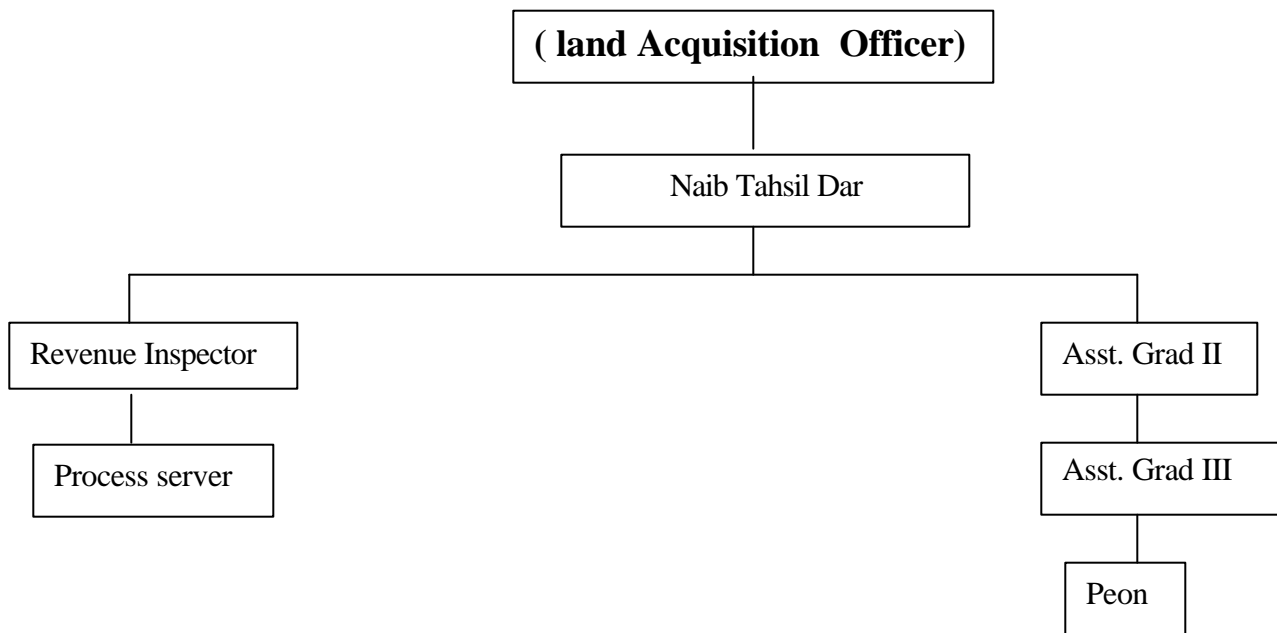


# ORGANIZATIONAL SET-UP

## Function and duties of different office constituting the Organization U/S 4.1 (b) (i)

1- A. Name of the Office and organizational setup

**Office of the land Acquisition Officer**  
**Unit no. – 6 Bansagar project, Rewa**



**1. B. Function and duties of each unit of the Office (1 to 2 page)**

S. No.	Unit/Section	Function performed
1	Land Acquisition Officer	Serve Valuation and preparation of award recommendation for approval to commissioner L.A.& R. . After approval ordered passing the award & making payment of compensation to awardees.
2	Accounts Section	Maintain the cash book according to paid vouchers and send monthly account to division office for adjustment.
3	Establishment	Prepared of pay bill of the official employ and there other claims and there service book and pass book
4	Reader Section	Serve work of the land and property situated in submergence area. Prepared the award and rehabilitation grant.

