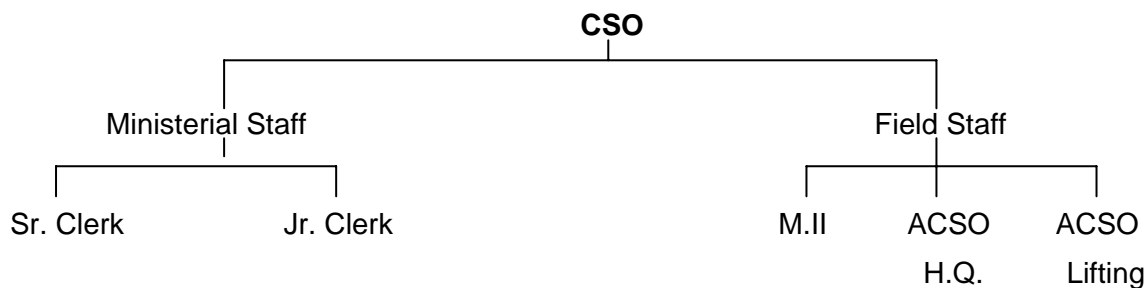


## Manual-1

### Particulars of organisation, functions and duties [Section 4(1)(b)(i)]

01. Aim and object of the organisation : To provide food security and ensuring availability of essential commodities at Govt. price, particularly to the poorer section of the society.
02. Mission / Vision : The department is committed to ensure food security to all, create a hunger free nation.
03. Brief History & background for its establishment : This organisation is a product of world War-II. To overcome the food scarcity, it was felt indispensable to regulate the supply. The District Civil Supply Branch, Angul came to existence from 01.04.93 after bifurcation of Dhenkanal District.

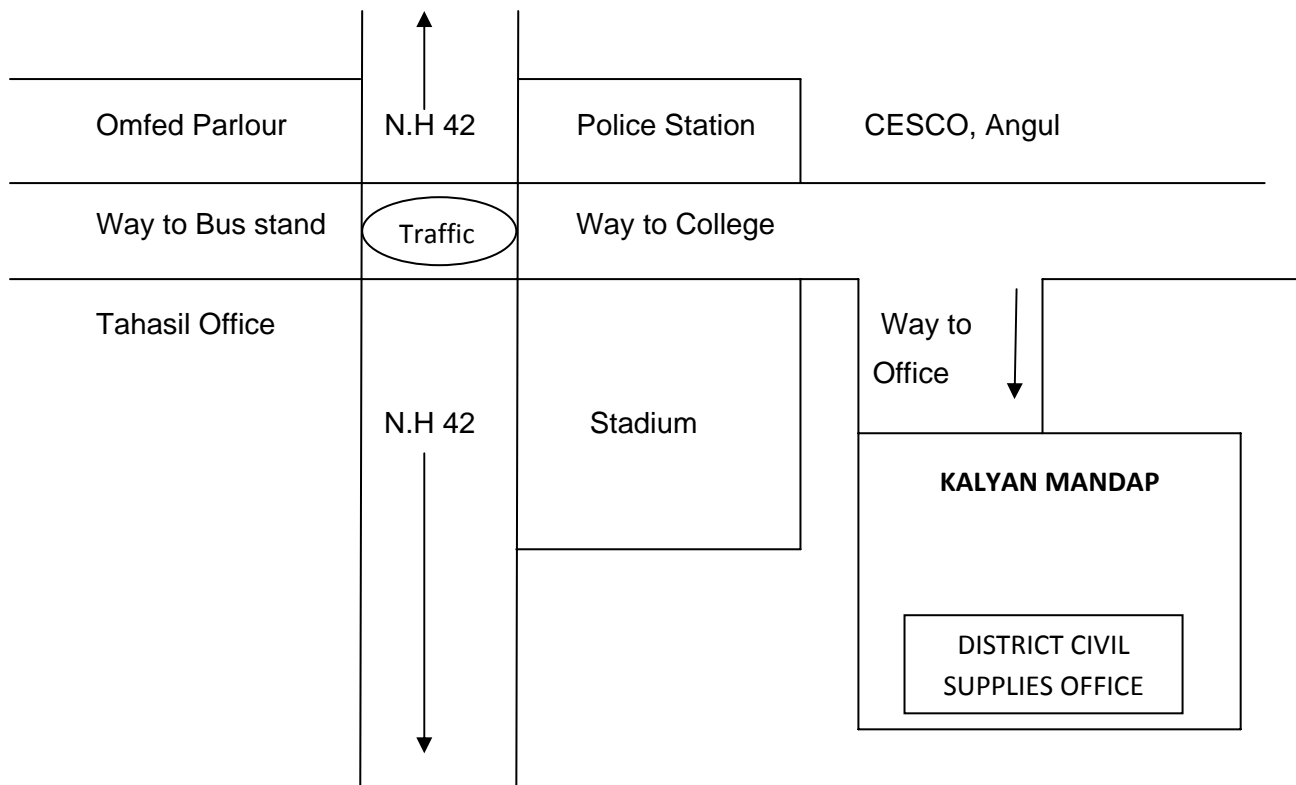
04. Organisation Chart :



