

MANUAL I
Particulars of organization, functions and duties.
[Section 4(1) (b) (i)]

1. Aims and objectives of the organization :

The aims & objectives of the organization is for implementation of various development programmes in tribal sub-plan area for upliftment of down trodden tribals by way of filling up of the critical gaps by the family based income generating activities of the tribes. This organization now is expanded to devote the employment-cum-income generating activities through self help groups, to raise economic & social status of interior tribes. The tribal population living below the poverty line are being covered under different anti-poverty programmes to raise their socio-economic status to that of rest of the population of the state.

The aim of the tribal sub-plan approach is for development of the area with a focus on the Scheduled Tribe population within the Sub-Plan area. The strategy for Development is to stress on the family benefit oriented income generating schemes in the areas of Agriculture, Horticulture, Animal Husbandry and Human resources development through educational training and Infrastructure development programmes.

2. Mission/ Vision

The I.T.D.A, Malkangiri has been established to function as a nodal agency in the terms of Plan formulation, implementation of programme and to give effect to the tribal sub-plan.

3. History & Background of its Establishment :

The 10th plan presented special policy frame for the all-round development of the tribal sub-plan. Therefore an autonomous body conceived its status as ITDA. The I.T.D.A, Malkangiri is functioning since 1975 and registered under Society Registration Act vide Registration No. 15052/79. This project having an area of 61,153 Sq. Kms. consisting of 2 NACs & 1045 Revenue villages and divided into 108 G.Ps, 7 Blocks & 7 Tahasils. According to 2011 census the population of this sub-plan area is 6,12,727. Out of them 1,07,654 S.C, 2,89,538 S.T and Rest of 1,07,006 others. The percentage of literacy comes to 30.53% of which Male 40.14% and Female 20.91%.

4. Duties performed :

The entire Special Central Assistance grant received from Government of India in scheduled Tribe and scheduled Caste Development Department is channeled to the ITDA, Micro Projects for all round development of the ST community in the State.

5. Main Activities and Functions :

At present different departments of Government make separate provisions for Tribal Sub-Plan Area in their demands under a separate minor head. The principle has been laid down that funds should be earmarked by all the Departments for the development of Sub Plan area and the quantum of budgetary, allocation out of state plan to this area must not fall short of the proportionate population equivalent of STs of the State. Besides the State Plan resources, the Tribal Sub-Plan also takes into account the flow of funds from Central Plan, Centrally sponsored plan , Special Central Assistance, Article-275(1) of the Constitution of India and institutional finance. The funds earmarked for TSP Areas are shown under a separate minor head in the budget estimate by the respective departments and are made non-divertible.

