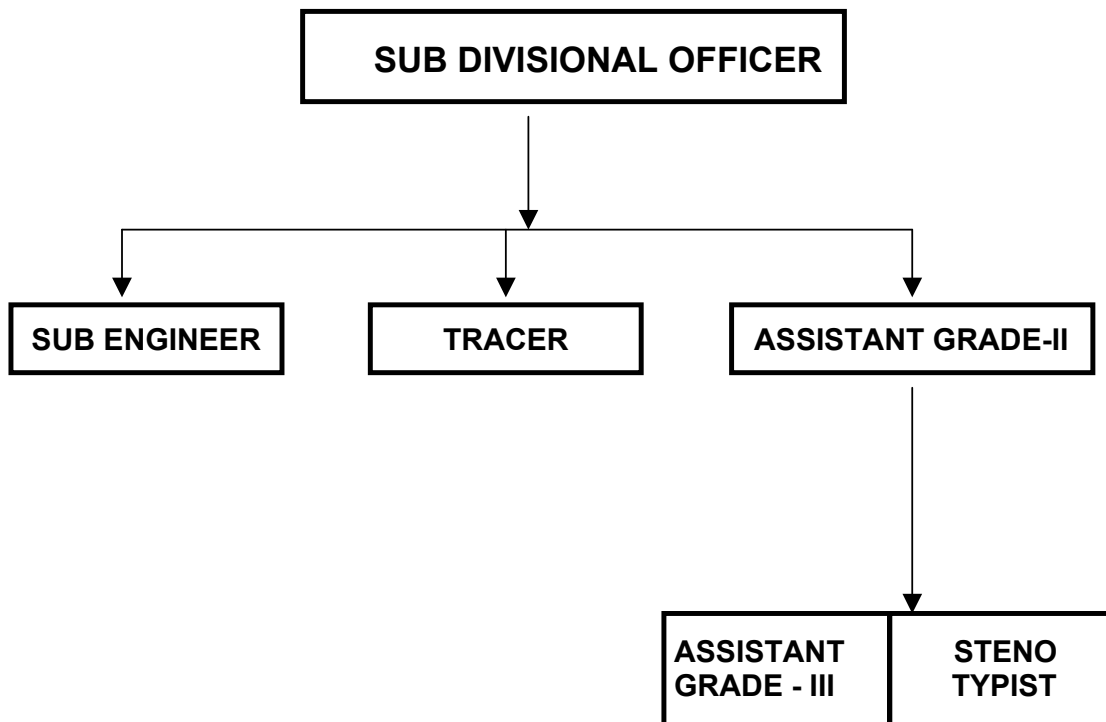


# "ORGANIZATIONAL SET-UP"

FUNCTIONS AND DUTIES OF DIFFERENT OFFICES  
CONSTITUTING THE ORGANIZATION U/S 4-1(b) (i)

## 1 A. Name of the Office and organizational set-up

OFFICE OF THE SUB DIVISIONAL OFFICER  
E/M F.O.M. SUB DIVISION (W.R.D.)  
G-16, BARGI HILLS, JABALPUR



**1 B. Functions and duties of each unit of the Officers (1 to 2 Page)**

Sl. No.	Unit / Section	Functions to performed
1	Administrative Section	Execution of works (compaction of earth work)
2	Accounts	Preparation of Pay-Bills, Posting in Cash Book, G.P.F. Pass-Book, Service Book and submission to Division Office.
3	Store	Received and issued of T&P and stock articles physical verification of store and submission to Division office.
4	Others if any - Work Execution wing	Execution of operation, repair and maintenance of machine deployed on compaction of earth work and other Auxiliary machines and submission of information to Sub Divisional Office.

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

Sl. No.	Name (S/Shri)	Designation	Remuneration (Rs.)	Duties
1	R.C. Saxena	Sub Divisional Officer	19599.00	Administrative control of execution of work and Sub Division.
2	B.P. Sahu	Sub Engineer	16746.00	Execution of operation, repair & maintenance of machines being used in compaction of earth work and submission of related account.
3	A.S. Thakur	-do-	14483.00	-do-

