



GOVERNMENT OF ORISSA
DEPARTMENT OF WATER RESOURCES

OFFICE OF THE
CHIEF ENGINEER & BASIN MANAGER,
BRAHMANI LEFT BASIN, SAMAL.

REVISED 17 POINTS
PROACTIVE DISCLOSURE UNDER RIGHT TO
INFORMATION ACT. - 2005

**C.E. & B.M.,
B.L.B., SAMAL.**

Chapter 1

Introduction

1.1. Please throw light on the background of this hand-book (Right to Information Act. 2005)

Right to Information Act 2005 confers certain rules for providing information to the applicant. It defines ‘ public Information officer’ & its duty, Nodal officer & its duty procedure to obtain information. It also defines the memorandum of appeal. It specifies structures to obtain information & etc. It helps to eliminate corruption.

1.2. Objective/ purpose of this handbook

Objective of this handbook is to confer certain rules on how a citizen desire of any information can apply for information & to obtain it.

1.3. Who are the intended users of this hand book?

Every citizen of India is the intended user.

1.4 Organization of the information in this hand book

All the Government organizations.

1.5 Definitions (please provide definitions of various terms used in this hand book)

‘Act’ means the Right to Information Act’2005.

‘BPL Card’ means a card issued to any citizen who is below the poverty line.

‘Fee’ means amount payable by the applicant for obtaining any information under the provisions of Sub-Section (I) of Section 6 & Sub-sections (I) & (5) of section 7 excluding the cost of providing information.

‘Form’ means a form appended to these rules.

‘Identity’ means an evidence to show the citizenship like an electoral photo identity card, a passport or any document, which can satisfy the authority about the citizenship of the person.

‘Nodal Officer’ means the Commissioner-cum-Secretary to Govt, Information and Public Relation Department.

‘Public Information Officer’ means the State Public Information Officer designated under Sub-section (I) of section 5 of the Act & includes an Assistant Public Information Officer designated as such under sub-section (2) thereof.

‘Schedule’ means a schedule appended to these rules.

‘State Government’ means the Government of Orissa.

1.6. Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.

The Public Information Officer.

1.7. Procedure & free structure for getting information not available in the handbook.

No Comment.

Chapter-2 (Manual. 1)

Particulars of Organisation, Functions & Duties

2.1. Objective / Purpose of the public authority.

RENGALI MULTIPURPOSE PROJECT

(A) RENGALI DAM :

Rengali Dam, across the River Brahmani with a surface power house below the dam, constitute the 1st stage of development of Rengali Multipurpose Project. The construction of Dam was taken up during the year 1972 and was completed during the year 1985. Since then, it has been successfully controlling the flood in Brahmani delta covering an area of 2600 Sqkm. The power house has an installed capacity of 250(5x50M.W) and the generation from the 1st unit started from 1985. Other units were also commissioned in phased manner and all the Units started generation from 1992.

(B) RENGALI IRRIGATION PROJECT :

The second stage of development constitutes, Construction of "Samal Barrage" across the river Brahmani, 35KM down stream of the Dam, to provide irrigation to 2,18,300 Ha. of land (CCA) through Left & Right Canal System, by utilizing regulated release of water from Rengali Power House. The Barrage & Canal

Systems are being executed as a separate Project, named as "Rengali Irrigation Project ". The project will provide Irrigation in the district of Angul, Dhenkanal, Jajpur, Keonjhar & Cuttack.

OBJECTIVE OF THE PROJECT

- >To provide Irrigation to 2,18,300 Ha.
- >Flood Control in Brahmani Delta
- >Generation of Hydro power with an installed capacity of 250 M.W
- >In addition, the project will also provide drinking water to the Urban settlement and villages.

2.2. Mission / Vision Statement of the public authority.

The left bank canal of Rengali Irrigation Project is divided into two phases (LBC I & LBC II), The first phase (LBC I) from RD 0 to 29.177KM has been funded by World Bank (IBRD). The second phase of the Left bank Canal,LBC II, is further divided into two different phases. The first phase of the Project (LBC II, Phase I), from RD 29.177 KM to 71.313 KM of the canal, IS FUNDED BY Japan International Cooperation Agency (JICA, formally known as OECF).

Left Bank Canal	Phase	RD (KM)	(CCA (Ha)	Financial sources
1. LBC- I	-	0 -29.177	12157	World Bank
2. LBC - II	1	29.177 -71.313	26946	JICA (On going)
	2	71.313 -141.00	73197	JICA (Proposed)
Total	-	141.00	1,12,300	

Major vision of the project

- (I) Self-sufficiency in food production
- (II) Poverty alleviation
- (III) Employment generation

2.3. Brief history of the public authority & context of its formation.

Rengali Irrigation Project has been cleared by Planning Commission vide letter No.II-2(64) / 78-A & CAD Dated 31.03.1978 for execution of Samal Barrage with Its left & right bank canal system, for an amount of Rs.233.64 Corers. The Administrative approval has been accorded for Samal Barrage with left canal System for Rs. 164 Corers vide erstwhile I & P Department letter No.RL-32/79/ 25915 dtd.24.07.1979. Further, Planning Commission have also cleared the Rengali Irrigation Sub -Project, LBC-II (RD-30Km-141 Kms) an estimated cost of Rs.705.15 Corers vide No.2(64)/94-I & CAD dt. 14.7.1997. The Post of Chief Construction Engineer was created vide erstwhile I&P Deptt. letter No.23778 Dt.17.7.1978 for supervision of works of Rengali Irrigation Project. Subsequently the post of the Chief Construction Engineer was upgraded as Chief Engineer, Rengali Irrigation Project vide erstwhile I&P department letter No.51828 dt.30.11.1984. Further the post of Chief Engineer, Rengali Irrigation Project was re-designated as Basin Manager, Brahmani Basin, vide DOWR resolution No.25990 Dt.21.10.1995. Again the post of Basin Manager, Brahmani Basin was re-designated as Chief Engineer & Basin Manager, Brahmani Basin, vide letter No.32044 Dt.19.12.95 of DOWR & thereafter the post of Chief Engineer & Basin Manager, has been renamed as Chief Engineer & Basin Manager, Brahmani Left Basin, vide DOWR order No.10774 Dt.30.9.1998 for supervision of Works of Rengali Dam, Samal Barrage & left Bank Canal System .

2.4. Duties of the public authority:

- i) To complete the Left Bank Canal (LBC-II) -29.177 Km. to 71.313 Km. for providing assured Irrigation of 29,156 Ha. within the above ayacut.
- ii) To carry out the survey & Investigation and Macro Planning of LBC from RD.71.313 Km.to RD.141 Km. Preparing estimates, floating Tenders etc and passing for external funding (like JBIC) for completion of Left Bank Canal System.
- iii) To carry out the acquisition of private land , Govt. land and Forest land required for execution of canal works.