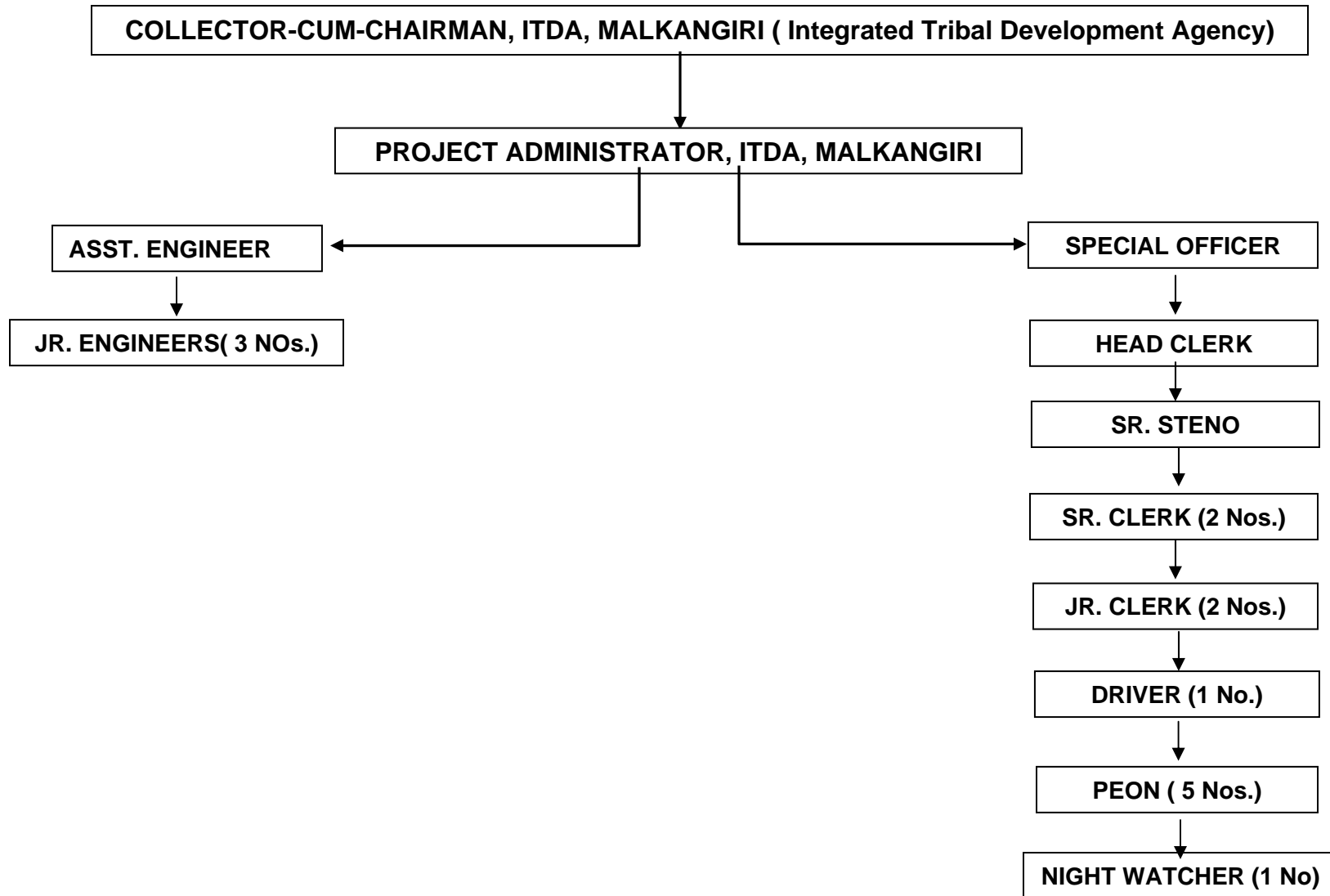
6. Details of services rendered

This I.T.D.A implement various income generating schemes as well as infrastructure development works which are incidental to the income generating schemes, out of funds received as Special Central Assistance from Ministry of Tribal Affairs, Govt. of India and under 1st Proviso to Article- 275(1) of the Constitution of India through state Govt.

Besides the above this ITDA renders better service to the tribals / tribal students through implementation of different schemes, funded by State Govt. under State Plan, Special Plan for KBK, Non Plan, etc. Apart from this, the ITDA, Malkangiri also renders service out of the funds provide by District sector under Biju KBK, District Window (RLTAP), BRGF etc.

7.

ORGANISATIONAL STRUCTURE AT DISTRICT LEVEL



8. Arrangements for Citizens Interaction / Public Participation

The people in the area are given awareness about the tribal welfare and development & to avail the facilities/services through the institution at any time.

9. Grievance redress mechanism

All the grievance petitions of general public are disposed off in time as per law and rules and given redressal as per law.

