S. Division, Nabarangpur		
28.	Sri Sada Gouda, N.W.M. RWS&S. Division, Nabarangpur		
29.	Sri Basu Chalan, N.W.M RWS&S. Division, Nabarangpur		
30.	Sri N.Shiva Sankar, Peon RWS&S. Sub-Division, Nabarangpur		
31	Sri Madhu Paraja, Peon RWS&S. Sub-Division, Nabarangpur		
32	Sri Krushna Ch. Panda, Peon RWS&S. Sub-Division, Nabarangpur		
33	Sri Murali Dhar Sethi, Peon RWS&S. Sub-Division, Nabarangpur		
34	Sri Rajendra Ku. Mohanty, Peon RWS&S. Sub-Division, Nabarangpur		
35	Sri Purna Ch. Barik, Peon RWS&S. Sub-Division, Umerkote		
36	Sri Bijay Ku. Pradhan, Peon RWS&S. Sub-Division, Umerkote		
37	Smt. Chandrabati Gachayet, Peon RWS&S. Sub-Division, Umerkote		
38	Sri Kalidas Mridha, Peon RWS&S. Sub-Division, Umerkote		
39	Smt. Nandei Jani, Peon RWS&S. Sub-Division, Umerkote		
40	Sri Dharmasing Paik, Peon RWS&S. Sub-Division, Umerkote		
41	Sri Surendra Ku. Mohanty. NWM RWS&S. Sub-Division, Umerkote		
42	Sri Jagabandhu Gond, Peon RWS&S. Sub-Division, Umerkote		

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The Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation.

Section 4(1) (b) (x)

Sl. No.	Name & designation	Pay Scale	Monthly remuneration
1.	Er. Nihar Ranjan Das, Executive Engineer	Pay Rs.15600-39100/- Grade Pay Rs.6600	Rs.43890.00
2.	Er. K.Mohan Patra, Asst. Engineer, RWSS Sub-Division, Umerkote	Pay Rs.9300-34800/- Grade Pay Rs.4600/-	Rs.33713.00
3.	Er. K.Mohan Patra, I/C Asst. Engineer, RWSS Sub-Division, Nabarangpur	Pay Rs.9300-34800/- Grade Pay Rs.4600/-	
4.	Sri Rabi Narayan Sahu, I/C Divisional Accountant Officer		
5.	Er. Biranchi Dihiria, Junior Engineer, (Estimator)of RWS&S. Circle, Koraput I/C Junior Engineer, (Estimator) RWSS Division, Nabaranpur		
6.	Er. Dusmanta Kumar Barik Junior Engineer RWSS Sub-Division, NBarangpur	CONSOLIDATED Pay Rs.9300/-	Rs.9300.00
7.	Er.Shayam Sundar Beshra Junior Engineer R.W.S&S. Section, Nandahandi	CONSOLIDATED Pay Rs.9300/-	Rs.9300.00
8.	Er.J.Mohan Rao, Junior Engineer .RWSS Section, Kosagumuda	Pay Rs.9300-34800/ Grade Pay Rs.4200/-	Rs.27304.00
9.	Er, Jorge LakraJ Junior Engineer RWSS Section, Tentulikhunti	Pay Rs.9300-34800/ Grade Pay Rs.4200/-	Rs.25899.00
10.	Er.Nrupendra Narayan Burma, Junior Engineer RWSS Section, Papdahandi	Pay Rs.9300 -34800/- Grade Pay Rs.4200/-	Rs.28232.00
11.	Er. Niranjan Mondal, J.E RWSS Section, Umerkote	Pay Rs.9300 -34800/- Grade Pay Rs.4200/-	Rs.29031.00
12.	Er. Pramod Ch. Khadanga, Junior Engineer RWSS Section, Raighar	Pay Rs.9300 -34800/- Grade Pay Rs.4200/-	Rs.29031.00
13.	Er,Mohanlal Bhumij Junior Engineer	CONSOLIDATED Pay Rs.9300/-	Rs.9300.00

	RWSS Section, Jarigam		
14.	Er.Dharmendra Naik Junior Engineer RWSS Section, Chandahandi	CONSOLIDATED Pay Rs.9300/-	Rs.9300.00
15.	Er. Santanu Ku Patra,J.E. RWSS Section, Dabugam	Pay Rs.9300 -34800/- Grade Pay Rs.4200/- (Pre-Revised)	Rs.15575.00
16.	Sri Murari Mohan Mondal Head Asst. of RWS&S. Circle, Koraput Public Information Officer RWS&S. Division, Nabarangpur		
17.	Sri Promod Kumar Patra, First Asst. Of RWS&S. Circle, Koraput Cashier, RWS&S. Division, Nabarangpur		
18.	Sri Nabin Patra Nag, Senior Clerk RWS&S. Division, Nabarangpur	Pay Rs.5200-20200/- Grade Pay Rs.2400/-	Rs.16356.00
19.	Sri Danda Pani Padihary, Senior Clerk RWS&S. Division, Nabarangpur	Pay Rs.5200-20200/- Grade Pay Rs.2400/-	Rs.15878.00
20.	Sri Prafulla Ku. Sarangi Jr steno RWS&S. Division, Nabarangpur	Pay Rs.5200-20200/- Grade Pay Rs.2800/-	Rs.21964.00
21.	Sri Bhasan Sekhar Pati, Junior Clerk(W/Ch)	Pay Rs.5200-20200/- Grade Pay Rs.1900/-	Rs.10650.00
22.	Sri Braja Kishore Rput, Jr. Lab. Asst. RWS&S. Division, Nabarangpur	Pay Rs.5200-20200/- Grade Pay Rs.2400/-	Rs.19140.00
23.	Sri Surya Narayan Gouda Computer Operator RWS&S. Division, Nabarangpur	Pay Rs.5200-20200/- Grade Pay Rs.1900/-	Rs.1650.00
24	Sri Dhanurjay Naik, Peon RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1400/-	Rs.11416.00
25	Sri Kapilas Bag, Peon RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.12480.00
26	Sri Chamar Bag, Peon RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.12480.00
27	Sri Bhima Paraja, Peon RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.10696.00
28	Sri Sada Gouda, N.W.M. RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1400/-	Rs.12660.00
29	Sri Basu Chalan, N.W.M RWS&S. Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12106.00

