

## Particulars of Organization, Functions & Duties

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

### Establishment Section

All matters related to establishment work of the staff member as follows:

1. Maintenance of Service Book.
2. Preparation of absentee statement for drawl of salary.
3. Sanction of leave, annual Increment, Temp. G.P.F. etc. of staff.
4. Preparation of pension papers.
5. Allotment of Govt. quarter and maintenance.
6. All report returns like monthly/quarterly and yearly relating to establishment matter.

### Accounts Section:

All matters related to accounts section of this Institution as follows:

1. Preparation of Budget estimate for all the scheme and maintenance of Cash Book etc.
2. Preparation of Pay bill/GPF/Festival/Motor Cycle or Moped Advance/Contingent /R.C.M. & T.A. etc.
3. Calculation of Spl. Hudco, Advance, Principal/Interest etc.
4. Disbursement of pay/stipend etc. of staff/students and collection of fees, fines etc.

### Training Section:

1. Training & Placement of passed out students.
2. Stipend and Scholarship of students like MCP/PMS & other stipends.

### Examination Section:

1. Dealing with all semester examination
2. Preparation of Registration proposal.
3. Issue of Conduct/Institutional leaving and Identity Card to students.

### Issue & Diary Section:

1. Receipt & issue of all letters from Govt. & Directorate etc with proper entry in Diary and issue register respectively.
2. Maintenance of S.P. Stamp registers.

### Store Section:

1. Maintenance of Stock and Issue register of materials.
2. Indent Book etc.

<b>Civil Engg. Department</b>	Impart Diploma Engineering courses to students in the concerned branch
<b>Electrical Engg. Department</b>	Impart Diploma Engineering courses to students in the

	concerned branch
<b>Mechanical Engg. Department</b>	Impart Diploma Engineering courses to students in the concerned branch
<b>Mining department. Department</b>	Impart Diploma Engineering courses to students in the concerned branch.
<b>Metallurgy. Deptt.</b>	Impart Diploma Engineering courses to students in the concerned branch
<b>Math. Sc. Deptt.</b>	Impart Diploma Engineering courses to students in the concerned branch
<b>Work shop</b>	To conduct Work shop Practice to students
<b>Library</b>	Issue of Books to students for reading and keep records of the same

## MANUAL-2

### Powers & Duties of Officers & Employees

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

<b>Sl. No.</b>	<b>Name</b>	<b>R.K.Prusti</b>
<b>1</b>	<b>Designation</b>	<b>Principal</b>
	<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Promotion of academic excellence and creation of a vibrant eco-system of teaching, learning, research and industrial collaboration as Academic and Administrative Head of the Institution.</li> <li>2. Drawing &amp; Disbursing Officer (DDO) in respect of all the schemes/accounts of the Institution.</li> <li>3. Supervise regular day to day theory/ practical classes and Internal/ semester examination of the different disciplines as per academic calendar prescribed by the SCTE&amp;VT, Odisha, Bhubaneswar as well as all academic-related matters by the DTE&amp;T, Odisha, Cuttack and SD&amp;TE Department.</li> <li>4. The Principal is the appointing authority of Group-D employees of the institution.</li> <li>5. In absence of the Vice-Principal, all the duties and responsibilities assigned to Vice- Principal shall be performed by the Principal.</li> <li>6. Taking Theory/ Practical classes of respective branch / discipline.</li> <li>7. Perform duties assigned by SCTE&amp;VT, Odisha, Bhubaneswar/ DTE&amp;VT, Odisha, Cuttack as well as SD&amp;TE Department.</li> </ol>
<b>4</b>	<b>Name</b>	<b>Subhundu Muduli</b>
	<b>Designation</b>	<b>Training Placement Officer. I/C</b>
	<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Liaison with different industries/ Organizations/ Recruiters for Placement of students and conduct the on-campus recruitment/ off-campus recruitment in the Institution.</li> <li>2. Keep Liaison with Central Placement Cell of Directorate for Placement activities.</li> <li>3. Maintain a Database of the students for Placement purposes.</li> <li>4. Manage the Apprentice activities in the Institution and maintain the Database of students for Apprentice purposes.</li> <li>5. Prepare reports/ returns pertaining to Placement and Apprentice activities.</li> <li>6. Ensuring sanction of all Scholarship/ Welfare Schemes to the students.</li> <li>7. To act as Library Officer for smooth management of the e-Library and</li> </ol>

