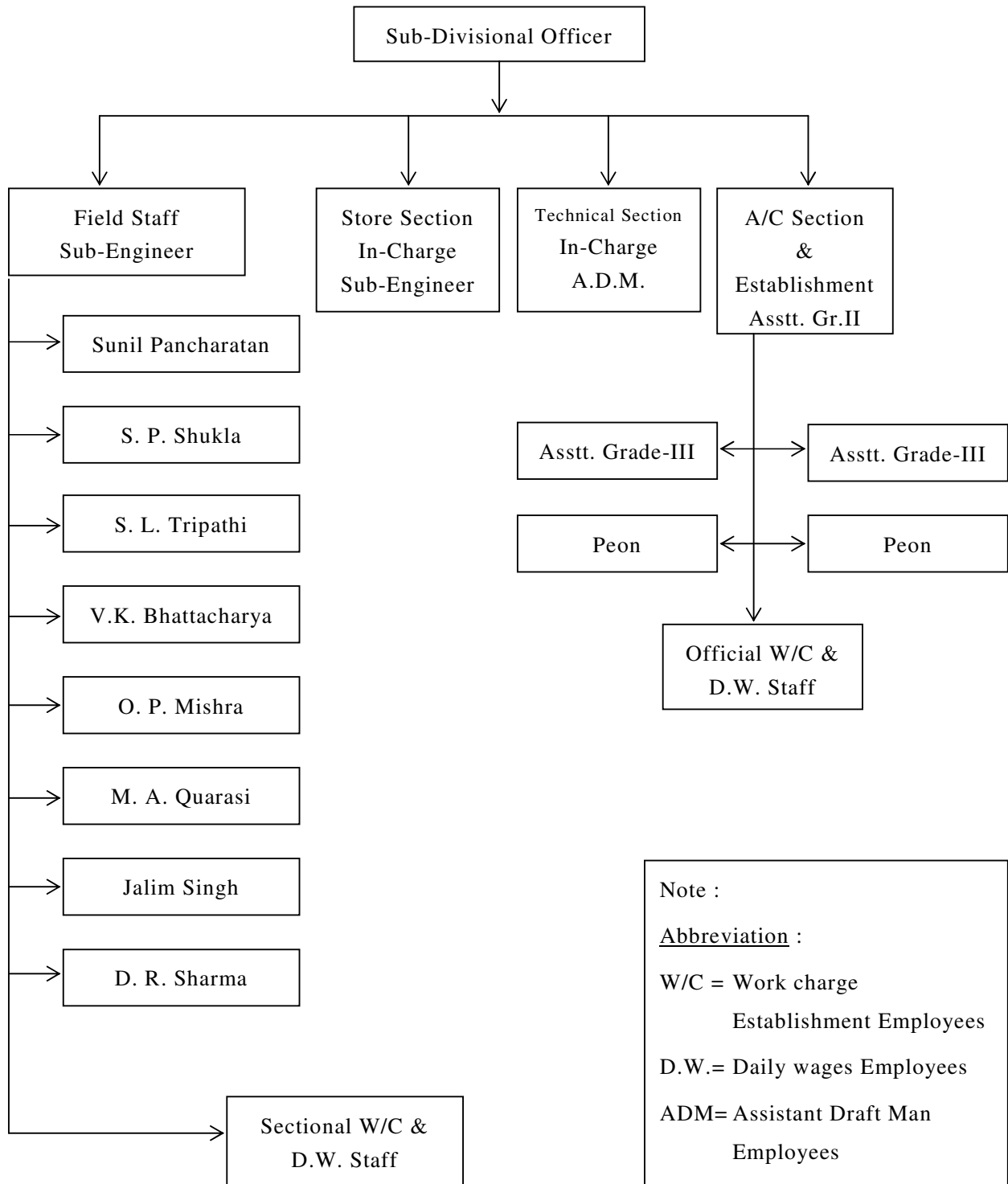


ORGANIZATIONAL SET UP

U/S 4.1(b) (ii)

Office of the Sub Divisional Officer, L.A. & R. Sub Dno. No.2,
Bansagar Project, Rewa (M.P.)



