

**MANUAL – 1
Particulars of Organization, functions & duties
[Section – 4 (1) (b) (i)]**

1. Objective / Purpose of the public Authority.

To offer +2 Science Courses at higher secondary level and supporting pre-requisite courses to the students of other constituent colleges of OUAT. Besides to offer three year full time degree courses in Science courses. From the session 2011-12, Post Graduate course are also introduced in this College.

2. Mission / vision.

To provide better education at +2 science and +3 science level by excellent faculties and to prepare the students to acquire the knowledge of wisdom to prepare themselves to compete in all India level to exhibit their talent of excellency.

3. Brief History of Authority and contents of its formation.

This College was established during the year 1964 headed by a Director. There are 46nos of sanctioned strength of teaching staff including Director, 55nos Non teaching staff & 9nos of Contractual Asst. Professors of the College. Four Cost sharing courses at +3 level were started in the year 2004 - 05 viz 1.Computer Science 2. Information Technology 3. Microbiology 4. Biotechnology M. Sc. Programme has been introduced in 2010-11 in 5 departments with intake capacity of 10 students in each course.

At present, the intake capacity of the college at +2 and +3 Science & M. Sc is as under

+2 Science (two year course)						+3 Science (Honours) (Three years Course)									
Category	PCBM/ PCMB	PCME	PCMS	PCM.IT	Total	P	C	M	B	Z	BT	MB	CS	IT	Total
SC08%	15	5	3	8	31	2	2	1	2	2	3	3	3	1	19
ST12%	24	8	4	12	48	3	3	2	3	3	4	4	4	2	28
P.H. 3%	5	2	1	3	11	1	1	-	1	1	1	1	1	-	7
DDP3%	5	2	1	3	11	1	1	-	1	1	1	1	1	-	7
Unreserved	143	47	23	70	283	17	17	13	17	17	23	23	23	13	163
Total	192	64	32	96	384	24	24	16	24	24	32	32	32	16	224

M. Sc. Programme

Category	P	C	M	B	Z	Total
SC & ST	2	2	2	2	2	10
Unreserved	8	8	8	8	8	40
Total	10	10	10	10	10	50

Present student strength +2 Science - 1st year-375 & 2nd year-380
 +3 Science - 1st year- 217 , 2nd year -152 & 3rd year-149
 M. Sc - 1st year - 48.

4. Duties of public Authority: - Over all supervision of college administration and monitor academic achievement of the college.

5. Main activities and Functions of the Public Authority.

To monitor the functioning of faculties to impart quality education in the college to achieve better out put and supervise the duties of the staff.

To supervise and monitor the utilization of funds received from the University & other funding agencies.

MANUAL – 2
Powers and Duties of Officers and Employees
[Section – 4 (i) b (ii)]

Sl. No	Designation	Powers		Others	Duties and responsibility
		Administrative	Financial		
1	Director	1. Head of Office 2. Monitoring and supervised of assignments of different departments of the college 3. FFO of the College 4. Leave sanctioning Authority in respect of employees working order him	Approval Authority for Rs 40,000 on recurring contingency and Rs. 80,000 non recurring contingency		As indicated at Sl. No 5 above
2	Associate / Asst. Prof.				1. Teaching & Research
3	Section Officer				To assist the Director in administrative works of the College and to monitor the works of subordinate staff of the College.
4	Sr. Asst. Jr. Asst. And other class IV staff				To work as assigned by the Director

MANUAL – 3
Procedure followed in Decision making process
[Section -4 (i) (b) (iii)]

1	Subject on which the decision is to be taken P.S. Act.	All the subject matter related
2	Direction if any	Direction as laid down by the OUAT Authority
3	Processing of execution	Through of office staff
4	Designation of the office involved in decision making	(As per act & statute of OUAT)
5	Contact information of above mentioned officers	Director, College of Basic Science & Humanities
6	If not satisfied by the decision where and how to appeal	Appeal before the next Higher Authority