		<p>procurement of textbook, reference books &amp; Journals etc.</p> <p>8. To act as coordinator for all Skill Development Programmes/Competitions prescribed by the Odisha Skill Development Authority (OSDA). Bhubaneswar.</p> <p>9. To act as coordinator in the matter of affiliation/ approval / accreditation of SCTE&amp;VT/ AICTE/NBA etc.</p> <p>10. Taking theory/Practical classes of respective branch/discipline as assigned by the Principal.</p> <p>11. Perform duties assigned by SCTE&amp;VT, Odisha, Bhubaneswar/ DTE&amp;T, Odisha, Cuttack and SD&amp;TE Department.</p> <p>12. Perform any other work in the interest of the institution /public duty as assigned by the Principal</p>
4	<b>Name</b>	
	<b>Designation</b>	<b>Senior Lecturer</b>
	<b>Duties</b>	<ol style="list-style-type: none"> <li>1. ADMINISTRATIVE WORK OF THE Department/ Division / Section entrusted by Principal as head/ overall in charge.</li> <li>2. Teaching in Practical / Theory subjects as assigned by the Principal and remedial classes for poor- performing students.</li> <li>3. Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc.</li> <li>4. Supervision/Verification of Attendance Registers of the students, , Lesson Plans, Assessment Registers and progress Register/Reports etc prepared by other Faculties of the department/Course as assigned by Principal.</li> <li>5. Duties connected with the conduct of Admission, Examination, Evaluation of Examination of the students.</li> <li>6. Conducting Awareness Programmes on Career opportunities in Technical Education in the state.</li> <li>7. Conducting Seminars, webinars and various academic workshops etc., relating to the Department.</li> <li>8. Develop Learning materials/Resource materials for Theory and Laboratory classes.</li> <li>9. R&amp;D work on Industrial problems and Projects and other work for the promotion of Industry Institute Partnership.</li> <li>10. Perform training and consultancy work for Internal Revenue Generation.</li> <li>11. Publication of Technical papers in Journals.</li> <li>12. Preparation and submission of Project Proposal for funding to the Institute from External Sources and other resource mobilization for the Institute.</li> <li>13. Participating in refresher courses for up-dation of knowledge and skill.</li> <li>14. Guiding students for Innovation, Entrepreneurship and Hackathon etc.</li> <li>15. Dissemination of information for students development and community development.</li> <li>16. Accompanying students in study Visit/Industrial training of the students.</li> <li>17. Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc and extracurricular activities such as Games and sports, Cultural Association, Eco Club, Idea lab etc.</li> <li>18. Conduct Employment generating/ Skill development Training Programme for unemployed youth wherever assigned.</li> <li>19. Perform students counseling and act as proctor of students.</li> <li>20. Perform different Placement related activities.</li> <li>21. Prepare and maintain the different Reports and Returns and also MIS of various kinds in the Institution as assigned.</li> <li>22. Perform such work related to maintenance and upkeep of Equipment, Laboratories, Buildings and other institution properties.</li> <li>23. Perform duties connected to supervision/inspection of different works at other institution wherever assigned.</li> <li>24. Public relation for institutional development and community development.</li> <li>25. Convening parent-Teacher meetings and also interact with students for their well being.</li> <li>26. Organizing and Co-ordinating different Consultancy work for IRG and work on different industrial and socially relevant projects.</li> <li>27. Development and Management of Institutional Infrastructure / Facilities.</li> </ol>