**2. Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii)**

S. N.	Name	Designation	Remuneration	Duties
1	A. L. Mishra	L.A.O.	14345.00	Land Acquisition and D.D.O.
2	M. L. Mishra	R. I.	9715.00	Survey work of Land Acquisition
3	J. P. Singh	R. I.	8602.00	Survey work of Land Acquisition
4.	C. M. Shukla	R. I.	8602.00	Survey work of Land Acquisition
5	A. P. Pandey	R. I.	7091.00	Survey work of Land Acquisition
6	H. K. Trivedi	Asst. Grad III	6710.00	Accountant
7	R. K. Verma	Asst. Grad III	7091.00	Reader

8	S. P. Tiwari	Asst. Grad III	7291.00	Misleneus Clerck
9	B. N. Kol	Asst. Grad III	7044.00	Establishment Clerck
10	R. P. Baheliya	Process Surver	5349.00	Notice Serve & Office Work
11	S. P. Verma	Process Surver	5349.00	Try. Duity & Office Work
12	R. K. Tiwari	Process Surver	5659.00	Notice Surve & Office Work

**3. Decision Making process in graphic form (one page)**  
**U/S 4.1 (b) (iii)**

S. N.	Section	Main types cases	File Initiating employ ee	Decis ion making autho rity	Superv isory authori ty	Office rs to whom accou ntable
1	2	3	4	5	6	7
1	Establish ment	Prepared of pay bill of the official employ and there other claims and there service book and pass book	Asst. grad III	L.A.O	N. T.	L.A.O.
2	Account Section	Maintain the cash book according to paid vouchers and send monthly account to division office for adjustment.	Asst. grad II	L.A.O	N. T.	L.A.O.
3	Reader Section	Serve work of the land and property situated in submergence area. Prepared the award and rehabilitation grant.	Asst. grad II	L.A.O	N. T.	L.A.O.

4-A) Time norm, decided by the organization.

**U/S 4.1 (b) (iv)**

S.No. 1.	Section 2.	Particular of Case/Matter 3.	Prescribed time limit 4.
01	Establishment	(i) Undisputed Pension Cases	Processing starts before one year from the due date of retirement

		(ii) Stoppage of G.P.F. deduction from the salary of the employee due to retirement.	Since four months before months the date of retirement of the employee.
		(iii) Time scale promotion class III <sup>rd</sup> & Class-IV <sup>th</sup>	(i) On completion of 12 years of service. (II) On completion of 24 years of service
		(iv) Time scale promotion of class III Executive.	(i) On completion of 12 years of service. (II) On completion of 20 year of service.
		(V) Time Scale Promotion of Class II Officer.	(i) On Completion of 12 year of service.
			(ii) On Completion of 24 year of service
02	Land Acquisition	(i) Survey. Valuation & preparation of award its passing for Land and property acquired.	24 Month since the date of Notification of the section.(4)

**B) Quality Norms decided by the organization.**

**Nil**

Quality of civil engineering works got executed in the formation is to be as per the norms and standard fixed by the Engineer-in-Chief Water Resource Department and Indian standard code.

**C) Quantity target for the office work.**

As per the necessity and volume of work. Target is fixed in view of its timely completion time to time.

**5. List of Acts, Rules, Regulation Manuals, Circulars related with the functioning of office constituting the organization. ( Original text to be given in electronic form) U/S 4.1 (b) (v)**

**1. Acts:-**

- (i) Land Acquisition Act. 1894

**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 & II
- (ii) C.P.W.D. Account code.
- (iii) Book of Financial Power 1995 Volume I & II

**4. Manuals**

- (i) Land Acquisition Volume I & II

**5. Circulars**

- (i) As per Circular are issued by M.P. Government and Commissioner L.A. & R. Bansagar project Rewa.

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

S. N.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature and Content of Document	Duration of Record
1.	2.	3.	4.	5.
01	Awards for compensation of	In prescribed format	Compensation of Land & property	Permanent

	Land & Property acquired		coming under submergence of bansagar project	
02	List of oustees to whom grants are paid	In prescribed format	Details of Grant paid to oustees of Bansagar Project.	Permanent
03	Allotment of residential plots in model villages/towns to P.A.F	In Prescribed format	Details of Plot allotted to oustees families	Permanent

**7. Structure of consultative committees in which public representative are members including.**

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

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

**Nil**

**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 (b) (viii)**

S.N.	Name of the Body	Name of the members	Qualifications
	Nil	Nil	Nil
	Nil	Nil	Nil
	Nil	Nil	Nil
	Nil	Nil	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. Director of the officers and employees ( to be linked with treasury data bank) U/S 4.1 (b) (ix)**

