

## Manual-1

### Particulars of Organization, Functions & Duties [Section-4 (1) (b) (i)]

SI NO.	SUBJECT	REMARKS
1	Objective/purpose of the public authority.	<ol style="list-style-type: none"><li>1. Control and management of Government land within the jurisdiction of Bhubaneswar Municipal Corporation area.</li><li>2. Protection of Government land.</li><li>3. Litigation management.</li><li>4. Lease/Alienation/Allotment of Government land to different Departments of Government /Private Organisations for various proposes following the procedure contained in the Odisha Government Land Settlement (Second Amendment) Rules,2020.</li><li>5. Conversion of leasehold residential land to freehold.</li><li>6. Issue of NOC permission for leasehold land.</li><li>7. Mutation of the leasehold land.</li><li>8. Permission for transfer of the leasehold land.</li></ol>
2	Mission / Vision Statement of the public authority.	The Public Authority is committed to adhere to the existing Rules /Regulation /Policies of the Government to manage and control over the Government land within BMC area and also to deliver

		services to the general public as expeditiously as possible in a transparent manner.
3	Brief history of the public authority and context of its formation.	Bhubaneswar was made the capital city of Odisha on 13 <sup>th</sup> April 1948 and in the same year it was declared as Notified Area Council in 1952 comprising of nine revenue village. In the year 1979, it was converted to Municipality. It was declared as Municipality Corporation in 1994 owing to rapid urbanisation and burgeoning population. The control and management of Government land within the Municipal Limits of Bhubaneswar vests with the Government in General Administration Department as per the provisions contained in the Odisha Government Rules of Business. The jurisdiction of G.A. & P.G. Department and Bhubaneswar Municipality Corporation is now expanded to 65 revenue villages.
4	Duties of the public authority.	The Public Authority is equipped with a group of officers and survey knowing technical staffs to render services in a time bound manner. All the officers have been entrusted with specific duties, which have been indicated in Manual-2.
5	Main activities/functions of the public authority.	1. General control over the Government land lying within the

		<p>capital city.</p> <ol style="list-style-type: none"> <li>2. Planning, construction programme and allotment of building for official and residential purpose.</li> <li>3. Lease, alienation and transfer of Government land.</li> <li>4. Orissa Public Premises (Eviction of unauthorised occupants Act, 1972 and matters connected therewith.</li> </ol>
6	List of services being provided by the public authority with a brief write-up on them.	<ol style="list-style-type: none"> <li><b><u>1. PERMISSION FOR TRANSFER OF LEASE HOLD LAND.</u></b>  Government in appropriate cases may consider for transfer of leasehold plots after realization of the consent fee. In the lease deed, there is a specific condition that the lessee shall not transfer the lease hold plot without the consent of the lessor. No such consent to transfer the leasehold plot by way of sale or deed shall be given by the lessor unless the lessee pays such amount as may be decided by the Government from time to time.</li> <li><b><u>2. CONVERSION OF LEASEHOLD RESEIDENTIAL PLOTS TO FREEHOLD.</u></b>  In the year 1998, Government introduced a Scheme for conversion of leasehold</li> </ol>

residential plots to freehold status. It provides that residential plots, under specified condition and procedure would be entitled to convert the lease hold land to free hold status on payment of conversion fee as prescribed by Government from time to time.

A lessee of residential plot may apply for conversion through the gaestate.in portal. After the order of conversion, the lessee is required to deposit the conversion fee. After realization of the conversion fee, a deed of conveyance is to be executed and registered following the provisions of the Indian Registration Act, 1908. After registration the applicant is deed shall be given by the lessor unless the lessee pays such amount as may be decided by the Government from time to time.

## **2. MUTATION OF GOVERNMENT LAND**

In the event of demise of the lessee, the legal heirs /successors-in-interest can apply online for mutation of lease hold land through the gaestate.in portal of the Department. A copy

		<p>of the order allowing mutation is communicated to the Tahasildar to effect necessary changes in the Records of Rights.</p> <p><b>3. <u>TEMPORARY USE OF GOVERNMENT LAND.</u></b></p> <p>To streamline the issue of NOC and issue of permission order standard operating procedure (SOPs) have been formulated by the Government for issue of permission by BMC. Suitable Government land in 32 patches have also been identified and notified for the said purpose. Citizen can apply online for NOC for temporary use of Government land for seasonal business and other purposes through the “Citizenservices.bhubaneswar.me Bhubaneswar.me portal in respect of the designated locations.</p>
7	Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).	Organisational structure be added.
8	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	<p>1. Safeguard public properties :</p> <p>It is the duty of every citizen of the country to safeguard public</p>

		<p>property in view of Article 51A of the constitution of India.</p> <ol style="list-style-type: none"> <li>2. Timely deposit of Government dues.</li> <li>3. Timely submission of the required documents.</li> </ol>
9	<p>Arrangements and methods made for seeking public participation/contribution.</p>	<p><b><u>FACILITATION CENTRE</u></b></p> <ol style="list-style-type: none"> <li>1. A Facilitation Centre is set up in the Estate Court Building near Central Record Room, LoksevaBhawan, Bhubaneswar so as to facilitate the applicant to apply online for conversion of residential land within Bhubaneswar Municipal Corporation area from “leasehold” status.</li> <li>2. The applicant has to come to the Facilitation Centre with all relevant papers and documents required for conversion of leasehold land.</li> <li>3. The facilitation Centre operates in officer hours of all working days.</li> <li>4. After filing of application, the applicant will get a unique acknowledgement number. Also if he/she has provided his/her mobile number during filing of application, then a SMS alert will be communicated indicating</li> </ol>

his/her acknowledgement number, user name and password for future reference.

5. The Facilitation Centre has the facility of web Camera to capture the live photo of the applicant which will be placed in the space of photograph of the application form.

6. The Facilitation Centre has the facility to capture signature of the applicant through the digital signature pas and the same will be put in the space for signature in the application form.