		<p>28. Perform duties assigned by SCTE&amp;VT, Odisha, Bhubaneswar/ DTE&amp;T, Odisha, Cuttack and SD&amp;TE Department.</p> <p>29. Perform any other work in the interest of the institution/public duty as assigned by the Principal.</p>
<b>5</b>	<b>Name</b>	
	<b>Designation</b>	<b>Lecturer</b>
	<b>Duties</b>	<ol style="list-style-type: none"> <li>1. TEACHING IN Practical / Theory subjects of the discipline as assigned by principal and remedial classes for poor – performing students.</li> <li>2. Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc.</li> <li>3. Duties connected with the conduct of Admission, Examination, and Evaluation of Examination of the students.</li> <li>4. Conducting Awareness Programmes on Career opportunities in Technical Education in the state.</li> <li>5. Conducting Seminars/ Workshops etc.</li> <li>6. Develop Learning materials/Resource materials for Theory and Laboratory classes.</li> <li>7. R&amp;D work on Industrial problems and Projects and other work for the promotion of Industry Institute Partnership.</li> <li>8. Perform training and consultancy work for Internal Revenue Generation.</li> <li>9. Publication of Technical papers in Journals.</li> <li>10. Preparation and submission of Project Proposal for funding to the Institute from External Sources and other resource mobilization for the Institute.</li> <li>11. Participating in refresher courses for up-dation of knowledge and skill.</li> <li>12. Guiding students for Innovation, Entrepreneurship and Hackathon etc.</li> <li>13. Dissemination of information for students development and community development.</li> <li>14. Accompanying students in study Visit/Industrial training of the students.</li> <li>15. Remain in charge of stock and store of Laboratory/Department/Sections wherever assigned.</li> <li>16. Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc and extracurricular activities such as Games and sports, Cultural Association, Eco Club, Idea lab etc.</li> <li>17. Conduct Employment generating/ Skill development Training Programme for unemployed youth wherever assigned.</li> <li>18. Perform students counseling and act as proctor of students.</li> <li>19. Perform different Placement related activities.</li> <li>20. Perform such work related to maintenance and upkeep of Equipment, Laboratories, Buildings and other institution properties.</li> <li>21. Perform duties connected to supervision/inspection of different works at other institution wherever assigned.</li> <li>22. Perform different Consultancy work for IRG and works on different industrial and socially relevant projects as assigned.</li> <li>23. Perform duties assigned by SCTE&amp;VT, Odisha, Bhubaneswar/ DTE&amp;T, Odisha, Cuttack and SD&amp;TE Department.</li> <li>24. Perform any other work in the interest of the institution/Public duty as assigned by the Principal/Head of the Department (HOD).</li> </ol>
<b>WORKSHOP STAFF</b>		
<b>6</b>	<b>Name</b>	<b>Manas Kumar Mishra</b>
	<b>Designation</b>	<b>Workshop Supdt. (I/C)</b>
	<b>Duties</b>	<ol style="list-style-type: none"> <li>1. The Workshop Superintendent is the Head of all the workshop of the Institution and is responsible to the Principal in all matters concerned with the Workshop in institution, proper utilization of men, materials and machinery and maintenance in workshop and services to various departments.</li> <li>2. Planning, scheduling, organizing, coordinating and monitoring workshop training, sessions and tasks of the institution.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Design, develop and test instructional materials and tasks for skill training.</li> <li>4. Procurement, erection/ installation and commissioning of plant and equipment in the workshops.</li> <li>5. Procurement and storage of raw materials, tools instruments.</li> <li>6. Guide students in the performance of practical tasks and skill exercises and evaluate their performance.</li> <li>7. Advice and assist the students and faculty members in the fabrication of their.</li> </ol>
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### MANUAL-3

#### Procedure Followed in Decision Making Process

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

Regarding day to day official work like establishment and accounts matter all the files are routed through the Section Officer of concerned section to Principal for disposal of the matter.

