

REQUIRED INFORMATION IN RESPECT OF TENTULIKHUNTI TAHSIL UNDER SECTION 4(1) OF R.T.I. ACT 2005

4(1) (A) Computerized and available in the Mother Tahsil, Nabarangpur. As a newly created Tahsil the information are not readily available with this Tahsil. Steps are being taken to enlist here after receipt of Computer.

(B) (i) Name of the Tahsil : Tentulikhunti,
Address : At/PO.: Tentulikhunti,
Dist. : Nabarangpur.

To look after collection of Land Revenue and safe guard Government Landed Properties. Relief operation during flood, cyclone, draught and other natural calamities. To maintain the Record of Rights and village Maps upto date.

(ii) Tahsildar is over all charge of the Tahsil. Head Clerk, Senior Clerks and Junior Clerks are there to assist the Tahsildar in day to day Revenue Administration under various Acts.

DUTIES :

TAHSILDAR :

- (1) To supervise and check collection of all types of Land Revenue.
- (2) To dispose off all types of Revenue Cases as per law.
- (3) To protect Govt. Land and cause eviction of encroachments.
- (4) To issue all types of certificates under Miscellaneous Certificate Rules 1984 and Orissa Caste Certificate Rules, 1980.
- (5) To realise Certificate Dues under OPDR Act.
- (6) To conduct National Census Programme as Charge Officer.

REVENUE SUPERVISOR :

Assists the Tahsildar in routine administration of the Tahsil particularly in conducting miscellaneous enquiries and to supervise the work of Revenue Inspectors.

- (1) To ensure timely submission of reports by Revenue Inspector to Tahsildar.
- (2) To check the maintenance of the working copy of the R.O.Rs and the corrections thereof on the basis of intimation steps from Tahsil Office.
- (3) To inspect R.I. Offices as per distribution made in annual programme of inspections.
- (4) To detect in illegal alienation/forcible occupation of lands belonging to S.C. and S.T. by members of other community and to take steps to file cases before the competent authority.

REVENUE INSPECTOR :

- (1) To make collection of Land Revenue, Cess and other Government dues and also to maintain accounts for all such collections in the prescribed manner.
- (2) To protect Government land and to report all cases of unauthorized occupation on Government land by encroachers.
- (3) To cause eviction of encroachment in accordance with the orders passed by the Tahsildar under O.P.L.E. Act.

- (4) To execute warrant of attachment issued for collection of all Government dues as issued by the Certificate Officer by law.
- (5) To protect the village forest and other communal lands as earmarked in the reservation proceedings.
- (6) To enquire and report to Tahsildar and Police Station regarding occurrence of flood/cyclone and tornado etc. and help in rescue operations etc. He should report after occurrence regarding details of affected areas, damages caused and population affected.
- (7) To enquire and report on eye estimation about the number of villages affected and to assess crop damages in such villages in prescribed manner.
- (iii) Conduct field enquiry. Enquiry by the field staff like Amin, Revenue Inspector and Revenue Supervisor. Also make field visit and conduct enquiry by the Tahsildar.
- (iv) In accordance with Revenue Laws in force.
- (v) The Orissa Mutation Manual,
Orissa Government Land Settlement Manual,
Orissa Prevention of Land Encroachment Manual,
Orissa Survey & Settlement Manual,
Orissa Consolidation Manual,
Orissa Public Demand Recovery Manual,
Tahsil Accounts Manual,
Other Executive Instructions issued by Govt. from time to time.
Orissa Misc. Certificate Rules – 1984,
Orissa SC & ST Manual,
Finally published RoRs.
- (vi) RoR Copies,
Sairat Registers,
Encroachment Register,
Cash Books on different heads
- (vii) Books on Revenue Laws as mentioned in item (v).
- (viii) No such Board exists now.
- (ix) Name and Designation of Officer & employees :