05. Allocation of Business : Re-distribution of controlled commodities to Block / ULBs, maintenance of account, registers & enforcement.
06. Duties to be performed to achieve the mission : Timely lifting / distribution of essential commodities / regular inspection of storage godown, Wholesales / Sub Wholesale point.
07. Details of service rendered :  
1) Ensuring food security to all.  
2) Procurement of paddy through levy route.  
3) To ensure MSP  
4) Consumer Welfare
08. Citizen Interaction :  
01) Involvement of WSHG in P.D.S & Procurement  
02) Through Nodal meetings under M.I.S  
03) Through Advisory Committee Meetings.

09. Postal address of the main office / : Main Office :- Dist. Civil Supplies Office  
attached or subordinate office Back side of TADA, Kalyan Mandap, Angul

10. Map of the Office Location :



11.	Working hours for office & public	: 10 A.M. to 5 P.M. with ½ an hour launch break from 1.30 P.M to 2.00 P.M. excluding 2 <sup>nd</sup> Saturday / Sunday / Govt. Holidays. In summer days the morning office is observed in Angul District working Hours 7 A.M to 1 P.M. without launch break .
12.	Public interaction if any	: 1) Consumer Awareness Programme through NGO 2) Through village focus programme 3) M.I.S Meetings

13. Grievance redress mechanism

<p><b>To complain against</b></p> <p>Office Staff</p> <p>Inspector of Supplies</p> <p>ACSO</p> <p>CSO</p>	<p><b>Appellate Authority</b></p> <p>C.S.O / Collector</p> <p>ACSO/BDO/ Sub-Collector / Collector</p> <p>CSO/Sub-Collector/ Collector</p> <p>Collector /</p> <p>Commissioner F.S &amp; C.W Deptt. BBSR</p>
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**Manual-2**  
Powers and duties of officers and employees  
[Section 4(1)(b) (ii)]

Powers and duties of officers and staff

Sl.No	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	CSO	Establishment matter of C.S Executive & Ministerial staff	Drawing & disbursing of D. No. 9-2408 (NP) 9-3456 (NP) 9-2435(NP)	Nil	To create consumer awareness	(i) To exercise the power and functions delegated in different control order read with section 3 of the E.C Act 1955 (ii) Ensure the timely lifting of different essential commodities like rice, sugar, wheat etc of District Quota for distribution under PDS
2	ACSO (Enf)	-	-	Nil	-	-do-
3.	ACSO (Liftng)	-		Nil	-	To ensure lifting of FAQ stock from food storage, godowns of FCI, Civil Supplies corporation
4.	Inspector of Supplies	-	-	Nil		(i) Regular enforcement to ensure proper utilization of the allotted quota
5.	Sr. Clerk	Nil	Nil	Nil		To maintain all registers as per ORM, 1964.
6.	Jr. Clerk	Nil	Nil	Nil		-do- Reports, Returns & despatch of letters

**Manual-3**  
**Procedure followed in decision-making process**  
 [Section 4(1) (b) (iii)]

Major Functions :

