

Panchayat Samiti Office, Jharbandh

Introduction

MANUAL-1

Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

1. Objective/ Purpose of the Public Authority:

- a) To act as local self government in the intermediate level of 3 tier Panchayat Rajsystem
- b) To guide the Gram Panchayat to function as local self Government in the ground level

2. Mission/Vision Statement of Public Authority:

- a) To plan & implement the scheme to enable the rural poor to have better livelihood within limit of budgetary allocation provided by the Government
- b) To mainstream the rural areas in terms of basic infrastructure and basic need through PRIS by Co-ordinating all the Government Departments functioning in the gram panchayat area

3. Brief History of Public Authority and Context of its Formation:

Jharbandh Panchayat Samiti started functioning from 1961-62 & it is now in its post stage-II phase since 01.04.1974. At present there are 14 GPs covering an area of 41848 Hect. The population of the Block as per 2001 census is 69266

4. Duties of Public Authority:

- a) To Co-ordinate PRIs with all the govt. depts. such as ICDS, Health, Agriculture, Cooperation, Veterinary, RWSS, Minor irrigation, Soil Conservation etc functioning in rural areas as nodal agency so as to plan for different Government programmes.
- b) To ensure proper functioning of Primary Education, Social Security, Schemes, Welfare of SC/ ST, PDS and to promote pisciculture and industrial activities.
- c) To guide the Gram Panchayat to plan and implements the scheme assigned to it as self Government
- d) To carry out development works and poverty alleviation programmes in rural areas within the financial allocation provided by the Government

5. Main Activities/ Function of the Public Authority:

- a) To ensure devolution of power to PRIS as mandated under 73rd amendment of the constitution is honoured by the government depts. concerned
- b) To plan and implement different wage employment schemes and self employment programmes and social security schemes
- c) To supervise and monitor implementation of wage generation, poverty alleviation and self

employment programmes and different social security schemes

d) To create socio-economically productive and durable assets to meet the need of basic infrastructure in the rural areas

6. List of Services being provided by the Public Authority with a brief write-up on them:

Panchayat Samiti, Jharbandh provides following basic services

i) Social Security and Benefit Scheme Provide Pensions to old aged persons/ widows/ disabled persons from BPL category @ 200/- per head per month:

- a)** Provide National Family benefit to those families under BPL category whose main bread earner is expired
- b)** Provide tricycle, wheel chair, Asabadi, hearing aids to the disabled under BPL category
- c)** Provides handicapped scholarship to disabled student studying in educational institution of any level from primary to degree

6. List of Services being provided by the Public Authority with a brief write-up on them:

- d)** Provides mid-day meal to all the students reading in class I to V of Primary Schools, UGME Schools, NCLP School and EGS schools.
- e)** Facilitates registration of NGOs/ youth clubs.
- f)** Marriage Registration

7. List of Services being provided by the Public Authority with a brief write-up on them:

ii) Development of SC/ ST:

- a)** Provides pre-metric scholarship to SC/ ST students from class VI to X of Schools of both welfare Dept and recognized schools and Mass education dept.
- b)** Provides SEBC scholarship to the SEBC students @ one student of class X who have secured the highest mark in last annual examination amongst SEBC students. Facilitates the spouses to get incentive for inter cast marriage through District Office.
- c)** Provides social justice to SC/ ST people U/S 23 and 23-A of OLR act.
- d)** Provides monetary relief to the atrocity victims.
- e)** Provides O.S.F.D.C. loan to the SC/ ST people under BPL category.
- f)** Provides High cost loan to SC/ ST/ SEBC people through Dist. Office/ OSFDC.
- g)** Provides Agricultural implements to ST people
- h)** Provides cast certificate to SC/ ST/ OBC students for education purpose only.
- i)** Provides single point electrification to the people of all categories under kutirjyiti Scheme

iii) Poverty Alleviation:

- a)** Provides subsidized loan under S.G.S.Y to SHGs under BPL category so as to up lift there standard of living
- b)** Provides infrastructure for marketing of the products by the swanggories

iv) Gram Panchayat:

Facilitates PRI at ground level to act as local self Government

v) Development:

