

## **1. THE PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES:**

<b>Name of the organization</b>	<b>Government Polytechnic, Nayagarh</b>
Establishment	Established under Government Notification No:-IX-TTI-22/2009__15448/dated23rd October,2009.
Address	Plot No:-715, Mz:-Ghasadeipur, Po:-Nandighore, Odagaon.
Contact Phone:	06753-260490.
Website:	www.governmentpolytechnicnayagarh.org

**FUNCTION:-** Imparting 3 years Diploma in Engineering Education in Civil, Electrical & Mechanical Engineering.(Intake 60 in each branch)

## **2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-**

The officers & employees are appointed by the state government through OPSC for Group –A & B officers & Group –C by staff selection commission. The Group D staff are outsourced. The officers & the staff they discharge their duties as per the directions and instructions given by the government time to time.

## **3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:-**

The procedure followed in the decision making process is as per the state government guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE&T Odisha & accountability as fixed by the government from time to time.

## **4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

The norms set by Govt. from time to time by Govt. Gazette notification, by AICTE norms and SCTE&VT, Odisha regulations.

## **5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Treasury Manual, Orissa Service code and instructions issued by DTE&T and SCTE&VT from time to time and also instruction available in their website.

## **6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL .**

1. Files related to budget, correspondence.RTI.
2. Files & documents related to building, Academic, Examination.DET.
3. Files related to Procurement/Tender.
4. Files related to Governing Body Meeting.
5. Files related to student counselling.
6. Files related to Hostel, etc

## **7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH,OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:-**

Governing Body meeting for public participation which includes public representatives like, MP Kandhamal and MLA Nayagarh or their Representatives participation in formulation of policy and implementation thereof.

**8. A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODY CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR PURPOSE OF ITS ADVISE, AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODY ARE OPEN TO THE PUBLIC OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:-**

A governing body is formed by the state Government vide letter no:-IX-TTE65/2014-5057 DATED 27/08/2014 to advise the function of this institute and the proceeding of Governing Body meeting are not open to the public or its minutes of such meetings are accessible for public.

**9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:-**

Sl. No.	Name	Designation of Employees	Remarks (if any)
1.	Er. U K Mallick	Principal (i/c)	
2.	Smt. J.M.Satapathy	Sr. Lect. Electronics	Deputed to ITI Bhubaneswar
3.	Dr. P.R.Hathy	Lecturer, Computer Science.	Deputed to SCTE&VT, Odisha.
4.	Mrs. S.Moharana	Lect. Chemistry	
5.	Miss S.M.Behera	Lect. Physics	
6.	Mrs.S.S.Sahoo	Lect. Civil	
7.	Mrs.P.Padhy	Lect. Electrical	
8.	Mrs. Sushree S.Rout	Lect. Civil	
9.	Mrs D. Bhatt	Lect. Electrical	
10.	Miss. S.S.Sahoo	Lect. Mechanical	
11.	Mrs. S.Behera	Lect. ETC	Deputed to ITI Nayagarh.
12.	Mrs. S.Dalabehera	Lect. Mechanical	
13.	Mr. S. K. Sahoo	Section Officer	
14.	Sri S. S. Malik	Jr. Assistant	
15.	Mrs. Rameswari Dash	Lab. Assistant, Civil	
16.	Mrs. Minakshi Nanda	Lab. Assistant, Mechanical	
17.	Sri Kumar Avisek	Lab. Assistant, Applied Electronics & Instrumentation	
18.	Mrs Anupama Pradhan	Lab. Assistant, Chemistry	

19.	Sri Dharendra Kumar Behera	Lab. Assistant, Electrical	
20.	Smt. Smita Nayak	Librarian	

### **Outsourcing Staff**

There are total 17 nos.. of Outsourcing staffs in the institution in various posts like DEO, Watchman, Attendant, Driver – cum - Mechanic and Sweeper.

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

Sl. No.	Designation	Pay Band	Grade pay	Pay Scale
1.	Principal (i/c)/ Sr. Lecturer	PB- III	6600/-	(Rs.15600-Rs.39100)
2.	Lecturer	PB – II	4600/-	(Rs.9300-Rs.34800)
3.	Section Officer	PB – II	4200/-	(Rs.9300-Rs.34800)
4.	Jr. Assistant	PB – IV	1900/-	(Rs.5200-Rs.20400)
5.	Lab. Assistant	Contractual	2400/-	Rs.5200/-
6.	Librarian	Contractual	2000/-	Rs.5200/-
7.	DEO	Rs.252.66/per day	Nil	
8.	Attendant	Rs.199.47/per day	Nil	
9.	Watchman	Rs.226.06/per day	Nil	
10.	Sweeper	Rs.252.66/per day	Nil	

### **11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-**

Year	Budget Estimates	Revised Estimates	Actual Expenditure
2018-19	12,386,622	96,70,060	13,534,400

12. N/A

13. N/A

### **14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-**

All the relevant details including the procurement, tender and student matter are made available on the website [www.governmentpolytechnicnayagarh.org](http://www.governmentpolytechnicnayagarh.org)

**15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-**

The institute has maintained its library restricted only to its students and staff. The library is not open for general public.

**16. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

1. First Appellate Authority: Sri.U. K. Mallick, Principal (I/C).9437363989
2. PIO: Sri. Prakash Chandra Murmu, Lecturer in Civil Engg.
3. Assistant RTI:- Sri Shashanka Shekhar Malik .Junior Assistant .9348929871

**17. SANCTIONED POSTS OF PROFESSIONAL AND SUPPORT STAFF AND OFFICERS IN POSITION IN THE OFFICE:-**

Sl. No	Designation	Pay Band & Grade Pay	Sanctioned posts	Officers In position	Vacancies
1.	Principal (i/c)	PB- III , 6600/- level-13	1	1	0
2.	Sr. Lecturer	PB- III , 6600/- level-13	7	1	6
3.	Lecturer	PB-II ,4600/- Level-10	14	14	0
4.	Head clerk	PB – II, 4200/-	1	1	0
5.	Junior clerk	PB – IV, 1900/-	1	1	0
6.	Lab. Assistant	Contractual(Rs.5200/-)	7	5	2
7.	Librarian	Contractual(Rs.5200/-)	1	1	0

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