1. Unit wise allotment of stock
2. Enforcement
3. Issue of License
4. Procurement of paddy through levy rate.

**Flow process chart for issue of Lubricant License**

Sl.No	Activity	Level of action	Time Frame
1.	To receive application and put up diary number	Diary Clerk	Same Day
2.	Concerned D.A to put up application	Concerned Dealing Asst.	Within 3 days
3.	Concerned field officer to enquire	ACSO / M.I. / I.S	Within 7 days
4.	Applicant is to be informed both in case of feasibility & rejection	Concerned D.A	Within 3 days
5.	To prepare license for approval after deposit of license fee	-do-	Within 2 days
6.	For signature of license	C.S.O	One day
7.	Delivery of license	Concerned D.A	-do-

**Manual-4**  
**Norms Set for the discharge of Functions**  
[Section 4(1) (b) (iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

**Flow process chart for issue of Lubricant License**

Sl.No	Activity	Time Frame / Norm	Remarks
1.	Received	Same Day	
2.	Marking of Letter	Same Day	
3.	Diary of Letter	Same Day	
4.	Scrutiny & put up by concerned D.A	Next day	
5.	If information available compliance will be made	Next day	
6.	Preparation of draft	1 Hour	
7.	Typing	Per Page 10 minutes	
8.	Signature of Authority	5 minutes	
9.	Despatch of the letter	Same day (Per letter 2 minutes)	



**Manual-5**  
**Rules, Regulation, Instructions, Manuals and Records for discharging Functions**  
[Section 4(1) (b) (ii)]

Sl.No	Name of Act, Rules, Regulations etc brief gist of the contents	Reference No .if any	Price in case of priced publication
1.	The P.D.S control order 2001 (Central) The P.D.S control order 2002 (State)	To enforce proper utilization P.D.S & TPDS Stocks	GSR-63 (E) 31.08.2001 Gazette Notification No. 9270 5/4/2002 (Orissa Gazette)
2.	The Kerosene (Restriction on use and Fixation of ceiling price) order, 1993	No person shall use kerosene for any purpose other than cooking & illumination	.Ministry of petrol & natural gas Notification dtd. 21.06.1993
3.	The liquefied Petroleum Gas (Regulation of supply and distribution) order 1993	To ensure equitable distribution of L.P.G for cooking / industrial purpose.	F&CS department notification dtd. 21.05.1975
4.	The Orissa declaration of stocks and prices of essential commodities order, 1973	To ensure maintenance of supplies and vailability of certain E.C at FPS & other shops dealing with E.C	Notification dtd. 24.08.1973 of supply department, BBSR.
5.	The Orissa High Speed diesel (dealer licensing order), 1979	To regulate and control the sale and use of HSD.	F.S & CW Deptt. Notification dtd. 31.12.1979
6.	The Orissa Kerosene Control Order 1962.	Possession of more than 10 litres of K.Oil without a license is an offence.	Orissa Civil Supply Deptt. Notification dtd. 03.12.1962.
7.	The Orissa rice & paddy procurement (levy) & restriction of sale and movement order 1982.	To streamline purchase, milling of paddy & ensure MSP to farmers.	Orissa Gazetee Notification dtd. 30.12.1982
8.	The Prevention of black marketing & maintenance of supplies of E.C. Act. 1980	To prevent black marketing & maintenance of supply of E.C.	Gazette Notification dtd. 12.02.1980 (control)
9.	Edible Oil Packaging (regulation order )1998	To ensure retail sale of edible oil in packed form only.	Gazette Notification dtd. 10.05.1999 of the Govt. of Orissa.
10.	The liquefied petroleum gas (regulation , supply & distribution) order, 2000.	To check misuse of LPG	FS & CW Deptt. Notification No. 21012, dtd. 05.08.2000.
11.	Food and procurement policy for the Khariff marketing session 2008-09	To ensure procurement of paddy & its miling and to ensure MSP to genuine farmer.	F&CW Deptt. Govt. of Orissa order 20937, dt. 10.10.2008.

## Manual-6

A statement of the Categories of document that are held by it for under its control.