10. Address of the Office & its sub-Offices :

A. Administrative Set up :

Postal Address of main office

Project Administrator,
Integrated Tribal Development Agency,
At/Post- Malkangiri
Dist- Malkangiri
Pin – 764048

B) Sub-ordinate office

- N I L -

11. Map of office location



12. Working hours both for office and public

1st Session - 10.00 A.M to 1.30 P.M

2nd Session - 2.00 P.M to 5.00 P.M

MANUAL – 2
Powers and duties of officers and employees
(Section 4(1)(b)(ii))

Power and duties of officers and staff

SI No	Designation of post	Power			Duties attached
		Admn.	Fin.	Others	
1	Project Administrator	Over all admn. power	Yes	---	Office administration/ supervision of all the Works executed by this ITDA, implementation of different schemes through D.L.Os.
2	Special Officer	No	Yes.	---	Visit of schools & hostels, Evaluation of performance of SHGs, Credit & mobilization of subsidy by bank & Over all of supervision of the performance of the W.E.Os.
3	Asst. Engineer	No	No	Yes	Technical Sanction of estimates, Over all Supervision of all the dev. Work , executed under this ITDA & Check Measurement of the work bills
4	Jr. Engineer	No	No	--	Preparation of plan & estimates, supervision of all the dev. Works , preparation of work bills against the work executed under this ITDA.
5	Head Clerk	No	No	As assigned by PA,ITDA	Office Management, submission of U.C, compliance of Inspection & Audit Paras etc.
7	Senior Steno	No	No	As Assigned by PA, ITDA	Preparation of CCRs of all the staff / jobs as assigned by the PA, ITDA.
6	Senior Clerk	No	No	As assigned by PA,ITDA	Particular sections as assigned by the PA,ITDA
7	Junior Clerk	No	No	-do-	Particular sections as assigned by the PA,ITDA
8	Driver	No	No	- do-	Driving of vehicle assigned by the PA,ITDA.
9	Night Watcher	No	No	-do-	Watch & ward of office.
10	Office Peon	No	No	-do-	Assist the staff in official works.

MANUAL – 3
Procedure followed in decision-making process
 (Section 4(1)(b)(iii))

As per the guidelines issued by the Govt. in ST & SC Development Department, Orissa from time to time the required procedures are being followed by this ITDA with kind knowledge of the Project Level Committee (PLC), headed by the Collector-cum-Chairman.

Sl No	Subject on which the decision is to be taken	Guidelines/ Direction, if any	Process of Execution	Designation of the officers involved in decision making	Contact information of above mentioned officers	If not satisfied by the decision, where and how to appeal
1	2	3	4	5	6	7
1	Diversion of Proposals, Approval of Annual Action Plan, Approval of expenditure under different Head etc.	As per Guidelines of Govt.	All the developmental works are being processed through F2 Agreement (in case of Project cost is more than ` 5.00 lakh) following the OPWD Code & in case of the project cost up to ` 5.00 lakh are being executed departmentally keeping the norms of Govt.	Tender Committee consisting of the Executive Engineers of Works Department, headed by Collector-cum-Chairman	--	Where decision is not satisfied the appeal can be made at Govt. level through proper channel.

MANUAL – 4
Norms for discharge of functions
(Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities .Some of the norms is indicated below as an illustration.

Sl. No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job through computer	30 pages per day	

MANUAL – 5
Rules, regulations, instructions, manuals and records for discharging functions
 (Section 4(1)(b)(v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl No	Name / Title of the document	Type of Documents	Brief write up of the documents	From where one can get a copy of rules, regulations, instructions, manual and records	Address, Telephone No., FAX, E-mail & others	Fee charged by the Deptt. for a copy of Rules, regulations, instructions, manual & records, (if any)
1	2	3	4	5	6	7
1	Orissa Relief Code,1980	Code	To maintain casualty during relief operation.	P.I.O, ITDA, Malkangiri	ITDA, Malkangiri , FAX- 230245 (06861)	Fees as applicable.
2	Orissa Record Manual,1964	Manual	Procedure for maintenance of office record properly.			
3	Orissa Service Code	Code	Procedure for maintenance of records of Govt. employee.			
4	Orissa Leave Rule,1966	Rule	Procedure for sanction of leave to Govt. employee			
5	Orissa Civil Service(Conduct, Classification and Appeal) Rule,1992	Rule	Procedure for taking penal action against the Govt. employee			

MANUAL – 6
Categories of documents under control
 (Section 4(1)(b)(vi))

Details of the records available may be made in a statement form, wing wise unit wise branch wise and it may be got tabulated, indexed and catalogued(An illustrative list is given below).