- iv) Implementation of Rehabilitation & Resettlement of Project affected persons.
- v) Maintenance of Dam , Barrage and LBC System upto 29.177 Km. along with Parjang Canal and distribution system.

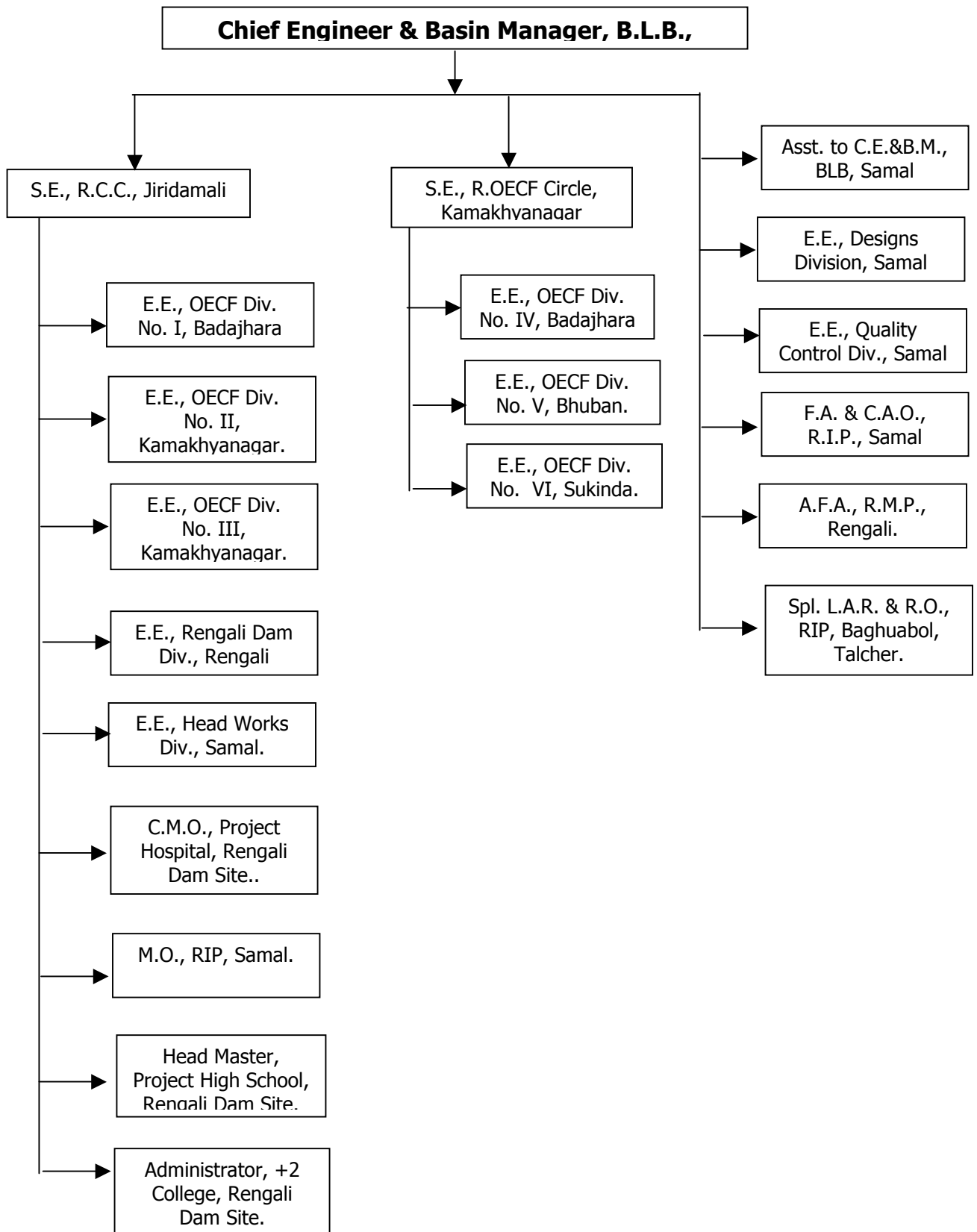
2.5. Main activities/ functions of the public authority:

Implementation of Rengali Irr. Project including their distribution system to provide irrigation facilities to the area coming under project ayacut in the district of Angul, Dhenkanal, Jajpur, Keonjhar & Cuttack.

2.6. List of services being provided by the public authority with a brief write-up on them.

- i) Rengali Dam across the River Brahmani with a surface power House below the Dam has been completed. It has been successfully controlling the flood in Brahmani Delta covering an area 2600 Sq.Km. The power House with installed capacity of 250 MW (5x50MW) has been completed and all the units started generation from 1992.
- ii) Construction of Samal Barrage across the River Brahmani, 35 Kms. down stream of Dam, has been completed.
- iii) Left Bank Canal from RD 0 Km. to 29.177 Km. along with Parjang Branch Canal and its distributary have been completed. Irrigation Potential to an extent of 8483 Ha. (167 ha. in Angul District + 8316 ha. in Dhenkanal District) has been created. Trial Irrigation for an area 8154 ha. (167 ha. in Angul District + 7987 ha. in Dhenkanal District) is being provided during the Khariff 2005.
- iv) Infrastructure facility like Road, School Building, Tube well, Pond ,Community Centre etc. have been provided in the re-settlement colonies of Rengali Dam & Samal Barrage.
- v) Formation of 19 nos of Pani Panchayat within the ayacut area of Left Bank Canal from RD 0 Km. -RD 29.177 Km. along with Parjang Branch Canal with its Distributaries have been completed.

2.7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).



2.8. Expectation of the public authority from the public for enhancing its effectiveness & efficiency:

The public authority desires that co-operation from the public by extending their support & suggestion in effective implementation of the Project for creation of irrigation potentials.

2.9. Arrangements & methods made for seeking public participation/ contribution:

Interaction is generally being made with the project affected and benefited peoples.

2.10. Mechanism available for monitoring the service delivery & public grievance resolution.

An institutional mechanism for examining grievances appearing in the newspaper has been formed comprising from JE level to CE level to ensure redressal there of in a time-bound manner.

2.11. Addresses of the main office & other offices at different levels.(please categories the addresses district wise for facilitating the understanding by the user).

- 1 Chief Engineer & Basin Manager
Brahmani Left Basin, Samal
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa. 759037.
- 2 Executive Engineer
Designs Division
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa. 759037.
- 3 Superintending Engineer
Rengali Canal Circle, Jiridamali
P.O.Kamakshyanagar
Dist.Dhenkanal , Orissa.
- 4 Superintending Engineer
Rengali O.E.C.F.Circle, Kamakshyanagar
P.O.Kamakshyanagar
Dist.Dhenkanal ,Orissa
- 5 Financial Adviser & chief Accounts Officer
Rengali Irrigation Project,Samal
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa.

