

## MANUAL - 1

### PARTICULARS OF ORGANIZATION, FUNCTION & DUTIES

[Section – 4 (1) (b) (i)]

Odisha State Agricultural Marketing Board has been created during the Year 1984 as per Section - 18 (A) of the Odisha Agricultural Produce Market Amendment Act -1984.

The administrative function of Board is outline under Section – 18 B of Agricultural Produce Market Act – 1956. The Board shall have superintendents & control over Market Committees and for exercising such other power & performing such function as are conferred or entrusted under this Act.

Powers & functions of Board (I) The Board shall, subject to the provisions of this Act, exercise the following powers, namely:-

- I) Superintendence & control over the working & other affairs of the Market Committee including programmes undertaken by such committees for the development of markets & market area.
- II) Giving direction to Market Committees in general or any Market Committee in particular with a view to ensuring efficiency thereof.
- III) Approval of proposals for selection of sites by a Market Committee for development of market.
- 1) Without prejudice to the generality of the foregoing provisions, it shall by duty of the Board –
  - I) To supervise & guide the Market Committees in the preparation of plans and estimates of construction programme undertaken by the Market Committee;
  - II) To execute all works chargeable to Marketing Development fund;
  - III) To maintain accounts in such forms as may be prescribed and get the same audited in such manner as may be laid down in the Regulations of the Board;
  - IV) To publish annually at the close of the year its progress report, balance sheet and the statement of assets and liabilities;
  - V) To make necessary arrangements for propaganda & publicity on matters related to marketing of an agricultural produce;
  - VI) To provide facilities for the training of officers and servants of Market Committees;
  - VII) To prepare and adopt budget for the ensuing year;
  - VIII) To grant subventions to make committees for the purpose of this Act on such terms & conditions as the Board may determine;
  - IX) To do such other things as may be of general interest to Market Committees or considered necessary for the efficient functioning to the Board.

## MANUAL – 2

### POWERS & DUTIES OF OFFICERS & EMPLOYEES

[Section – 4 (I) (b) (ii)]

| Sl. No. | Name of the Branch | Name of the Asst.        | Information in brief  | Name of the Section Officer | Name of the controlling authority  |
|---------|--------------------|--------------------------|---|-----------------------------|------------------------------------|
| 1       | Estt. Section      | K. Barik                 | All personal matters  | P. M. Padhi                 | General Manager                    |
| 2       | Mkt. Section       | L. Das & S. Mohanty      | All RMCs matter   | DMOs                        | General Manager                    |
| 3       | Engg. Section      | P. C. Satapathy          | All construction works of RMCs & Head office  | Exe. Engg.                  | Member Secretary                   |
| 4       | Audit Section      | P. L. Das                | Audit of all RMCs   | Audit Supdt.                | General Manager                    |
| 5       | Account Section    | P. Samanta & S. K. Swain | Accounts matters of the office  | D.D.O                       | Member Secretary & General Manager |
| 6       | Publicity / RTI    | P. L. Mishra             | Advertisement, training, seminar, activities report / Supply of all information & to attend the RTI Court | APO & PIO                   | General Manager                    |
| 7       | Project Cell       |                          | All project work  | Exe. Engg.                  | General Manager                    |

## MANUAL – 3

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section – 4 (I) (b) (iii)]

The Member Secretary of OSAM Board has delegated the powers of its own to the officers for smooth functioning of Board.

## MANUAL – 4

### NORMS FOR DISCHARGE OF FUNCTIONS

[Section – 4 (I) (b) (iv)]

The detail norm has been prescribed for each Ministerial staff / Officer & Class – IV employees as per the Odisha Record Manual – 1964 for discharge of its functions.

