

**Details of information under section 4(1) (a), (b), (c) & (d) of
Spl. L.A.-cum-R.&R.O., (M.I.P.), Mahendragada**

Section 4 (1) (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated:

The records of this office are duly catalogued and indexed in their specific register and files and supplied upon sought for under RTI Act, 2005. However the records which can be computerized are available in computerized form and being facilitated on requirement. The computerized data of Cheligada Irrigation Project (Displaced Families List, Land Acquisition details) are hereby enclosed for dissemination through web portal as well as office Notice Board.

Section 4 (1) (b) publish within one hundred and twenty days from the enactment of this Act :

The details under sub clause (i) to (xvii) had been updated in <https://rtiodisha.gov.in/> website by this office. The same is hereby attached for references.

Section 4 (1) (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public:

The details of decisions which affect the public are disseminated time to time by this office for information of the public.

Section 4 (1) (d) provide reasons for its administrative or quasi-judicial decisions to affected persons :

The reasons of administrative or quasi-judicial decisions to affected persons are taken after considering the act, rules, guidelines, notification & guidelines issued by State Govt. & Central Govt. time to time.

Sande
19/06/25

Public Information Officer
- cum - Zone Officer
O/o-Spl.L.A.-cum-R.&R.O.,
(M.I.P.), Mahendragada

R. K. Saha
19/6/2025
Spl.L.A.Cum-R & R.O.(M.I.P),
Mahendragada,(Gajapati).

**Special Land Acquisition-cum-Rehabilitation & Resettlement Officer, M.I.P., Mahendragada,
Gajapati**

Introduction

MANUAL-1

Particulars of Organization, Functions & Duties

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

1. Objectives/ Purpose of the Public Authority:

Carry out the Land acquisition, Rehabilitation & Resettlement of medium Irrigation Projects of Gajapati and Ganjam district.

2. Mission/ Vision Statement of the Public Authority:

To complete the Land acquisition, Rehabilitation & Resettlement of medium Irrigation Projects of Gajapati and Ganjam district to provide support for the construction of projects to enable them to provide irrigation facilities to lands in the district of Ganjam & Gajapati.

3. Brief history of the Public Authority and context of its formation:

Office of the Special Land Acquisition-cum-Rehabilitation & Resettlement Officer, M.I.P., Ganjam Chatrapur was created on 24/02/99 as per Govt. order of Department of Water Resources, Govt. of Odisha, Bhubaneswar and letter for functioning at Mahendragada w.e.f 06/07/12 with re-designated as Special Land Acquisition-cum-Rehabilitation & Resettlement Officer, (M.I.P.), Mahendragada, Gajapati.

4. Duties of the Public Authority:

The main function of this office is to acquire private land for 10 projects namely Chheligada Canal Division, Ghatakeswar Multi-Purpose Project, Baghua, Harabhangi Canal Division, Baghalati, Dhanei, Ghodahada, Poichandia, Baghua-Dhanei-Doab, Daha, Harabhangi Canal Division and all minor Irrigation Project of Ganjam District as well as 2 Projects namely Chheligada Irrigation Project and Harabhangi Irrigation Project of Gajapati District .It is program to acquire private lands of Ac.3359.175 covering 667 villages in 10 Projects of Ganjam and to acquire private land of Hc.686.725 covering 34 villages in 2 project of Gajapati. So for 122 D.Ps of 8 submerged villages of Baghalati,1376 D.Ps of 6 submerged villages of Baghua, 31 displaced families of Ghatakeswar Multi-Purpose Project & 220 D.Ps of 6 submerged villages of Harabhangi Dam Project have already been resettled and rehabilitated in their respective R.R. Colonies. 596 displaced families of Cheligada Irrigation Project under Chheligada Head Works Division have been approved by the R.P.D.A.C.

5. Main activities/ functions of the Public Authority:

Carry out the Land acquisition, Rehabilitation & Resettlement of medium Irrigation Projects of Gajapati and Ganjam district Implementation of all Irr. Project to provide support for the construction of projects to enable them to provide irrigation facilities to lands in the district of Ganjam & Gajapati.

6. Organizational structure Diagram at various levels namely State, directorate, region, district, block etc. (which ever is applicable):

O/o-Special Land Acquisition-cum-Rehabilitation & Resettlement Officer, (M.I.P.), Mahendragada, At/PO.-Mahendragada, Dist. Gajapati, Department of Water Resources.

7. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Demand & Suggestions along with cooperation of public for development works are duly considered.