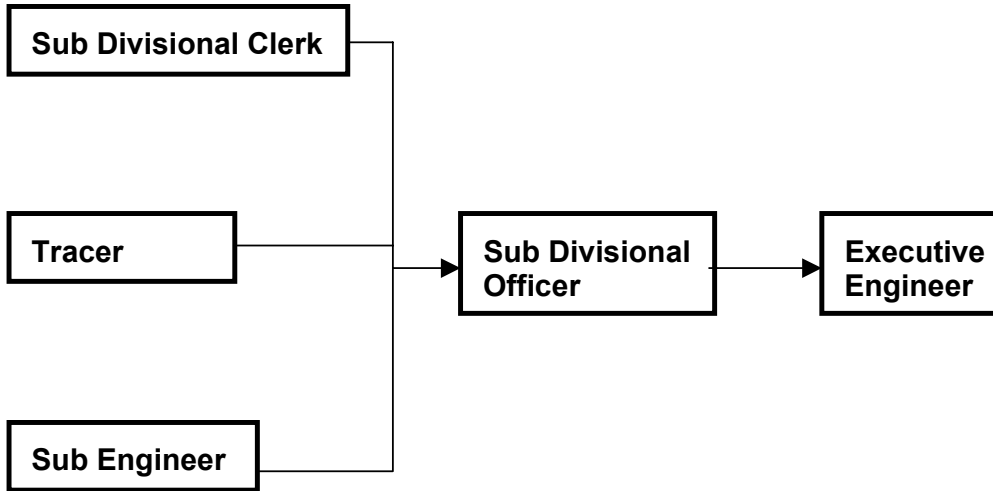
4	G.K. Mishra	-do-	14505.00	-do-
5	D.C. Sharma	-do-	14057.00	-do-
6	A.K. Jain	-do-	12019.00	-do-
7	J.S. Sandhu	-do-	14057.00	-do-
8	V.K. Vishwakarma	-do-	11367.00	Handling of Stores
9	R.K. Gite	-do-	16298.00	Execution of operation repair and maintenance of machines being used in compaction of earth work and submission of related account.
10	D.R. Lakhera	-do-	16746.00	Technical works related with machines.
11	R.K. Choudhary	Tracer	6915.00	Technical works related with machines.
12	D.D. Deshbhratar	Assistant Grade-II	10378.00	Operation of Cash Book, Pay bill, Pension cases, posting establishment records and other allied office work.

Sl. No.	Name (S/Shri)	Designation	Remuneration (Rs.)	Duties
13	Vijay Kumar D	Assistant Grade-III	6703.00	Preparation and posting in GPF, CPF and DPF GIS-3, Pay bill despatch and correspondence of work etc.
14	Smt. Rachna Shende	Steno Typist	6279.00	Receipt register, Pay bill preparation and other allied office work.

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

Initiating the file dealing staff and the section	Channels officers handling the file at each level	Decision making authority
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Sub Divisional Clerk	Establishment Section	Sub Divisional Officer	Executive Engineer
Tracer	Technical Section	Sub Divisional Officer	Executive Engineer
Sub Engineer	Store Section	Sub Divisional Officer	Executive Engineer



**Supervisory Authority** → **Executive Engineer**

**Officer to whom accountable** → **Executive Engineer**

**4.**

A. Time norm if decided -  
by the organization  
U/s 4.1 (b) (iv)

B. Quality norms if -  
decided by the  
organization

The works of earth work done by contractors under Civil Engineering being are synchronized properly by arranging compaction by machines. Norms specified in work manuals (Vol. 1 & Vol. 2), SOR service conduct Rules are being followed in discharging of

- C. Quantity target for - | are being followed in discharging of  
the office work to be | duties.  
done in the year.

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

Acts	Not Applicable
Rules	
Regulations	Works Department Manuals Volume-I and Volume-II (of 2 parts)
Manuals	
Circulars	Issued by Govt. and Superior Officers from time to time.

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

Sl. No.	Name of Documents	Kind of document like micro film register, Books, Diskette etc.	Nature and content of document	Duration of records
1	Cash Book	Register	Contains payment and receipt of Govt. money.	Since from opening of this office.
2	Measurement Book	Register	Contains measurement of works	-do-

3	Service Book	Book	Contains service records of W/c employees	From date of joining of W/c employees
4	GPF Pass Book	Book	Contains deposit withdrawal and advance GPF account.	-do-
5	Store account forms register	Register	Contains transaction of machines, T&P articles and stock articles	Since from opening of this office.
6	CL A/c, MB, LOC register, Estt. Cash book, work Register etc. & personal files.	Registers and files	Contains relevant entries	-do-

7. I. Structure of consultative committee in which public representatives are members including -
- ◆ Name of the Committee.
  - ◆ 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 (copy to be made available and be given in the electronic form with hypertext link).

**--- NOT APPLICABLE ---**

- 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) -

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

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

**----- NOT APPLICABLE -----**

**9. Directory of the Officers and Employees (to be linked with Treasury Date Bank) U/s 4.1 (b) (ix)**

Sl. No.	Name (S/Shri)	Designation	Address and contact number, if any
1	R.C. Saxena	Assistant Engineer	C-10, Dhanwantari Nagar, Jabalpur. Phone 2370569
2	R.K. Gite	Sub Engineer	Phone 5009420
3	B.P. Sahu	-do-	Phone 2422172
4	D.C. Sharma	-do-	Phone 2370051
5	G.K. Mishra	-do-	Phone 2406877
6	A.K. Jain	-do-	Phone 2646095
7	J.S. Sandhu	-do-	Mobile 98263 72657
8	A.S. Thakur	-do-	Mobile 98261 52928
9	V.K. Vishwakarma	-do-	Mobile 98266 46631
10	D. R. Lakhera	-do-	Phone 2314646
11	D.D. Deshbhratar	Assistant Gr-2	Near Employment Exchange office, Hathital Colony, Jabalpur.