## MANUAL – 5

### RULES, REGULATIONS, INSTRUCTIONS, MANUALS & RECORDS FOR DISCHARGING

[Section – 4 (I) (b) (v)]

| Sl. No. | Name of the document                       | Brief gist of contents                   |
|---------|--|--|
| 1       | Odisha Service Code / Rules                | Service conditions of employees          |
| 2       | Odisha T.A Rules                           | Regarding tour facilities                |
| 3       | RTI Rules                                  | Supply of information                    |
| 4       | OPWD Code                                  |  |
| 5       | The Code of Civil Procedure, 1908          |  |
| 6       | Code of Criminal Procedure, 1973           | For Legal cases                          |
| 7       | Manual of Companies Act                    |  |
| 8       | OCS CCA Rules, 1962                        | Procedure for disciplinary proceedings   |
| 9       | OGS Conduct Rule – 1959                    | Governing conduct of employees           |
| 10      | Odisha Record Manuals                      | Maintenance of record                    |
| 11      | ORV Act                                    | Governing Reservation of post in service |
| 12      | OGFR                                       | Delegation of financial power            |
| 13      | Odisha Gramapanchayat Manual               |  |
| 14      | Agricultural Marketing Produce Rule – 1956 | Marketing Rules                          |

## MANUAL – 6

### CATEGORIES OF DOCUMENTS UNDER CONTROL

[Section – 4 (I) (b) (vi)]

Files & records are being maintain as per requirement

## MANUAL – 7

### PARTICULARS OF ARRANGEMENT IN FORMULATION POLICY

[Section – 4 (I) (b) (vii)]

## MANUAL – 8

### BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

[Section – 4 (I) (b) (viii)]

## MANUAL – 9

### A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

[Section – 4 (I) (b) (ix)]

| Sl. No. | Name of the Officer / Employees | Designation        |
|---------|---------------------------------|--------------------|
| 1       | Sri Surendra Kumar Sahoo        | FA & CAO / GM      |
| 2       | Sri Raj Kishore Biswal          | Executive Engineer |
| 3       | Sri Prafulla Chandra Mishra     | Executive Engineer |
| 4       | Sri Pabitra Mohan Padhi         | DMO                |
| 5       | Sri Aleswar Behera              | DMO                |
| 6       | Sri B. K. Pani                  | DMO                |
| 7       | Sri S. K. Swain                 | DMO                |
| 8       | Sri U. C. Samantray             | Mkt. Secy.         |
| 9       | Sri Benudhar Sethi              | P.A.               |
| 10      | Sri Biswa Mohan Mohanty         | Dy. Audit Supdt.   |
| 11      | Sri Chandra Kanta Sahoo         | Office Supdt.      |
| 12      | Sri Yudhisthir Das              | Auditor            |
| 13      | Sri Santanu Kumar Raiguru       | A.E.               |
| 14      | Sri Debabrat Mallick            | A.E.               |
| 15      | Sri PuspaLata Mishra            | APO                |
| 16      | Ms. SnehapravaTripathy          | Draughtsman        |
| 18      | Sri Purna Ch. Satpathy          | Sr. Clerk          |
| 19      | Sri Samir Mohanty               | Sr. Clerk          |
| 20      | Puspa Lata Das                  | Sr. Clerk          |
| 21      | Sri Lalintendu Das              | Sr. Clerk          |
| 22      | Sri P.K. Baral                  | C.A.               |
| 23      | Sri Ranjan Kumar Sahu           | JE                 |
| 24      | Sri Manas Kumar Samal           | JE                 |
| 25      | Sri Biswajit Munda              | JE                 |
| 26      | Sri Binay Kumar Barik           | JE                 |
| 27      | Sri Gobinda Chandra Satrusal    | JE                 |
| 28      | Sri Susil Kumar Pandey          | JE                 |
| 29      | Sri Ajaya Kumar Sahoo           | Jr. Clerk          |
| 30      | Sri Karunakar Das               | Ferro Printer      |
| 31      | Manasa Swain                    | Jr. Clerk          |
| 32      | Kalyani Barik                   | Jr. Clerk          |