[Section 4(1)(vi)]

### A Statement of the categories of document held.

Sl.No	Name of Records	Details of information available	Unit / Sector where available	Retention Period
1.	All files and registers as per file index registers	Correspondence to different scheme of F.S & C.W Deptt.	C.S.O, Angul	3 years
2.	<b>License Registers</b> a) Storage Agents b) K.Oil Wholesaler c) K.Oil Sub-Wholesaler d) Retail out let of Petrol pump e) Lubricant Oil f) Package controlling unit	License to related subject	-do-	Permanent
3.	Guideline for appointment of Sub-Wholesaler & Retailers of K.Oil	-	-do-	-do-
4.	Procurement Policy of Rice & Paddy	-	-do-	One Year
5.	Govt. guidelines for selection of beneficiaries under Antodaya Anna Yojana & Annapurna Yojana	-	-do-	Permanent
6.	Govt. guidelines for formatting of PDS Advisory Committees (DLAC/BLAC/TLAC/RLAC)	-	-do-	Permanent

### Manual-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation  
[Section 4(1)(b)(vii)]

#### Details of consultative committee & other bodies with which consultation are held

Sl.No	Name of Records	Details of information available	Unit / Sector where available	Retention Period
1.	DLAC	Collector, Angul Chairman & other Members / CSO is Member Convenor	Take steps for promotion of consumer awareness, monitor receipt of stock, storage, lifting and distribution	Once in 2 months or as and when necessary.
2.	BLAC	Chairman of the Panchayat Samitee as chairman & other members, B.D.O Member Convenor	Make recommendation for appointment of retailer, monitoring the receipt of stock, storage, distribution of essential commodities	5 <sup>th</sup> of every month and in case of holiday in the next working date.
3.	TLAC	Local MLA having highest no of wards under his constituency. Chairman & other members, E.O of ULB as Member Convenor	-do-	-do-
4.	RLAC	<b>Rural</b> : Sarpanch of the G.P & Chairperson & other members EO of G.P is Member Convenor. <b>Urban</b> : Councilor of the ward within which is situated Chairman and Convenor	Ensure timely lifting of stock, sign tally register certifying receipt & distribution of allotted stock	Committee shall ordinarily meet once or more than once a month.
5.	D.L.C on Procurement	Collector is the Chairman & CSO is the Member Convenor	Payment of MSP to farmers, re-allocation of target	Twice in a month or as necessitated.



Manual – 8

A Statement of Boards, Councils, committees and other Bodies constituted

[Section – 4 (i) (b) (viii) ]

List of Boards , Councils Committees etc.

Sl. No.	Name & Address of the Body	Main function of the Body	Constitution of the Body	Date of Constitution	Date upto when valid	Whether meetings opens to public	Whether minutes assessable to public	Frequency of meetings
01.	District level procurement Committee	To Protect the interest of the farmers / payment of MSP	All MPs/MLAs or their representatives / Collector s/ All sub-Collector /C.T.O. / A.C.T.O./ Three representative of farmers / two representative of Millers / S.P. /One F.C.I. representative / C.S.O. / chairman of Apex Pani Panchayat	Vide order No. 1133 dated 01.11.2008 of the Collector , Angul	One year 01.10.2008 to 30.09.2009	No	No	Twice in a month or as necessiated.
02.	District level Advisory committee on PDS & 15756 dt. 31.07.2006	To monitor Implementation of AAY / ANNAP URNA & TPDS	Collector All MPs & ML As of the District / Two chairpersons of Panchayat Samiti / Two members of ZP / Two members of VCOs or NGOs / PD, DRDA / DSWO/ Area Manager, FCI/ Dist level Co-ordinator of companies / CSO (Member convenor)	Constituted vide order no. 1138 dated 3.10.06	Permanent	No	No	Once in a quarter .