- 6 Special L.and Acquisition , Rehabilitation & Resettlement Officer
Rengali Irrigation Project,Baghuabol
P.O.Talcher
Dist. Angul, Orissa.
- 7 Executive Engineer
O.E.C.F.Division No.I
P.O.Badajhara
Dist.Dhenkanal ,Orissa
- 8 Executive Engineer
O.E.C.F.Division No.II
P.O.Kamakshyanagar
Dist.Dhenkanal ,Orissa
- 9 Executive Engineer
O.E.C.F.Division No.III ,Jiridamali
P.O.Kamakshyanagar
Dist.Dhenkanal ,Orissa
- 10 Executive Engineer
O.E.C.F.Division No.IV
P.O.Badajhara
Dist.Dhenkanal ,Orissa
- 11 Executive Engineer
O.E.C.F.Division No.V,Sukinda
P.O.Sukinda
Dist.Jajpur ,Orissa
- 12 Executive Engineer
O.E.C.F.Division No-VI,Bhuban
P.O.Bhuban
Dist.Dhenkanal ,Orissa
- 13 Executive Engineer
Head Works Division
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa.
- 14 Executive Engineer
Quality Control Division,Samal
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa.

- 15 Executive Engineer
Rengali Dam Division
At-Rengali Dam Site
P.O.Rengali Dam
Dist. Angul, Orissa.
- 16 Assistant Financial Adviser
Rengali Multipurpose Project
P.O.Rengali Dam Site,
Dist. Angul, Orissa.
- 17 Chief Medical Officer
Rengali Project Hospital
P.O.Rengali Dam Site,
Dist. Angul, Orissa.
- 18 Medical Officer
Project Hospital ,Samal
At/P.O :- Samal Barrage Town-Ship
Dist. Angul, Orissa.
- 19 Administrator
+2 College, Rengali
P.O.Rengali Dam Site
Dist. Angul, Orissa.
- 20 Head Mistress,
Rengali Project High School,
P.O.Rengali Dam Site
Dist. Angul, Orissa.

2.12. Morning hours of the office: 10 AM

Closing hours of the office: 5 PM

(lunch break from 1.30 PM to 2 PM.)

From 7.00 AM to 1.00 PM during summer season as & when notified by the Govt.

Chapter-3 (Manual. 2)

Powers & Duties of officers & Employees

3.1. Please provide details of the powers & duties of officers & employees of the organization.

Sl.No.	Designation of Post	Powers		Duties attached
		Administrative	Financial	
1	Chief Engineer & Basin Manager Brahmani Left Basin, Samal	As stipulated in OPWD Code Vol.I & II, amended vide DOWR Lr.No.5081 dt. 07.02.2004 & DOWR order No. 16617 dt. 19.5.04, Orissa Service Code and Powers envisaged in Financial Hand Book of Engineering Project under the Centralising System of accounting of Accounting procedure and pension rules, OTC Vol-I, OGFR-I&II, DAPR, Orissa Budget Manual and Orissa Service Code.		Discharges duties as Head of the Project (both financial and technical) and also duties attached as per Para-2-2-1 to 2-2-10 of OPWD Code Vol-I .
2	Superintending Engineers	As stipulated in OPWD Code Vol.I & II, amended vide DOWR Lr.No.5081 dt. 07.02.2004 & DOWR order No. 16617 dt. 19.5.04, Orissa Service Code and Powers envisaged in Financial Hand Book of Engineering Project under the Centralising System of Accounting procedure and pension rules, OTC Vol-I, OGFR- I&II, DAPR, Orissa Budget Manual and Orissa Service Code.		Duties attached as per Para-2-2-15 to 2-2-23 of OPWD Code Vol-I .
3	F.A & C.A.O., Rengali Irrigation Project, Samal .	Exercises statutory powers as per Service Code OTC, OGFR and powers envisaged in Financial Hand Book of Engineering Projects under the Centralising System of Accounting procedure .		As per Financial & Accounting Hand Book of Engineering Projects under Centralising System of Accounting system.
4	Asst to CE & BM BLB, Samal	Exercise powers of Head of Office of Chief Engineer & Basin Manager's Establishment as per delegation of powers.		To assist the Chief Engineer & Basin Manager in all administrative and technical matters.

5	Executive Engineers	Exercise powers as per OPWD Code Vol- I & II and also as Head of office as per OSC, OTC & OGFR.	Survey, investigation, planning, micro planning, design, supervision of works entrusted to them and also duties attached as per para 2-2-25 to 2-2-60 of OPWD Code Vol- I .
6	Asst. Engineers	-----	Survey, investigation, planning, micro planning, design, supervision of works entrusted to them and also duties attached as per para 2-2-61 to 2-2-63 of OPWD Code Vol- I .
7	Junior Engineers	-----	Survey, investigation, planning, micro planning, design, supervision of works entrusted to them and also duties attached as per para 2-2-64 to 2-2-68 of OPWD Code Vol- I .
8	Section Officer/ Head Asst.	-----	He is Head of the ministerial staff. All files of the respective branch are routed through him. He is authorise to open and marking the official daks .
9	Senior Assistant	-----	After receiving the lettes from diarist, the Sr. Asst. should enter the letter in his Log Book. He has to put up all immediate and urgent letters within 24 hours and ordinary letters within 3 days from the date of receipt to Section Officer.
10	Head Clerk	-----	He is Head of the ministerial staff of Division Office . All files of the Division are routed through him. He is authorized to open the official daks.
11	Senior Clerk	-----	After receipt of the lettes from diarist, the Sr. Clerk should enter the letter in his Log Book and put up the same within 3 days to the Head of Ministerial staff .
12	Stenographer	-----	To take dictation from the officer concerned and maintain CCRs and confidential letters.

13	Jr. Asst./ Jr. Clerk	-----	After receipt of the letters from diarist, the Jr. Asst./ Jr. Clerk should enter the letters in his Log Book and put up the same within 3 days to the Head of Ministerial staff.
14	Typist	-----	To type all the drafts and endorsement letters etc.
15	Draughtsman	-----	To prepare drawings according to the designs prepared by the Engineering personnel's.
16	Tracer	-----	For tracing all the drawing and assist the Draughtsman.
17	Ferro printer	-----	To print all the drawing by Ferro printing machine.
18	Technical Asst.	-----	To conduct field tests of earth work, concrete work, casting of concrete slabs etc. and to collect samples for testing at Central Laboratory.
19	Embankment Inspector	-----	To conduct field tests of earth work, concrete work, casting of concrete slabs etc. and to collect samples for testing at Central Laboratory.
20	Asst. Embankment Inspector	-----	To conduct field tests of earth work, concrete work, casting of concrete cubes etc. and to collect samples for testing at Central Laboratory.
21	Laboratory Attendant	-----	To assist in preparation of samples for testing in Central Laboratory.
22	Phatographer	-----	To take snaps of important structures of canals.
23	Dark Room Asst.	-----	To assist the phatographer for washing the phatos.
24	Daftary	-----	To stitch the files and prepare dak pads and cyclostyling works.