|    |                          |            |
|----|--------------------------|------------|
| 33 | Sri Premananda Samanta   | Jr. Clerk  |
| 34 | Sarojini Sahoo           | DEO        |
| 35 | Sri Susanta Kumar Swain  | Accountant |
| 36 | Sri N. Swain             | Driver     |
| 37 | Sri R. Nayak             | Driver     |
| 38 | Sri S. K. Dhal           | Driver     |
| 39 | Sri Giridhari Majhi      | Peon       |
| 40 | Sri Kushadhoja Jena      | Peon       |
| 41 | Sri Hiranya Sunani       | Peon       |
| 42 | Sri Tankadhar Rout       | Peon       |
| 43 | Sri Jaladhar Dehury      | Peon       |
| 44 | Sri Sarat Chandra Patra  | Peon       |
| 45 | Sri Dhaneswar Biswal     | Peon       |
| 46 | Sri Bibhuti Bhusan Nayak | Peon       |
| 47 | Sri Sibaram Rout         | Peon       |
| 48 | Sri S. K. Bhoi           | Peon       |
| 49 | Sri P.K. Swain           | Peon       |
| 50 | Sri B.B. Behera          | Peon       |
| 51 | Sri D.B Rout             | Watchman   |
| 52 | Sri Lochan Naik          | Sweeper    |

**MANUAL – 10**

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,  
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

[Section – 4 (l) (b) (x)]

| Sl. No. | Name of the Officer / Employees | Designation   | Gross amount | Net amount |
|---------|---------------------------------|---------------|--------------|------------|
| 1       | Sri Surendra Kumar Sahoo        | FA & CAO / GM | 94,349       | 67,149     |
| 2       | Sri Raj Kishore Biswal          | Exe. Engineer | 90,969       | 64,769     |
| 3       | Sri Prafulla Chandra Mishra     | Exe. Engineer | 77,711       | 52,009     |
| 4       | Sri Pabitra Mohan Padhi         | DMO           | 82,178       | 71,622     |
| 5       | Sri Aleswar Behera              | DMO           | 55,796       | 32,815     |
| 6       | Sri B. K. Pani                  | DMO           | 60,792       | 48,029     |
| 7       | Sri S. K. Swain                 | DMO           | 54,184       | 41,116     |
| 8       | Sri U. C. Samantray             | Mkt. Secy.    |              | 20,000     |

|    |                              |                  |        |        |
|----|------------------------------|------------------|--------|--------|
| 9  | Sri Benudhar Sethi           | P.A.             | 63,512 | 48,121 |
| 10 | Sri Biswa Mohan Mohanty      | Dy. Audit Supdt. | 75,293 | 59,487 |
| 11 | Sri Chandra Kanta Sahoo      | Office Supdt.    | 70,958 | 55,361 |
| 12 | Sri Yudhisthir Das           | Auditor          | 77,444 | 70,244 |
| 13 | Sri Santanu Kumar Raiguru    | A.E.             | 80,990 | 69,896 |
| 14 | Sri Debabrat Mallick         | A.E.             | 40,745 | 28,353 |
| 15 | Sri PuspaLata Mishra         | APO              | 61,198 | 51,836 |
| 16 | Ms. SnehapravaTripathy       | Draughtsman      | 57,180 | 33,276 |
| 18 | Sri Purna Ch. Satpathy       | Sr. Clerk        | 61,252 | 49,424 |
| 19 | Sri Samir Mohanty            | Sr. Clerk        | 40,507 | 34,988 |
| 20 | Puspa Lata Das               | Sr. Clerk        | 48,532 | 36,137 |
| 21 | Sri Lalintendu Das           | Sr. Clerk        | 39,391 | 24,331 |
| 22 | Sri P.K. Baral               | C.A.             | 57,630 | 44,577 |
| 23 | Sri Ranjan Kumar Sahu        | JE               |        |        |
| 24 | Sri Manas Kumar Samal        | JE               |        |        |
| 25 | Sri Biswajit Munda           | JE               |        |        |
| 26 | Sri Binay Kumar Barik        | JE               | 40,350 | 32,108 |
| 27 | Sri Gobinda Chandra Satrusal | JE               |        |        |
| 28 | Sri Susil Kumar Pandey       | JE               |        |        |
| 29 | Sri Ajaya Kumar Sahoo        | Jr. Clerk        | 36,114 | 26,464 |
| 30 | Sri Karunakar Das            | Ferro Printer    | 38,219 | 24,836 |
| 31 | Manasa Swain                 | Jr. Clerk        | 28,468 | 20,526 |
| 32 | Kalyani Barik                | Jr. Clerk        | 26,616 | 17,928 |
| 33 | Sri Premananda Samanta       | Jr. Clerk        | 36,240 | 21,765 |
| 34 | Sarojini Sahoo               | DEO              |        |        |
| 35 | Sri Susanta Kumar Swain      | Accountant       |        |        |
| 36 | Sri N. Swain                 | Driver           | 44,971 | 34,353 |
| 37 | Sri R. Nayak                 | Driver           | 44,971 | 18,227 |
| 38 | Sri S. K. Dhal               | Driver           | 25,755 | 16,864 |
| 39 | Sri Giridhari Majhi          | Peon             | 37,300 | 24,177 |
| 40 | Sri Kushadhoja Jena          | Peon             | 37,300 | 15,185 |
| 41 | Sri Hiranya Sunani           | Peon             | 37,800 | 27,214 |
| 42 | Sri Tankadhar Rout           | Peon             | 36,856 | 23,349 |
| 43 | Sri Jaladhar Dehury          | Peon             | 36,788 | 27,539 |
| 44 | Sri Sarat Chandra Patra      | Peon             | 36,856 | 21,600 |