8. Arrangement and Methods made for seeking Public Participation/ Contribution:

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

9. Mechanism available for monitoring the service delivery & Public Grievance Resolution:

Telephone

10. Address of the Main Office:

Co-Special Land Acquisition Rehabilitation & Resettlement Officer, (M.I.P.),
 Ac/Po- Mahendragada, Dist. Gajapati.

11. Working Hours of the Office:

Beginning hours of the office: 10.00 A.M.

Closing hours of the office: 5.30 P.M.

MANUAL-2**Powers & Duties of Officers & Employees**

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

Sl. No.

1	Designation	Special L.A. CUM R & RO, MIP, Mahendragada, Gajapati
	Powers	Administrative Discharge duties of Head of office. Financial Exercises power of Head of Office and D.D.Os as per Odisha Service Code OTC & OGFR.
	Duties	
2	Designation	Zone officer
	Powers & Duties	To assist Spl. L.A.O. in all administrative works.
3	Designation	Head Clerk (Post vacant)
	Powers & Duties	Supervising authority of the all the works of Office.
4	Designation	Senior Clerk
	Powers & Duties	In- charge of L.A. Branch and Accounts.
5	Designation	Junior Clerk
	Powers & Duties	Issue receipt, Bill Budget, Service Stamp & Stock store.
6	Designation	Draughtsman (Post vacant)
	Powers & Duties	To Prepare Drawing and submergence villages for abutment of Rent Cess etc. after action purpose is completed.
7	Designation	R.I.
	Powers & Duties	To attend the work of final demarcation work U/s-8 of L. A. Act., to check final award U/s-11 of L.A. Act.
8	Designation	Amin
	Powers & Duties	L.A. preparation of 4(1) proposal, conduct demarcation work at field U/s-8 of L.A. Act to prepare rough award U/s-11 of L.A. Act.
9	Designation	Chainman
	Duties	L.A. preparation of 4(1) proposal, conduct demarcation work at field U/s-8 of L.A. Act to prepare rough award U/s-11 of L.A. Act.
10	Designation	Daftary
	Duties	To stitch all the files and records of the office.
11	Designation	Peon
	Duties	To attend the officers and to carry files and distribute official daks among the dealing assistant of the respective office and other offices.

Sl. No.

12 **Designation** **Process Surveyor**

	Duties	To serve mandatory notices U/s-4(1), U/s-6(1), U/s-9 & U/s-10 and U/s-11 of L.A. Act. of 1894.
13	Designation	Night Watchman-cum-Sweeper
	Duties	To sweep the office before opening of office and to discharge watch and ward duty in the night.
14	Designation	Driver
	Duties	To attend the driving work of office vehicle.

MANUAL-3

Procedure Followed in Decision Making Process

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

Not Applicable

MANUAL-4

Norms for Discharge of Functions

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

OPWD Code Vol. II, Code of Conduct Books and circulars followed

MANUAL-5

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

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

Sl. No.	Name/ Title of the Document	Type of Documents	Brief write up of the Documents	From where one can get a copy of Rules, Regulations, Manual & Records	Address, Telephone No., Fax, E-mail and others	Fee charged by the documents for a copy of Rules, Regulations, Instructions Manual and Records. if any
1	2	3	4	5	6	7
1	L.A. Act 1894/ L.A. Manual	Office Library	To acquire private land for Const. of Irr. Project	Law Times, Cuttack	Law Times Cuttack	Rs.300.00
2	R.R Policy 2006	Office Library	Procedure for Rehabilitation & resettlement of project affect persons	Rev. Deptt.	Rev. Deptt.	Rs.30.00
3	OLR Act, 1965	Office Library	Procedure for preparation of right, title, interest of land owner		Rev. Deptt.	
4	RFCTLAR&R Act, 2013	Office Library	To acquire private land for Const. of Irr. Project with Procedure for Rehabilitation & resettlement of project affect persons		Rev. Deptt.	

MANUAL-6

Categories of Documents Under Control

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

Sl. No.	Nature of Files/ Records	Details of information Available
1	2	3
1	Project related files/ records.	L.A. Cases records L.A. related files L.A. related M.P. Rs./ Q.P.Rs. L.A. Related Guide files (Circular & Orders) Form-10 Register of L.A. compensation
2	Establishment Related documents	Pay Acquaintance Roll Cash Books Bill Register Receipt Register Issue Register Service Books Postage Stamp Register Forms & Stationeries C.A.G. & P.A.C. and Audit reports.
3	Financial	Preparation of Budget files allocation & expenditure.
4	Rehabilitation & Resettlement	Village Survey files (Tenant wise & village wise) Payment Register of Displaced Families Personal Files of Displaced Families Payment Register of Affected Families Personal Files of Affected Families