### MANUAL-4

#### Norms for Discharge of Functions

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

**The State Govt. Norms and Guidelines are followed.**

### MANUAL-5

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

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

For discharging the duties, the employees follow the rules, regulations instructions and manual of the state Govt. All records are maintained as per the record manuals.

### MANUAL-6

#### Categories of Documents Under Control

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

Sl. No.	Category of the Document	Name of the Document and its Introduction in one line
1	2	3
2	Establishment section	Personal file, Service Books all report and returns files etc.
3	Account Section	Cash Book, Acquaintances Roll, of all the schemes, Allotment register, Bill Register, contingent Register Book of drawls Challan Registers, Daily Collection Register, Receipts Book etc.
4	Training Section	Stipend Acquaintance, Files relating to placement and training etc. of passed out students
5	Examination Section	Conduct Certificate, institution Living Certificate, Final and

		Provisional diploma certificate etc.
<b>6</b>	Department	
	Civil Engg	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
	Electrical Engg	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
	Miningl Engg	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
	Metallurgy Engg	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
	Math & Sc	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
	Workshop	Departmental stock and Store register Maintenance of Sessional records, Laboratory and Internal marks etc.
<b>7</b>	Library	Stock Register, issue of Library Books Register, Caution Money Register, Cash Book Register, Consumption Register etc.

#### MANUAL-7

#### Particulars of Arrangement in Formulation of Policy

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

The PIO and Asst PIO of this Institute are available for consultation and advice.

#### MANUAL-8

#### Boards, Councils, Committees & Other Bodies Constituted

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

**Information Not Available**

#### MANUAL-9

#### Directory of Officers & Employees

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

Sl. No	Name	Designation	STD Code	Phone No.	Fax	E Mail & Address	
				Office	Home		
1	2	3	4	5	6	7	8
1	R.K.Prusti	Principal		9437155107		<a href="mailto:principalgpjajpur@rediffmail.com">principalgpjajpur@rediffmail.com</a>	Badambadi, Cuttack
2	P. R. Dash	Lect. In Comp. SC		9437273615		<a href="mailto:kuni90@rediffmail.com">kuni90@rediffmail.com</a>	Tirtol ,Jagasinghpur