7. The documents and relevant papers brought by the applicant can be scanned through the high resolution scanner at the Facilitation Centre and can be attached with the application.

8. The applicant can get the printed copy of the acknowledgement at the Facilitation Centre.

9. Further, the applicant can come to the Facilitation Centre during office hours of any working days for checking of status of the application.

Further, the website [www.gaestaes.in](http://www.gaestaes.in) has been launched to provide service through online. The right to Public

		Service Act 2012 has been enacted by the Government to deliver Public Service to the citizens within a given time limit.
	Mechanism available for monitoring the service delivery and public grievance resolution.	Grievance Cell and E-abhijoga.
11	Addresses of the main office and other offices at different levels.	General Administration and Public Grievance Department, LoksevaBhawan, Bhubaneswar-01
12	Morning hours of the office :	10.00AM
13	Closing hours of the office :	5.30PM



## Manual-2

### Powers & Duties of Officers & Employees

1. Name	Sri ManasRanjanSamal	
Designation	Joint Director of Estates-cum-Joint Secretary	
Power		
Duties	<p>1. Litigation Management.                  2. Land Policy Matters.                  3. Institutional Lease and Alienation.                  4. Accounts.                  5. Task Force.                  6. Land Allotment Committee Meeting.                  7. Establishment Matters.                  8. Supreme Court/ High Court and Civil Court Matters.                  9. Audit.                  10. Villages allotted:</p> <p><b><i>Baramunda, Bharatpur, Bhagabanpur, Jagamara, Jokalandi, Naharkanta, Nakhara, Paika Nagar, Patrapada, Paikarpur, Samantapuri, Sampur, Sankarpur, Subudhipur.</i></b></p>	

2. Name	Smt. Indira Behera	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		

Duties	<ol style="list-style-type: none"> <li>1. High Court and Civil Court Cases including preparation of PWC.</li> <li>2. G.A Estates and Facilitation Centre.</li> <li>3. Assembly Matters.</li> <li>4. Monitoring of Enforcement Activities.</li> <li>5. Village allotted:  <b>Ashok Nagar, Bhouma Nagar, BJB Nagar, Bomikhal, Goutam Nagar, Haridaspur, Jadupur, Jeypur, Jharapada, Laxmisagar-1(Budheswari, Budha Nagar), Laxmisagar-II(Sarala Nagar), Meherpalli, Nayapalli, Nayapalli(NilakanthaNagar), Nuagaon, Rudrapur, Satya Nagar, Sundarpada.</b> </li> </ol>

3. Name	Smt. Gayatri Devi	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		
Duties	<ol style="list-style-type: none"> <li>1. Disposal of C.M's Grievance &amp; E-Abhijog.</li> <li>2. High Court and Civil Court Cases including preparation of PWC.</li> <li>3. P.I.O.</li> <li>4. Digitisation.</li> <li>5. Mouza allotted:  <b>Aiginia, Badagada, Banguary, Bapuji Nagar, Begunia, Bhoi Nagar, Dumduma, GadaGopinath Prasad, Ganga Nagar, GopabandhuNagar, Haripurpatna, JaydevVihar, Johal, Kapilaprasad, Kapileswar, Keshari Nagar, Surya Nagar.</b> </li> </ol>	

4. Name	Smt. Itishree Rout	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		
Duties	<p>1. EOW &amp; Vigilance Cases.  2. Forest Diversion.  3. Revision Cases.  4. Record Room.  5. High Court and Civil Court Cases including preparation of PWC.  6. Mouza allotted:  <b><i>Bhimpur, Bhubaneswar Sahar, Chandrasekharpur, Damana, Gadakan,Ghatikia, Govindprasad, Kharavela Nagar, Madhusudan Nagar, Mancheswar,Pahala, Pandara, Patia, Pokhariput, Rajarani, Saheed Nagar, VaniVihar.</i></b></p>	

5. Name	Sri F.X. Lugun,	
Designation	Under Secretary to Government	
Power		
Duties	1. Civil Suit (Filing of affidavits).	

	2. Eviction of encroachments and OPP Cases.
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6. Name	Sri A.K. Udgata	
Designation	Desk Officer	
Power		
Duties	1. Audit 2. Establishment Matters. 3. Land Allotment Committee. 4. Institutional Lease and Alienation. 4. Task Force 5. Land Policy Matters.  5. Mouza allotted: <b><i>Bharatpur ,Govindprasad , Jadupur , Jagamara, Johal ,Jokalandi, Naharkanta, Nakhara, Nayapalli(Nilakantha Nagar), Sundarpada.</i></b>	

7. Name	Sri S. Sundaray	
Designation	Desk Officer	
Power		
Duties	1. Forest Diversion 2. Land acquisition.	

	<p>3. BMC, BDA, IDCO, OSHB &amp; Statutory Bodies 4. Assembly Matters</p> <p>4. Mouza allotted:  <b>Banguary, Bapuji Nagar, Bhouma Nagar, GadaGopinath Prasad, Ganga Nagar, Ghatikia, Goutam Nagar, Haripurpatna, Kapilaprasad, Kapileswar, Madhusudan Nagar, Mancheswar, Sampur, Sankarpur, Subudhipur, VaniVihar.</b></p>
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8. Name	Sri Harish Sahoo	
Designation	Section Officer	
Power		
Duties	<p>1. Settlement Revision cases U/s 15 of the Odisha Survey Settlement Act, 1958 .</p> <p>2. Revision cases U/s-38 –B of the Odisha Estate Abolition Act,1951.</p> <p>3. Cases under the OPP (EOU) Act,1972.</p> <p>4. Record Room</p> <p>5. RTI Matters and APIO</p> <p>6. Mouza allotted:  <b>Ashok Nagar, Badagada, Begunia, Bhimpur, BhubaneswarSahar, Bomikhal, Chandrasekharpur, Haridaspur, Jeypur, Jharapada, Kharavela Nagar, PaikaNagar, Pandara, Patia, Pokhariput</b></p>	