25	Peon	-----	To attend the officers and to carry files and distribute official daks among the dealing assistant of respective office and other offices.
26	Night Watchman-cum-Sweeper	-----	To sweep the office before opening of office and to discharge watch and ward duty in the night.
27	Contingent Khalasi	-----	To attend the officers and to carry files and distribute official daks among the dealing assistant of respective office and other offices.

Chapter-4 (Manual. 3)

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

4.1. Please provide list of rules, regulations, instructions, manual & records, held by public authority

Sl. No	Name/ Title of the documents	Type of Documents	Brief write up of the documents	From where one can get a copy of rules, regulations, instructions, manual & records	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department copy of Rules, regulations, instructions, manual & records (if any)
1	2	3	4	5	6	7
1	O.P.W.D.Manual	Works Rules		Law Times, Cuttack		Rs.295.00
2	O.P.W.D.Code (Vol-I & II) First Ecton 1993(Re.P.W.Supp.1997)	Rules Regulations for Works		-do-		Rs.250.00
3	The Orissa Govt. Servant Conduct Rules 1959	Conduct Rules for Civil Govt. Servant		-do-		Rs.3.50
4	The Industrial disput Act. 1947 (1996 Edition)	Rules Regulations For Workmen		-do-		Rs.30.00
5	C.T.C. Vol-I 4th Edition up to 30.6.1992	Payment of Bills		-do-		Rs.28.00

6	C.T.C. Vol-II 3rd Edition up to 20.2.1973	Treasury Performa		-do-		Rs.705.00
7	OGFR Vol-II 2nd Edition 17th Feb.88	Financial Rules & Regulation.		-do-		Rs.15.00
8	Orissa Service manual Vol-I (1992 Edition.)	Service matters		-do-		Rs.6.00
9	The Orissa Civil Service (C.C. & A.)Rules 1962 withC.C.R (First Edition 1996. 2nd Edition-1997	Rules relating to Service matters		-do-		Rs.75.00
10	Disciplinary proceedings (1998 Edition)	Disciplinary against Govt. Servant		Law Times, Cuttack		Rs.150.00
11	The Workmen's compensation Act 1923 (1998 Edition)	Compensation to Workmen		-do-		Rs.55.00
12	O.C.S. Commutation of pension rules 1992 (1998 Edition)	Pensionary cases.		-do-		Rs.30.00
13	Employees Provident Funds	E.P.F Rules		-do-		Rs.200.00
14	Orissa General Provident Fund Rules	Treasury Rules		-do-		Rs.175.00
15	Orissa General Provident Fund Rules	G.P.F. Rules		-do-		Rs.40.00
16	Orissa Pension Rules	Pension Rules		-do-		Rs.100.00
17	Orissa Leave Rules 1966	Leave Rules of employees		-do-		Rs.45.00
18	Weekly Holiday (Rules 1972)	Rules & Regulations		-do-		Rs.12.00
19	Handbook of Orissa Service Rules	Service Rules of employees		-do-		Rs.160.00
20	Orissa Pension Rules	Pension Rules of employees		-do-		Rs.165.00
21	Orissa Budget Mannual 1963	Budgetary Rules		-do-		Rs.110.00
22	Deligation of Financial Powers Rules 1978(up to 1992)	Financial Powers		-do-		Rs.6.00
23	O.G.F.R. Vol. (2nd Edition 1998)	Financial Rules		-do-		Rs.100.00

24	Orissa Travelling allowance Rules	T.A.Rules		-do-		Rs.100.00
25	Medical attendance rules (1997Edition)	Medical Treatment of Govt. Servant		-do-		Rs.30.00
26	Rules Regulation control & Use of Govt. Vehicles up to 30th 'November 1992	Rules for Govt. Vehicles		-do-		Rs.20.00
27	The Payment of Gratuity Act.1972 with Central & Orissa Rules.	Workmen Rules		Law Times, Cuttack		Rs.35.00
28	The Orissa Record Mannual 1964 (Edt. 1997)	Records		-do-		Rs.250.00

Chapter.5 (Manual-4)

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 or implementation thereof

Implementation of policy:-

Sl. No.	Subject/ Topic	It is mandatory to ensure public participation (Yes/ No.)	Arrangements for seeking public participation
1	2	3	4
01	Rehabilitation Advisory Committee (R.A.C.), RIP	NO	No Comments
02	Project Level Environmental Management Committee of RIP	NO	No Comments
03	Grievance Cell of RIP	YES	As & when required

Chapter . 6 (Manual-5)

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (please mention the level in place of writing. Others.).

Sl. No	Category of Documents	Name of the documented its introduction in one line	Procedure to obtain the documents	Held by / under control of
1	2	3		4
1	Project Related Documents	i. Estimates ii. Tenders iii. Deviation iv. Extension of time v. Project Provision Slip vi. Register vii. Tender accepted Register		Estimating & Works Branch
2	Design Related Documents	Design & Drawing		Design Division
3	Establishment Related Documents	i. Grievances ii. Pay Acquittance Roll iii. Cash Book iv. Bill Register / Cheque Book v. Receipt Register/ Bill Transit Register vi. Service Book & Personal Files		Establishment Section Branch -do- -do- -do- -do- -do-
4	Miscellaneous	i. Issue & diary Registers ii. Postage Stamp Register iii. Dead Stock Register of Office iv. Forms & Stationeries		General Branch -do- -do- -do-
5	Financial	i. CAG, PAC & Audit Report ii. Preparation of budget allocation & expenditure Re-appropriation etc. iii. Sanction of Survey Report S.V.P. Report, Losses & Defaulcation iv. Letter of Credit v. Registration & renewal of registration certificates.		Budget & Accounts Branch -do- -do- -do- -do-
6	L.A.Cases	i. L.A. Compensation & rehabilitation matters ii. Decretal dues register		Works Branch -do-

Chapter . 7 (Manual.6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, committees and other Bodies related the public authority in the following format:

Sl. No	Name & address of the body	Main function of the body	Constitution of the body	Date of Constitution	Date upto which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings Remarks
1	2	3	4	5	6	7	8	9
1	High power Technical Advisory Committee (HPTAC)	Approval of new Project	EIC,(WR) EIC,(P&D) CE.,(PP&F) CE&BM.	-	-	No	Decision not open to the public until Govt. approval	As and when necessary
2	Project Level Technical Committee (PLTC)	a) Recommendation for award of the work b)Recommendation for deviation	CE&BM , Concerned SE, E.E.,FA&CAO. EIC,(WR) CE&BM. FA&CAO.	-	-	No	Decision not open to the public until Govt. approval	As and when necessary

Chapter. 8 (Manual. 7)