MANUAL – 4
Norms for Discharge of Functions
[Section – 4 (i) b (iv)]

Not applicable

MANUAL – 5
Rules, Regulation, Manuals of Records for discharging functions
[Section – 4 (i) b (v)]

Sl. No	Brief Description of Rules & Regulation	Type of documents	Brief write up of the documents	From where one can get a copy of the document	Address / Tel. No. Fax etc	Fee charged for a copy of rules and Regulation
1	Instructions of guide lines as laid down by the University	In shape of office order/circular	Procedure and modalities as per act & statutes of OUAT	Office of OUAT	Director - 0674-2397029	As prescribed OUAT

MANUAL – 6
Categories of Documents under control.
[Section – 4 (i) b (vi)]

Sl. No	Categories of Documents	Procedure to obtain documents	Held by / under Control of
1	Documents relating to accounts & establishment	On request in writing observing the University norms.	Concerned Dealing Asst.
2	Information regarding award of scholarship	On request in writing	Concerned Dealing Asst.

MANUAL – 7
Particulars of Arrangement in formulation of policy
[Section – 4 (i) b (vii)]

Not Applicable

MANUAL – 8
Boards, Council, Committees & other Bodies constituted
[Section – 4 (i) b (viii)]

Not Applicable

Manual - 9
Directory of its officers and employees: -
[Section – 4 (1) (b) (ix)]

Sl. No	Name of the teachers	Designation	STD Code Phone No. Fax E. Mail
1	Dr. Simadri Misra	Director	Tel/Fax 0674-2397029/M-8895730684 (R) 0674-2563444
2	Dr. (Mrs) Getanjali Das	Prof. (CAS) and HOD Physics	9776353573
3	Dr. Manas Ranjan Acharya	Assoc. Prof. Physics	9439050494 Manasranjanacharya@yahoo.co.in
4	Dr. (Mrs) M.Panigrahi	Assoc. Prof. Physics	9437629658
5	Dr. Namita Das	Asst. Prof. Physics	9861127498
6	Dr. Chatrapati Parida	Asst. Prof. Physics	9437283389 Sivaji_1976@yahoo.co.in
7	Mrs. Susama Baag	Asst. Prof. Physics	9861237479 sbaag@gmail.com
8	Ms. Basanti Behera	Asst. Prof. Physics	9861237479 basanti@iopb.res.in
9	Dr. S.S. Biswal	Asst. Prof. Physics	9938761306
10	Dr. Asutosh Samantaray	Prof & Head Chemistry	9437101457 R. 2560686 Asutoshsamant@gmail.com
11	Dr. B.P. Acharya	Prof. Chemistry	9437091201
12	Dr. (Mrs) Nandita Swain	Assoc. Prof. Chemistry	9861068830 (R) 2581673
13	Mr. P.K. Jena	Asst. Prof. Chemistry	9437308887 pradip_callme@gmail.com
14	Mr. S.N. Muni	Asst. Prof. Chemistry	9437001133
15	Mr. S.R. Panda	Asst. Prof. Chemistry	9437232392 puri_panda@yahoo.co.in
16	Dr. (Mrs.) Swarnabala Jena	Asst. Prof. Chemistry	9178790623
17	Dr. Himansulal Nayak	Asst. Prof.	9438317655
18	Mrs. Parimita Purohit	Asst. Prof (SG) Head Botany	0674-2532196 M.9438056455
19	Dr. (Ms) Laxmi Samad	Asst. Prof. Botany	9438421809
20	Dr. Debasis Dash	Asst. Prof. Botany	9861130580 & 9658083220 debdtd@rediff.com
21	Dr. Choudhury Suryakanta Mishra	Prof. & Head Zoology	9861073501 R. 2553616 ckmishra@yahoo.com
22	Dr. (Mrs) Amita Gupta	Prof. Zoology	0674-2561416 M-9778237115
23	Dr. Asis KumarMohanty	Prof. Zoology	9437300385 ashisanjali@yahoo.com
24	Dr. Netaji Upadhyaya	Prof. Zoology	9437090963 nu@sefovissa.ovg
25	Dr. (Mrs) Sarat Kumari Patel	Assoc. Prof Zoology	9437635706
26	Mr. Srianga Tilak Patnaik	Asst. Prof. Zoology	9861150632
27	Dr. Minaketan Mahanti	Prof. and HOD Math	9861123232 minaketan_mahanit@yahoo.com .
28	Dr. (Mrs) Mamata Kuila	Asst. Prof. Math	9178242978 mamata_kuila@rediffmail.com
29	Ms Sakambari Mishra	Asst. Prof. Math	9437922057
30	Ms Sanghamitra Beura	Asst. Prof. Math	9937339385
31	Mrs. Madhulika Panda	Asst. Prof. & HOD English	9437460742 madhulika.15@gamil.com