Subhransu Bhusan Patnaik	Tahsildar
D.N.B. Rao Dora	Head Clerk
K. Gupteswar Achary	Revenue Supervisor
T. Balaji Sahu	Sr. Clerk
Satya Naryan Sahu	Sr. Clerk
Asim Kumar Patnaik	Jr. Clerk
D. Eswar Rao	Jr. Clerk
Sanjukta Sahoo	Jr. Clerk
Niranjan Patnaik	Revenue Inspector
Prakash Chandra Dash	Revenue Inspector
Debendra Kumar Majhi	Revenue Inspector

Prakash Chandra Nag	Revenue Inspector
Ganapati Pujari	Revenue Inspector
Ram Chandra Harijan	Asst. Revenue Inspector
Anant Choudhury	Asst. Revenue Inspector
Kailash Vhandra Bhotra	Asst. Revenue Inspector
Balaram Harijan	Asst. Revenue Inspector
Padlam Nayak	Amin
Umesh Chandra Rath	Peon
Mukunda Paiko	Peon
Surendra Singh	Peon
Tarini Chandra Panda	Peon
Bidyadhar Nayak	Peon
Gangadhar Mirgan	Peon
Gopinath Gouda	Watcher
K. Koteswar Rao	Peon
Nilambar Nayak	Peon
Karna Senapati Suna	Peon
Tankadhar Gouda	Process Server
Sunadhar Mali	Process Server
Tejkar Biswasray	Chainman
Trilochan Khosla	Choukidar-cum-Sweeper

(x) Total salary received by employees :

Name	Designation	Total monthly salary (in Rs.)
Subhransu Bhusan Patnaik	Tahsildar	32,857
D.N.B. Rao Dora	Head Clerk	25,936
K. Gupteswar Achary	Revenue Supervisor	21,990
T. Balaji Sahu	Sr. Clerk	16,890
Satya Naryan Sahu	Sr. Clerk	16,636
Asim Kumar Patnaik	Jr. Clerk	15,136
D. Eswar Rao	Jr. Clerk	10,980
Sanjukta Sahoo	Jr. Clerk	10,650
Niranjan Patnaik	Revenue Inspector	20,866
Prakash Chandra Dash	Revenue Inspector	10,170
Debendra Kumar Majhi	Revenue Inspector	20,866
Prakash Chandra Nag	Revenue Inspector	20,170
Ganapati Pujari	Asst. Revenue Inspector	20,170
Ram Chandra Harijan	Asst. Revenue Inspector	13,770
Anant Choudhury	Asst. Revenue Inspector	10,980
Kailash Vhandra Bhotra	Asst. Revenue Inspector	10,980
Balaram Harijan	Asst. Revenue Inspector	10,980
Padlam Nayak	Amin	10,816
Umesh Chandra Rath	Peon	8,880
Mukunda Paiko	Peon	12,480
Surendra Singh	Peon	9,720
Tarini Chandra Panda	Peon	9,436
Bidyadhar Nayak	Peon	8,880
Gangadhar Mirgan	Peon	8,880
Gopinath Gouda	Watcher	8,610
K. Koteswar Rao	Peon	8,880

Nilambar Nayak	Peon	8,880
Karna Senapati Suna	Peon	8,880
Tankadhar Gouda	Process Server	13,050
Sunadhar Mali	Process Server	13,050
Tejkar Biswasray	Chainman	8,880
Trilochan Khosla	Choukidar-cum-Sweeper	8,610

(xi) Budget Estimate of the Tahsil for the year 2010-11 :

Pay	36,41,000
DA	15,24,500
HRA	1,49,000
OA	830
RCM	24,400
T.E.	28,000
Electricity Dues	0
Water Charges	1,500
Telephone	6,000
Motor Vehicle	1,20,000
Other Contingency	90,000

(xii) Nil.

(xiii) Nil.

(xiv) As the Tahsil is newly created on dtd: 08.09.2009, the office is yet to be computerized. However, information are available at the Mother Tahsil, Nabarangpur.

(xv) No such facility is available.

(xvi) Name of the PIO : Sri D. N. B. Rao Dora, Head Clerk, Tahsil Office, Tentulikhunti.

(xvii) To be updated every year.

(C) Displayed on the Notice Boards
Through News papers.

(D) Intimated by service of notices.

S. P. Rao
22/3/2011
TAHSILDR, TENTULIKHUNTI