3	Rosalina Nath	Lect. In English		9438435502		<a href="mailto:rosy1402@yahoo.co.in">rosy1402@yahoo.co.in</a>	AT/PO- Kalamegha
4	Rajashree Nayak	Lect. In Civil		9090416705		<a href="mailto:navakrajashree93@gmail.com">navakrajashree93@gmail.com</a>	Betei, Sailpur, Cuttack
5	Prabhudutta Mishra	Lect. in Minig		7008696020		<a href="mailto:prabhuduttamishra99@gmail.com">prabhuduttamishra99@gmail.com</a>	AT-Ghutukesari, PO- Narapur, Dist- Keonjhar
6	Sucheta Dhal	Lect. in Chemistry		9937575928		<a href="mailto:suchetadhal@gmail.com">suchetadhal@gmail.com</a>	AT-Kaina, PO- Sayedpur Via-Arei Dist- Jajpur
7	Pragyan Priyadarshni	Lect. in Mathematics		9776047245		<a href="mailto:pragyanprivadarshni9@gmail.com">pragyanprivadarshni9@gmail.com</a>	AT- Bedpur, Bhadrak
8	Manash Kumar Mishra	Lect. in Mechanical Engg		9776409085		<a href="mailto:manas.uce06@gmail.com">manas.uce06@gmail.com</a>	AT/PO- Korua, Bhadrak
9	Suprava Behera	Lect. in Mechanical Engg		9438299028		<a href="mailto:supu.06@gmail.com">supu.06@gmail.com</a>	AT-Sandhapur, Jajpur
10	Dr. Biswambhar Mohanty	Sr. Lect. Math & Sc Dept.		9937351252		<a href="mailto:biswambhar.phy@gmail.com">biswambhar.phy@gmail.com</a>	At-Saktinagar, Po- Madhupatna, Cuttack
11	Sri Shibasis Panda	Sr. Lecturer in Civil		9937764089		<a href="mailto:shibasispanda46@gmail.com">shibasispanda46@gmail.com</a>	At- Arunodayanagar, Cuttack
12	Smt. Sushree Souravi Rout	Lecturer in Civil		8249322398		<a href="mailto:sushree.inbox2009@gmail.com">sushree.inbox2009@gmail.com</a>	At/Po- Chandrasekharpur, Dist- Khorda
13	Mr. Nrusingh Charan Behera	Sr. Lecturer in Electrical		7847060803		<a href="mailto:mailme.nrusingh@gmail.com">mailme.nrusingh@gmail.com</a>	At- Chandrasekharpur, Jajpur
14	Smt. Sibani Panda	Lecturer in Electrical		9437503230		<a href="mailto:sibani1402@gmail.com">sibani1402@gmail.com</a>	AT/PO- Govinda Viha Barhampur
15	Smt. Jyotirmayee Sethy	Lecturer in Electrical		7008038764		<a href="mailto:jyotirmayeesethy8@gmail.com">jyotirmayeesethy8@gmail.com</a>	At- Mahanadi Vihar 1341/20, Cuttack
16	Smt. Niharika Sethy	Lecturer in Electrical		8456009944		<a href="mailto:niharikasethy50@gmail.com">niharikasethy50@gmail.com</a>	At-Naranpur, Dist- Jajpur
17	Smt. Gitanjali Sethy	Sr. Lecturer in Mechanical		9040012819		<a href="mailto:gitanjalisethi.mtech@gmail.com">gitanjalisethi.mtech@gmail.com</a>	At-Poparada, Cuttack
18	Sri Ashok Ku Mishra	Sr. Lecturer in Metallurgy		9937811836		<a href="mailto:ashok9937811836@gmail.com">ashok9937811836@gmail.com</a>	At-Bainisria, Jajpur
19	Sri Suwendu Muduli	Lecturer in Metallurgy		8249159608		<a href="mailto:mudulisuwendu@gmail.com">mudulisuwendu@gmail.com</a>	At-Bonda, Angul
20	Smt P ARADHANA	Lecturer in Metallurgy		9439412056		<a href="mailto:guddia86@gmail.com">guddia86@gmail.com</a>	At- Khilapadar, Rayagada
21	Smt Asima Priyadarshini	Sr. Lecturer in Workshop		7978171564		<a href="mailto:ashimapriyadarsani@gmail.com">ashimapriyadarsani@gmail.com</a>	At- Khorda

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-Mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9

1	Bijaya Kumar Pradhan	Section Officer		7008963187			<a href="mailto:bijaviti.bls@gmail.com">bijaviti.bls@gmail.com</a>	Jagatpur,Cuttack
2	Arun Kumar Jena	Junior Assistant		9938461688			<a href="mailto:jena.arun90@gmail.com">jena.arun90@gmail.com</a>	Mouda,Cuttack