A statement of the categories of documents held

Sl No	Category of Documents	Name of the Document	Details of information available	Procedure to obtain the documents	Held by / Under Control of
1	Register	Allotment & U.C Register	1) Allotment of fund received from Govt. / District Sector 2) U.C Position	As per RTI Act.	H.M.O of this office.
2	Register	Work Register / Asset Register	1) Details of works undertaken by ITDA, Malkangiri		Dev. Section
3	Register	Advance Register	1) Details of advance position against Govt. employee / executants		Accounts Section
4	Register	Service Book / Annual increment Register	1) Details of staff position		Establishment Section
5	Guard File	Pre-matric scholarship	1) Details of stipend provided to the ST / SC Boarders		Education Section

MANUAL – 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation (Section 4(1)(b)(vii))

Details of consultative committees and other bodies with which consultations are held

Sl No	Subject / Topic	Is it mandatory to ensure public participation (Yes/ No.)	Arrangements for seeking public participation
1	2	3	4
1	Project Level Committee (P.L.C)	Yes	The public participants like Z.P President, Hon'ble M.P, Local MLAs, Block Chairman's, Z.P Members, NGO are being participated in the P.L.C meeting.

N.B – The detail information of the above stated policies may be treated as disclosure under Section -4(1) (c) under R.T.I Act, 2005. All the corresponding guidelines / notification pertaining to the above schemes / policies are linked herewith.

Other procedures adopted for formal and informal consultations with the public may also be indicate such as
– All the B.D.Os & Line Departments .

MANUAL – 8
Bodies, Councils, Committees & Other Bodies Constituted
 (Section 4(1)(b)(viii))

Sl No	Name	Type of Affiliated Body	Brief introduction	Role	Structure and Member composition	Head of the Body	Address	Frequency of meetings	Can Public participate in the meetings	Are minutes of the meeting prepared	Are minutes of the meetings available to the Public? If yes please provide information about the procedure to obtain them
1	2	3	4	5	6	7	8	9	10	11	12
1	ITDA	Project Level Committee (PLC)	To approve Annual Action Plan & expenditures of ITDA.	As Active Member	Given below	Collector, Malkangiri	Malkangiri	Every Quarter	Yes	Yes	As per RTI Act.

Active Member of the Project Level Committee

Sl	NAME OF THE MEMBER	DESIGNATION	MEMBERS OF THE P.L.C.
1	Shri Balwant Singh, IAS	Collector, Malkangiri	Chairman, I.T.D.A.
2	Shri Pradeep Majhi	Hon'ble M.P., Nabarangpur P/C	Member
3	Smt. Mamata Madhi	Hon'ble M.L.A., Chitrakonda A/C.	Member
4	Shri Mukunda Sodi	Hon'ble M.L.A., Malkangiri A/C.	Member
4	Shri Rajendra Majhi, OAS-I (JB)	I/C P.A., I.T.D.A Malkangiri.	Member Secretary
5	Shri Maguni Charan Patra, OAS(S)	P.D., DRDA, Malkangiri	Member
6	Shri Lokanath Mandia, OAS	I/C Sub-Collector, Malkangiri	Member
6	Shri Trinath Bhumia	Chairman, Mathili P.S.	Member
7	Smt. Sukanti Buruda	Chairman, Malkangiri P.S	Member
8	Shri Manas Madkami,	Chairman, Korukonda P.S	Member
9	Smt. Debe Madhi	Chairman, Kalimela P.S.	Member
10	Shri Purna Kirsani	Chairman, K.Gumma P.S	Member
11	Shri Biswanath Podiami	Chairman, Podia P.S	Member
12	Smt. Kumudini Kirsani	Chairman, Khairput P.S	Member
13	Smt. Anita Madkami	Z.P Member, Kalimela	Member
14	Smt. Muke Kabasi	Z.P Member, Korukonda	Member
15	Shri P.C. Sethi, DDM	For AGM, NABARD	Member
16	Shri N.Ch. Sethi	Representative of Tagore Society, NGO	Member