1.B. Functions and duties of each unit of the office (1 to 2 page)

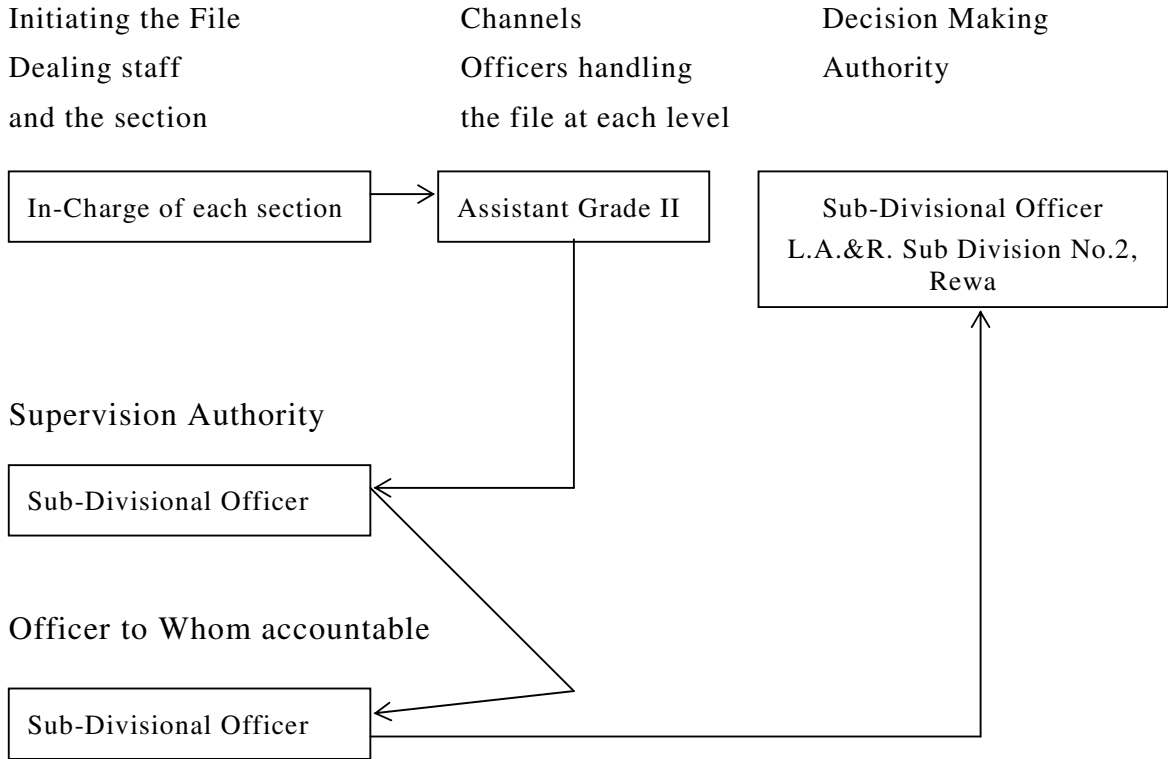
S.No.	Unit / Section	Functions Performed
01.	Administrative & Account Section	Engagement and control of work charge & daily wages staff. Their deployment utilization and establishment. Preparation of salary bills and disbursement. Payment of directed bills, recoupments of permanent imprests and issue of sanctioned advances. Performed by Asstt. Gr.II
02.	Stores	Receipts & issue of stock and T&P articles of receipt, issue & balance position of store articles in prescribed store records and regular submission. Physical verification of stores. Performed by Store-in-Charge Sub Engineer.
03.	Others, if any (Give complete detail of each unit/section) (Field work sections presently at)	Arrangement of operation and maintenance of civil works for different necessities of different work sites. (Model villaes) Performed by In-Charge Sub Engineer.