32	Mrs. Anjali Tripathy	Asst. Prof. English	9439391977 anjali1tripathy@yahoo.co.in
33	Mrs. Debashremayee Das	Asst Prof. English	
34	Dr. Bikash Chandra Panda	Prof. & HOD Oriya	9437306963 R. 2546696
35	Ms. Subhada P. Rath	Asst. Prof. Oriya	9438362842

Contractual teaching Staff College of Basic Science and Humanities, Bhubaneswar

Sl. No	Name of the teachers	Designation	STD Code Phone No. Fax E. Mail
General			
1	Ms. Itishree Nayak	Asst. Prof. Math	9937357213
2	Mrs. S. S. Sardar	Asst. Prof. Botany	9439857990
Cost sharing Courses			
3	Ms. Abhijita Rout	Asst. Prof. Microbiology	9861211974 & 9238399843
4	Mr. Pratap Kumar Patnaik	Asst. Prof. Microbiology	9861375743 pratapouat@gmail.com
5	Dr. (Mrs) Rajalaxmi Beura	Asst. Prof. Biotechnology	9861618048
6	Dr. (Mrs) Kajari Das	Asst. Prof. Biotechnology	9861257391
7	Mr. Niranjan Badu	Asst. Prof. Comp. Science	8763044177 badu.niranjana@gmail.com
8	Mrs. Ambuja Behera	Asst. Prof. Comp. Science	9776444661 ambuja_behera@rediffmail.com
9	Mr. Radhanath Hota	Asst. Prof. I.T.	9861772364 radhanath.hota@gmail.com
10	Mr. Prasan. K. Patnaik	Asst. Prof. I.T.	9861375594 9439551214
11	Mrs. Binita Dash	Asst. Prof. I.T.	9861331197
NON-TEACHING			
1	Mr. Partha Sarathi Sarangi	Demonstrator Chemistry	92388326490
2	Mrs. Bharti Patnayak	Demonstrator Chemistry	9692380371
3	Mrs. Rashmi Tudu	Demonstrator Botany	9938876079
4	Mrs. Manjusa Jena	Demonstrator Physics	
5	Mr. Rudhish Acharya,	Demonstrator Zoology	9237975616
6	Mr. Santan Roul	Section Officer	9178439191
7	Mr. Bhabagrahi Mishra	Sr. Asst.	9437526140
8	Mr. Prahalad Chaini	Sr. Asst.	9438330081
9	Mr. Biswanath Behera	Typist	9861287269
10	Mr. Debendra Kumar Mohanty	Sr. Typist	9437887857
11	Mr. Sisir Kumar Swain	Sr. Typist	
12	Mr. Kiran Kumar Sahoo	Jr. Asst.	9338210257
13	Sk. Aminulla Mohammed	Jr. Asst.	9692452078 aminchand.ouat@gmail.com
14	Mr. Siba Prasad Dash	Jr. Asst.	
15	Mr. Nakula Chandra Sahoo	Lab. Attd Chemistry	0674-2471869
16	Mr. Laxman Mandal	Lab. Attd Chemistry	8895617224
17	Mr. Prassana Kumar Champati	Lab. Attd Zoology	9337339822
18	Mr. Sudarsan Sahoo,	Lab. Attd. Botany	9938168452
19	Mr. Manas RanJan Panda	Lab. Attd.	