Manual – 9

Directory of Officers and Employees

[ Section 4(I) (b) (ix) ]

Directory

S. No.	Name & Designation	Office Ph. No.	E-mail Address
01.	Sri Abhiram Pradhan, CSO	230282	<a href="mailto:csangul@yahoo.co.in">csangul@yahoo.co.in</a>
02.	Sri Harihar Saho. MII	-do-	----
03.	Sri Rajkishore Raul, Sr Clerk	-do-	-----
04.	Sri Chandra Ku. Panigrahi, Sr. Clerk	-do-	-----

**Manual – 10**

The monthly remuneration received by each of the officers and employees, including the system of comensation as provided in the regulations.

[Section 4 (I) (b) (x)]

Sl. No.	Name	Designation	Pay Scale	Gross	Net
01.	Abhiram Pradhan	CSO	9300-34800 Grade pay 4600/-	21197/-	18997/-
02.	Chandra Ku. Panigrahi	Sr. Clerk	5200-20200	1440/-	7786/-
03.	Rajkishore Roul	Sr. Clerk	-do-	14974/-	10174/-
04.	Harihar Sahoo	MII	-do-	14707/-	10388/-

- Besides, Salary of the following officers posted to different Block & Sub- Divisions is drawn at District level .

01.	Sri Ratnakar Nayak	ACSO	5500-175- 9000	14443/-	11523/-
02.	Sri Pradeep Ku. Jena	ACSO	9300-34800 Grade pay 4200	19760/-	14326/-
03.	Sri Ballav Ch. Das	Inspector of Supplies	9300-34800 Grade pay 4200	19507 / -	17457 / -
04.	Sri Ashok Ku. Sethy	Inspector of Supplies	9300-34800 Grade pay 4200	20384/-	13099/-
05.	Sri Kishore Ku. Sahu	Inspector of Supplies	5000-150- 8000/-	16586/-	12528/-



**Manual – 11**  
**The Budget allocated to each agency**  
**[ Section 4 (1) (b) (xi)**

Major Head	Activities to be Performed	Sanction Budget	Budget Estimate	Revised Budget	Expenditure for the Last Year .
D No. 9-2408 (ND)	For payment of Salary	Pay - 530000.00 DP – 265000.00 DA – 350000.00 HRA – 20000.00 RCM - - TE – 4000 .00 E/C - - OC – 2000 .00 40% Arr. Salary – 68000.00	Pay - 430000.00 DP – 215000.00 DA – 280000.00 HRA –40000.00 RCM - - 10000.00 TE – 10000 .00 E/C - - 12000.00 Water – Tele - OC – 5000 .00 SPS – 5000.00 RRT – 60000.00	Pay - 409991.00 DP – 176221.00 DA – 274441.00 HRA –32597.00 RCM - - 5000.00 TE – 10000 .00 E/C - - 12000.00 Water – Tele - OC – 3000 .00 SPS – 5000.00 RRT – 60000.00	Pay - 440838.00 DP – 144214.00 DA – 265912.00 HRA –18303.00 RCM - - TE – 1570.00 Other cont. – 1895.00 RRT - 40% Arr. Salary - 67919.00
D No – 9-3456 (ND)	For payment of Salary	Pay - 640000.00 DP – 250000.00 DA – 360000.00 HRA –39000.00 RCM - - 2000.00 TE – OC – 40% Arr. Salary – 391000.00	Pay - 560000.00 DP – 280000.00 DA – 400000.00 HRA –50000.00 RCM - - 20000.00 TE – 10000.00 SPS – 2000.00 OC – 2000.00	Pay - 551250.00 DP – 275630.00 DA – 385229.00 HRA –46378.00 RCM - - TE – 3000.00 SPS – 2000.00 OC – 2000.00	Pay - 625080.00 DP – 181912.00 DA – 346890.00 HRA –35229.00 RCM - - TE – Other cont. – 40% Arr. Salary - 386970.00
D. No. 2435 (ND)	For payment of Salary	Pay - 81000.00 DP – 34000.00 DA – 46000.00 HRA –7000.00 RCM - - 1000 TE – Other cont. – 500.00 40% Arr. Salary - 36000	Pay - 65000.00 DP – 32500.00 DA – 41000.00 HRA –4000.00 RCM - - 5000.00 Other cont. – 3000.00 SPS – 2000.00	Pay - 60300.00 DP – 30150.00 DA – 40486.00 HRA –3180.00 RCM - - 5000.00 TE – 2000.00 Other cont. – 3000.00 SPS - 2000.00	Pay - 80940.00 DP – 23100.00 DA – 41416.00 HRA –5201.00 RCM - - TE -- Other cont. – 500.00 40% Arr. Salary - 35618.00