**2. WORK DISTRIBUTION ORDER OF EACH OFFICER CAN BE
UPDATED AND PUT IN THE FOLLOWING FORMAT U/S 4.1(b)(ii)**

S. No.	Name	Designation	Remuneration	Duties
01.	Raghbendra Goutam	SDO	11950/- DA	Supervision & checking of civil works under the control of sub-division.
02.	Mr. Sunil Pancharatan	Sub Engg.	9925/- + DA	Incharge of M.V. New Mirgouti (additional area of B-zone & Misc. Tech. Work & Property survey etc.)
03.	Mr. S.P. Shukla	Sub Engg.	10200/- + DA	Incharge of M.V. New Banjariya Construction of road and culverts & misc. tech. work and property survey etc.
04.	Mr. S.L. Tripathi	Sub Engg.	9650/- + DA	(i) Incharge of M.V. New Deoraj (ii) Nagar & M.V. New Gangasagar (iii) Latagaon, Moudaha approach road & culvert & misc. tech. works etc.
05.	Mr. V.K. Bhattacharya	Sub Engg.	9650/- + DA	Incharge of H.Q. works & Misc. Tech. works etc.
06.	Mr. O.P. Mishra	Sub Engg.	6900/- + DA	Incharge of M.V. New Mirgouti (Old & Additional area of Z-zone) & Mirot Tech. works & property survey etc.
07.	Mr. M.A. Quarasi	Sub Engg.	7300/- + DA	(i) Incharge of M.V. New Gangasagar & M.V. New Banjariya (ii) Building works construction & Misc. tech. works & property surveye tc. (iii) Incharge of Sub Divisional Stores & Misc. works i/c material receipt/ issued and records relating stock material.

08.	Mr. Jatin Singh	Sub Engg.	10200/- + DA	(i) Incharge of M.V. New Mirgouti (Old & Additional area) & Misc. Tech. Works etc.
09.	Mr. D.R. Sharma	Sub Engg.	7300/- + DA	(i) Incharge of M.V. Moudaha & Latagaon. Moudaha approach road construction including culverts etc. Misc. Tech. works.
10.	Mr. M.P. Pashi	Asstt. Gr.II	6000/- + DA	Incharge of account Esstt. Administrative letter correspondence upkeeping of records & maintenance over all formalities.
11.	Mr. Raghunath Singh	Asstt. Gr.III	3980/- + DA	Under the guidance of Asstt. Gr.II maintenance all records and other regular formalities.
12.	Mr. N.N.C. Prasad	Asstt. Gr.II	4380/- + DA	Incharge of receipts/despatch section.
13.	Mr. S.P. Sarraf (A.Diman)	-	6250/- + DA	(i) Incharge of technicians section i/c maintaining all technical work i/c up keeping of records / drawing etc. (ii) Court cases which is deals in Sub Dn. level attaining labour court / industrial court etc. and maintained all related records.
14.	Mr. Ram Sewak	Peon	3515/- + DA	
15.	Mr. Raj Mani Pathak	Pen	3200/- + DA	

3. Decision Making Process in Graphic Form (one page)
U/S 4.1 (b) (iii)



4 (A) Time Norm, if decided by the organization U/S 4.1(b) (iv)

All the accounts, records, informations are completed in full with different time intervals fixed by Govt. & Department. Counting of the cash balance in chest twice a month of fixed dates, cash accounts – monthly, store accounts – monthly, physical verifications for T&P – yearly and for stock – half yearly. Regular and directed informations as directed by higher authority.

(B) Quality Norms, if decided by the organization

As per specification fixed by Water Resources Department and Indian Standard code of different works.

(C) Quantity target, for the office work to be done in the year.

No quantity target fixed in this office for the office work.

5. List of Acts, Rules, Regulations, Manuals, Circulars related with the functioning of office, constituting this organization.

1. Acts :

- (i) Nil

2. Rules :

- (i) M.P. Fundamental Rules.
- (ii) M.P. Government Servant Conduct Rule.
- (iii) M.P. Government Servant T.A. Rules.
- (iv) M.P. Government Servant Medical Reimbursement Rules.
- (v) M.P. Government Servant Pension Rules.
- (vi) M.P. Government Treasury Rules.

3. Regulations :

- (i) M.P. Financial Code Volume I and II.
- (ii) C.P.W.D. Account Code.
- (iii) India Standard Index codes of Civil Engineering works.
- (iv) Indian Road Congress Code.
- (v) Book of Financial Power 1995 Volume I and II.

4. Manuals :

- (i) M.P. Works Department Manuals 1983 volume I (rules)
- (ii) M.P. Works Department Manuals volume II appendix Part I & II.
- (iii) Concrete manuals.
- (iv) Reinforced cement concrete manuals
- (v) Earth manual

5. Circulars :

- (i) All circulars regarding execution of Civil Engineering work in the field and its tendering process issued by E-in-C time to time.
- (ii) All circulars with regard to purchase and financial control over the expenditure in running the office and execution of field work issued by W.R.D., finance department & G.A.D. time to time.