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Pay Scale in Rs.	Gross in Rs.	Net in Rs.
1	2	3	4	5	6
1	R.K.Prusti	Principal	67700-208700	142528	105528
2	Shibasis Panda	Sr. Lecturer (Civil)	67700-208700	89447	72128
3	N.C. Behera	Sr. Lecturer (Electrical)	67700-208700	89447	73378
4	Gitanjali Sethy	Sr. Lecturer (Mechanical)	67700-208700	89447	77128
5	Vacant	Sr. Lecturer (Mining)	67700-208700		
6	Dr.Biswambhar Mohanty	Sr. Lecturer (Math &SC)	67700-208700	89447	76128
7	Ashima Priyadarshini	Workshop Supdt.	67700-208700	89403	73084
8	P. R. Dash	Lect. In Comp. SC	47,600-151100	98567	67089
9	Rosalina Nath	Lect. In English	44,900-1,42,400	70216	58334
10	Rajashree Nayak	Lect. In Civil	44,900-1,42,400	70216	59334
11	S.S. Rout	Lect. In Civil	44,900-1,42,400	70932	60460
12	Vacant	Lect. In Civil	44,900-1,42,400		
13	Sibani Panda	Lect. in Electrical	44,900-1,42,400	70932	60460
14	Jyotirmayee Sethy	Lect. in Electrical	44,900-1,42,400	63051	48749
15	Niharika Sethy	Lect. in Electronics	44,900-1,42,400	64885	53004
16	Prabhudutta Mishra	Lect. in Minig	44,900-1,42,400	70932	60460
17	Vacant	Lect. in Minig	44,900-1,42,400		
18	Sucheta Dhal	Lect. in Chemistry	44,900-1,42,400	Leave	
19	Pragyan Priyadarshni	Lect. in Mathematics	44,900-1,42,400	70216	59334
20	Manash Kumar Mishra	Lect. in Mechanical Engg	44,900-1,42,400	70932	60460
21	Suprava Behera	Lect. in Mechanical Engg	44,900-1,42,400	70216	61334



22	P.Aradhana	Lect. In Metallurgy	44,900-1,42,400	70216	61334
23	Suvendu Muduli	Lect. In Metallurgy	44,900-1,42,400	70932	60460
24	Shashanka Shekhar Sahu	Lab. Assistant Metallurgy	25,500-8,1100	34453	26093
25	Smrutilekha Sethy	Lab. Assistant Mechanical	25,500-8,1100	34453	26093
26	Sasmita Tiadi	Lab. Assistant Physic	25,500-8,1100	34453	23977
27	Namita Barik	Lab. Assistant Workshop	25,500-8,1100	34453	29268
28	Rinarani Soren	I.A Lab.Assistant Electrical	Consolidated	14900	12035
29	Amarjyoti Mahanta	I.A Lab.Assistant Mining	Consolidated	14900	10035
30	Vacant	Lab. Assistant Civil	9,500/- CP		
31	Rajeswari Bal	Librarian	9,000/-CP	28427	17978
32	Bijaya Kumar Pradhan	Section Officer	35400-112400	50697	33820
33	Arun Kumar Jena	Jr.Clerk	Consolidated	16200	10020
34	Outsourcing	Watchmen-03	Outsourcing		
35	Outsourcing	Attendant (Peon)-02	Outsourcing		
36	Outsourcing	Sweeper-01	Outsourcing		
37	Outsourcing	Hostel Attendant-01	Outsourcing		
38	Outsourcing	Driver-Cum-Mech-01	Outsourcing		
39	Outsourcing	DEO-02	Outsourcing		
40	Outsourcing	Lady Matron-01	Outsourcing		

## MANUAL-11

### Budget Allocated to each Agency

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

**The Budget Allocated during 2017-18 and Expenditure made GP,Jajpur for preparation of 17 Manuals in respect of RTI Act, 2005**