12	Vijay Kumar D	Assistant Gr-3	Phone 2426140
13	R K Choudhary	Tracer	Mobile 98268 71429
14	Smt. Rachna Shende	Steno Typist	Near Jai Bhim Nagar, Gwarighat, Jabalpur.
15	Ram Kumar Thakur	Peon	Ranghi, Jabalpur
16	Heeralal Dubey	Peon	Ghamapur, Jabalpur.

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

Sl. No.	Name	Remuneration	Compensation
1	R.C. Saxena, A.E.	19599.00	-
2	B.P. Sahu, Sub Engineer	16746.00	-
3	A.S. Thakur, Sub Engineer	14483.00	-
4	G.K. Mishra, Sub Engineer	14505.00	-
5	D.C. Sharma, Sub Engineer	14057.00	-
6	A.K. Jain, Sub Engineer	12019.00	-
7	J.S. Sandhu, Sub Engineer	14057.00	-
8	V.K. Vishwakarma , Sub Engineer	11367.00	-
9	R.K. Gite, Sub Engineer	16298.00	-
10	D.R. Lakhera, Sub Engineer	16746.00	-
11	R.K. Choudhary, Tracer	6915.00	-
12	D.D. Deshbhratar, Asstt.Gr-II	10378.00	-
13	Vijay Kumar D, Asstt. Gr-III	6703.00	-
14	Smt. Rachna Shende, Steno Typist	6279.00	-
15	Ram Kumar Thakur, Peon	5331.00	-
16	Heeralal Dubey, Peon	5331.00	-

**11. Annual Budget allocation and Expenditure statement**  
**(To be linked with Treasury Data Bank) U/s 4.1 (b) (xi).**

**----- NOT APPLICABLE ----**

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

- (A) List of the Programmes (in Electronic Form)
- (B) Norms for selection of the beneficiary (original text of the circular to be given in electronic form)
- (C) Detailed information

Sl. No.	Name of the Programme	Administrative Department	Year	Amount allocated	No. of Beneficiaries
		<b>----- NOT APPLICABLE ----</b>			

**13. List of the Recipients and Nature of Concession U/s 4.1 (b) (xiii).**

Sl. No.	Nature of Concession	Name	Address	Year	Kind of support	Approximate value of concession
		<b>----- NOT APPLICABLE ----</b>				

**14. Information available in the office (Link with Item 6)**  
**U/s 4.1 (b) (xiv).**

Sl. No.	Categories	Hard Copy	Electronic Copy
	<b>----- NOT APPLICABLE -----</b>		

**15. Facility available (Library, Public Center etc.) to citizen for information U/s 4.1 (b) (xiv).**

Sl. No.	Facility	Name of In-charge	Duration of opening (Time to be given)	Contact No. Telephone No.
	<b>----- NOT APPLICABLE -----</b>			

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

1. Name - R.C. Saxena
2. Designation - Assistant Engineer
3. Telephone No. - 0761-2370569
4. E-mail address - NIL
5. Place of work and address - E/M FOM Sub Division  
OLD DINDORI  
M.P.
6. Contract hours for public - 04.00 PM to 05.00 PM

**7. Any other information in citizen related facilities U/s 4.1 (b) (xvii)**

**----- NOT APPLICABLE -----**

dk; kly; vufoHkxh; vf/kdkjh  
fo-@; ka , Q-vks, e- mil Hkx] tcyig

पत्र क्रमांक / लो.सू.अ./ दिनांक :

प्रति,

कार्यापालन यंत्री वि./यां.,  
भारी संयत्र संभाग, बालाघाट

विषय : सूचना के अधिकार अधिनियम 2005 का क्रियान्वयन।

संदर्भ : आपका पत्र क्रमांक 3182/गो.प्र./दिनांक 24.9.05

उपरोक्त विषयांतर्गत सूचना के अधिकार अधिनियम 2005 का क्रियान्वयन संबंधी अभिलेखों में पेज क्रं. 148 से 153 तक की संपूर्ण जानकारी अधिनियम में उल्लेखित प्रावधानों के अनुरूप तैयार कर आपकी ओर अग्रिम एवं आवश्यक कार्यवाही हेतु प्रेषित है।

सहपत्र : उपरोक्तानुसार

अनुविभागीय अधिकारी,  
वि./यां. एफ.ओ.एम. अनुविभाग,  
जबलपुर

पृष्ठांकन क्रमांक / लो.सू.अ./

दिनांक : .....

प्रतिलिपि –

1. जिलाध्यक्ष, जिला जबलपुर (म.प्र.) की ओर सूचनार्थ ।
2. मुख्य अभियंता वि./यां. जल संसाधन विभाग भोपाल की ओर उनके पृष्ठांकन क्रमांक 841/व.लं.सा.प्र./04 भोपाल दिनांक 20.9.05 के संदर्भ में सूचनार्थ सम्प्रेषित ।
3. अधीक्षण यंत्री, वि./यां. मंडल, जल संसाधन विभाग भोपाल की ओर सूचनार्थ सम्प्रेषित ।

सहपत्र : उपरोक्तानुसार

अनुविभागीय अधिकारी,  
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