30	Sri N.Shiva Sankar, Peon RWS&S. Sub-Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
31	Sri Madhu Paraja, Peon RWS&S. Sub-Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.11054.00
32	Sri Krushna Ch. Panda, Peon RWS&S. Sub-Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
33	Sri Murali Dhar Sethi, Peon RWS&S. Sub-Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.12504.00
34	Sri Rajendra Ku. Mohanty, Peon RWS&S. Sub-Division, Nabarangpur	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
35	Sri Purna Ch. Barik, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
36	Sri Bijay Ku. Pradhan, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
37	Smt. Chandrabati Gachayet, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1400/-	Rs.12660.00
38	Sri Kalidas Mridha, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1400/-	Rs.12660.00
39	Smt. Nandei Jani, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs.10366.00
40	Sri Dharmasing Paik, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 12480.00
41	Sri Surendra Ku. Mohanty. NWM RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1400/-	Rs.12870.00
42	Sri Jagabandhu Gond, Peon RWS&S. Sub-Division, Umerkote	Pay Rs.4440-14680/- Grade Pay Rs.1300/-	Rs. 10546.00

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The Budget allocated to each agency

Section 4(1)(b) (xi)

Non-Plan Budget

(Rs. in lakhs)

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
28-2215-W/S&S	Repair & maintenance of PWS/TW salary of staff	51.52	-	-	51.52
	R/M to res. Govt. building	3.60	-	-	3.60
	R/M to Non. Res. Govt. Building	8.40	-	-	8.40
	Critical W/S Scheme	15.00	-	-	15.00
	Payment of electric dues	-	-	-	-
	M/E/R/C	2.71	-	-	2.71

Plan Budget

Name of the plan scheme	Activities to be undertaken	No. of Schemes Tar/Ach.	Expected date for completion	Amount sanctioned	Amount disbursed/spent
28-2215-T.W	Sinking of Tube well	1043/457Nos	31.3.11	23.10	6059
Sanitary well	Installation of sanitary well	-	-	-	-
PWS	Piped W/s scheme	63/9	31.3.11	-	75.70
Survey & Investigation	Survey & investigation of PWS Scheme	-	-	--	-
28-4215 New PWS scheme	New PWS projects	-	-	-	75.70
28-4216 Const. of Govt. Res-Blg	New Res Blg.	-	-	13.20	1.47
28-4059 Cost. Of Govt. Non Res. Blg	New Govt. N/R. Blg	-	-	-	-

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The manner of execution of subsidy programme

Section 4(1)(b) (xii)

List of institutions given subsidy

Sl.No.,	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous year's utilisation progress	Previous year's achievement
1	2	3	4	5	6	7

Not applicable to R.W.S&S. Division NABARANGPUR

Sl.No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme & criterion for selection	No.of times subsidy given in past with purpose
1	2	3	4	5	6

Not applicable to R.W.S&S. Division, NABARANGPUR

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Particulars of recipients of concession, permits or authorization granted
Section 4(1)(b) (xiii)
List of beneficiaries

Sl. No	Name and address of the beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purpose

Not applicable to R.W.S&S. Division NABARANGPUR

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Information available in an electronic form

{Section 4 (I)(b)(xiv)}

Details of Information

Sl. No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	Piped Water Supply Scheme	Project List, Expenditure	Yes	Yes
2	Tube Well/ Sanitary Well	Project List, Expenditure	Yes	Yes
3	Deposit Projects	Project List, Expenditure & UC	Yes	No

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Particulars of facilities available to citizens for obtaining information

{Section 4(I)(b)(xv)}

Facilities available for obtaining information

Sl No.	Facility available	Nature of Information available	Working hours
1	Information Counter	Not applicable	
2	Web site	-do-	
2	Library	-do-	
3	Notice Board	Tender notice and quotation call notice	10 AM to 5 PM on working days

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Name, designation and other particulars of Public Information Officers

{Section 4(I)(b)(xvi)}

List of Public Information Officers

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	Head Asst. Of RWS&S Circle, Koraput deputed to RWS&S. Division, Nabarangpur	At/PO/- Nabarangpur Dist- Nabarangpur	06858-222643	eerwss_ngp@ori.nic.in	Not necessary

List of Assistant Public Information Officers

Sl No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	Junior Clerk (W/Ch) R.W.S&S. Division, Nabarangpur	At/PO/-Nabarangpur Dist-Nabarangpur	06858-222643	eerwss_ngp@ori.nic.in

First appellate authority with in the department

Sl No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
1	Executive Engineer, R.W.S&S. Division, Nabarangpur	At/PO/- Nabarangpur Dist- Nabarangpur	06858- 222643	eerwss_ngp@ori.nic.in	Not necessary

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Other information as may be prescribed

{Section 4(I)(b)(xvii)}

All other information as may be prescribed for dissemination shall be collected, tabulated,

Compiled, collected and provided in the form of manual from time to time.

Information as indicated in the above Manuals(Manual-1 to 16)

Executive Engineer,

R.W.S.S.Division,Nabarangpur