20	Mr. Tirthabasi Naik	Lab. Attd. Physics	
21	Mr. Nityananda Mahal	Bearer	9776659211
22	Mr. Gobinda Chandra Mallick	Sweeper	9776962541
23	Mr. Sukanta Nayak	Sweeper	9777957293
24	Mr. Dusasan Nayak	Sweeper	9776376426
25	Mr. Dugra Madab Sahoo	Asst. Computer Operator	9437552217 durga.ssams.cbsh.cout@gmail.com
26	Ms. Madhusmita Ray	Asst. Computer Operator	
27	Ms. Madhusmita Mahalik	Asst. Computer Operator	

MANUAL-10
Monthly Remuneration of Compensation
A Officers of Employees
[Section-4 (1) (b) (X)]

Sl. No	Name of the teachers	Designation	Gross (in Rs.)
1	Dr. Simadri Misra	Director	As per UGC Scale approved by OUAT
2	Dr. (Mrs) Getanjali Das	Prof. and HOD Physics	
3	Dr. Manas Ranjan Acharya	Assoc. Prof. Physics	
4	Dr. (Mrs) M.Panigrahi	Assoc. Prof. Physics	
5	Dr. Namita Das	Asst. Prof. Physics	
6	Dr. Chatrapati Parida	Asst. Prof. Physics	
7	Mrs. Susama Bag	Asst. Prof. Physics	
8	Ms. Basanti Behera	Asst. Prof. Physics	
	Dr. S.S. Biwal	Asst. Prof. Physics	
9	Dr. Asutosh Samantaray	Prof & Head Chemistry	
10	Dr. B.P. Acharya	Prof. Chemistry	
11	Dr. (Mrs) Nandita Swain	Assoc. Prof. Chemistry	
12	Mr. P.K. Jena	Asst. Prof. Chemistry	
13	Mr. S.N. Muni	Asst. Prof. Chemistry	
14	Mr. S.R. Panda	Asst. Prof. Chemistry	
15	Dr. (Mrs.) Swarnabala Jena	Asst. Prof. Chemistry	
	Dr. Himansulala Nayak	Asst. Prof.	
16	Mrs. Parimita Purohit	Asst. Prof (SG) Head Botany	
17	Dr. (Ms) Laxmi Samad	Asst. Prof. Botany	
18	Dr. Debasis Dash	Asst. Prof. Botany	
19	Dr. Choudhury Suryakanta Mishra	Prof. & Head Zoology	
20	Dr. Asis Kumar Mohanty	Prof. Zoology	
21	Dr. Netaji Upadhyaya	Prof. Zoology	

22	Dr. (Mrs) Amita Gupta	Prof. Zoology	As per UGC Scale approved by OUAT
23	Dr. (Mrs) Sarat Kumari Patel	Assoc. Prof Zoology	
24	Mr. Srianga Tilak Patnaik	Asst. Prof. Zoology	
25	Dr. Minaketan Mahanti	Prof. and HOD Math	
26	Ms Sakambari Mishra	Asst. Prof. Math	
27	Dr. (Mrs) Mamata Kuila	Asst. Prof. Math	
28	Ms Sanghamitra Beura	Asst. Prof. Math	
29	Mrs. Madhulika Panda	Asst. Prof. & HOD English	
30	Mrs. Anjali Tripathy	Asst. Prof. English	
31	Dr. Bikash Chandra Panda	Prof. & HOD Oriya	
32	Ms. Subhada P. Rath	Asst. Prof. Oriya	