MANUAL – 9
Directory of Officers and employees
(Section 4(1)(b)(ix))Directory

SI No	Name	Designation	Phone No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri Rajendra Majhi, OAS-I(JB)	I/C Project Administrator, ITDA, Malkangiri	230245 (06861)	--	---	230245 (06861)	itdamkn@nic.in
2	Sri Choudhury Patra	Special Officer	- do -		---	- do -	
3	Sri Babu Patro	Asst. Engineer	- do -		---	- do -	
4	Sri Rohita Behera	Jr. Engineer	- do -		---	- do -	
5	Sri Damodar Suchen	Jr. Engineer	- do -		---	- do -	
6	Sri D.Ch. Biswal	Jr. Engineer	- do -		---	- do -	
4	Sri Sambandha Nayak	Head Clerk	- do -		---	- do -	
5	Sri B.A. Behera	Sr. Steno	- do -		---	- do -	
6	Sri S.P. Panigrahi	Sr. Clerk	- do -		---	- do -	
7	Sri S.N. Maharana	Sr. Clerk	- do -		---	- do -	
8	Sri P.K.Pradhan	Jr. Clerk	- do -		---	- do -	
9	Sri Rabindra Patra	Jr. Clerk	- do -		---	- do -	
10	Sri Kishor Ku. Patnaik	Driver	- do -		---	- do -	
11	Sri Jagannath Patra	D.E.O	- do -		---	- do -	
12	Sri Suna Pujari,	Peon	- do -		---	- do -	
13	Sri Abhiram Dash	Peon	- do -		---	- do -	
14	Sri Balaram Dharua	Peon	- do -		---	- do -	
15	Sri Balaram Sethi,	Night Watcher	- do -		---	- do -	
16	Sri Bhagaban Sabat,	Peon	- do -		---	- do -	
17	Smt. Jhamu Pujari,	Peon	- do -		---	- do -	

MANUAL – 10
Monthly remuneration & Compensation of Officers & Employees
(Section 4(1)(b)(x))