<b>(GLOBAL ALLOTMENT) HEAD-39-2203-00-TE</b>							
<b>Minor</b>	<b>Sub</b>	<b>Details</b>	<b>Objects</b>	<b>Primary Units</b>	<b>Allotment for the Year 2021-22</b>	<b>Actual Expenditure for the Financial Year-2021-22</b>	<b>Balance to be surrendered</b>
105	2708	01003	136	Pay	Global Allotment	12948347	NA
105	2708	01003	156	DA	Global Allotment	3086359	NA
105	2708	01003	403	H.R.A	Global Allotment	79490	NA
105	2708	01004	000	Salary for Consolidated Pay post	Global Allotment	500041	NA
090	0488	01003	560	Festival Advance	Global Allotment	80000	NA
<b>Total</b>						<b>16694237</b>	
<b>INSTITUTE ALLOTMENT-HEAD_39-2203-00-TE</b>							
105	0618	12009	000	Professional Service(D&A)	1000000	961005	38995
105	2035	12009	000	Professional Service	440000	418502	21498
105	2708	02003	000	Wages	15000	14476	524
105	2708	21033	000	Maintenance	40000	39917	83
105	2708	33002	000	Material & Supplies	87000	86992	8
105	2708	20002	000	Other Charges	22000	21921	79
105	2708	08001	506	Other Contingencies	60000	59934	66
105	2708	08001	397	MotorVehicle	40000	39980	20
105	2708	08001	074	Electricity Dues	1000000	852764	147236
105	2708	08001	154	Telephone Charges	10000	8846	1154
105	2708	06001	000	Travel Expenses	5000	4980	20
105	2708	12006	000	PP&SS	550000	549900	100
105	2035	78421	000	PP&SS	2300000	2300000	0
105	2708	78118	000	Up-Gradation of Comp.	20000	20000	0
800	0708	78159	000	I.E.C	60000	59999	1
105	2708	40004	000	Scholarship & Stipend	150000	147300	2700
					<b>5799000</b>	<b>5586516</b>	<b>212484</b>

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)]

**Not Applicable**

### MANUAL-15

## Particulars of Facilities Available to Citizens for Obtaining Information

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

All relevant information are made available through website. Information is made available through emails, SMS, Notice Boards and circulars. All the circulars, notices, leave records and all the correspondence are send on the official email of individual staff for information and circulation.

### Citizen Chapter

Sr. No.	Service Details	Required Documents	Consent Staff	Duration	Concern officer to register the complaint form on-satisfactory
01.	Bona fide Certificate	ID Card	Mr Arun Kumar Jena,JA	Same Day	Sri R.K.Prusti Principal
02.	Leaving Certificate	No Dues Form	Mr Arun Kumar Jena.JA	5 Days	
03.	Experience Certificate	Resignation Letter	Concerned HOD	1 Week	
04.	Salary Certificate	Application Letter	Sri B.K.Pradhan, Section Officer	1 Day	
05.	No Objection Certificate	Application Letter	By Dtet/ Govt.	3 Days	
06.	Mark sheets	ID Card	OIC Examination	3 Day	
07.	Board Certificate	ID Card	OIC Examination	1 Day	
08.	Hall Ticket	ID Card	OIC Examination	Same Day	
09.	ID Card	Admission Receipt	Mr.A.K.Jena,JA	1 Week	
10.	Bus Pass	I card	OIC, Vehicle	Same Day	
11.	Original Document	No Dues Form	Admission Section	3 Days	
12.	All Form	As per College Norms	Main Office	Same Day	
13.	Scholarship Form	As per Government Norms	Mrs. Sibani Panda, Lecturer	Same Day	
14.	Bank Account opening form	Adhar Card and PAN Card	Main Office	1Week	
15.	AICTE,DTE&T/SCTE&VT correspondence, online discrepancies'	As Per timely revised circular	Main Office/Exam Section	3Days	
16.	Regular Student Exam Form	As per Govt. norms	OIC Examination	1Week	
17.	Library Forms	Library Rules	Librarian	1 day	

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## Names, Designations & Other Particulars of the Public Information Officers

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

Availability and dissemination of information through the Internet ([www.gpjajpur.org](http://www.gpjajpur.org)). Information provisioning in accordance with the Right to Information Act, 2005). Information is made available through the mails and circulars. The RTI Cell is constituted in accordance with the provisions of Right to Information Act, 2005 as follows-

**Public Information Officer:**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Sri P.R.Dash,	Lecturer	-	-	7853974443	-	-	GP,Jajpur

**Second Appellate Authority:**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Sri B.K.Pradhan	Section Officer	-	-	7008963187	-	-	GP,Jajpur

**First Appellate Authority:**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Sri R. K.Prusti	Principal			9437155107	-	-	GP,Jajpur

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Other Useful Information

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

Such other information as may be prescribed and there after up date these publication every year.

Sd/-  
Principal  
GP.,Jajpur