9. Name	Sri Amiya Ku. Das,	
Designation	Asst. Director(Survey and Enforcement)	
Power		

Duties	<ol style="list-style-type: none"> <li>1. Overall supervision of R.Is, Amins and Chainman.</li> <li>2. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages.</li> <li>3. Matter relating to Land Allotment Committee.</li> <li>4. Matter relating to protection of Government land &amp; eviction of encroachment.</li> <li>5. Survey of vacant Government land in BMC area.</li> <li>6. Court cases as and when assigned to him.</li> <li>7. Miscellaneous field works</li> <li>8. Village allotted: Ashok Nagar, Bapuji Nagar, Bhoi Nagar, B.J.B.Nagar, Chandrasekharapur, GadaGopinath Prasad, Ghatikia, Govind Prasad, Jagamara, JaydevVihar, Jeypur, Keshari Nagar, kharavela Nagar, laxmisagar-II, Meherpalli, Nayapalli(Nilakantha Nagar), Paika Nagar, Pokhariput, Rajarani, Saheed Nagar, Samantapuri, Satya Nagar, Sundarpada, Subudhipur.</li> </ol>	

10. Name	Smt. SujataMohapatra	
Designation	Revenue Supervisor	
Power		
Duties	<ol style="list-style-type: none"> <li>1. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages.</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Matter relating to protection of Government land &amp; eviction of encroachment in respect of the allotted villages.</li> <li>3. Survey of vacant Government land in BMC area in respect of the allotted villages.</li> <li>4. Court cases as and when assigned to her.</li> <li>5. Miscellaneous field works</li> <li>6. Village allotted: Banguary, Bharatpur, Bhouma Nagar, Bhomikhal, Damana, Gadakana, Gopabandhu Nagar, Haridashpur, Jadupur, Jharapada, Jokalandi, Kapila Prasad, Madhusudan Nagar, Naharkanta, Nuagaon, Pandara, Patrapada, Rudrapur, Sampur, Surya Nagar, VaniVihar.</li> </ol>
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11. Name	Ms.BiswabharatiSahoo,	
Designation	Revenue Supervisor	
Power		
Duties	<ol style="list-style-type: none"> <li>1. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages.</li> <li>2. Matter relating to protection of Government land &amp; eviction of encroachment in respect of the allotted villages.</li> <li>3. Survey of vacant Government land in BMC area in respect of the allotted villages.</li> <li>4. Court cases as and when assigned to her.</li> <li>5. Miscellaneous field works</li> <li>6. Mouza allotted: Badagada, Begunia, Baramunda, Bhimpur, Bhubaneswar Sahar, BhagabanPur, Dumduma, Ganga Nagar, Goutam Nagar, Haripurpatana, Johal, Kapileswar, Laxmisagar-I,(Budheswari,</li> </ol>	

	Budha Nagar), Mancheswar, Nakhara, Pahal, Patia, Paikarapur, Sankarpur.
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12. Name	Sri JaniSabar	
Designation	Assistant Section Officer	
Power		
Duties	1. Civil Suits 2. OHRC Cases. 3. NHRC Cases	

13. Name	Sri B. Tudu.	
Designation	Assistant Section Officer	
Power		
Duties	1. E-Abhijog. 2. Digitisation. 3. Miscellaneous Matters. 4. Mouza allotted : <b><i>Aiginia, Baramunda, BJB Nagar, Damana, Gadakan, gopabandhu Nagar, JayadevVihar, Keshari Nagar, Nuagaon, Pahala,</i></b>	



	<b><i>Patrapada, Rajarani, Rudrapur, Saheed Nagar, Samantapuri.</i></b>
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14. Name	Sri SantoshSagar Mishra.	
Designation	Assistant Section Officer	
Power		
Duties	1. Supreme Court and High Court Cases.	

15. Name	Sri Sunil Kumar Samal.	
Designation	Assistant Section Officer	
Power		
Duties	1. Accounts 2. Supreme Court and High Court Cases	

16. Name	Sri ManoranjanPatra.	
Designation	Assistant Section Officer	

Power		
Duties	<ol style="list-style-type: none"> <li>1. Grievance Cell</li> <li>2. Mouza allotted:  <b><i>BhoiNagar, Bhagabanpur, Dumduma, Laxmisagar-1(Budheswari, Budha Nagar), Laxmisagar-II(Sarala Nagar), Meherpalli, Paikarpur, Satya Nagar, Surya Nagar</i></b> </li> </ol>	

17. Name	Sri Manas Kumar Behera	
Designation	Revenue Inspector	
Power		
Duties	<p>The job chart of the Revenue Inspector working in G.A. &amp; P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below:</p> <ol style="list-style-type: none"> <li>1. Identification and protection of Government land.</li> <li>2. Submission of report for initiation of cases under the provisions of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.</li> <li>3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.</li> <li>4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive</li> </ol>	

	<p>Magistrate Cum-Addl DCP, Bhubaneswar to stop unauthorised constructions.</p> <p>5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these services are coming under the preview of ORTPS Act,2012 and the Rules framed there under.</p> <p>6. Submission of reports for preparation of PWCs and submission of counter affidavits in different courts of law within a period of 7 days.</p> <p>7. To adduce evidence before the Civil Court in respect of the villages allotted to them and to protect the interest of the Government.</p> <p>8. Identification and protection of un-allotted plots.</p> <p>9. Joint demarcation with other Government Department/agencies.</p> <p>10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.</p> <p>11. Creation of data base and taking over possession in respect of lease cancelled by the Government.</p> <p>12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose.</p> <p>13. Villages allotted:</p> <p><b>1. Bharatpur, 2. Goutamnagar</b>  <b>3. Saheednagar, 4. Subudhipur</b>  <b>5. Bhagabanpur, 6. Govindprasad</b>  <b>7. Satyanagar, 8. Mancheswar</b>  <b>9. Nakhara, 10. Patrapada</b>  <b>11. Kharavela Nagar</b></p>
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18. Name	Sri Narayan Behera	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is	

indicated below:

1. Identification and protection of Government land.
2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.
3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.
4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions.
5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under.
6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days.
7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government.
8. Identification and protection of un-allotted plots.
9. Joint demarcation with other Government Department/agencies.
10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.
11. Creation of data base and taking over possession in respect of lease cancelled by the Government.
12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose.
13. Villages allotted:
  - 1. Paikarapur, 2. Chandrasekharpur**
  - 3. GadaGopinath Prasad**
  - 4. Meherpalli, 5. Bhimpur**
  - 6. Pandara, 7. Damana**
  - 8. Gadakan, 9. Naharakanta**
  - 10. Patia, 11. Vanivihar**

19. Name	Sri Aditya Prasad Pradhan	
Designation	Revenue Inspector	
Power		
Duties	<p>The job chart of the Revenue Inspector working in G.A. &amp; P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below:</p> <ol style="list-style-type: none"> <li>1. Identification and protection of Government land.</li> <li>2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.</li> <li>3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.</li> <li>4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions.</li> <li>5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under.</li> <li>6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days.</li> <li>7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government.</li> <li>8. Identification and protection of un-allotted plots.</li> <li>9. Joint demarcation with other Government Department/agencies.</li> <li>10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.</li> <li>11. Creation of data base and taking over possession in respect of lease cancelled by the Government.</li> <li>12. Handing over possession of different user agency of the Government in whose favour land has been alienated by</li> </ol>	

	<p>the GA and PG Department for public purpose.</p> <p>13. Villages allotted:</p> <p><b>1. BJB Nagar, 2. Bhoumanagar</b>  <b>3.Nayapalli, 4.Baramunda,</b>  <b>5. Jagamara, 6. Gopabandhu Nagar</b>  <b>7. Sampur, 8. Kapileswar</b>  <b>9. Kapilaprasad, 10.Sundarapada</b>  <b>11. Rajarani</b></p>
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20. Name	Sri Khitish Behera,	
Designation	Revenue inspector	
Power		
Duties	<p>The job chart of the Revenue Inspector working in G.A. &amp; P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below:</p> <ol style="list-style-type: none"> <li>1. Identification and protection of Government land.</li> <li>2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.</li> <li>3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.</li> <li>4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to stop unauthorised constructions.</li> <li>5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed thereunder.</li> <li>6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days.</li> <li>7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the</li> </ol>	

	<p>Government.</p> <p>8. Identification and protection of un-allotted plots.</p> <p>9. Joint demarcation with other Government Department/agencies.</p> <p>10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.</p> <p>11. Creation of data base and taking over possession in respect of lease cancelled by the Government.</p> <p>12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose.</p> <p>13. Villages allotted:</p> <p><b>1. Aiginia, 2. Johal</b></p> <p><b>3. Dumuduma, 4. Ghatikia</b></p> <p><b>5. Ganga Nagar, 6. Ashok Nagar</b></p> <p><b>7. Jokalandi, 8. Paika Nagar</b></p> <p><b>9. Pokhariput, 10. Jharpada</b></p> <p><b>11. Nuagaon</b></p>
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21. Name	Sri Tapan Kumar Palai	
Designation	Revenue inspector	
Power		
Duties	<p>The job chart of the Revenue Inspector working in G.A. &amp; P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below:</p> <ol style="list-style-type: none"> <li>1. Identification and protection of Government land.</li> <li>2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.</li> <li>3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.</li> <li>4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop</li> </ol>	

	<p>unauthorised constructions.</p> <p>5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under.</p> <p>6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days.</p> <p>7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government.</p> <p>8. Identification and protection of un-allotted plots.</p> <p>9. Joint demarcation with other Government Department/agencies.</p> <p>10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.</p> <p>11. Creation of data base and taking over possession in respect of lease cancelled by the Government.</p> <p>12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose.</p> <p>13. Villages allotted:</p> <p><b>1. Bomikhal, 2. Pahala</b>  <b>3. Badagada, 4. Rudrapur</b>  <b>5. Samantapuri, 6. Jadupur</b>  <b>7. Laxmisagar-I (Budheswari, Budgar)</b>  <b>8. Laxmisagar-II (Sarala Nagar)</b>  <b>9. Madhusudan Nagar</b>  <b>10. Jayadevvihar, 11. Jeypur</b></p>
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22. Name	TruptiTanayaSarangi	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is	



	<p>indicated below:</p> <ol style="list-style-type: none"> <li>1. Identification and protection of Government land.</li> <li>2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972.</li> <li>3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases.</li> <li>4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions.</li> <li>5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under.</li> <li>6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days.</li> <li>7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government.</li> <li>8. Identification and protection of un-allotted plots.</li> <li>9. Joint demarcation with other Government Department/agencies.</li> <li>10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise.</li> <li>11. Creation of data base and taking over possession in respect of lease cancelled by the Government.</li> <li>12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose.</li> <li>13. Villages allotted: <ol style="list-style-type: none"> <li><b>1. Begunia, 2. Haridaspur</b></li> <li><b>3. Keshari Nagar, 4. Sankarpur</b></li> <li><b>5. Surya Nagar, 6. Banguray</b></li> <li><b>7. Bhubaneswar Sahar</b></li> <li><b>8. Bhoinagar, 9. Haripurpatna</b></li> <li><b>10. Bapujinagar</b></li> </ol> </li> </ol>
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23. Name	Sri Surendra Singh	
Designation	Amin	
Power		