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Sl. No.	Name	Type of Affiliated Body	Brief Introduction	Role	Structure and Member Composition	Head of the Body	Address	Frequency of Meeting
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1	2	3	4	5	6	7	8	9
1	Project Level Technical Committee (PLTC)	Committee (Board, Council, Committees Other bodies)	Recommendation for award of works / Recommendation for deviation.	Executive (Advisory/ Managing/ Executive /others)		Government of Deptt. of Water Resources	Chief Engineer & Basin Manager, RVN, Executive Engineers of Berhampur Division, Bhanjanagar Division, Baghalati Division of Ganjam and Chheligada Head works Divisio Gajapati	As an when require

MANUAL-9

Directory of Officers & Employees

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

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Rabindra Nath Kanhar	Spl. L.A.-cum-R. & R.O.					At/ Po: Mahendragada, Dist.: Gajapati
2	Sri Shivashish Panda	Zone Officer					-do-
3	Sri Uchhaba Charna Mishra	Sr. Asst. (Deputed from other office)					-do-
4	Smt. Rinki Bishoyi	Sr. Revenue Assistant (Deputed from Ganjam Collectorate)					-do-
5	Smt. Dipika Kumari Pallai	Revenue Inspector					-do-
6	Sri K. Lokanadham	Revenue Inspector					-do-
7	Smt. Sujata Kumari Behera	Amin					-do-
8	Smt. Gayatri Behera	Amin					-do-
9	Smt. Narmada Tripathy	Amin (Deputed to DoWR)					-do-
10	Miss Sadai Jani	Amin					-do-
11	Miss Lisa Sahu	Amin					-do-
12	Sri Sarat Chandra Sahu	Amin (Deputed from Ganjam Collectorate)					-do-
13	Sri Subanath Kisan	Chainman					-do-
14	Sri Kuresh Panigrahy	Chainman (Engaged after retirement)					-do-

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

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	Sri Rabindra Nath Kanhar	Spl. L.A.-cum-R. & R.O.	77700		As per paid Acquaintance Roll
2	Sri Shivashish Panda	Zone Officer	59500		As per paid Acquaintance Roll
3	Sri Uchhaba Charan Mishra	Sr. Asst. (Deputed from other office)			
4	Smt. Rinki Bishoyi	Sr. Revenue Assistant (Deputed from Ganjam Collectorate)			
5	Smt. Dipika Kumari Pallai	Revenue Inspector	39900		As per paid Acquaintance Roll
6	Sri K. Lokanadham	Revenue Inspector	39900		As per paid Acquaintance Roll
7	Smt. Sujata Kumari Behera	Amin	20300		As per paid Acquaintance Roll
8	Smt. Gayatri Behera	Amin	20300		As per paid Acquaintance Roll
9	Smt. Narmada Tripathy	Amin (Deputed to DoWR)	20300		As per paid Acquaintance Roll
10	Miss Sadai Jani	Amin	18000		As per paid Acquaintance Roll
11	Miss Lisa Sahu	Amin	18000		As per paid Acquaintance Roll
12	Sri Sarat Chandra Sahu	Amin (Deputed from Ganjam Collectorate)			
13	Sri Subanath Kisan	Chainman	30800		As per paid Acquaintance Roll
14	Sri Kuresh Panigrahy	Chainman (Engaged after retirement)	10000		As per Govt. notification

MANUAL-11

Budget Allocated to each Agency

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

Not Applicable

MANUAL-12

Manner of Execution of Subsidy Programmes

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

Not Applicable

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

Not Applicable

MANUAL-14

Information Available in an Electronic Form

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

The details of information related to various schemes such as Major & Medium Project, Tender Notices and Office directory are available on website (www.dowrorissa.gov.in).

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facility Available	Nature of Information	Working Hours
1	2	3	4
1	Notice Board		
2	Through Newspaper		

Note: All other information as may be prescribed for dissemination shall be collected tabulated, compiled, collected and provided in the form of manual from time to time.

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

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

Asst. Public Information Officer (APIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
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1	2	3	4	5	6	7	8
1	Uchhaba Charan Mishra	Senior Assistant		9348890363			Special Land Acquisition-cum- Rehabilitation & Resettlement Officer, M.I.P., Mahendragada, Gajapati

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Shivashish Panda	Zone Officer		9439682605			Special Land Acquisition cum- Rehabilitation & Resettlement Officer, M.I.P., Mahendragada, Gajapati

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Sri Rabindra Nath Kanhar	Spl. L.A-cum-R&RO M.I.P Mahendragada, Gajapati		9439074881			Special Land Acquisition cum- Rehabilitation & Resettlement Officer, M.I.P., Mahendragada, Gajapati

MANUAL-17

Other Useful Information

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

Information Not Available

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