**Manual – 12**

**The Manner of execution in of subsidy program**

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

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous Years achievements
		NIL				

**List of individuals given subsidy**

Sl. No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
		NIL			

Particulars of recipients of concessions, permits or authorizations granted

[ Section – 4(l) (b) (xiii) ]

List of beneficiaries

Sl. No.	Name and address of the beneficiaries	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
01.	Storage Agents	F.G. Licence under P.D.S. (Control) Order 2008	To deal with P.D.S. Commodities	Through OSCSC Ltd.	Every year for same purpose indicated
02.	K. Oil Wholesalers	Licence under The Orissa PDS Control Order 2008	To deal with PDS Kerosene	By Oil Companies	-do -
03.	K. Oil Sub – Wholesalers	-do-	To deal with PDS Kerosene	By Collector	-do-
04.	Petrol pump Retail out lets	The Orissa High Speed Diesel (Dealer's Lecencing ) order 1979	To sale HSD / M.S.	By Oil Companies and issue of Licence by Collector	Every year maximum 3 years at a time same purpose .
05.	Packaging unit of Edible Oil	The Edible Oil Packaging (Regulation) order, 1998	To sale Packaged Edible oil	By Collector	5 years same purpose.

**Manual – 14**

**Information available in an electronic form**

**[Section 4 (I) (b) (xiv)]**

**Details of Information**

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
01.	Procurement of Paddy	Daily procurement	Yes	e. fcs
02.	Lifting / Offtake of TPDS Commodities	Monthly	Yes	-do-
03.	Market price of essential commodities	Weekly / Monthly	Yes	-do-

Manual – 15

Particulars of facilities available to citizens of obtaining information

[ Section 4(I) (b) (xv) ]

Facilities available for obtaining information

S. No.	Facility available	Nature of information	Working Hours
01.	CSO Office notice Board	01. Allotment order of all controlled commodities i.e. Rice (BPL) / Rice ( AAY) / Rice (Annapurna / Sugar / wheat / K. Oil	All Govt. working days from 10 A.M. to 5 P.M. excluding launch break from 1.30 P.M. to 2 P.M.
02.	Web site	02. Information on Licence issued to all Storage Agents / K. Oil Wholesalers / K. Oil Sub- Wholesalers / petrol Pumps/ Packaging control units / Lubricant & Grease .  03. Card position of all categories / Scheme such as APL/ AAY/ AP/ BPL	In summer days ( morning office) 7 A.M. to 1.00 P.M. with out launch Break

Manual – 16

Name designation and other particulars of Public Information officers

[ Section -4(I) (b) (xvi)

List of Public Information Officers

Sl. No.	Designation of the officer designated as PIO	Postal Address	Tel No.	E-mail Address	Demarcation of Area / Activities if more than one PIO is there
01.	Debasis Pattanaik Land Acquisition Officer	District Office, Angul	232983	-	District office Angul

List of Asst. Public Information Officers

Sl. No.	Designation of the officer designated as PIO	Postal Address	Tel No.	E-mail Address	Demarcation of Area / Activities if more than one PIO is there
01.	Sri Abhiram Pradhan CSO, Angul	District Civil Supplies, Angul	230282	csoangul@yahoo.co.in	C.S. Branch of District office Angul

First Appellate Authority with the Department

Sl. No.	Designation of the officer designated as PIO	Postal Address	Tel No.	E-mail Address	Demarcation of Area / Activities if more than one PIO is there
01	Sri Debaraj Senapati OAS (I) SB, ADM, Angul	District Office , Angul	230491	---	Matters related to Civil Supplies wing

**Manual – 17**

**Other information as may be prescribed**

**Section 4 (I) (b) (xvii)**

Whether information as prescribed for dissemination shall be collated, tabulated , compiled, collected & prepared in the form of manual from time to time .