Duties	Assist the Asst. Director (S & E) and R.Ss in the matter of Civil Court cases in addition to the work assigned with the R.I concerned. <b>1. Bharatpur, 2. Goutamnagar</b> <b>3. Saheednagar, 4. Subudhipur</b> <b>5. Bhagabanpur, 6. Govindprasad</b> <b>7. Satyanagar, 8. Mancheswar</b> <b>9. Nakhara, 10. Patrapada</b> <b>11. Kharavela Nagar</b>	

24. Name	Sri Khirod Kumar Sahoo	
Designation	Amin	
Power		
Duties	<b>1. Paikarapur, 2. Chandrasekharpur</b> <b>3. GadaGopinath Prasad</b> <b>4. Meherpalli, 5. Bhimpur</b> <b>6. Pandara, 7. Damana</b> <b>8. Gadakan, 9. Naharakanta</b> <b>10. Patia, 11. Vanivihar</b>	

25. Name	Sri Matru Prasad Sahoo.	
Designation	Amin	
Power		

Duties	Attend the court of the Director of Estate and Estate officer and maintain records of OPP cases in addition to the works assigned with the R.I concerned. <b>1. BJB Nagar, 2. Bhoumanagar</b> <b>3. Nayapalli, 4. Baramunda,</b> <b>5. Jagamara, 6. Gopabandhu Nagar</b> <b>7. Sampur, 8. Kapileswar</b> <b>9. Kapilaprasad, 10. Sundarapada</b> <b>11. Rajarani</b>	

26. Name	Sri Rosalin Badjena.	
Designation	Amin	
Power		
Duties	Assist the concerned S.O/ A.S.O in the matter of Supreme Court and High Court matters in addition to the works assigned with the R.I concerned. <b>1. Aiginia, 2. Johal</b> <b>3. Dumuduma, 4. Ghatikia</b> <b>5. Ganga Nagar, 6. Ashok Nagar</b> <b>7. Jokalandi, 8. Paika Nagar</b> <b>9. Pokhariput, 10. Jharpada</b> <b>11. Nuagaon</b>	

27. Name	Sri Ramesh Chandra Rath	
Designation	Amin	
Power		
Duties	<b>1. Bomikhal, 2. Pahala</b> <b>3. Badagada, 4. Rudrapur</b> <b>5. Samantapuri, 6. Jadupur</b> <b>7. Laxmisagar-I (Budheswari, Budgar)</b> <b>8. Laxmisagar-II (Sarala Nagar)</b> <b>9. Madhusudan Nagar</b> <b>10. Jayadevvihar, 11. Jeypur</b>	

28. Name	Sri Siba Kumar Sethi.	
Designation	Amin	
Power		
Duties	Attend the court of the Member Board of Revenue and other revisional Courts and maintain records of in addition to the works assigned with the R.I concerned. <b>1. Begunia, 2. Haridaspur</b> <b>3. Keshari Nagar, 4. Sankarpur</b> <b>5. Surya Nagar, 6. Banguray</b> <b>7. Bhubaneswar Sahar</b> <b>8. Bhoinagar, 9. Haripurpatna</b> <b>10. Bapuji Nagar</b>	

29. Name	Manoj Baliarsingh.	
Designation	Amin	
Power		
Duties	Attend the works of Civil Court Cases like collection of plaint copy from the office of the G.P, AGPs and submission of PWC.	

30. Name	DiptimayeeHarichandan	
Designation	Amin	
Power		
Duties	Assist the Asst. Director (S & E).	

31. Name	Sri BasantaBarik	
Designation	Chainman	
Power		

Duties	Assist Sri ManasBehera, R.I, Sri Narayan Behera, R.I and Sri Aditya Prasad Pradhan, R.I	

32. Name	Sri HaribandhuMallick	
Designation	Amin	
Power		
Duties	Assist Sri KhitishBehera, R.I Sri Tapan Kumar Palai, R.I and TruptiTanayaSarangi, R.I	

## Manual-3

### Procedure Followed in Decision Making Process

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

**What is the procedure followed to take a decision for various matters ?( A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) ? PROCEDURE AND RULES FOR FILING APPLICATIONS**

#### **FOR CONVERSION:-**

1. Conversion fees @5% of the prevailing rate of premium in respect of the plots On which building have been constructed as per approved plan, 10% in case of houses constructed with Deviation of approved plan, 10% in case of vacant plots and 20% where the lessee has used the land for Purposes other than residential will be charged for such conversion.
2. The above rates would be applicable even in cases where there is deviation from The Bhubaneswar Development Authority or Bhubaneswar Municipal Corporation approved plans, since Bhubaneswar Development Authority/ Bhubaneswar Municipal Corporation are empowered to take action for such violation under Orissa Development Authority Act/ Municipal Act, respectively.
3. The Scheme is applicable only for full premium paid residential plots allotted in favour of individuals on a leasehold basis. Premium free residential plots shall not be included under this Scheme.
4. Conversion will be allowed both in case of vacant plots and plots where the residential building has been constructed as per the approved plan of the competent authority and also in case of deviation from the approved building plan.
5. The lessee is only eligible to apply online in prescribed form available in the website along with required documents for conversion of the leasehold plots into freehold. The application will not be entertained if the same has not been made in prescribed form and accompanied with all required documents and fees.
6. The lessee/applicant will have to clear all arrear rent @12% interest or as determined by Government, from time to time whichever is higher, before

permission is accorded for conversion. In case of the lessee/applicant who fails to deposit the revised rent, his/her freehold application shall be rejected and the conversion charges deposited earlier shall be forfeited.