6. Statement of various categories of documents held by it or under its control U/S 4.1(b) (vi)

S. No.	Name of Document	Kind of document like microfilm register, books, diskette etc.	Nature and content of document	Duration of records
01.	Cash Book	Register	Entries of Advances, payments and receipts of cash & cheques	
02.	Cheque Book (blank)	Book	Govt. prescribed Cheque book	
03.	Cheque Book Counter Foil	Book	Counter foil of cheque book	
04.	Money Receipt book	Book	Receipts of money form contractors, firms/ persons	
05.	Receipt Register	Register	Receipts of letters	
06.	Dispatch	Register	Dispatch of letters	
07.	Stamp Register	Register	Postal of letters by Dock after dispatched	
08.	Stationary Register	Register	Receipts and issued of stationary	
09.	Duplicate key Register	Register	Entry of Duplicate Key	
10.	Measurement books Register	Register	Receipts and Issue of Measurement books	
11.	Cheque book Register	Register	Entry of Details of Cheque books	
12.	Money Receipts Register	Register	Entry of Details of Money Receipts	
13.	Form 7 Indent book	Book	Issue and Receipts of T&P, Special T&P and Stock Materials	
14.	Form 8 Register	Register	Receipts and Issued of	

			stock materials	
15.	Form 9 Register	Register	Abstract of stock receipts	
16.	Form 10 Register	Register	Abstract of stock issued	
17.	Form 13 Register	Register	T&P Receipts (Ordinary T&P)	
18.	Form 13 Register	Register	Specials T&P Receipts	
19.	Form 14 Register	Register	Issued of T&P (Ordinary and Special T&P)	
20.	Form 11 Register	Register	Half Yearly balance return of stock materials	
21.	Form 15 Register	Register	T&P Receipts and Issued	
22.	Estimate Sanctioned Register	Register	Entry of details of Estimated Sanctioned	
23.	T&P Movement Register	Register	Receipts and Transferred of vehicles and equipments etc.	

7. I. Structure of consultative committees in which public representatives are members including

- * Name of the Committee Nil
- * Copy of the Orders / Circulars for formation
- * Functions
- * Members
- * Duties and responsibilities
- * Accessibility of minutes for public U/S 4.1(b) (vii)

II. Proceedings, Minutes of the Meetings Nil
(copy to be made available and be given in the electronic form with hypertext link)

8. I. Name of the Board, Council, Committees etc.
including members and their qualifications.
(Original text to be given in electronic form)
U/S 4.1 (viii)

S.No.	Name of the Body	Name of the members	Qualifications

Nil

- | | | |
|------|--|-----|
| II. | Order of the formation
(Original text to be given in electronic form
and to be hyper linked) | Nil |
| III. | Charter/Memorandum of Articles of Association
(Original text to be given in electronic form
and to be hyper linked) | Nil |
| IV. | Govt. instruction for the way in which meeting
will be conducted. (Original text to be given
in electronic form and be hyper linked) | Nil |
| V. | Whether open to public or not | Nil |
| VI. | Availability of the proceedings/minutes of the last
meetings (Original text to be given chronologically
in electronic form and to be hyper linked) | Nil |

9. DIRECTORY OF THE OFFICERS AND EMPLOYEES

(To be linked with treasury data bank)

U/S 4.1(b) (ix)

S.No.	Name	Designation	Address & Contact No. if any
01.	Mr. Raghbendra Gautam	Sub-Divisional Officer	
02.	Mr. Sunil Pancharat	Sub Engg.	F-24, Dhirahula Colony, Rewa. Phone : 225504
03.	Mr. S.P. Shukla	Sub Engg.	Dhekha, Rewa (M.P.) Phone : 220366
04.	Mr. S.L. Tripathi	Sub Engg.	G-65, Bansagar Saman Colony, Rewa (M.P.) Phone : 225680
05.	Mr. V.K. Bhattacharya	Sub Engg.	Narendra Nagar, Rewa. Phone : 240665
06.	Mr. O.P. Mishra	Sub Engg.	F-28, Chirahula Colony, Rewa Phone : 225373
07.	Mr. M.A. Quarasi	Sub Engg.	F-, Chirahula Colony, Rewa Phone : 225862
08.	Mr. Jatin Singh	Sub Engg.	G-91, BIS Saman Colony, Rewa Phone : 255192
09.	Mr. D.R. Sharma	Sub Engg.	G/2, B/S Colony, Satna (M.P.) Phone : 927337445
10.	Mr. Surendra Sarraf	ADM	Bajrang Nagar, Rewa. Phone : 242342
11.	Mr. M.P. Pashi	Asstt. Gr.II	Pokhari Tola, Rewa Phone : 225520
12.	Mr. Raghunath Singh	Asstt. Gr.III	H/227 B/S Saman Colony, Rewa
13.	Mr. N.N.C. Prasad	Asstt. Gr.II	G/90, B/S Saman Colony, Rewa (M.P.) Phone : 226380
14.	Mr. Ram Sewak	Peon	Nehru Basti (Near Jhankar Talkier) Rewa
15.	Mr. Rajmani Pathak	Peon	

