

Functions and duties of each unit of the Office

Name of section :- 1- कालोनी सेल शाखा

Administrative Section

Accounts Section

Record Room

Others

Powers and duties of the officers Emplies :-

S No	Name	Designation	Remunerati on	Duties
1.	श्री शीलेन्द्र सिंह	संयुक्त कलेक्टर	10975 + DA	प्रस्तुत नस्तियों का निराकरण
2.	श्री के.के. त्रिपाठी	सहायक ग्रेड 3	3875 + DA	प्राप्त पत्रों का प्रस्तुंतीकरण

Decision Making process in graphic form

Initiating the file Dealing staff And the section कालोनी सेल शाखा सहायक ग्रेड 3	Channel officers handling the file at each level प्रभारी अधिकारी	Decision taking authority अपर कलेक्टर / कलेक्टर
Supervisory Auhhority Accountable Officer	प्रभारी अधिकारी कालोनी सेल शाखा कलेक्टर जबलपुर	

Norms Decided and followed by the Organisation

❖ Time

❖ Quality

सिटीजन चार्टर के तहत शासन द्वारा निर्धारित

❖ Quantity

Chronological List of

❖ Acts

❖ Rulas

म.प्र. नगर पालिका (कालोनाईजर राजिस्ट्रेशन एवं
निर्बन्धन तथा शर्ते) नियम 1998

❖ Regulations

❖ Manuals

Circulars available in Office
(original text to be given in electronic form)

Statement of various documents to maintained

S.No.	Documents	classification	Duration
1.	कालोनी संबंधी नस्ती	–	–
2.	कालोनी लायसेंस संबंधी नस्ती	–	स्थायी
3.	शिकायत संबंधी नस्ती	–	पांच वर्ष

structure of consultative committees in which public representatives are members including

❖ The names of latest inclumbent	
❖ Copy of the orders	
❖ Circulars for formation	
❖ Duties and responsibilities	

Proceeding, minutes of the Meeting (copy to be made available and be given in the electronic Form with hypertext link)

- 1- Name of the Board, Council, Committees etc. including members and their qualifications. (Original text to be given in electronic form)

S.N.	Body	Members	Qualifications
1.	–	–	–
2.			
3.			

- ❖ Order of the formation .
- ❖ (Original text to be given in electronic form and be hyper linked)
- ❖ Charter/Memorandum of Articals of Association.
- ❖ (Original text to be given in electronic form and be hyper linked)
- ❖ Govt instruction for the way in which meeting will be conducted.
- ❖ (Original text to be given in electronic form and be hyper linked)
- ❖ Whether open to public or not
- ❖ Available of the proceeding/minutes of the last meeting (Original text to be given in electronic form and be hyper linked) (chronologically)

Directory of the officers and employee
(to be linked with treasury data bank)

S.N.	Name	Designation	address for residence	Phone No. / mobile No.
1.	शीलेन्द्र सिंह	संयुक्त कलेक्टर	FO.DFO कम्पाउड जबलपुर	9425141656
2.	के.के.त्रिपाठी	सहायक ग्रेड 3	जानकी नगर जबलपुर	

Monthely remuneration and compensation

SNo.	Budget Head	Year	Allocation	Expenditure
1.	Nil	Nil	Nil	Nil
2.				
3.				

List of the recipients and nature of concession

S. No.	Nature of concession	Name	address	Programme	year	Kind of support
1.	—	—	—	—	—	—
2.						
3.						

Information available in the office

S.N.	categories	Hard Copy	Electronic Form
1.	फाईल	फाईल में	—

Facility available to citizen for information

S. No.	Facility	Duration of opening (time to be given)	Contact No. Telephone No.
1.	जिलाध्यक्ष कार्यालय के कक्ष क्र. 67 में रिकार्ड्स का अवलोकन किया जा सकता है।	10.30 A.M. to 5.30 P.M.	—