7. If the plot has been mortgaged to one or more institutions with one mortgage or more, the conversion shall be considered only after submitting No Objection Certificates from all the mortgagors.
8. If there is any dispute over the right, title and interest of the leasehold property in any Court of Law, the freehold application shall be considered only after the case is disposed at prevailing rate.
9. If the mutation case over the leasehold land is pending, the freehold application shall be accepted only after disposal of the mutation case.
10. Lessees who have encroached or unauthorized occupied government land anywhere within Bhubaneswar Municipal Corporation limits would not be eligible to be covered under the Scheme unless they vacate the unauthorized occupation.
11. The lessee/applicant shall deposit the processing fee amounting Rs.400 (Rupees four hundred) only under the head of account "0070-Other Administrative Services-60-others Services-800-Other Receipts-0232-Fees, Fines and Sale Proceeds of Forms for Sale/use of Government Land at State capital-02226-payment of Consent fee-02228-Fees for temporary use of Government Land at State capital-02229-Fines for delay in deposit of premium on Lease land/Registration of Lease Deed-02230-Sales Proceeds of Application Forms, etc." through online treasury deposit via website [www.gaestate.in](http://www.gaestate.in) at the time of submission of freehold application. Online Treasury deposit via website [www.gaestate.in](http://www.gaestate.in) is the only mode of payment available to the lessees for conversion.
12. On permission for conversion to freehold status, the lessee/applicant shall have to deposit the required amount towards conversion fees and differential land premium, if any, through online treasury deposit via website [www.gaestate.in](http://www.gaestate.in) in the head of Account " 0029-Land revenue-107-Sale of Waste Land & Redemption of Land-0228-Sale of Home Stead Land in New Capital Bhubaneswar-0156-Premium on Government Land". If the lessee/applicant fails to deposit the said amount within 30 days from the date of receipt of permission order, his/her application shall stand automatically cancelled.



**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 ?**

**Documents required for conversion from leasehold to freehold:-**

1. The Online Printed application duly signed by applicant(s).
2. E-Receipt of Conversion Application Fees.
3. Self-Attested photocopy of the original lease deed/tripartite deed.
4. Self-Attested copy of the up to date rent receipt.
5. An affidavit to be sworn in by the lessee before the Executive Magistrate to the effect that he/she has constructed the building and used the same for the purpose for which the land was allotted or deviation (if any) has been made.
6. Self-Attested copy of the no objection certificate from the mortgagee in case the plot is mortgaged.
7. Front side Self Attested Photograph of the applicant / applicants (All Mutates).
8. Indemnity bond in prescribed Form from Notary / Executive Magistrate.
9. Self-Attested copy of up-to-date Holding Tax receipt (if assessed).
10. Self-Attested copy of Identity Proof of the applicant(s).
11. Three Specimen Signatures of application (s) in the prescribed form.
12. Self-Attested Photocopy of mutation copy.
13. In appropriate cases there may be spot verification.

**Documents required for mutation:-**

1. The lessee shall take out the printouts of the mutation application form from [www.gaodisha.gov.in/www.gaestate.in](http://www.gaodisha.gov.in/www.gaestate.in) after filling up the same with details of leasehold plots and lessee duly signed by applicant(s).
2. The legal heir certificate of lessee & the legal heir certificate of legal heir/s of lessee if any.
3. Self-Attested Copy of the original lease deed.
4. Self-Attested Copy of up to date rent receipt.

5. Self-Attested Copy of up to date holding tax receipt.
6. Self-Attested Copy of RoR.
7. Self-Attested Copy of E.C (Encumbrance Certificate).
8. Self-Attested Copy of Relinquishment deed if any.
9. Self-Attested Copy of ID Proof of all legal heirs.
10. The death certificate of lessee & the death certificate of legal heir/s of lessee if any.
11. Self Attested Copy of WILL executed by lessee and Probate their on from competent Authority if any.
12. During the process of disposal of mutation application the legal heirs of the lessee shall have to visit the land section with all their original documents for verification on intimation.

#### **Documents required for NOC**

1. The lessee shall take out the printouts of the NOC application form from [www.gaodisha.gov.in/www.gaestate.in](http://www.gaodisha.gov.in/www.gaestate.in) after filling up the same with details of leasehold plots and lessee duly signed by applicant(s).
2. Self-Attested Copy of the approved building plan by the Competent Authority.
3. Self-Attested Copy of project report & re-payment Schedule in case of Commercial leases.
4. Self-Attested Copy of No Objection Certificate issued by the financial institution/Mortgager if any.
5. Self-Attested Copy of E.C (Encumbrance Certificate).
6. Self Attested Copy of up to date rent receipt.
7. Self Attested Copy of up to date holding tax receipt.
8. Self Attested Copy of original lease deed.
9. The consent letter of the financial institution mentioning the loan component.
10. Self Attested Copy of ID Proof.
11. If the authority so pleases, the lease plot shall be subject to spot verification by the R.I of G.A. & P.G. Department.

#### **What are the arrangements to communicate the decision to the public ?**

The final order is uploaded in GA Estates portal.

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

Additional Chief Secretary to Government and Director of Estates.

**Who is the final authority that wets the decision ?**

Chief Minister.

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	Allotment
Guidelines / Direction, if any	Odisha Government Land Settlement(Second Amendment) Rules 2020
Process of Execution	Land allotment commit considered the proposal for allotment of Govt. land in appropriate cases.
Designation of the Officers involved in decision making	(i) Chief Secretary, Odisha (ii) Secretary, Revenue and Disaster Management Dept.. (iii) Secretary, Housing & Urban Development Deptt. (iv) Secretary, Finance Deptt. (v) Secretary, Law Deptt. (vi) Secretary, GA and PG Deptt. (vii) Vice Chairman, BDA (viii) Director of Estates
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

## Manual-4

Norms for Discharge of Functions [Section-4 (1) (b) (iv)] f

Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Sl. No	Activity	Time Frame / Norms	Remarks
1	Issue of mortgage permission of leasehold plots	30	
2	Issue of conversion order of leasehold plots	90	
3	Issue of mutation order of leasehold plots	60	

## MANUAL-5

### Rules, Regulations, Instructions, Manuals & Records for Discharging Functions [Section-4 (1) (b) (v)]

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

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	Odisha Government Land Settlement(Second Amendment) Rules 2020	Statutory Rules		G.A & P.G. Department Website	NA	NA
2	Odisha Public Premises (Eviction of Unauthorities Occupants)Act 1972.	Statutory Provision		G.A & P.G. Department Website	NA	NA