**Contractual teaching Staff College of Basic Science and Humanities,
Bhubaneswar**

Sl. No	Name of the teachers	Designation	Gross (in Rs.)	
General				
1	Ms. Itishree Nayak	Asst. Prof. Math	As per approved by OUAT	
2	Mrs. S. S. Sardar	Asst. Prof. Botany		
Self Finance				
3	Ms. Abhijita Rout	Asst. Prof. Microbiology		
4	Mr. Pratap Kumar Patnaik	Asst. Prof. Microbiology		
5	Dr. (Mrs) Rajalaxmi Beura	Asst. Prof. Biotechnology		
6	Dr. (Mrs) Kajari Das	Asst. Prof. Biotechnology		
7	Mr. Niranjan Badu	Asst. Prof. Comp. Science		
8	Mrs. Ambuja Behera	Asst. Prof. Comp. Science		
9	Mr. Radhanath Hota	Asst. Prof. I.T.		
10	Mr. Prasan. K. Patnaik	Asst. Prof. I.T.		
11	Ms. Binita Dash	Asst. Prof. I.T.		
NON-TEACHING				
1	Mr. Santan Roul	Section Officer		
2	Mr. Bhabagrahi Mishra	Sr. Asst.		
3	Mr. Prahalad Chaini	Sr. Asst.		
4	Mr. Biswanath Behera	Typist		
5	Mr. Debendra Kumar Mohanty	Sr. Typist		
6	Mr. Sisir Kumar Swain	Sr. Typist		
7	Mr. Kiran Kumar Sahoo	Jr. Asst.		
8	Sk. Aminulla Mohammed	Jr. Asst.		
9	Mr. Nityananda Mahal	Bearer		
10	Mr. Gobinda Chandra Mallick	Sweeper		
11	Mr. Sukanta Nayak	Sweeper		
12	Mr. Dusasan Nayak	Sweeper		
13	Mr. Pabitra Kumar Swain	Bearer		
14	Mr. Siba Prasad Dash	Jr. Asst.		

15	Mr. Partha Sarathi Sarangi	Demonstrator Chemistry	As per approved by OUAT
16	Mrs. Bharti Patnayak	Demonstrator Chemistry	
17	Mrs. Rashmi Tudu	Demonstrator Botany	
18	Mr. Rudhish Acharya,	Demonstrator Zoology	
19	Mr. Nakula Chandra Sahoo	Lab. Attd Chemistry	
20	Mr. Laxman Mandal	Lab. Attd Chemistry	
21	Mr. Prassana Kumar Champati	Lab. Attd Zoology	
22	Mr. Sudarsan Sahoo,	Lab. Attd. Botany	
23	Mr. Manas RanJan Panda	Lab. Attd.	
24	Mr. Tirthabasi Naik	Lab. Attd. Physics	
24	Mr. Pabitra Kumar Swain	Bearer	
25	Mr. Dolagobinda Mallick	Lab. Attd. Zoology	
26	Mrs. Manjusa Jena	Demonstrator Physics	
27	Mr. Durga Madab Sahoo	Asst. Computer Operator	
28	Ms. Madhusmita Ray	Asst. Computer Operator	
29	Ms. Madhusmita Mahalik	Asst. Computer Operator	

MANUAL-11

Section.4 (1) (b) (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

For public Authorities responsible for developmental, construction, technical works

Please provide information about the details of the budget for different activities under different schemes in the given format

Sl. No	Name of the Scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (No. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
A Photocopy of the BE-2011-12 enclosed.									

For Public Authorities

Receipt and Expenditure Statement for the year 2011-2012

(For State Plan including state share of CSP Schemes)