|    |                          |          |        |        |
|----|--------------------------|----------|--------|--------|
| 45 | Sri Dhaneswar Biswal     | Peon     | 36,860 | 27,040 |
| 46 | Sri Bibhuti Bhusan Nayak | Peon     | 37,566 | 24,213 |
| 47 | Sri Sibaram Rout         | Peon     | 37,292 | 25,829 |
| 48 | Sri S. K. Bhoi           | Peon     | 22,998 | 13,684 |
| 49 | Sri P.K. Swain           | Peon     | 37,300 | 22,754 |
| 50 | Sri B.B. Behera          | Peon     | 37,296 | 23,638 |
| 51 | Sri D.B Rout             | Watchman | 36,800 | 27,667 |
| 52 | Sri Lochan Naik          | Sweeper  | 32,767 | 16,512 |

**MANUAL – 11**

**BUDGET ALLOCATED TO EACH AGENCY**

[Section – 4 (I) (b) (xi)]

**ANNUAL BUDGET PROVISION OF REVENUE EXPENDITURE OF OSAM BOARD FOR THE YEAR 2017-18**

| Sl. No. | Items of Expenditure                              | Amount Estimated for the year 2016-17 | Actual Expenditure during the year 2016-17 | Amount Estimated for the year 2017-18 | Remarks |
|---------|---|---------------------------------------|--|---------------------------------------|---------|
| {1}     | {2}   | {3}                                   | {4}  | {5}                                   | {6}     |
|         | <b>{A} ESTABLISHMENT</b>                          |                                       |  |                                       |         |
| 1       | Pay and Allowance including watch & ward charges  | 4,20,00,000.00                        | 4,10,17,061.00                             | 5,20,00,000.00                        |         |
| 2       | Employer's Contribution to E.P.F.                 | 15,00,000.00                          | 5,33,581.00                                | 8,00,000.00                           |         |
| 3       | Employer's Contribution to H.L.F.                 | 2,00,000.00                           |  | 30,000.00                             |         |
| 4       | Administrative Charges on EPF                     | 4,00,000.00                           | 31,446.00                                  | 2,00,000.00                           |         |
| 5       | L.S.P.C. Deposit of Govt. Staff                   | 40,00,000.00                          | 1,24,249.00                                | 10,00,000.00                          |         |
| 6       | Gratuity and Leave Salary of Board employees      | 40,00,000.00                          | -  | 30,00,000.00                          |         |
|         | <b>TOTAL</b>                                      | <b>5,21,00,000.00</b>                 | <b>4,17,06,337.00</b>                      | <b>5,70,30,000.00</b>                 |         |
|         | <b>{B} OTHER EXPENDITURE</b>                      |                                       |  |                                       |         |
| 7       | Audit Fees to be paid by Board for Board Audit    | 4,00,000.00                           | -  | 4,00,000.00                           |         |
| 8       | Audit Fees to be paid to CA Firms for RMC Audit   | 10,00,000.00                          | -  | 20,00,000.00                          |         |
| 9       | Bank Charges                                      | 25,000.00                             | 2,275.00                                   | 15,000.00                             |         |
| 10      | Board Meeting Expenses                            | 4,00,000.00                           | 57,452.00                                  | 1,00,000.00                           |         |
| 11      | Paper and Periodicals                             | 1,00,000.00                           | 4,902.00                                   | 10,000.00                             |         |
| 12      | Computerisation on Information Related Activities |                                       | -  | -                                     |         |