- a) Develops basic rural infrastructure such as construction of Bridges, culverts, road drains, primary schools building, AWC building, LAC building water harvesting structures, community halls under SGRY, OBB, MP LAD, MLA LAD, NREGS
- b) Facilitates identified beneficiaries to construct their houses under IAY, MO KUDIA

vi) Fishery:

- a) Facilitates the farmers & from all categories for construction of new tanks, Renovation of old tanks and adopting intensive pisciculture through FFDA and Dist. fishery office

vii) Industry:

- a) Facilitates educated unemployed youth to get loan to be self employed under PMRY

viii) Civil supply:

- a) Provides essential commodities like BPL Rice, APL Rice, Antodaya, Arnapurna Yojna Rice, K. Oil, Levy sugar through Gps

8. Expectation of the public Authority from the Public for Enhancing its Effectiveness and Efficiency:

- a) Participation of rural people in their respective pallisabha and gram sabha for transparency & accountable in processing their action plan

8. Expectation of the public Authority from the Public for Enhancing its Effectiveness and Efficiency:

- b) Helping the PRIs in smooth conducting of Developmental works and beneficiary oriented programme.
- c) Timely feedback on the Quality and Quantum of works.
- d) Activate participation of PRIs and the public in implementing poverty alleviation scheme.

9. Arrangement and Methods made for Seeking Public Participation/Contribution:

- a) To create awareness among the public regarding basic services being rendered by this public authority have been displayed through wall writing.
- b) To create awareness among the public regarding programmer and scheme. The government guidelines, instructions, and circular have been extended through extension officer. Selection of projects, executants and beneficiaries under various schemes are finalized by organizing pallisabha and Gram Sabha where participation of public is must.

10. Mechanism Available for Monitoring the Service Delivery and Public Grievance Resolution.

- a) Monitoring of the effectiveness of the programmes are done by monthly progress review in the meeting and field tours by the officers.
- b) Vigilance and monitoring committee where public representatives are members have been

constituted at Block level.

c) Every Saturday grievance cell is being opened for hearing of grievance at all the GPs offices as well as in Block Office.

11. Address of the Main Office and Other Offices:

Block Development Officer, Jharbandh
At/Po.-Jharbandh
District-Bargarh (Odisha)
Phone No.: 06684-235530
E-Mail: ori-jharbandh@gramsat.nic.in
bdojharbandh@orissapanchayat.gov.in

12. Working Hours of the Office:

Morning hours of the Office: 10.00 A.M
Closing hours of the Office: 05.00 P.M

13. Organisation Chart: [[Click here](#)]

MANUAL-2

Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.			
1	Designation	Block Development Officer	
	Powers	Administrative	Executive officer of this Panchayat Samiti implementing and monitoring of all schemes and programme implemented in the block. Supervision and administrative controls over all employees in the block
		Financial	Drawing & disbursing officer & passing all the bills for payment
		Others	Executive Magistrate. Asst. Returning Officer to Assembly & Parliament Election, Asst. Electoral Regd. Officer & Programme Officer, NREGS
	Duties	Inspection of GP Officers & supervision of field works	
2	Designation	A.B.D.O.	
	Powers	Administrative	Assist the BDO for the works entrusted to him
3	Designation	AE	
	Powers	Administrative	Supervision & monitoring of all developmental

			works, technical sanction of estimates, check measurement of the works
4	Designation	JE	
	Powers	Administrative	Preparation of Plan & Estimate, technical sanction & measurement of works
5	Designation	Computer Programmer	
	Powers	Administrative	Computerization of Cash Book (PAMIS), Betan, Priasoft, Rural Soft & other information
6	Designation	S.E.O.	
	Powers	Administrative	Implementation of Social welfare schemes like SOAP/ NOAP/ ODP/ NFBS
7	Designation	WEO	
	Powers	Administrative	Implementation of welfare schemes like Prematric Scholarships, Cast certificate for education, Forest Right Act/OLR. 23
8	Designation	PDO	
	Powers	Administrative	Supervision & monitoring of GPs, Marriage Registration Implementation of Self employment schemes under SGSY
9	Designation	M.I.	
	Powers	Administrative	Implementation of PDS & Procurement of Paddy
10	Designation	F.E.O.	
	Powers	Administrative	Supervision of pisciculture
11	Designation	C.E.O.	
	Powers	Administrative	Supervision & monitoring of Cooperative societies and banks

