

## MANUAL-1

# Particulars of Organization, Functions & Duties

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

### **1. About The Organization:-**

The Office of the Settlement Officer, Balasore- Mayurbhanj Major Settlement, Baripada has been functioning since February 1964, after bifurcated from the Settlement Office Cuttack. Charge Office, Balaore has been functioning at Balasore separately since 01.04.1964 with jurisdiction over undivided Balasore District. This Office has been functioning in a rented house belonging to Sri Bijaya Kumar & Bigyan Kumar Sharma occupying 13058 Sq. feet as no Govt. building has been provided. It is situated at Station Bazar, Baripada.

This office is mainly meant for preparation of record of Rights and preparation of maps on land particulars under the provisions of Orissa Survey and Settlement Act, 1958 within the Mayurbhanj District. It's duty is to look to the interest of the land lords, tenants, department, preparation of record of rights and maps relating to land under the provision of O.S.S Act.1958, and the rules there under. Besides, this Office is to look to the finalization of Inter-State and Inter-District boundary disputes. Ist round Survey and Settlement Operation of 3810 villages of Mayurbhanj District have been completed by 31.03.1994 and final R.O.Rs and Maps have been published and supplied to the concerned Revenue Authorities. Similarly 2<sup>nd</sup> round S & S Operation of 31 villages have also been completed by 07.10.2013 and final R.O.Rs and Maps have been published and supplied to the concerned Revenue Authorities.

### **INTER STATE BOUNDARY DISPUTE**

The district of Mayurbhanj adjoins Bihar State (Now State of Jharkhand) in North and West Bengal in the East. All the boundary disputes with Bihar have been finalized except the village boundary of Neda and Nuagaon of Bangiriposi P.S.( Now under Jharkhand P.S). Out of 47 villages adjoining 39 villages of Midnapur district of West Bengal, boundries of 43 villages were finalized. The remaining 4 villages i.e. 3 of Kuliana P.S, and one of Bangiriposi P.S have been completed in its Survey and Settlement operation stage keeping the last Settlement boundary intact as per the instructions of Board of Revenue, Cuttack. However the boundary disputes proceedings between Odisha and West Bengal is yet to be finalized by both of the States.

## MANUAL-2

### Powers & Duties of Officers & Employees

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

Sl. No.	Designation	Powers			Duties
		Administrative	Financial	Statutory	
1	2	3	4	5	6
1	S.O.	Head of Office	Financial	Statutory	Head of Office
2	A.S.O. Hd. Qrs,	Head of Establishment	Delegated	-do-	Establishment.
3	A.S.O. Accounts	Head of Accounts	-do-	-do-	Account drawing and disbursing.
4	A.S.O. Recess	Head of Recess	-do-	-do-	Supervision of the preparation of land records and Maps.
5	A.S.O.(Technical)	Head of Technical	-do-	-do-	Technical relating to rules, acts , programme and progress.
6	A.S.O.( Judicial )	Head of Judicial	-do-	-do-	Judicial matters relating to land records and service matters.
7	A.S.O. (Record room)	Head of record room	-do-	-do-	Preservation and maintenance of records.
8	Section Officer	Head of ministerial employees.	-do-	delegated	Supervision of the clerical work.
9	Head Drafts Man	Head of the drawing section.	-do-	-do-	Supervision of preparation of maps.
10	Sirastadar	Head of the Non-ministerial staff.	delegated	-do-	Supervision of preparation of land records.
11	Head Area Estimator	Head of the Area section.	-do-	-do-	Area Measurement and Checking

## MANUAL-3

### Procedure Followed in Decision Making Process

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

i) The Officers of this office are vested with powers to decide civil rights on land under different Acts such as O.S.S. Act- 1958, Orissa consolidation and Holding fragmentation of land Act. 1973 O.L.R. Act-1965, Orissa Tenancy Act, 1913, O.E.A. Act-1951, T.P. Act. 1988, prevention of land Acquisition Act- O.P.L. Act, C.P.C. 1908, Registration Act, Orissa Record Manual, 1964, Evidence Act Hindu Law and all other law related to decide right, title and interest on, land and structure thereon.

ii) Every Public officer is accountable to his superiors on inspection of work on field records and map.

iii) The decisions of the cases are pronounced in the open court.

iv) The Directorate of L.R. & S. and Consolidation whose opinions are sought for, the Civil Courts including Honorable High Court and Supreme Court are the final authority of such decision.

v) Decision is to be taken on the Right, Title and Interest on Land.

#### **Designation of the Officers/ Official involved in the procedure.**

Settlement Officer, Asst. Settlement Officer, Head Clerk, Inspector, Amins, Technical Staff, Chainman, and process server. ( Under Job- Contract Estt.)