|    |   |              |              |              |  |
|----|---|--------------|--------------|--------------|--|
|    | Hardware  | 10,00,000.00 | 1,22,698.00  | 2,00,000.00  |  |
|    | Software  | 5,00,000.00  | -            | -            |  |
| 13 | Consultancy Charges   | 10,00,000.00 | 60,449.00    | 3,00,000.00  |  |
| 14 | Contingencies   | 4,00,000.00  | 83,947.00    | 1,00,000.00  |  |
| 15 | Rent / Rate & Taxes   | 12,00,000.00 | 3,02,511.00  | 5,00,000.00  |  |
| 16 | Electricity & Water Charges   | 10,00,000.00 | 6,12,387.00  | 8,00,000.00  |  |
| 17 | Entertainment / Refreshment   | 5,50,000.00  | 37,612.00    | 50,000.00    |  |
| 18 | Expenditure on Obsequies  | 10,000.00    | -            | 20,000.00    |  |
| 19 | Insurance of office premises, cash in safe and transit, office vehicle etc. | 5,00,000.00  | 1,12,822.00  | 1,50,000.00  |  |
| 20 | contribution paid to COSAM Board  | 5,00,000.00  | 10,00,000.00 | 10,00,000.00 |  |
| 21 | Legal Expenditure   | 5,00,000.00  | -            | 1,00,000.00  |  |
| 22 | Liveries to Staff   | 2,00,000.00  | 34,000.00    | 1,00,000.00  |  |
| 23 | Medical Reimbursement   | 4,00,000.00  | -            | 1,00,000.00  |  |
| 24 | Postage & Telegraph   | 1,00,000.00  | 14,997.00    | 50,000.00    |  |
| 25 | Printing & Stationeries   | 6,00,000.00  | 2,44,729.00  | 2,50,000.00  |  |
| 26 | Printing & Stationeries   | 2,50,000.00  | -            | 2,00,000.00  |  |
| 27 | Repair and Renovation   | 15,00,000.00 | 1,33,528.00  | 5,00,000.00  |  |
| 28 | Review Meeting Expenditure  | 4,00,000.00  | 2,47,039.00  | 3,00,000.00  |  |

|    |   |                       |                     |                       |  |
|----|---|-----------------------|---------------------|-----------------------|--|
| 29 | TA & Sitting Fees to Board Member                   | 5,00,000.00           | 72,680.00           | 1,50,000.00           |  |
| 30 | TA to Staff & others                                | 10,00,000.00          | 6,10,485.00         | 15,00,000.00          |  |
| 31 | Telephone Expenses                                  | 2,00,000.00           | 1,07,793.00         | 2,00,000.00           |  |
| 32 | Vehicle / DG Set (Fuel, Maintenance & Hire Charges) | 30,00,000.00          | 22,27,690.00        | 30,00,000.00          |  |
| 33 | Carriage & frieght changes                          | 3,00,000.00           | -                   | 50,000.00             |  |
| 34 | Digital Mandi for Indian Kissan / eNAM              | 15,00,000.00          | -                   | 15,00,000.00          |  |
| 35 | <b><u>Marketing Activities</u></b>                  |                       |                     |                       |  |
|    | (i) Preparation of Project Report                   | 1,00,000.00           | -                   | 1,00,000.00           |  |
|    | (ii) Market Survey / Research & Study               | 15,00,000.00          | 3,96,288.00         | 15,00,000.00          |  |
|    | (iii) Publication of Marketing Literature           | 1,00,000.00           | -                   | 1,00,000.00           |  |
|    | (iv) Publicity & Advertisement                      | 10,00,000.00          | 4,86,130.00         | 10,00,000.00          |  |
|    | (v) Market Extension                                | 1,00,000.00           | -                   | 1,00,000.00           |  |
|    | (vi) Workshop & Seminars                            | 2,00,000.00           | 69,899.00           | 2,00,000.00           |  |
|    | (vii) Training & Seminar                            | 6,00,000.00           | 45,020.00           | 5,00,000.00           |  |
|    | <b>TOTAL</b>  | <b>2,26,35,000.00</b> | <b>70,87,333.00</b> | <b>1,71,45,000.00</b> |  |
|    | <b>{C} CAPITAL EXPENDITURE</b>                      |                       |                     |                       |  |
| 36 | Construction of Office Building                     | 25,00,000.00          | 18,23,839.00        | 20,00,000.00          |  |
| 37 | Interior Work of conference Hall & Board Room       | 20,00,000.00          | 1,12,822.00         | -                     |  |