Sl. No.			
12	Designation	I.P.O.	
	Powers	Administrative	Promotion of small scale industries, implementation of self employment under PMRY
13	Designation	Head Clerk	
	Powers	Administrative	Supervise the work of Ministerial Staffs and IV-Grade employees, Maintained. Index register, Attend Assembly question, Register of Registered letters, Daily Checking of cash Book, Preparing

			Priasoftware, checking the billing accounts, maintains PL Accounts
14	Designation	Cashier (Sr. Clerk)	
	Powers	Administrative	Maintenance of the Cash Book/ Vouchers, custodian of the Cash & cheque
15	Designation	Establishment (Sr. Clerk)	
	Powers	Administrative	Deals with bill, Budget and Establishment
16	Designation	Development Clerk	
	Powers	Administrative	Deals with stock/ store, record room, opening of case records and issue of work orders
17	Designation	Jr. Clerk	
	Powers	Administrative	Issue, Receive and Dispatch section
18	Designation	VLW	
	Duties	Deals with IAY/ SGSY, EO of the concerned GPs	
19	Designation	Peon	
	Duties	Attached to different sections	
20	Designation	Choukidar	
	Duties	Choukidar in Office	

MANUAL-3

Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

1. What is the procedure followed to take a decision for various matter? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

Act & Rules, Record Manual & Guideline relating to different scheme issued by the Government are followed to take a decision for various matters

2. What are the documented procedures/ laid down procedures/Defined criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Approval of the Panchayat Samiti resolution is required to arrive a particular decision for important matters. In important matters to arrive at a decision file moves from the dealing assistant to the Chairman Panchayat samiti through Head Clerk & BDO. In time of need clarification sought from higher quarters

3. What are the arrangements to communicate the decision to public?

Panchayat Samiti Meeting, Gram Panchayat Meeting, Palli Sabha, Grama sabha are arrangements to communicate the decision to the public

4. Who are the officers at various levels whose opinions are sought for the process of decision making?

BDO, AE, JE & all Extension Officers are the officers at various level whose opinions are sought for the process of decision making.

5. Who is the final authority that vets the decision?

BDO/ Chairman

6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	Subject on which the decision is to be taken	Guidelines/ Direction, if any	Process of Execution	Designation of the Officers involved in decision making	Contact information of above mentioned officers	If not satisfied by the decision where and how to appeal
1	2	3	4	5	6	7
1	Administrative and Financial	Relevant rules	Through field functionaries	BDO & Programme Officer, NREGS	Panchayat Samiti, Jharbandh	Collector/ PD, DRDA

MANUAL-4

Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

All the works under SGRY, GGY, TFC, MPLAD, MLALAD, WODC are executed through labour leaders selected in the pallisabha.

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

MANUAL-6

Categories of Documents Under Control

[Section-4 (1) (b) (vi)]

Sl. No.	Category of Document	Name of the Documents and its Introduction in one line	Procedure to Obtain the Documents	Held by/ under Control of
1	2	3	4	5
1	Log Books	Odisha Record Manual 1964	From Government of Odisha	-
2	Received Register	Odisha Record Manual 1964	From Government of Odisha	-
3	Issue Register	Odisha Record Manual 1964	From Government of Odisha	-
4	Peon Book	Odisha Record Manual 1964	From Government of Odisha	-
5	Index Register	Odisha Record Manual 1964	From Govt of Odisha	-
6	Assembly Question Register	Odisha Record Manual 1964	From Govt of Odisha	-
7	Stock Register	Odisha Record Manual 1964	From Govt of Odisha	-
8	Work Order Register	P.S. Manual	From Govt of Odisha	-
9	Asset Register	P.S. Manual	From Govt of Odisha	-
10	Rice Stock Register	P.S. Manual	From Govt of Odisha	-
11	Rainfall Register	Odisha record manual 1964	From Govt. of Odisha	-

MANUAL-7

Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

Formulation of Policy:

Sl. No.	Subject/ Item	Is it Mandatory to Ensure Public Participation (Yes/No)	Arrangement for Seeking Public Participation
1	2	3	4
1	Formulation of Action Plan	Yes	Pallisabha/ Gramsabha/ PS meeting(PRI)

Implementation of Policy:

Sl. No.	Subject/ Item	Is it mandatory to ensure public participation (Yes/ No)	Arrangement for Seeking Public Participation
1	2	3	4
1	Selection of beneficiaries/ Labour leader	Yes	Palli Sabha/ Gram Sabha

MANUAL-8**Boards, Councils, Committees & Other Bodies Constituted**

[Section-4 (1) (b) (viii)]

Sl. No.	Name and Address of the affiliated body	Type of Affiliated Body	Brief Introduction of the affiliated body	Role of affiliated body	Structure and Member Composition
1	2	3	4	5	6
1	Panchayat Samiti	Board	Estd:1961, Employment of the PRIs, Rural Development	Advisory	Chairman, Vice Chairman, B.D.O., Official Members, Sarpanches, PS Members, ZP Members, MLA, MP

Head of the Body	Address of Main office and its branches	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide
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					information about the procedure to obtain them
7	8	9	10	11	12
Chairman	Panchayat Samiti, Jharbandh	By Monthly	No	Yes	No

MANUAL-9

Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Sl. No.	Name	Designation	Office Ph. No.	Mobile No. No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Sudarsan Say,OAS I	B.D.O.	06684-235530	8763128838	-	-	O/o Panchayat Samiti, Jharbandh
2	Sri Ramesh Kumar Sethy	A.E.	-	7894958280	-	-	-do-
3	Sri Santosh Ku. Acharya	P.A.	-	9583343397	-	-	-do-
4	VACANT	C.E.O.	-	9178340400	-	-	-do-
5	Sri Kshyamanidhi Rana	W.E.O.	-	9938320042	-	-	-do-
6	Sri Rajendra Thakur	F.S.	-	9556811353	-	-	-do-
7	Sri Bhopal Patel	S.I.S.	-	9437882516	-	-	-do-
8	Sri Prasanna Ku. Dehury	M.I.	-	9556422018	-	-	-do-
9	Sri Tikeswar Patel	S.E.O.	-	9668369836	-	-	-do-
10	Sri Ashok Ku. Mohanty	J.E.	-	9937901487	-	-	-do-
	Sri Debadutta						

11	Behera	J.E.	-	9938520345	-	-	-do-
12	Sri Supaya Kisko	G.P.T.A.	-	9938878463	-	-	-do-
13	Sri Tarun Kumar Bariha	G.P.T.A.	-	8018404794	-	-	-do-
14	Sri Karamchand Singh	G.P.T.A.	-	9437215302	-	-	-do-
15	Sri Khetri Luhar	Head Clerk	-	9938562417	-	-	-do-
16	Sri Uttar Ku. Mohapatra	Senior Clerk	-	9777343129	-	-	-do-
17	Sri Ghanashyam Pradhan	Senior Clerk	-	9556368530	-	-	-do-
18	Sri Bhabani Shankar Meher	Junior Clerk	-	9938042803	-	-	-do-
19	Sri Surendra Ku. Meher	J.A.	-		-	-	-do-
20	Sri Bikash Ranjan Panda	C.P.	-	9937306020	-	-	-do-
21	Sri Umesh Chandra Sahu	A.C.P.	-	9777595464	-	-	-do-

Sl. No.	Name	Designation	Office Ph. No.	Mobile No. No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
22	Sri Ramakanta Bohidar	D.E.O.	-	9937319096	-	-	O/o Panchayat Samiti, Jharbandh
23	Sri Sadasiba Majhi	VLW/ PEO	-	9777261706	-	-	-do-
24	Sri Sadasiba Majhi	VLW/ PEO	-		-	-	-do-
25	Sri Pyarimohan Dandsana	VLW/ PEO	-	9938550344	-	-	-do-
26	Sri Debananda Pradhan	VLW/ PEO	-	9937343109	-	-	-do-
27	Sri Manglu Negi	VLW/ PEO	-	9178139279	-	-	-do-
28	Sri Gokul Ku.	VLW/ PEO	-	9178927336	-	-	-do-