Sl No	Name	Designation	Scale of Pay	Gross Pay	Net Pay	The procedure to Determine the Remuneration as Given in the Regulation
1	2	3	4	5	6	7
1	Sri Rajendra Majhi, OAS-(JB)	I/C Project Administrator, ITDA, Malkangiri	---	---	---	
2	Sri Choudhury Patra	Special Officer	(PB-2, Rs. 9,300/- - 34,800/- + G.P Rs. 4600/-) Group - B (Non – Tech.)	28812/-	19322/-	
3	Sri Babu Patro	Asst. Engineer	Scale Rs. 6,500/- to 10,500- Group 'B' Technical	22818/-	13392/-	
4	Sri Rohita Behera	Jr. Engineer	(PB-2, 9300/- to Rs. 34,800/- + GP Rs. 4200/-) Group – C (Technical)	30185/-	24175/-	
5	Sri Damodar Suchen	Jr. Engineer	- do -	28539/-	21049/-	
6	Sri D.Ch. Biswal	Jr. Engineer	- do -	31000/-	22510/-	
4	Sri Sambandha Nayak	Head Clerk	(PB-2, 9300/- to Rs. 34,800/- + GP- Rs. 4200/-) Group – C (Non-Tech.)	25825/-	18029/-	
5	Sri B.A. Behera	Sr. Steno	(PB-2, 9300/- to Rs. 34,800/- + GP Rs. 4200/-) Group – C (Technical)	23828/-	9527/-	
6	Sri S.P. Panigrahi	Sr. Clerk	PB-1 (Rs. 5200 to 20200/ + (GP)2400/- Group 'C' Non Technical	19068/-	14310/-	
7	Sri S.N. Maharana	Sr. Clerk	- do -	17244/-	13047/-	
8	Sri P.K.Pradhan	Jr. Clerk	PB-1 (Rs. 5200 to 20200/ + (GP)1900/- Group 'C' Non Technical	16505/-	9681/-	
9	Sri Rabindra Patra	Jr. Clerk	' – do -	16805/-	13836/-	
10	Sri Kishor Ku. Patnaik	Driver	PB-1 (Rs. 5200 to 20200/ + (GP)2000/- Group 'C' Non Technical	17017/-	12517/-	
11	Sri Jagannath Patra	D.E.O	Contractual Pay	6000/-	6000/-	
12	Sri Abhiram Dash	Peon	1-S (Rs. 4440 to 7440/ + (GP)1400/- Group 'D' Non Technical	13348/-	8314/-	
13	Sri Bhagaban Sabat,	Peon	- do -	13790/-	11980/-	
14	Sri Balaram Dharua	Peon	- do -	13790/-	10837/-	
15	Sri Suna Pujari,	Peon	- do -	13790/-	8161/-	
16	Sri Balaram Sethi,	Night Watcher	- do -	13137/-	11006/-	
17	Smt. Jhamu Pujari,	Peon	1-S (Rs. 4440 to 7440/ + (GP)1300/- Group 'D' Non Technical	12140/-	5813/-	

MANUAL – 11
The budget allocated to each agency
(Section 4(1)(b)(xi))

SI No	Name of the Scheme / Head	Activity	Starting Date	Planned end date	Amount proposed	Amount sanctioned	Amount released	Actual Expenditure	Responsible Officer for the quality and the complete execution of the work
1	SCA to TSP	Income Generating Scheme (70%) Infrastructure Dev. Scheme (30%)	April 2011	March 2012	502.56	376.93	376.93	---	Engineering personnel
2	Article 275(1) of the Constitution	Const. of Minor Bridge/ Hostel Bld./ Toilet complex / Water Supply / Electrification to schools running under SSD Deptt.	April 2011	March 2012	288.34	216.25	216.25	---	Engineering personnel
3	Non Plan Budget	--	--	--	--	---	--	--	

For Public Authorities

SI No.	Name of the Scheme / Head	Proposed Budget	Sanctioned Budget	Amount released/ Disbursed (No. of installments)	Total Expenditure
1	--	--	--	--	--

MANUAL – 12
The manner of execution of subsidy programme
 (Section 4(1)(b)(xii))

Programme / Scheme :

1. Name of Programme / scheme : SCA – IGS / Training
 Duration of the programme / scheme : 6 Months / 1 Year
 Objective of the programme : for improvement of economical condition of the poor tribals & imparting training to tribal youths for self employment.

Physical and financial targets of the programme : Copy enclosed.
 (for the last year)

Eligibility of Beneficiary :

- Pre-requisites for the benefit :
- Procedure to avail the benefits of the programme : Each BPL Category ST family can avail the benefit of the programme.
- Criteria for deciding eligibility : At Block Level.
- Detail of the benefits given in the programme : Each individual ST family under Below poverty Line is provided with 50% subsidy of the Unit cost subject limit of Rs. 10,000/-. The balance 50% fund relating to the scheme is supposed to come from credit institutions i.e. bank linkage to overcome poverty
 (Also mention the amount of subsidy or other help given Detail of the benefits given in the programme)
- Procedure for the distribution of the subsidy : At Bank Level.
- Where to apply or whom to contact in the office for applying : W.E. O in the concerned Block
- Application fee (Where applicable) : No.
- Other Fees (Where applicable) : No.
- 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) : Application forms are available with W.E.Os. and can be provided with free of cost
- Details of the available fund (At various level like : District Level, Block Level, etc.) : Funds are being utilised towards release of subsidy on receipt of such claim forms from the B.D.Os.