|    |   |                       |                       |                       |  |
|----|---|-----------------------|-----------------------|-----------------------|--|
| 38 | Purchase of Dead Stock & Furniture                          | 15,00,000.00          | 6,66,933.00           | 15,00,000.00          |  |
| 39 | Purchase of New Vehicle (Fixed Assets)                      | 25,00,000.00          | 21,54,902.00          | -                     |  |
| 40 | Major Repair (Fixed Assets)                                 | 20,00,000.00          | 34,000.00             | 10,00,000.00          |  |
| 41 | Books & Library   | 1,25,000.00           | -                     | 25,000.00             |  |
| 42 | Electrical Installation                                     | 20,00,000.00          | 15,27,178.00          | 10,00,000.00          |  |
| 43 | Computer  | 20,00,000.00          | -                     | 20,00,000.00          |  |
|    | <b>TOTAL</b>  | <b>1,46,25,000.00</b> | <b>63,19,674.00</b>   | <b>75,25,000.00</b>   |  |
|    | <b>{D} LOANS AND ADVANCES</b>                               |                       |                       |                       |  |
| 43 | Festival Advance to Staff                                   | 10,00,000.00          | 3,90,000.00           | 5,00,000.00           |  |
|    | General Advance to Staff & others / Advance to Project Cell | 30,00,000.00          | 7,55,397.00           | 10,00,000.00          |  |
| 44 | Computer Advance to Staff                                   | 3,00,000.00           | -                     | 2,00,000.00           |  |
| 45 | Motor Cycle Advance to Staff                                | 10,00,000.00          | 4,00,000.00           | 4,00,000.00           |  |
| 46 | Loan to New RMCs  | 3,00,000.00           | -                     | 1,00,000.00           |  |
| 47 | Advancefor Computer Purchase towards eNAM RMCs              | 20,00,000.00          | 59,85,474.00          | 20,00,000.00          |  |
| 48 | H.B. Advance & A.H.B advance to Staff                       | 15,00,000.00          | 83,035.00             | 2,00,000.00           |  |
|    | <b>TOTAL</b>  | <b>91,00,000.00</b>   | <b>76,13,906.00</b>   | <b>44,00,000.00</b>   |  |
|    | <b>GRAND TOTAL {A + B + C + D}</b>                          | <b>9,84,60,000.00</b> | <b>6,27,27,250.00</b> | <b>8,61,00,000.00</b> |  |

## **MANUAL – 12**

### **MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

[Section – 4 (I) (b) (xii)]

## **MANUAL – 13**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS or AUTHORISATIONS GRANTED**

[Section – 4 (I) (b) (xiii)]

## **MANUAL – 14**

### **INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

[Section – 4 (I) (b) (xiv)]

## **MANUAL – 15**

### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

[Section – 4 (I) (b) (xv)]

Arrangement has been made in the first floor of the OSAM Board for receipt & issue of information to citizen.

## **MANUAL – 16**

### **NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY AND PUBLIC INFORMATION OFFICER**

[Section – 4 (I) (b) (xvi)]

| Sl. No. | Name of the Officers | Designation               | Phone No.  | e-mail | Address |
|---------|----------------------|---------------------------|------------|--------|---------|
| 1       | Smt. P. L. Mishra    | P.I.O                     | 9439463782 |        |         |
| 2       | Sri L. Das           | A.P.I.O                   | 8328836001 |        |         |
| 3       | Sri R. K. Biswal     | First Appellate Authority | 9438670325 |        |         |

## **MANUAL – 17**

### **OTHER USEFUL INFORMATION**

[Section – 4 (I) (b) (xvii)]

Any citizen can seek information from the OSAM Board as per the provisions of RTI Act, 2005.