The names, designations and other particulars of the Public Information Officers

Please provide contact information about the public Information Officers, Assistant Public Information Officers and Departmental Appellate authority of the public authority in the following format:

Asst. Public Information Officer (A.P.I.O)

Sl. No	Name	Designation	STD Code	Ph. No. Office/ Home	Fax No	E-Mail
1	2	3	4	5	6	7
01	Er. Arabinda Pani	Asst. Engineer (Estimator)	06760	266307	266336	blb_samal@sancharnet.in

Public Information Officer (P.I.O)

Sl. No	Name	Designation	STD Code	Ph. No. Office/ Home	Fax No	E-Mail
1	2	3	4	5	6	7
01	Er. Jayadev Sahu	Asst. to Chief Engineer & Basin Manager	06760	266307	266336	blb_samal@sancharnet.in

Department Appellate Authority

Sl. No	Name	Designation	STD Code	Ph. No. Office/ Home	Fax No	E-Mail
1	2	3	4	5	6	7
01	Er. Soumendranatha Ghosal	Chief Engineer & Basin Manager	06760	266333	266336	blb_samal@sancharnet.in

Chapter 9 (Manual. 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to secretariat Manual & Rule of Business Manual, and other rules/ regulations etc can be made)

As far as this office is concerned decisions are taken with respect to rules & regulations.

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

Division offices under this circle submit proposals if the work proposed not come under their power. This office submits the same to the Govt in DoWR if the work proposed not come under its power.

- 9.3 What are the arrangements to communicate the decision to the public?

Through office letters & notifications.

9.4 Who are the Officers at various levels whose opinions are sought for the process of decision-making?

Section officer, Sub divisional officer, Divisional officer (Executive Engineer), Superintending Engineer, Chief Engineer, Engineer-in-Chief & Commissioner-cum-Secretary to Govt.

9.5 Who is the final authority that waits the decision?

The Commissioner-cum-Secretary to Govt.

9.6 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	Survey & Investigation, Planning, Forest Clearance & L.A. Proposal, L.S.& D.S., Design of different Project components, estimates, Tender procedure and other establishment matters
Guidelines/ direction. If any	OPWD Code, Service Code, Orissa Pension Rules etc.
Process of execution	The dealing assistant puts up file. The Public Authority gives order.
Designation of the officers involved in decision making	Ministerial Staff, Junior Engineer, Asst. Engineer, Executive Engineer, Superintending Engineer, Asst. to Chief Engineer & Basin Manager, Chief Engineer & Basin Manager.
Contact information of above mentioned officers	O/O the Chief Engineer & Basin Manager, Brahmani Left Basin, Samal
If not satisfied by the decision, where and how to appeal	Next higher authority. Engineer-in-Chief, Water Resources Department, Orissa.

Chapter. 10 (Manual-9)
Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	STD code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Soumendra Nath Ghosal	CE&BM	06760	266333	266345	266336	blb_samal@sancharnet.in	O/O the C.E. & B.M.,BLB, Samal.
2	Jaydev Sahu	Asst. to CE&BM	06760	266307	---	266336	-do-	-do-
3	Arabinda Pani	A.E.	-do-	-do-	---	-do-	-do-	-do-
4	Jagadish Ch. Mohanta	A.E.	-do-	-do-	---	-do-	-do-	-do-
5	Sasadhara Mohapatra	J.E	-do-	-do-	---	-do-	-do-	-do-
6	Padmanava Sahoo	J.E	-do-	-do-	---	-do-	-do-	-do-
7	Sunita Behera	J.E	-do-	-do-	---	-do-	-do-	-do-
8	Bijayananda Behera	Section Officer	-do-	-do-	---	-do-	-do-	-do-
9	Sarat Chandra Swain	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
10	Sitansu Sekhar Satapthy	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
11	Trilochan Jena	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
12	Lachhman Behera	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
13	Shyam Shundar Das	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
14	Niranjan Singh	Sr. Asst.	-do-	-do-	---	-do-	-do-	-do-
15	Bhabani Prasad Tripathy	Sr. Asst	-do-	-do-	---	-do-	-do-	-do-
16	Nakul Chandra Pati	Sr. Asst	-do-	-do-	---	-do-	-do-	-do-
17	Akshaya Kumar Dhal	Sr. Asst	-do-	-do-	---	-do-	-do-	-do-
18	Rabinarayan Sahoo	Sr. Asst	-do-	-do-	---	-do-	-do-	-do-
19	Prasanna Kumar Pradhan	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
20	Jadunath Parida	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
21	Pravakar Naik	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
22	Jayanarayn Kar	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
23	Jaganatha Dhal	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
24	Prafulla Kumar Sahoo	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
25	Lambodar Sahoo	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
26	Rajesh kumar Pani	Jr.Asst.	-do-	-do-	---	-do-	-do-	-do-
27	Rajendra Kar	Draftsman.	-do-	-do-	---	-do-	-do-	-do-
28	Kanhu Charan Nayak	Tracer	-do-	-do-	---	-do-	-do-	-do-
29	Pradyumna Kumar Rout	Tracer	-do-	-do-	---	-do-	-do-	-do-
30	Krushna Chandra Nandi	Jr.Typist	-do-	-do-	---	-do-	-do-	-do-
31	Abhaya Kumar Mishra	Jr.Typist	-do-	-do-	---	-do-	-do-	-do-
32	Premananda Pradhan	Jr.Typist	-do-	-do-	---	-do-	-do-	-do-