	Sahu						
29	Sri Saroj Kumar Panigrahi	VLW/ PEO	-	9861689660	-	-	-do-
30	Sri Damodar Barik	VLW/ PEO	-	8018514190	-	-	-do-
31	Sri Baidyanath Sidar	VLW/ PEO	-	9938485811	-	-	-do-
32	Sri Biswambar Sahu	VLW/ PEO	-	9437242198	-	-	-do-
33	Sri Khetramani Naik	VLW/ PEO	-	9556580071	-	-	-do-
34	Sri Pradeep Kumar Gartia	Driver	-	9178340824	-	-	-do-
35	Sri Madan Bag	Peon	-	9178617358	-	-	-do-
36	Sri Purandar Sahu	Peon	-	9777349324	-	-	-do-
37	Sri Bhubananda Pandey	Peon	-	9178967147	-	-	-do-
38	Sri Sridhar Mahanty	Khalasi	-	9178826942	-	-	RWSS
39	Sri Saroj Kumar Pradhan	Khalasi	-	9668368575	-	-	RWSS
40	Sri Jalesh Chandra Bag	HR	-	9937548623	-	-	RWSS
41	Sri Kailash Pradhan	HR	-	9668365254	-	-	RWSS
42	Sri Gunanidhi Patel	Chowkidar	-	977706792	-	-	RWSS

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Monthly Salary (in Rs.)

1	2	3	4
1	Sri Sudarsan Say	B.D.O.	32480
2	Sri Ramesh Kumar Sethy	A.E.	
3	Sri Santosh Ku. Acharya	P.A.	28860
4	Sri Bhikari Charan Seth	C.E.O.	26356
5	Sri Kshyamanidhi Rana	W.E.O.	27420
6	Sri Rajendra Thakur	F.S.	15870
7	Sri Bhopal Patel	S.I.S.	-
8	Sri Prasanna Ku. Dehury	M.I.	-
9	Sri Tikeswar Patel	S.E.O.	9300
10	Sri Ashok Kumar Mohanty	J.E.	18560
11	Sri Debadutta Behera	J.E.	18336
12	Sri Supaya Kisko	G.P.T.A.	9300
13	Sri Tarun Kumar Bariha	G.P.T.A.	9300
14	Sri Karamchand Singh	G.P.T.A.	9300
15	Sri Khetri Luhar	Head Clerk	23776
16	Sri Uttar Kumar Mohapatra	Senior Clerk	18226
17	Sri Ghanashyam Pradhan	Senior Clerk	15916
18	Sri Bhabani Shankar Meher	Junior Clerk	6725
19	Sri Surendra Kumar Meher	J.A.	18436
20	Sri Bikash Ranjan Panda	C.P.	9300
21	Sri Umesh Chandra Sahu	A.C.P.	5000
22	Sri Ramakanta Bohidar	D.E.O.	1000
23	Sri Sadasiba Majhi	VLW/ PEO	10800
24	Sri Pyarimohan Dandsana	VLW/ PEO	10080
25	Sri Debananda Pradhan	VLW/ PEO	10080
26	Sri Manglu Negi	VLW/ PEO	10800
27	Sri Gokul Ku. Sahu	VLW/ PEO	7296
28	Sri Saroj Kumar Panigrahi	VLW/ PEO	15660
29	Sri Damodar Barik	VLW/ PEO	10800
30	Sri Baidyanath Sidar	VLW/ PEO	8846
31	Sri Biswambar Sahu	VLW/ PEO	12676

Sl. No.	Name	Designation	Monthly Salary (in Rs.)
1	2	3	4
32	Sri Khetramani Naik	VLW/ PEO	10352
33	Sri Pradeep Kumar Gartia	Driver	14877
34	Sri Madan Bag	Peon	12660
35	Sri Purandar Sahu	Peon	11700
36	Sri Bhubananda Pandey	Peon	11896
37	Sri Sridhar Mahanty	Khalasi	11299
38	Sri Saroj Kumar Pradhan,	Khalasi	8288
39	Sri Jalesh Chandra Bag	HR	2678
40	Sri Kailash Pradhan	HR	2678
41	Sri Gunanidhi Patel	Chowkidar	10935

MANUAL-11

Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Year- 2009-10:

Sl. No.	Name of the Scheme/ Head	Activity	Starting date of the Activity	Planned end date of the Activity	Responsible Officer for the quality and the Complete Execution of the work
1	2	3	4	5	6
1	IAY	Construction of IAY house	1 st April of the financial year	31 st march of the year ending	VLWs/ J.E.