10. Monthly Remuneration and Compensation**(to be linked with treasury Data bank) U/S 4.1(b) (x)**

S.No.	Name	Remuneration	Compensation
01.	Mr. Raghendra Goutam	11950/- DA	-
02.	Mr. Sunil Pancharatan	9925/- + DA	-
03.	Mr. S.P. Shukla	10200/- + DA	408/-
04.	Mr. S.L. Tripathi	9650/- + DA	-
05.	Mr. V.K. Bhattacharya	9650/- + DA	386/-
06.	Mr. O.P. Mishra	6900/- + DA	-
07.	Mr. M.A. Quarashi	7300/- + DA	-
08.	Mr. Jatin Singh	10200/- + DA	-
09.	Mr. D.R. Sharma	7300/- + DA	-
10.	Mr. M.P. Pashi	6000/- + DA	240/-
11.	Mr. Raghunath Singh	3980/- + DA	-
12.	Mr. N.N.C. Prasad	4380/- + DA	-
13.	Mr. S.P. Sarraf (A.Diman)	6250/- + DA	250/-
14.	Mr. Ram Sewak	3515/- + DA	140/-
15.	Mr. Raj Mani Pathak	3200/- + DA	125/-

11. Annual Budget allocation and Expenditure Statement (to be linked with treasury Data Bank) U/S 4.1(xi)

S. No.	Budget	Name of Work	Year	Allocation	Expenditure

Nil

12. Programmes and beneficiaries U/S 4.1 (b) (xii)

A. List of the programmes (in electronic form) Nil

B. Norms for selection of the beneficiary Nil
(original text of the circular to be given in electronic form)

C. Detailed Information

S. No.	Name of the Programme	Administrative Department	Year	Amount Allocated	No. of Beneficiaries

Nil

13. List of the recipients and nature of concession U/S 4.1(b) (xiii)

S. No.	Nature of concession	Name	Address	Year	Kind of support	Approximate value of concession

Nil

**14. Information available in the office (link with item 6) U/S 4.1(b)
(xiv)**

S.No.	Categories	Hard Copy	Electronic Form
1.	Cash Book	Register	
2.	Cheque Book (blank)	Book	
3.	Cheque Book Counter foil	Book	
4.	Money Receipts Book	Book	
5.	Receipts Register	Register	
6.	Dispatch Register	Register	
7.	Stamp Register	Register	
8.	Stationary Register	Register	
9.	Duplicate Key Register	Register	
10.	Measurement book Register	Register	
11.	Cheque Book Register	Register	
12.	Money Receipts Register	Register	
13.	Form 7 Indent Book	Book	
14.	Form 8 Register	Register	
15.	Form 9 Register	Register	
16.	Form 10 Register	Register	
17.	Form 13 Register	Register	
18.	Form 13 Register	Register	
19.	Form 14 Register	Register	
20.	Form 11 Register	Register	
21.	Form 15 Register	Register	
22.	Estimate Sanctioned Register	Register	
23.	T&P Movement Register	Register	

15. Facility available (library, public counter etc.) to citizen for information U/S 4.1 (b) (xv)

S. No.	Facility	Name of In-charge	Duration of opening (time to be given)	Contact No. Telephone No.
1.	Information can be obtain from the time after making the payment of charge, prescribed by the govt. during office hours.	Asstt. Grade II	10:30 AM to 05:30 PM	

16. Information about the PIO/Designation/Working Experience U/S 4.1 (b) (xvi)

Name :: **Shri Raghvendra Gautam**

Designation :: **Assistant Engineer**

Telephone No. :: **9425173308 (Mobile)**

E-mail Address :: **Nil**

Place of work & Address :: **Office of the Sub-Divisional Officer
L.A. & R. Sub. Division No.2
Rewa (M.P.)**

Contact hours for public :: **During office hours works**

17. Any other information in citizen related facilities. Nil
U/S 4.1 (b) (xvii)