List of beneficiaries in the format given below :

SI No Code	Name	Amount of subsidy	Parent / Guardian	Address			
				District	City	Village	House No
Detail Beneficiary list covered under the Bankable Scheme for 2010-11 is enclosed.							

MANUAL – 13
Particulars of recipients of concessions, permits or authorizations granted
 (Section 4(1)(b)(xiii))

Programmes

- ❖ Name of Programme :
- ❖ Type (Concession/ Permits / Authorisation) :
- ❖ Objective :
- ❖ Targets set (For the last year) :
- ❖ Eligibility :
- ❖ Criteria for the eligibility :
- ❖ Pre-Requisites :
- ❖ Procedures to avail the benefits : - Not Related -
- ❖ Time limit for the concession / Permits/ Authorizations:
- ❖ Application Fee (Where applicable) :
- ❖ Application Format (where applicable) :
- ❖ List of attachments (Certificate / documents) :
- ❖ Format of attachments :

List of beneficiaries in the format given below :

SI No Code	Name	Amount of subsidy	Parent / Guardian	Address			
				District	City	Village	House No
- N I L -							

No such transactions are made in this organization.

Note:- Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions licenses etc.

MANUAL – 14
Information available in an electronic form
 (Section 4(1)(b)(xiv))

SI No	Activities / Schemes for which Electronic Data Available	Type of Documents	Can it be shared with Public	It is available on website or is being used as back end data base
1	2	3	4	5
1	SCA – IGS/IDS, Article-275(1), RLTA/ Special KBK Plan, CSP, Central Plan, Non Plan, State Plan , MLA Lad / Special Problem fund, Biju KBK, District Window (RLTA), MGNREGA, BRGF	Detail project List of different grants undertaken by ITDA, Malkangiri	Yes	Back end data base.

MANUAL – 15
Particulars of facilities available to citizens for obtaining information
 (Section 4(1)(b)(xiv))

Facilities available for obtaining information

Sl.No.	Facility available	Nature of information available	Working hours
1	Information Counter	All information's on ITDA, Matter.	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM
2	Website	---- No ----	----
3	Library	---- No ----	----
4	Notice Board	All information's on ITDA Matter	First session-10 AM to 1.30 PM and Second Session 2.00 PM to 5.00 PM
5	Exhibition	State Level Annual Adivasi Exhibition	From January 26 th to February 9 th of Every year at Adivasi Mela in Bhubaneswar

MANUAL – 16
Name designation and other particulars of Public Information Officers
(Section 4(1)(b)(xvi))

ASSISTANT PUBLIC INFORMATION OFFICER (A.P.I.O)

SI No	Name	Designation	Phone Number		Fax	E-mail	Address
			Office	Home			
1	Sri Sambandha Nayak	Head Clerk	230245 (06861)	94381 37134	230245 (06861)	itdamkn@nic.in	ITDA, Malkangiri

PUBLIC INFORMATION OFFICER (P.I.O)

SI No	Name	Designation	Phone Number		Fax	E-mail	Address
			Office	Home			
1	Sri Babu Patro	Asst. Engineer	230245 (06861)	94371 82363	230245 (06861)	itdamkn@nic.in	ITDA, Malkangiri

DEPARTMENT APPELLATE AUTHORITY (F. A . A)

SI No	Name	Designation	Phone Number		Fax	E-mail	Address
			Office	Home			
1	Sri Rajendra Majhi, OAS-I(JB)	I/C Project Administrator	230245 (06861)	94395 61770	230245 (06861)	itdamkn@nic.in	ITDA, Malkangiri

MANUAL – 17
Other information as may be prescribed
(Section 4(1)(b)(xvii))

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

- Not applicable -