## MANUAL-6

### Categories of Documents Under Control [Section-4 (1) (b) (vi)]

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 the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	Lease file	Lease File	RTI	
2	Court Case file	Supreme Court case file	RTI	
3	Court Case file	High Court case file	RTI	
4	Court Case file	Civil Court case file	RTI	
5	Court Case file	Revision Court case file	RTI	
6	Work Distribution file	RTI	RTI	
7.	Land Allotment Scheme for Residential Purpose	Available in the Web portal of the Department		
8.	Inclusion of Villages within the urban area of Bhubaneswar in different point of	Available in the Web portal of the Department		

	time.			
9.	Notification/Orders relating to transfer of leasehold plots	Available in the Web portal of the Department		
10.	Notification/Orders relating to conversion of leasehold plots to freehold status.	Available in the Web portal of the Department		
11.	SoP for temporary use of Government lands	Available in the Web portal of the Department		
12.	CEMC Notification	Available in the Web portal of the Department		
13.	Standard Lease deed formats.	Available in the Web portal of the Department		

## MANUAL-7

### Particulars of Arrangement in Formulation of Policy [Section-4 (1) (b) (vii)]

Policy formulation on land matters are placed before the Cabinet after the Government approval. Before placing the matter before the cabinet due concurrence of the Fiancé department and Law Department are being taken on case to case basis.

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	NA	Does not arises	Does not arises



## MANUAL-8

### **Boards, Councils, Committees & Other Bodies Constituted [Section-4 (1) (b) (viii)] f**

**Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

- **Name and address of the Affiliated Body –**

Director of Estates, G.A & P.G Deptt.Odisha.

- **Type of Affiliated Body (Board, Council, Committees, Other Bodies )-**

1. Land Allotment Committee
2. Empowered Committee
3. Central Enforcement Monitoring Committee

- **Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)**

1. Land Allotment Committee : As per the provision of the Rule 3 of the Odisha Government Land Settlement (Second Amendment) Rules, 2020 the constitution of Land Allotment Committee has been constituted to consider and make recommendation to the Government for allotment of land.

- **Role of the Affiliated Body (Advisory / Managing / Executive / Others)**

- **Structure and Member Composition • Head of the Body**

The Chief Secretary, Odisha shall act as the Chairperson and the Director of Estates shall act of the member convenor of the Committee. The Committee consists of the following members: (i) Chief Secretary, Odisha (ii) Secretary, Revenue and Disaster Management Dept.. (iii) Secretary, Housing & Urban Development Deptt. (iv) Secretary, Finance

Deptt. (v) Secretary, Law Deptt. (vi) Secretary, GA and PG Deptt. (vii) Vice  
Chairman, BDA (viii) Director of Estates

- **Address of main office and its Branches**

- **Frequency of Meetings**

As and when required.

- **Can public participate in the meetings ?**

No

- **Are minutes of the meetings prepared ?**

Yes

- **Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.**

Yes . One can view the minutes of the meeting through [gaodisha.gov.in](http://gaodisha.gov.in) .

## MANUAL-9

### Directory of Officers & Employees [Section-4 (1) (b) (ix)] f

Please provide information in following format

Sl. No	Name	Designation	STD Code	Ph. No		Fax	E-mail	Address
1	ShriSushantM ohapatra	Director of Estates	0674	Office 25367 85	Home			
2	ShriManasRa njanSamal	Joint Secretary to Government						
3	Smt Indira Behera	Deputy Director of Estates						
4	Smt. Gayatri Devi	Deputy Director of Estates						
5	Smt.Itishree Rout	Deputy Director of Estates						
6	ShriF.X.Lugun	Under Secretary						
7	ShriAmiyaUd gata	Desk Officer						
8	ShriS.Sundara y	Desk Officer						
9	Shri Harish Chandra Sahoo	Section Officer						
10	ShriAmiyaKu	Assistant						

	mar Das	Director						
11	ShriB.N.Tudu	Assistant Section Officer						
12	ShriJaniSabar	Assistant Section Officer						
13	ShriSantosh Kumar Mishra	Assistant Section Officer						
14	Shri Sunil Kumar Samal	Assistant Section Officer						
15	Shri Mano RanjanPatro	Assistant Section Officer						
16	Smt. SujataMohap atra	Revenue Supervisor						
17	SmtBiswbhar atiSahoo	Revenue Supervisor						
18	Sri Manas Kumar Behera	Revenue Inspector						
19	Sri NaraynanBeh era	Revenue Inspector						
20	Sri Aditya Prasad Pradhan	Revenue Inspector						
21	Sri	Revenue						

	KhitishBehera	Inspector						
22	Sri Tapan Kumar Palai	Revenue Inspector						
23	TruptiTanaya Sarangi	Revenue Inspector						
24	Sri Surendra Singh	Amin						
25	Khirod Kumar Sahoo	Amin						
26	Siba Kumar Sethi	Amin						
27	Matru Prasad Sahoo	Amin						
28	RosalinBadje na	Amin						
29	Ramesh Chandra Rath	Amin						
30	Manoj Baliarsingh	Amin						
31	DiptimayeeH arichandan	Amin						
32	Sri BasantaBarik	Chianman						
32	Sri HaribandhuM allick	Chainman						

## MANUAL-10

### Monthly Remuneration & Compensation of Officers & Employees

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

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	ShriSushantaMohapatra	Director of Estates	Rs.1,93,518/-		
2.	Sri ManasRanjanSamal	Joint Director of Estates-cum-Joint Secretary	Rs.1,13,373/-		
3.	Smt. Indira Behera	Deputy Secretary	Rs.1,15,981/-		
4.	Smt. Gayatri Devi,	Deputy Director of Estates-cum-Joint Secretary	Rs.91,845/-		
5.	Smt.Itishree Rout	Deputy Director of Estates-cum-Joint Secretary	Rs.86,580/-		