## MANUAL-4

### Norms for Discharge of Functions

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

**The Technical Rules, Manuals and Technical guidelines Board of Revenue and Govt. in Revenue Department.**

## MANUAL-5

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

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

Sl. No.	Name/ Title of the Document	Type of Documents	Brief write up of the Documents	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records	Address, Telephone No., FAX, E-Mail & Others	Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7
1	Records of Rights.	-	Certified Copies of Documents	Settlement Office, Baripada Mayurbhanj.	-	As per O.R.M. 1964.

## MANUAL-6

### Categories of Documents Under Control

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

Sl. No.	Category of the Document	Name of the Document and its Introduction in One line	Procedure to Obtain the Documents	Held by/ Under Control of
1	2	3	4	5
1	Drafts Record/ Case Record Map	Land Record/ Judicial Record/ Land Map	As per O.R.M. 1964	Record Room, Settlement Office Baripada, Mayurbhanj.

## MANUAL-7

### Particulars of Arrangement in Formulation of Policy

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

Sl. No.	Subject/ Topic	Is it mandatory to ensure Public Participation (Yes/ No)	Arrangements for seeking Public Participation
1	2	3	4
1	Provisional Settlement Scheme	Yes	Meeting, Proceeding Book
2	Reservation Proceeding	Yes	-do-

## MANUAL-8

### Boards, Councils, Committees & Other Bodies Constituted

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

Sl. No.	Name	Head of the Body	Frequency of Meeting	Can Public Participate in the Meetings	Are Minutes of the Meetings Available to the Public? If yes Please Provide Information about the Procedure to obtain them
1	2	3	4	5	6
1	Legislative body/ Govt./ Board of Revenue.	Member, Board of Revenue, Orissa, Cuttack Revenue, Secretary, B/R Cuttack.	As desired	No Public Participants	Can be available under R.T.I. Act.

**MANUAL-9 &10**  
**Directory of Officers & Employees**

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

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Monthly Remuneration (in Rs.)	Address
1	2	3	4	5	6	7	8	9
1	Brajabandhu Bhola, O.A.S. (S.A.G.)	S.O. I/C- Cum-A.D.M. Mayurbhanj	06792 262042		--	--	N.A	O/O The Settlement Officer, Baripada, Mayurbhanj.
2	Sri Paramananda Prusty, O.R.S.	A.S.O. I/C- Cum- Asst. Collector, Colllectorat, Mayurbhanj	-do-	9438 6905 32	--	--	N.A	-do-
3.	Sri Anil Kumar Nayak, S.R.A.	Section Officer, - I/C	-do-		--	--	32643/-	-do-
4.	Sri Salku Majhi, Section Officer.	Section Officer,	-do-	94372 32643	--	--	62658/-	-do-
5.	Prabir Kumar Naik.	Sr. Steno.	-do-	96681 37052	--	--	67648/-	-do-
6	Dusmanta Kumar Parida	Sr. Steno	-do-	82601 17094	--	--	39648/-	-do-
7.	Hemanta Kumar Nayak	S.R.A.	-do-	97783 74173	---	--	54831/-	-do-
8.	Sanjib Kumar Senapati.	S.R.A.	-do-	93381 98094	--	--	46566/-	-do-
9.	Sarat Chandra Mohanta.	J.R.A.	-do-	99373 89046	--	--	44343/-	-do-
10.	Ratikanta Mishra	-do-	-do-	94375 04856	--	--	44343/-	-do-
11.	Senapati Mohanta.	-do-	-do-	99379 38406	--	--	30912/-	-do-
12.	Prabhat Kumar Sahu.	-do-	-do-	88952 41662	--	--	29120/-	-do-
13.	Bijaya Kumar Nayak	Driver	-do-	98531 90924	--	--	48438/-	-do-
14.	Prasanta Kumar Das babu.	Asst. Store Keeper	067922 62042	97775 94661	--	--	37440/-	-do-



1	2	3	4	5	6	7	8	9
15.	Gajendra Jena	R.M.	-do-	78093 09363	--	--	28665	O/O The Settlement Officer, Baripada, Mayurbjanj
16.	Chittaranjan Dakua	O.P.	-do-	95832 89638	--	--	38020/-	-do-
17.	Jhadeswar Sahu	O.P.	-do-	80937 29962	--	--	34225/-	-do-
18.	Ambika Prasad Parida	Store Peon	-do-	98617 57596	--	--	37483/-	-do-
19.	Harekrushna Lenka	P.S.	-do-	97785 92653	--	--	36874/-	-do-
20.	Chitaranjan Prusty	M.M.	-do-	94393 79155	--	--	37929	-do-
21.	Rajani Prava Bal	O.P.	-do-	96586 94728	--	--	29484/-	-do-
22.	Krushna Chandra Badhei.	O.P.	-do-	73812 18144	--	--	26208	-do-
23.	Subodh Kumar Nag	O.P.	-do-	99380 58453	--	--	24570/-	-do-
24.	Kshetra mohan Mohanta	P.S	-do-	98530 62831	--	--	28644/-	-do-
25	Srikanta Panda	T.K	-do-	91780 93227	--	--	29045/-	-do-
26.	Mayadhar Bar	O.P	-do-	73817 91390	--	--	25301/-	-do-
27.	Nityananda Barik	O.P	-do-	95835 00415	--	--	24599/-	-do-
28.	Padmabati Dalei	O.P	-do-	89081 87128	--	--	25301/-	-do-
29.	Dinabandhu Patra	Dak Peon	-do-	83379 82330	--	--	24594/-	-do-
30.	Sibasish Achraya	O.P	067922 62042	90404 25453	--	--	24594/-	-do-
31	Bibekananda Das	Chowkidar	-do-	94393 42185	--	--	23169/-	-do-
32	Sanjay Kumar Tripathy	-do-	-do-	94373 44945	--	--	23169/-	-do-