COLLEGE OF BASIC SCIENCE AND HUMANITIES

Sl. No	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total Expenditure till end of october'11
A	Director's office (p)				
	Rec. Cont.				
1	T.E.	5000	5000	0	0
2	L.T.C.	200000	200000	0	0
3	O.E./Liveries	20000	20000	10000	5000
4	Electricity	320000	320000	160000	216424
5	Telephone	8000	8000	4000	2822
6	Contractual Engagement head	170000	170000	163000	155845
7	Excursion and study tour	100	100	0	0
8	Project Preparation cost	10000	10000	0	0
9	Postage	50000	50000	12500	0
10	Examination Expenses	50000	50000	25000	32235
11	Remuneration to contractual teacher	720000	720000	360000	196465
12	Remuneration to Part time teacher	900000	900000	450000	92400
13	Garden Expenses	7000	7000	3500	0
	Sub. Total (Rs.)	2460100	2460100	1184500	701191
	Cont. Non Recurring				
1	Infrastructure development work	100	100	0	0
2	Purchase of furniture	100	100	0	0
3	Repair and Renovation	20000	20000	0	0
4	Purchase of Equipments	100	100	0	0
	Sub. Total (Rs.)	20300	20300	0	0
	Total(Rs.)	2480400	2480400	1184500	701191
B	Department of Humanities				
	Rec. Cont.				
1	O.E. including liveries	1500	1500	750	0
2	comp. Lab Exp.	6000	6000	3000	0
	Sub. Total (Rs.)	7500	7500	3750	0
	Cont. Non Recurring				
1	Comp. accessories and Internet	100	100	0	0
	Sub. Total (Rs.)	100	100	0	0
	Total	7600	7600	3750	0
C	Department of Physical Science				
	Rec. Cont.	5000			
1	O.E. including liveries	30000	5000	2500	0
2	Lab/Work shop chargers.	35000	30000	15000	0
	Sub. Total (Rs.)		35000	17500	0
	Cont. Non Recurring	0			
1	Equipments	0	0	0	0
	Sub. Total (Rs.)	35000	0	0	0
	Total		35000	17500	0
D	Department of Biological Science				
	Rec. Cont.				
	O.E. including liveries	5000	5000	2500	0
	Lab/Work shop chargers.	20000	20000	10000	0
	Sub. Total (Rs.)	25000	25000	12500	0
	Cont. Non Recurring				
	Comp. accessories and Internet	100	100	0	0
	Sub. Total (Rs.)	100	100	0	0
	Total	25100	25100	12500	0
	Total A+B+C+D	2513100	2548100	1218250	701191

HONOURS COURSES OF COLLEGE OF BASIC SCIENCE AND
HUMANITIES
(IT,BT,MB, AND COMPUTER SCIENCE) Self Finance

Sl. No	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total Expenditure till end of october'11
contingency(Recurring)					
1	B.T.	80000	80000	40000	0
2	Computer Science	100000	100000	50000	0
3	M.B.(Hons.)	75000	75000	37500	0
4	Rem. to guest lecturer	100	100	0	0
5	Examination expenses	50000	50000	25000	15317
6	Office Expenses	6000	6000	3000	600
	Sub. Total (Rs.)	311100	311100	155500	15917

Cont. Non Recurring					
1	purchase of Library Books	20000	20000	0	0
2	B.T.	100000	100000	0	0
3	Computer and equipments	100000	100000	0	0
4	I.T.	100000	100000	0	0
5	M.B.(Hons.)	100000	100000	0	0
	Sub. Total (Rs.)	420000	420000	0	0
	Total (Rs.)	731100	731100	155500	15917

4(1) (b) (xii) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes:

- Please provide the information as per the following format.
- Name of Programme / Scheme
- Duration of the Programme / Scheme
- Objective of the Programme
- Physics and financial targets of the programme (for the last year)

} NA

Eligibility of beneficiary

- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact of the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates / documents)
- Format of Attachments
- Where is contact in case of process related complains
- Details of the available fund (At various levels like District Level, Block level etc)

NA

Serial Number / Code	Beneficiary Name	Amount of subsidy	Parent / guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.

List of beneficiaries in the format given below.