6	ShriA.K.Udgata	Desk Officer	Rs.77,220/-		
7.	S.Sundaray	Desk Officer	Rs.70,668/-		
8.	Harish Sahoo	Section Officer	Rs.72,774/-		
9.	ShriAmiya Kumar Das	Asst. Director(Survey & Enforcement)	Rs.59,535/-		
10.	SujataMohapatra	Revenue Supervisor	Rs.55,667/-		
11.	BiswabharatiSahoo	Revenue Supervisor	Rs. 55,667/-		
12.	JaniSabar	Asst. Section Officer	Rs.46,683/-		
13.	BaidyanathTudu	Asst. Section Officer	Rs.46,683/-		
14.	ManoranjanMohapatra	Asst. Section Officer	Rs.42,705/-		
15.	Santosh Kumar Mishra	Asst. Section Officer	Rs.42,705/-		
16	Sunil Samal	Asst. Section Officer	Rs.45,705/-		
17.	ManasBehera	Revenue Inspector	Rs.45,279/-		
18.	Narayan Behera	Revenue Inspector	Rs.45,279/-		
19.	A.P.Pradhan	Revenue Inspector	Rs.43,273/-		
20.	KhitishBehera	Revenue Inspector	Rs.24,730/-		
21.	TapanPalei	Revenue Inspector	Rs.24,730/-		

22.	TruptiTanayaSarangi	Revenue Inspector	Rs.24,730/-		
23.	DiptiMayeeHarichandan	Amin	RS.12,830/-		
24.	RojalinBadajena	Amin	Rs.12,830/-		
25.	ShibaSethi	Amin	Rs.12,830/-		
26.	MatruSahoo	Amin	Rs.12,830/-		

**MANUAL-11**

Budget Allocated to each Agency

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



**Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is please provide details of provisions in following format.**

Bhubaneswar land use Intelligence system (BLUIS) has been developed by leveraging space technology and Artificial Intelligence for safeguarding Government lands and periodic assessment of land use changes, it empowers authorities and provides inputs for planned development and prevent haphazard growth. Citizens can also assist the process by reporting unauthorise occupation over Government land through crowdsourcing mode by downloading BLUIS App from App store or play store.

For Public Authorities responsible for developmental, construction, technical works.

Please provide information about the details of the budget for different activities under different schemes in the given format

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 instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work

For other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed	Total expenditure

				(No. of instalments)	
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**MANUAL-12**

Manner of Execution of Subsidy Programmes

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

Not applicable to this Public Authority.

Please provide the information as per the following format:

- Name of Programme/scheme

Not applicable to this Public Authority

- Duration of the programme /scheme

Does not arise

- Objective of the programme

Does not arise

- Physical and financial targets of the programme (for the last year)

Does not arise

Eligibility of Beneficiary

Does not arise

- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee ( where applicable)
- Other Fees (where applicable)
- 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 )
- List of attachments ( certificates/ documents)]

- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- List of beneficiaries in the format given below

Sl. No/Code	Name of the Beneficiary	Amount of Subsidy	Parent/guardians	Criteria of Selection	Address			
					District	City	Village	House No
1	2	3	4	5	6	7	8	9

### MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Please provide the information as per the following format:

- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments ( certificates/ documents)]
- Format of Attachments
- List of beneficiaries in the format given below:

Sl. No/Cod e	Name of the Beneficiary	Amount of Subsidy	Parent/guardians	Criteria of Selection	Address			
					District	City	Village	House No
1	2	3	4	5	6	7	8	9

Also provide the following information for Concession

- Detail of the benefit given;
- Distribution of benefits

#### **MANUAL-14**

Information Available in an Electronic Form

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

Please provide the details of the information related to the various schemes and other documents which are available in the electronic format.

[www.gaestate.in](http://www.gaestate.in)

[www.gaodisha.gov.in](http://www.gaodisha.gov.in)

[BLUIS APP-Log.in--](#) Citizen can download BLUIS App from App Store & play store available.

## **MANUAL-15**

Particulars of Facilities Available to Citizens for Obtaining Information

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

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

- Office Library – N.A
- Drama and Shows – N.A
- Through News paper – N.A
- Exhibition – N.A
- Notice Board – N.A
- Inspection of Records in the Office - Available
- System of issuing of copies of documents – N.A
- Printed Manual Available – N.A
- Website of the Public Authority –G.A Department portal ([www.gaodisha.gov.in](http://www.gaodisha.gov.in) and [www.gaestate.in](http://www.gaestate.in) )
- Others means of advertising – N.A

## **MANUAL-16**

Names, Designations & Other Particulars of the Public Information Officers

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

f 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.

Name of the Public Authority: Director of Estates.

Asst. Public Information Officers:

Sl.No.	Name	Designation	Phone No.		Fax	Office E-mail	Address
			Office	Home			
1	Sri Harish Ch. Sahu	Section Officer	8847863932			addlandofficer2018@gmail.com	

Public Information Officers :

Sl. No.	Name	Designatio n	Phone No.	F a x	Office E-mail	Address
1	Smt. Gayatri Devi	Deputy Director of Estates	8895893930		<a href="mailto:addlandofficer2018@gmail.com">addlandofficer2018@gmail.co m</a> (Indicate any nic mail id)	

Department Appellate Authority:

Sl.No.	Name	Designation	Phone No.	Fax	E-mail	Address
1.	Sri Ashok Kumar Rath	Additional Secretary	9861662389			

## MANUAL-17

Other Useful Information

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

Frequently Asked Questions and their Answers by Public

FAQ available in the gaestate (GA Department) website to be indicated.



## Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request. Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

## With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Perquisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application

- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate

With relation to registration process

- Objective
- Eligibility for registration

- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

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)

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying

- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the
- details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges f Details of any other public services provided by the Public Authority.

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