1	2	3	4	5	6	7	8	9
33.	Susen Kumar Nayak	Inspector	-do-	94377 81952	--	--	42069/-	O/O The Settlement Officer, Baripada, Mayurbjanj
34.	Ratnakr Rout	Amin	-do-	98537 92311	--	--	42131/-	-do-
35.	Mans Ranjan Das	-do-	-do-	77500 66281	---	---	32292/-	-do-
36.	Prasanta Kumar Mohanta	-do-	-do-	94372 00680	--	--	30842/-	-do-
37.	Bijoy Kumar Nayak	-do-	-do-	94388 55198	---	---	28333/-	-do-
38.	Ranjan Kumar Mohanta	-do-	-do-	94385 51748	--	--	27514/-	-do-
39.	Kartik Kumar Prusty	-do-	-do-	99376 74859	--	--	25898/-	-do-
40.	Mayadhar Nayak	-do-	-do-	98614 66814	--	--	25406/-	-do-
41.	Srikanta Mohapatra	-do-	-do-	94380 02492	--	--	25406	-do-
42.	Abhimanyu Rout	-do-	-do-	95562 26606	--	--	25174/-	-do-
43.	Akshya Kumar Jena	-do-	-do-	99384 50268	--	--	25196/-	-do--
44.	Dipti Ranjan Dutta	-do-	-do-	98615 44804	--	--	24453/-	-do-
45.	Susanta Kumar Patra	-do-	-do-	94396 57978	--	--	23047/-	-do-



MANUAL-11

Budget Allocated to each Agency

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

S.L. No	Unit	Received (in Rs)	Expenditure ( in Rs )	Amount to be surrendered ( in Rs )
1.	Pay	16500000	14979487	1523513
2.	D.A.	2040000	1960762	79238
3.	H.R.A.	430000	386942	43058
4.	O.A.	50000	46780	3220
5.	E.C.	60000	18539	41461
6.	M.V.	35000	-----	35000
7.	T,C.	15000	2060	12940
8.	T.E.	30000	13725	16275
9.	Spare & Services	2000	-----	2000
10.	F.A.	780000	720000	60000
11.	L.T.C.	15000	12120	2880
12.	R.R.T.	832000	815940	16060
13.	O.C	70000	10000	60000
14.	R.C.M	88000	86176	1824
15.	C.C	5000	5000	-----

MANUAL-12

Manner of Execution of Subsidy Programmes

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

**Not applicable**

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

**Not applicable**

## MANUAL-14

### Information Available in an Electronic Form

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

**Not available**

## MANUAL-15

### Particulars of Facilities Available to Citizens for Obtaining Information

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

**Information to the Public is provided as per Record Manual, 1964 and presently under the R.T.I. Act, 2005.**

## MANUAL-16

### Names, Designations & Other Particulars of the Public Information Officers

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

#### 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
1	Brajabandhu Bholu, O.A.S. (S.A.G.)	S.O. I/C -Cum- A.D.M.Mayurbhanj	06792 262042	---	--	baripada settlement@mail.com	O/o the Settlement Officer, Baripada, Mayurbhanj

#### 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	Sri Paramananda Prusty, O.R.S.	A.S.O. I/C - Cum- Asst. Collector, Collillectorat, Mayurbhanj	06792 262042	9583889696	--	--	O/O The Settlement Officer, B.M.Major Settlement, Baripada.

**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 Anil Kumar Nayak, S.R.A.	S.R.A. I/C. Section Officer.	06792 262042	<del>9435288643</del> 9978564018	--	--	O/o The Settlement Officer, Baripada, Mayurbhanj.

**MANUAL-17**

**Other Useful Information**

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

As this office is functioning fully under the control of Govt. Revenue Department all sort of work regarding Land Records and Surveys pertaining to Balasore & Mayurbhanj district are being done perfectly, corrected the defects on Land Recording and Provide to the Public in due time and schedule period under O.R.M rules, 1964 and R.T.I. Act, 2005

Besides, training to O.S.C.S Officers, O.A.S. Officers, I.A.S. Officers and newly posted Judicial Officers and also R.I. are being conducted in this Office when and where instructed by Govt. regarding land matters under Survey and Settlement Act, 1958.

  
Public Information Officer  
Settlement Office,  
Baripada