4(1) (b) (xiii) Particulars of recipients of concessions, permits or authorizations granted by it

Please provide the information as per the following format:

Name of the programme

Type (Concession / Permits/ Authorization)

Scholarship

National Scholarship, Senior merit Scholarship Post metric Scholarship, Sports talent scholarship

Objective

Targets set (For the last year)

Eligibility

Criteria for the eligibility

Pre-requisites

Procedure to avail the benefits

Time limit for the concession / Permits / Authorizations

Application Fee (where applicable)

Application format (where applicable)

List of attachments (certificates/ documents)]

Format of Attachments

List of beneficiaries in the format given below.

Serial Number / Code	Beneficiary Name	Validity Period	Parent / guardians	Address			
				District	City	Town/ Village	House No.

Also provide the following information for concession

- Detail of the benefit given
- Distribution of benefits

4 (1) (b) (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

- Please provide the details of the information related to the various schemes which are available in the electronic format. **Not available**

4 (1) (b) (xv) The particulars of facilities to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; N/A

- Means, methods of facilitation available to the public which are adopted by the department for dissemination of information. Like
 - Office library
 - Drama and shows
 - Through News paper
 - Exhibition
 - Notice Board
 - Inspection of Records in the Office
 - System of issuing documents
 - Printed Manual Available
 - Website of the public Authority
 - Others means of advertising

4(1) (b) (xvi) The names, designation and other particulars of the public information officers

- Please provide contact information about the Public Information Officers Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority:

Public Information Officers:

Sl. No	Name	Designation	STD Code	PH. No		Fax	E-mail	Address
				Office	Home			
1	Dr. Simadri Misra	Director	0674	R – 2563444	O. 2397029		Directorbasicscience@ouat.com	Qr.No5R/6, OUAT Colony, BBSR

Department Appellate Authority:

Sl. No	Name	Designation	STD Code	PH. No		Fax	E-mail	Address
				Office	Home			
1	Mr. Sangram Keshari Ray	Registrar	0674	2397414(O)				

4(1) (b) (xvii) Such other information as may be prescribed and thereafter update these publications every year.

- Frequently Asked Questions and their Answers by Public
- Related to seeking Information
- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request. Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

- **with relation to training imparted to public by public Authority : Not applicable**
 - Name of training programme with brief description
 - Time period for Training Programme /Scheme
 - Objective of training
 - Physical and Financial Target (Last year)
 - Eligibility for training
 - Perquisite for training (If any)
 - Financial and other form of help (if any)
 - Description of help (Mention the amount of Financial help, if any)
 - Procedure of giving help
 - Contact information of applying
 - Application Fee (wherever applicable)
 - Other Fees (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention details which the applicant has to provide)
 - List of enclosures/ documents
 - Format of enclosures / documents
 - Procedure of application
 - Selection procedure
 - Time table of training programme (In case available)
 - Process to inform the trainee about the training schedule
 - Arrangement made by the public Authority for creating public awareness about the training programmes.
 - List Beneficiary of the training programme at various levels like district level, Block level etc.
- **With relation to Certificate, No objection certificates etc issued by the Public Authority not included in manual-13**
 - Name and description of the certificates of NOCs
 - Eligibility for applying
 - Contact information for applying
 - Application fee (Wherever applicable)
 - Other Fees (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention on the details which the applicant has to provide)
 - List of enclosures / documents
 - Format of enclosures/ documents
 - Process followed in the Public Authority after the receipt of application
 - Normal time taken for issuance of certificate

With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

- List of enclosures / documents
 - Procedure of application
 - Process followed in the Public Authority after the receipt of application
 - Validity period of registration (if applicable)
 - Process of renewal (If any)
- With relation to collection of tax Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)
 - Name and description of tax
 - Purpose of tax collection
 - Procedure and criteria for determination of tax rates
 - List of major defaulters
- With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL)
 - Eligibility for connection
 - Pre-requisites (If any)
 - Contact information for applying
 - Application Fee (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - List of enclosures / documents
 - Format of enclosures / documents
 - Procedure of application process followed in the public Authority after the receipt of application
 - Brief description of terms used in the bills
 - Contact information in case of problems regarding Bills or service
 - Tariff and Other Charges
- Details of any other public services provided by the Public Authority