33	Smt. Jyotsnamayee Biswal	Jr. Typist	-do-	-do-	---	-do-	-do-	-do-
34	Sadananda Sahoo	Jr. Typist	-do-	-do-	---	-do-	-do-	-do-
35	Satyabrata Das	Jr. Typist	-do-	-do-	---	-do-	-do-	-do-
36	Sahadev Pradhan	Sr. Steno	-do-	-do-	---	-do-	-do-	-do-
37	Smt. Basanti Panda	JPC	-do-	-do-	---	-do-	-do-	-do-
38	Balaram Naik	Record Supplier	-do-	-do-	---	-do-	-do-	-do-
39	Basudev Behera	Daftary	-do-	-do-	---	-do-	-do-	-do-
40	Ramesh Chandra Mohapatra	Peon	-do-	-do-	---	-do-	-do-	-do-
41	Gourahari Das	Peon	-do-	-do-	---	-do-	-do-	-do-
42	Rama Chandra Garanaik	Peon	-do-	-do-	---	-do-	-do-	-do-
43	Haramohan Behera	Peon	-do-	-do-	---	-do-	-do-	-do-
44	Pankaja Lochan Samal	Peon	-do-	-do-	---	-do-	-do-	-do-
45	Chatura Behera	Peon	-do-	-do-	---	-do-	-do-	-do-
46	Bhubaneswar Sahoo	Peon	-do-	-do-	---	-do-	-do-	-do-
47	Rabindra Naik	NWM	-do-	-do-	---	-do-	-do-	-do-
48	Uchhaba Behera	Sweeper	-do-	-do-	---	-do-	-do-	-do-
O/o the Designs Division, RIP, Samal.								
1	Bishnu Prasad Ray	A.E.	-do-	-do-	---	-do-	-do-	-do-
2	Arunodaya Sethi	A.E.	-do-	-do-	---	-do-	-do-	-do-
3	Santosh Kumar Mandal	A.E.	-do-	-do-	---	-do-	-do-	-do-
4	Suchismita Sahu	J.E.	-do-	-do-	---	-do-	-do-	-do-
5	Soubhagya Ch. Pradhan	Head Clerk	-do-	-do-	---	-do-	-do-	-do-
6	Dambarudhar Naik	Sr. Clerk	-do-	-do-	---	-do-	-do-	-do-
7	Krushna Chandra Mallick	Sr. Clerk	-do-	-do-	---	-do-	-do-	-do-
8	Smt. Gitika Devi	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
9	Kishore Chandra Barik	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
10	Kumuda Chandra Acharya	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
11	Basanta Kumar Sahoo	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
12	Tejraj Dhir	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
13	Amruta Kumar Pradhan	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
14	Narendra Kumar Dwibedy	Jr. Clerk	-do-	-do-	---	-do-	-do-	-do-
15	Golekh Bihari Samal	Jr. Asst.	-do-	-do-	---	-do-	-do-	-do-
16	N. Vaikuntha Rao	Jr. Steno	-do-	-do-	---	-do-	-do-	-do-
17	Ajaya Kumar Sahoo	Draftsman	-do-	-do-	---	-do-	-do-	-do-
18	Golekh Chandra Sahoo	Tracer	-do-	-do-	---	-do-	-do-	-do-
19	Sridhar Barik	Daftary	-do-	-do-	---	-do-	-do-	-do-

20	Baruna Kumar Sahoo	Peon	-do-	-do-	---	-do-	-do-	-do-
21	Dasarathi Sahoo	Peon	-do-	-do-	---	-do-	-do-	-do-
22	Goura Chandra Mishra	Peon	-do-	-do-	---	-do-	-do-	-do-
23	Kailash Chandra Sahoo	Peon	-do-	-do-	---	-do-	-do-	-do-
24	Umakanta Parida	Peon	-do-	-do-	---	-do-	-do-	-do-
25	Dattahari Barik	Peon	-do-	-do-	---	-do-	-do-	-do-
26	Hari Hara Samal	Peon	-do-	-do-	---	-do-	-do-	-do-
27	Rabi Chandra Sathy	Peon	-do-	-do-	---	-do-	-do-	-do-
28	Smt. Gita Ratha	Peon	-do-	-do-	---	-do-	-do-	-do-
29	Dhira Naik	Peon	-do-	-do-	---	-do-	-do-	-do-
30	Babaji Chandra Barik	Peon	-do-	-do-	---	-do-	-do-	-do-
31	Lochan Samal	Peon	-do-	-do-	---	-do-	-do-	-do-
32	Arkhita Pradhan	Peon	-do-	-do-	---	-do-	-do-	-do-
33	Gajendra Prasad Mallick	Peon	-do-	-do-	---	-do-	-do-	-do-
34	Dharamananda Swain	Peon	-do-	-do-	---	-do-	-do-	-do-
35	Bimbadhar Jena	Peon	-do-	-do-	---	-do-	-do-	-do-
36	Chhabila Kissan	Peon	-do-	-do-	---	-do-	-do-	-do-
37	Babaji Charan Mishra	Peon	-do-	-do-	---	-do-	-do-	-do-
38	Sripati Pradhan	Peon	-do-	-do-	---	-do-	-do-	-do-
39	Akshaya Ku. Pradhan	Peon	-do-	-do-	---	-do-	-do-	-do-
40	Brajabandhu Barik	Peon	-do-	-do-	---	-do-	-do-	-do-
41	Mahi Naik	N.W.M.-cum-Sweeper	-do-	-do-	---	-do-	-do-	-do-

Chapter-11 (Manual. 10)

The monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1	Soumendra Nath Ghosal	CE&BM	55344.00		
2	Jaydev Sahu	Asst. to CE&BM	37479.00		
3	Arabinda Pani	A.E.	26644.00		
4	Jagadish Ch. Mohanta	A.E.	25566.00		
5	Sasadhara Mohapatra	J.E	11837.00		
6	Padmanava Sahoo	J.E	5000.00		

7	Sunita Behera	J.E	5000.00		
8	Bijayananda Behera	Section Officer	22028.00		
9	Sarat Chandra Swain	Sr. Asst.	19616.00		
10	Sitansu Sekhar Satapthy	Sr. Asst.	19158.00		
11	Trilochan Jena	Sr. Asst.	19198.00		
12	Lachhman Behera	Sr. Asst.	19198.00		
13	Shyam Shundar Das	Sr. Asst.	16240.00		
14	Niranjan Singh	Sr. Asst.	L.P.C. awaited		
15	Bhabani Prasad Tripathy	Sr. Asst	L.P.C. awaited		
16	Nakul Chandra Pati	Sr. Asst	L.P.C. awaited		
17	Akshaya Kumar Dhal	Sr. Asst	L.P.C. awaited		
18	Rabinarayan Sahoo	Sr. Asst	L.P.C. awaited		
19	Prasanna Kumar Pradhan	Jr.Asst.	12528.00		
20	Jadunath Parida	Jr.Asst.	12134.00		
21	Pravakar Naik	Jr.Asst.	12331.00		
22	Jayanarayn Kar	Jr.Asst.	12702.00		
23	Jaganatha Dhal	Jr.Asst.	12110.00		
24	Prafulla Kumar Sahoo	Jr.Asst.	12852.00		
25	Lambodar Sahoo	Jr.Asst.	12528.00		
26	Rajesh kumar Pani	Jr.Asst.	8236.00		
27	Rajendra Kar	Draftsman.	19840.00		
28	Kanhu Charan Nayak	Tracer	13128.00		
29	Pradyumna Kumar Rout	Tracer	13286.00		
30	Krushna Chandra Nandi	Jr.Typist	12558.00		
31	Abhaya Kumar Mishra	Jr.Typist	12732.00		
32	Premananda Pradhan	Jr.Typist	12732.00		
33	Smt. Jyotsnamayee Biswal	Jr.Typist	12558.00		
34	Sadananda Sahoo	Jr.Typist	12378.00		
35	Satyabrata Das	Jr.Typist	10684.00		
36	Sahadev Pradhan	Sr.Steno	20015.00		
37	Smt.Basanti Panda	JPC	12852.00		
38	Balaram Naik	Record Supplier	10602.00		
39	Basudev Behera	Daftary	9756.00		
40	Ramesh Chandra Mohapatra	Peon	9222.00		
41	Gourahari Das	Peon	9114.00		
42	Rama Chandra Garanaik	Peon	9114.00		
43	Haramohan Behera	Peon	9094.00		
44	Pankaja Lochan Samal	Peon	9222.00		
45	Chatura Behera	Peon	9114.00		
46	Bhubaneswar Sahoo	Peon	9242.00		
47	Rabindra Naik	NWM	9242.00		

