



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KEONJHAR  
(General & Misc Section)

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OFFICE ORDER

No 936 /G&M'; Dated 11-02- 2025

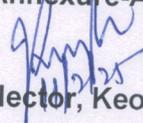
**Sub:- Regarding holding of Mahasamadhan Sibira at Gram Panchayat level.**

The District Administration's efforts to provide outreach services to remote villagers are crucial in bridging the gap between Government services and communities isolated by geographical, infrastructural or socio-economic challenges. Bringing services directly to these areas demonstrates the administration's commitment to inclusive governance and equitable development. Many villages, particularly those in hilly, forested, or border regions, are disconnected from service hubs due to poor roads, limited transportation, or lack of awareness about government schemes. For these communities, accessing basic services like healthcare, education, ration distribution, social security, and legal aid often requires long, difficult travel, which is not always feasible.

Keeping in view these challenges and in alignment with the Government of India's "Prashasan Gaon ki Ore" campaign, the District Administration has decided to organize "Mahasamadhan Sibira" at Gram Panchayat levels twice a month, particularly in the remote and interior areas of different blocks. Month wise schedule will be notified and communicated to the concerned BDOs in due course.

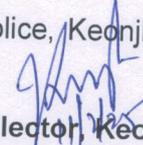
The BDOs of the concerned Block will act as "Nodal Officer" for organizing the Mahasamadhan Sibira. In this regard, a detailed SOP is attached herewith as **Annexure-A**.

**Encl:- SOP in Annexure-A**

  
Collector, Keonjhar

Memo No 937 /G&M Dated 11 / 02 / 2025

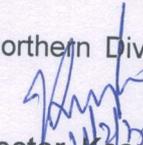
Copy along with SOP forwarded to the Superintendent of Police, Keonjhar for information and necessary action.

  
Collector, Keonjhar

Memo No 938 /G&M Dated 11 / 02 / 2025

Copy along with enclosures submitted to the Special Secretary to Govt., GA & PG Department, Odisha, Bhubaneswar

Copy along with enclosures forwarded to the Secretary to RDC ( Northern Division), Sambalpur for information and necessary action.

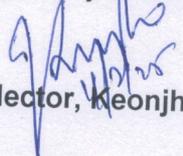
  
Collector, Keonjhar

(P.T.O)

Memo No 939 /G&M

Dated 11 / 02 /2025

Copy along with SOP forwarded to D.F.O.(T), Keonjhar/ D.F.O(KL), Keonjhar/ CDO-Cum-EO, Zilla Parisad, Keonjhar/ All Sub- Collectors, Keonjhar/ CDMO, Keonjhar/ P.A., ITDA, Keonjhar &Champua/ All Dist. Level Officers, Keonjhar/ All Tahasildars, Keonjhar/ All Block Development Officers, Keonjhar/RTO, Keonjhar/ DEO, Keonjhar/ All BEOs/ All Executive Officers of ULBs/ SO, JDA, Gonasika/ DSSO, Keonjhar/ CCSO, Keonjhar/ DWO, Keonjhar/ DSWO, Keonjhar/ All Deputy Collectors/ Assistant Collectors of Collectorate, Keonjhar and all concerned for information and necessary action.

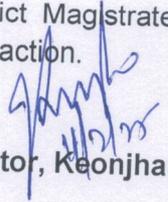
  
Collector, Keonjhar

Memo No 940 /G&M

Dated 11 / 02 /2025

Copy along with SOP forwarded to the DI & PRO, Keonjhar/ Station Director, All India Radio, Keonjhar/ DIO, NIC, Keonjhar for information & wide publication.

Copy along with SOP to PA to Collector/ Steno to Addl. District Magistrate, Keonjhar/ Addl. District Magistrate (Rev), Keonjhar for information and necessary action.

  
Collector, Keonjhar

**Standard Operating Procedure(SOP) for holding of Mahasamadhan Sibira**

**1. Scope:**

This Mahasamadhan Sibira aims to foster a sense of inclusion and empowerment among rural populations. Villagers feel more connected to the government and are more likely to participate in community development programs, knowing that the administration is taking proactive steps to meet them where they live. This improves trust in public institutions and enhances the effectiveness of governance.

**2. Venue:-**

- Mahasamadhan Sibira will be held at the Gram Panchayat Headquarters.
- Villagers across the Gram Panchayat will be participating in this event.