S.N.	Name	Designation	Address & Contact No. if any
1	A. L. Mishra	L.A.O.	Nehru nagar Rewa
2	M. L. Mishra	R. I.	Village & Post – Agdal
3	J. P. Singh	R. I.	Dhekha Rewa
4.	C. M. Shukla	R. I.	Nai Basti Padara Rewa
5	A. P. Pandey	R. I.	Vill/Post- Mauhari katra Disst.- Satna
6	H. K. Trivedi	Asst. Grad III	Bajrang nagar Rewa
7	R. K. Verma	Asst. Grad III	Near Govt.School, Dhobiya tanki Rewa
8	S. P. Tiwari	Asst. Grad III	Nipaniya Rewa
9	B. N. Kol	Asst. Grad III	Vill.-Dhobkhara, Post-Madwa, Rewa
10	R. P. Baheliya	Process Surver	Fort Road Rewa
11	S. P. Verma	Process Surver	Village/Post - Bahuri bandh Rewa
12	R. K. Tiwari	Process Surver	Vill.- Jeruka, Post- Paipakhara Rewa

**10. Monthly remuneration and compensation (to be linked with treasury Data Bank) U/S 4.1 (b) (x)**

S.No.	Name	Remuneration	Compensation
1	A. L. Mishra	14345.00	5045.00
2	M. L. Mishra	9715.00	3590.00
3	J. P. Singh	8602.00	3177.00
4.	C. M. Shukla	8602.00	3177.00
5	A. P. Pandey	7091.00	3178.00
6	H. K. Trivedi	6710.00	2631.00
7	R. K. Verma	7091.00	2490.00
8	S. P. Tiwari	7291.00	2761.00
9	B. N. Kol	7044.00	2614.00
10	R. P. Baheliya	5349.00	2004.00
11	S. P. Verma	5349.00	2004.00
12	R. K. Tiwari	5659.00	2119.00

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

S.N.	Budget Head	Name of Work	Year	Allocation	Expenditure
1	4701 Unit- I- "B" land	Land Acquisition & Rehabilitation	05-06	1245.05 lakhs	445.61 lakhs
2	4701 Unit- I-	Pay and allowances	05-06		

**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 (original text of the circular to be given in electronic form) Nil**

**C Detailed Information Nil**

S. N.	Name of the Programme	Administrative Department	Year	Amt. Allocated	No of Beneficiaries
	Nil	Nil	Nil	Nil	Nil

**13. List of the recipients and nature of concession**

**U/S 4.1 (b) (xiii)**

S.	Nature of	Name	Address	Year	Kind of	Approximate
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N.	concession				support	value of Concession
	Nil	Nil	Nil	Nil	Nil	Nil

**14. Information available in the office (link with Item 6)**

**U/S 4.1 (b) (xiv)**

S. N.	Categories	Hard Copy	Electronic Form
1	Awards for compensation of Land & Property acquired	In prescribed format of hard copy	-
2	List of oustees to whom grants are paid	In prescribed format of hard copy	-
3	Allotment of residential plots in model villages/towns to P.A.F	In prescribed format hard copy	-
4	Service Book	Register	-
5	Pass Book	Register	-

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

S. N.	Facility	Name of In - charge	Duration of opening (time to be given)	Contact No. Telephone No.
01	Information can be obtained from the office after making the payment of charge prescribed by the government during office hours.	Land Acquisition Officer	10:30 A.M. to 5:30 P.M.	

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

- **Name** - **A. L. Mishra**
- **Designation** - **Land Acqution Officer**
- **Tel. No** - **Nil**
- **e mail address** - **Nil**
- **Place of work and Address** - **Office of the land Acqution Officer Unit no. – 6 Bansagar Project Rewa (M.P.)**
- **Contact hours for public** - **10:30 Am. to 5:30 Pm.**

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

**Land Acquisition Officer  
Unit No.-6  
Bansagar Project. Rewa**