48	Uchhaba Behera	Sweeper	9114.00		
O/o the Designs Division, RIP, Samal.					
1	Bishnu Prasad Ray	A.E.	L.P.C. awaited		
2	Arunodaya Sethi	A.E.	22657.00		
3	Santosh Kumar Mandal	A.E.	26416.00		
4	Suchismita Sahu	J.E.	5000.00		
5	Soubhagya Ch.Pradhan	Head Clerk	20035.00		
6	Dambarudhar Naik	Sr. Clerk	14419.00		
7	Krushna Chandra Mallick	Sr. Clerk	L.P.C. awaited		
8	Smt. Gitika Devi	Jr.Clerk	12548.00		
9	Kishore Chandra Barik	Jr.Clerk	12528.00		
10	Kumuda Chandra Acharya	Jr.Clerk	12528.00		
11	Basanta Kumar Sahoo	Jr.Clerk	11925.00		
12	Tejraj Dhir	Jr.Clerk	11032.00		
13	Amruta Kumar Pradhan	Jr.Clerk	12702.00		
14	Narendra Kumar Dwibedy	Jr.Clerk	11948.00		
15	Golekh Bihari Samal	Jr.Asst.	12505.00		
16	N.Vaikuntha Rao	Jr.Steno	17162.00		
17	Ajaya Kumar Sahoo	Draftsman	19488.00		
18	Golekh Chandra Sahoo	Tracer	13711.00		
19	Sridhar Barik	Daftary	9895.00		
20	Baruna Kumar Sahoo	Peon	9094.00		
21	Dasarathi Sahoo	Peon	9094.00		
22	Goura Chandra Mishra	Peon	9094.00		
23	Kailash Chandra Sahoo	Peon	9094.00		
24	Umakanta Parida	Peon	9094.00		
25	Dattahari Barik	Peon	9094.00		
26	Hari Hara Samal	Peon	9094.00		
27	Rabi Chandra Sathy	Peon	9094.00		
28	Smt. Gita Ratha	Peon	9094.00		
29	Dhira Naik	Peon	9222.00		
30	Babaji Chandra Barik	Peon	9094.00		
31	Lochan Samal	Peon	9094.00		
32	Arkhita Pradhan	Peon	9094.00		
33	Gajendra Prasad Mallick	Peon	9094.00		
34	Dharamananda Swain	Peon	9094.00		
35	Bimbadhar Jena	Peon	9094.00		
36	Chhabila Kissan	Peon	9094.00		
37	Babaji Charan Mishra	Peon	9094.00		

38	Sripati Pradhan	Peon	9094.00		
39	Akshaya Ku. Pradhan	Peon	9396.00		
40	Brajabandhu Barik	Peon	9372.00		
41	Mahi Naik	N.W.M.-cum-Sweeper	8932.00		

Chapter-12 (Manual.11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For public Authorities responsible for developmental, construction, technical works
12.1 please provide information about the details of the budget for different activities under different schemes in the given format

Year 2008-2009:-

Sl. No.	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed (No. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1	2	3	4	5	6	7	8	9	10
Not Applicable									

Chapter -13(Manual-12)

The Manner of Execution of Subsidy Programmes

Serial Number /code	Beneficiary Name	Amount of Subsidy	Parent/Guardians	Criteria of Selection	Address
Not Applicable					

Chapter -14(Manual -13)

Particulars of Recipients of Concessions, permits or authorization granted by it

Serial Number / code	Beneficiary Name	Validity Period	Parent/Guardians	Address
Not Applicable				

Chapter. 15(Manual-14)

Norms set by it for the discharge of its functions

SI No.	Activity	Time Frame/Norm	Remarks
1	2	3	4
01	Norms set for discharge of functions	OPWD Code Vol-I & II Code of conduct Books and Circulars followed	

Chapter-16 (Manual-15)

Information available in an electronics form

16.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

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	2	3	4	5
1	Major & Medium Project	Web site	Yes	http://www.dowrorissa.gov.in/
2	Tender Notice	Web site	Yes	http://www.dowrorissa.gov.in/
3	Office Directory	Web site	Yes	http://www.dowrorissa.gov.in/

Chapter -17 (Manual-16)

Particular of the facilities available to citizens for obtaining information

17.1 Means, methods of facilitation available to the public which are adopted by the department for dissemination of information.

Like

- o Office Library: Office library is meant for office people only
- o Drama & Shows: No
- o Through News paper: Yes
- o Exhibition: NO
- o Notice Board : Those which are open for public.
- o Inspection of Records in the office: Inspection of records can be made by following the RTI Act & Rules
- o System of issuing of copies of documents: Copies of the documents can be issued after depositing of requisite amount as per RTI Rules.
- o Printed manual Available: Yes
- o Website of the public Authority: <http://www.dowrorissa.gov.in/>
- o Others means of advertising: No

Chapter-18 (Manual-17)

Other useful Information

18.1 Frequently Asked Questions and their Answers by public

Useful information relating to the activities of the Project for information of general public.

18.2 Related to seeking Information

0 Application form (a copy of filled application form for reference)

Attached vide **Attachment-I**

0 Fee:

Fee structure is provided vide **Attachment-II**

0 How to write a precise information request. Few Tips

The subject meant for seeking information should be outlined in the application form. Suppose one needs to know about the estimate of a work, he has to mention the name of the work and then he has to ask the amount of the estimate, estimate framing & sanctioning authority etc.

0 Right of the Citizen in case of denial of information and procedure to appeal

An appeal under sub section (1) of section 19 of RTI Act shall be filed in form 'D' to the officer as designated by the Public Authority to hear such appeal. The Memorandum of appeal shall be accompanied with such fee as specified in the Schedule which shall be paid in the shape of court fee stamp. Any person aggrieved by the decision under sub-section (I) of section 19 may prefer a second appeal before the State Information Commission under sub-section (3) thereof in form E which shall be accompanied with such fee in the shape of court fee stamp as specified in the schedule.

18.3 With relation to training imparted to public by public Authority

Not Applicable

18.4 With relation to certificate, No objection certificate etc issued by the public Authority not included in manual-13

Not Applicable

18.5 With relation to registration process

0 Objective: B Class Contractor license

0 Eligibility for registration:

Any citizen of India.

0 Pre-requisites (If any)

No

0 Contact information for applying:

PWD offices.