MANUAL-12

Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

1. Programme / Scheme:

- a) Name of Programme/ scheme: SGSY
- b) Duration of the programme/ scheme: 5 years
- c) Objective of the programme: Financial Improvement of rural poor.
- d) Physical and financial targets of the programme (for the last year):

Physical Target: 47 Lakhs

Financial Target: 210 Lakhs

2. Eligibility of Beneficiary: SHG under SGSY guidelines

- a) Procedure to avail the benefits of the programme: After 2nd grading test of SHGs
- b) Criteria for deciding eligibility: Grade-2 pass
- c) Detail of the benefits given in the programme: Pisciculture, Dairy, Dal-Processing unit, Veg-Cultivation, Weaving, Goatery, Brick making, Leaf Plate making, Tent House etc, Mushroom.
- d) Procedure for the distribution of the subsidy:
Subsidy-Rs.10,000/-, Per BPL limited to Rs, 1,25,000/- per SHG
- e) Where to apply or whom to contact in the office for applying: BDO
- f) Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application): Printed application format available with block.
- g) List of attachments (certificates/ documents):
 - i) No Dues certificates
 - ii) Land particuars
 - iii) In case of Pisciculture (Lease agreement)
 - iv) Photo identity cardv) Group willing ness
- h) Format of Attachments: No formats
- i) Where to contact in case of process related complaints : BDO/PA
- j) Details of the available fund (At various levels like District Level, Block Level etc.): Block level, DRDA level, Bank level

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

After disbursement of loan by the Banks the recipients get admissible subsidy/ concession by the dist administration

MANUAL-14

Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

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 Backend Database?
1	2	3	4	5
1	Rural soft	a) MPR on SGSY/SGRY, IAY b) Project wisp information under different scheme	Yes	Available in website www.ori.nic.in/ruralsoft
2	Priasoft	a) Scheme wise flow of funds under different heads. b) Block wise SHG data sponsored under SGSY	Yes	Available in website www.ori.nic.in/priasoft
3	Betan	General of monthly pay bill of employees	Yes	Yes
4	Pamis	Generation of cash book, trial balance, bank balance etc.	Yes	www.ori.nic.in/pamis
5	AAP under different Scheme	Execution of work	Yes	No
6	Guideline of different Scheme	Modules for execution/implementation of work	Yes	www.rural.nic.in

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Through news Paper	-	-
2	Notice board	-	-

3	Inspection of Records in the office	-	-
4	System of issuing of copies of Documents	-	-
5	Printer Manual available	-	-
6	Website of the Public Authority	-	-

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Digrilal Dash	Head Clerk	06684-235530	9556001767	-	-	Block, Jharbandh

Asst. Public Information Officer (APIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Sadasiba Majhi	VLW/ PEO	06684-235530	-	-	ori-jharbandh@gramsat.nic.in	Block, Jharbandh
2	Sri Pyarimohan Dandsana	VLW/ PEO	-	-	-	-	-
3	Sri Debananda Pradhan	VLW/ PEO	-	-	-	-	-
4	Sri Manglu Negi	VLW/ PEO	-	-	-	-	-
5	Sri Gokul Ku. Sahu	VLW/ PEO	-	-	-	-	-
6	Sri Saroj Ku. Panigrahi	VLW/ PEO	-	-	-	-	-
7	Sri Damodar Barik	VLW/ PEO	-	-	-	-	-

8	Sri Baidyanath Sidar	VLW/ PEO	-	-	-	-	-
9	Sri Biswambar Sahu	VLW/ PEO	-	-	-	-	-
10	Sri Khetramani Naik	VLW/ PEO	-	-	-	-	-

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
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Other Useful Information

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