**3. Planning:**

- The BDO of the concerned Block will serve as the Nodal Officer, responsible for organizing and overseeing the entire event.
- The BDO will enlist the support of employees from both the Block and the Gram Panchayat, as needed, to facilitate all necessary arrangements.
- The officials of all line departments will attend the Mahasamadhan Sibira.
- To ensure maximum participation, the BDO will disseminate the event details to all villages within the Gram Panchayat well ahead of time. Additionally, grassroots-level awareness campaigns will be conducted to guarantee active involvement of the villagers in the Sibira.

**4. Logistics & Arrangements:**

- The BDO, in coordination with the CDO-cum-EO of the Zilla Parishad, Keonjhar, will finalize the layout and overall arrangement for the Sibira.
- To ensure emergency medical support is available, and any specific dietary or health needs are to be considered.

**5. Registration & Participant Management:**

(i) **Registration Process:-**The registration process will follow the standard procedure used in regular Joint Grievance Hearing programs. All necessary arrangements will be made to ensure a smooth and efficient registration process.

(ii) **Participant Assistance:** Special care will be provided to Persons with Disabilities (PwD), lactating mothers, and elderly individuals attending the Sibira. Dedicated staff will be assigned to assist with their needs and ensure their comfort throughout the event. Additionally, arrangements will be made to address any immediate health or wellness concerns that may arise on the spot.

6. **Activity Guidelines:-**The following activities will be conducted during the Mahasamadhan Sibira to engage participants and foster meaningful outcomes:-

(i) **Grievance Hearing and On-the-Spot Redressal:** Addressing and resolving grievances in real-time, ensuring prompt action and solutions where necessary.

(ii) **IEC Activities by Line Departments:** Conducting Information, Education, and Communication (IEC) activities led by various line departments to showcase key government flagship schemes and programs, increasing awareness and engagement among the community.

(iii) **Distribution of Benefits by Line Departments:** Facilitating the distribution of various government benefits and services through the respective line departments, ensuring transparency and direct assistance to beneficiaries.

The following types of benefits may be distributed during the Sibira to ensure effective delivery of government services to the beneficiaries:"

- Patta distribution (FRA and Revenue)
- Social security pension (MBPY, MBDP etc)
- New electricity connection
- PMAY(G) work order distribution
- Wheel Chair distribution
- Ration Card distribution
- NFBS benefits
- Job Card
- Red cross assistance
- Ex-gratia payment
- 100 days labour card
- Labour incentive
- Swachh Bharat Mission work order
- Mamata yojana
- Scholarship (Banishree)
- Harischandra Yojana
- MGNREGS Job Card
- Any other benefits to be included by concerned line deptt in consultation with CDO-cum-EO, ZP, Keonjhar.

7. **Concluding session:-**

- **Felicitation of Exemplary RH Beneficiaries:** Acknowledging and honoring the outstanding beneficiaries for their contributions and achievements in the RH (Reproductive Health) initiatives.
- **Sharing of Best Practices at District, Block, and GP Levels:** Presentation of effective strategies and successful interventions implemented at the district, block, and gram panchayat levels to inspire further action.
- **Showcasing Success Stories:** Highlighting inspiring success stories that demonstrate the positive impact of the programs and initiatives in the community.

- **Beneficiary Feedback Session:** Providing a platform for beneficiaries to share their experiences, suggestions, and insights, contributing to the continuous improvement of the programs.
- **Vote of Thanks:** Expressing gratitude to all participants, speakers, and contributors for their involvement and support throughout the event.

#### 8. Documentation:-

- The **BDO** of the concerned block will be responsible for documenting the entire event. This documentation process will be carried out in consultation with the **CDO-cum-EO, Zilla Parishad, Keonjhar** to ensure accuracy, consistency, and alignment with the official guidelines. The documentation will include a comprehensive record of all activities, discussions, decisions, and follow-up actions taken during the event, ensuring that all relevant details are captured for future reference and accountability.
- The key highlights of the Sibira will be shared on the **official social media handle** of the **District Administration, Keonjhar** for wide publication in consultation with CDO-cum-EO, ZP, Keonjhar.
- A concise report summarizing the event will also be uploaded on the official **District Portal** of **Keonjhar district** providing a comprehensive overview for public access and transparency.

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