0 Application Fee (Wherever applicable)

Registration fees are as follows:

Super Class contractor – Rs.2.0 lakh

Special Class contractor- Rs.60,000/-

'A' Class contractor - Rs.30,000/-

'B' class- Rs.12,000/-
'C' Class-Rs.6,000/-
'D' Class-Rs.3,000/-

0 Other Fees (Wherever applicable)

The following types of amounts will be pledged in favour of the Registering Authority in shape of Post Office Savings Bank Account/National Savings Certificates/Post Office Time Deposit Account.

Super Class contractor – Rs.10.0 lakh
Special Class contractor- Rs.2.0 lakh
'A' Class contractor - Rs.80,000/-
'B' class- Rs.40,000/-
'C' Class-Rs.20,000/-
'D' Class-Rs.20,000/-

0 Application Form (In case the application is made in plain paper, please mention the details which the applicant has to provide)

'Annexure-A' attached vide **Attachment-III**

0 List of enclosures/ documents

Work experience certificate , VAT-612 Clearance certificate, Copy PAN card, Photo, Treasury challans of requisite amount as above.

0 Format of enclosures/ documents.

Work experience certificate format attached vide **Attachment-IV**.

0 Procedure of application

Directly can be applied to the PWD officers.

0 Process followed in the Public Authority after the receipt of application

Checking of the documents and fees etc and registered.

0 Validity period of registration (If applicable)
3 years.

0 Process of renewal (If any)

Every registered contractor who wishes to renew his certificate of registration shall apply to the registering authority not less than one month before the expiry date of the certificate in Form 'C' accompanied with the Treasury Challans of requisite amounts as follows.

Super Class contractor – Rs.50,000/-

Special Class contractor- Rs.20000/-

'A' Class contractor - Rs.10,000/-

'B' class- Rs.5,000/-

'C' Class-Rs.2,000/-

'D' Class-Rs.1,000/-

18.6 With relation to collection of tax by public authority (Municipal Corporation, Trade Tax, Entertainment Tax etc) : Not Applicable

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like municipal corporation / Municipalities /UPCL): Not Applicable

18.8 Details of any other public services provided by the public authority: N.A

FORM - A
See Rule - 4 (I)

Application for Information under section 6 (1) of the Act

To

The Public Information Officer:- O/O The C.E.& B.M., B.L.B., Samal.
(Name of the office with address)

1. Full name of the applicant: Ratnakar Mohapatra.
2. Father / Spouse name: Sadasiva Mohapatra.
3. Permanent address: At.Po.- Rengali Dam Site, Dist- Angul.
4. Particulars in respect of Identity of the applicant: Voter Identity Card (Copy enclosed)
5. Particulars of information solicited
 - (a) Subject matter of information: How many Work-charge employees in your Project?
 - (b) The period to which the information relates: 1980-2008
 - (c) Specific details of information required: List of Work-charged employee.
 - (d) Whether information is required by post or in person
(The actual postal charges shall be included in providing information)
 - (e) In case by post (ordinary, registered or speed): By Speed Post
6. Address to which information will be sent & in which form: Qr.No.-E 1/14
At/Po.- Rengali Dam Site, Dist- Angul. 759105
7. Has the information provided earlier: No.
8. Is this information not made available by the Public authority: No
9. Do you agree to pay the required fee: Yes
10. Have you deposited application fee: Yes (By Cash)
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same: No

Place: Samal

Date : 17.04.2008

Ratnakar Mohapatra
Full Signature of the applicant:

Address: Qr.No.-E 1/14
At/Po.- Rengali Dam Site, Dist- Angul. 759105

Office of the Public Information Officer

Received the application from -----
address-----

on-----seeking information.

Place Full name of Public Information Officer

Date Designation

Seal

Attachment-II

Schedule
(See Rules 4 and 7)
Fees / Amount to be charged for providing information

PART – I

(A) Application fee	Rate to be charged	Mode of deposit
(i) Application fee seeking information	Rupees twenty per Application	Treasury Challan/ cash
(ii) Application fee for 1 st Appeal	Rupees forty	Court fee stamp
(iii) Application fee for 2 nd Appeal	Rupees fifty	Court fee stamp

PART – II

**(B) Amount to be charged for
Providing information**

(i) Inspection of documents	Rupees fifteen per each hour or fraction thereof	By cash
(ii) A4 size paper for each folio		
(a) Typed copy/photocopy per page	Rupees five	By cash
(b) Print out from computer per page	Rupees ten	By cash
(iii) CD with cover	Rupees one hundred per CD	By cash
(iv) Floppy Diskette (1.44MB)	Rupees one hundred per Floppy	By cash
(v) Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vi) Video Cassette/Microfilm/Microfiche	- do-	By cash
(vii) Certified sample of material	-do-	By cash

N.B: Proper and authenticated money receipt to be issued for all cash payment
The office is to state the cash receipt No. on the application Form 'A'.

Amendment to “Form-A” of PWD Contractor Registration Rules

(Application for Registration of a Contractor / Up gradation to a higher class). The applicants desire to enroll themselves as Contractor and also for the purpose of up gradation to higher Class should furnish necessary information in the enclosed proforma.

- 1 Name of the applicant, qualification if any-
- 2 Permanent Address:-
(Should include telephone No. Fax No. and E-Mail ID)
- 3 The Class in which registration is now prayed for
- 4 The Class in which already registered and when ?
- 5 In case of registered Contractor., the list of works done by him indicating the details of each work should be furnished with a certificate of the Engineer-in-Charge under whom he worked . The contractor has to furnish the list of works done by him during the last three years in the enclosed format.
- 6 Whether agreement for any work was rescind by the concerned Authority (during last 5 year) if so , reasons in details/
- 7 Whether any work was abandoned by the Contractor (during last 5 years) ? if so, reasons in detail.
- 8 A copy of the Treasury Challan in which the prescribed fee has been deposited in the treasury has been attached(Yes/No)
- 9 List of tools , plants, machinery and vehicles which the firm owned.
- 10 The name and qualifications of the partners of the applicant. In case of Partnership firm, the copy of the partnership deed to be furnished.
- 11 Whether the applicant has tendered for any work/works under any Engineering Department / Organisation of the State Government during the last three years.
- 12 Technical and financial standing for the category concerned as required under Rule-6.
- 13 Whether the applicant has registered himself as a contractor under any other name.
- 14 Whether three copies of passport size photograph of the applicant duly attested have been enclosed (Yes/No)

Date

Signature of the applicant

Attachment-IV

FORMAT FOR LIST OF WORKS DONE DURING LAST THREE YEARS

Sl. No.	Department/ Organisation	Name of work	Estimated cost	Agreement amount	Agreement No.	Scheduled date of commencement as per Agreement	Actual date of commencement	Scheduled Date of completion as per Agreement	Actual Date of completion	Whether the work is completed in time	Cause of delay if any	Litigation if any	Remarks/ Comments of the Engineer in charge with signature
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Counter Signature of the employer.

Signature of the contractor.