

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

1. Aims and objectives of the organization :

The goal of the programme is to ensure that livelihoods and food security of poor tribal household are sustainably improved through promoting a more efficient equitable self managed and sustainably exploitation of the Natural resource at their disposal and through off farm/ non-farm enterprise development.

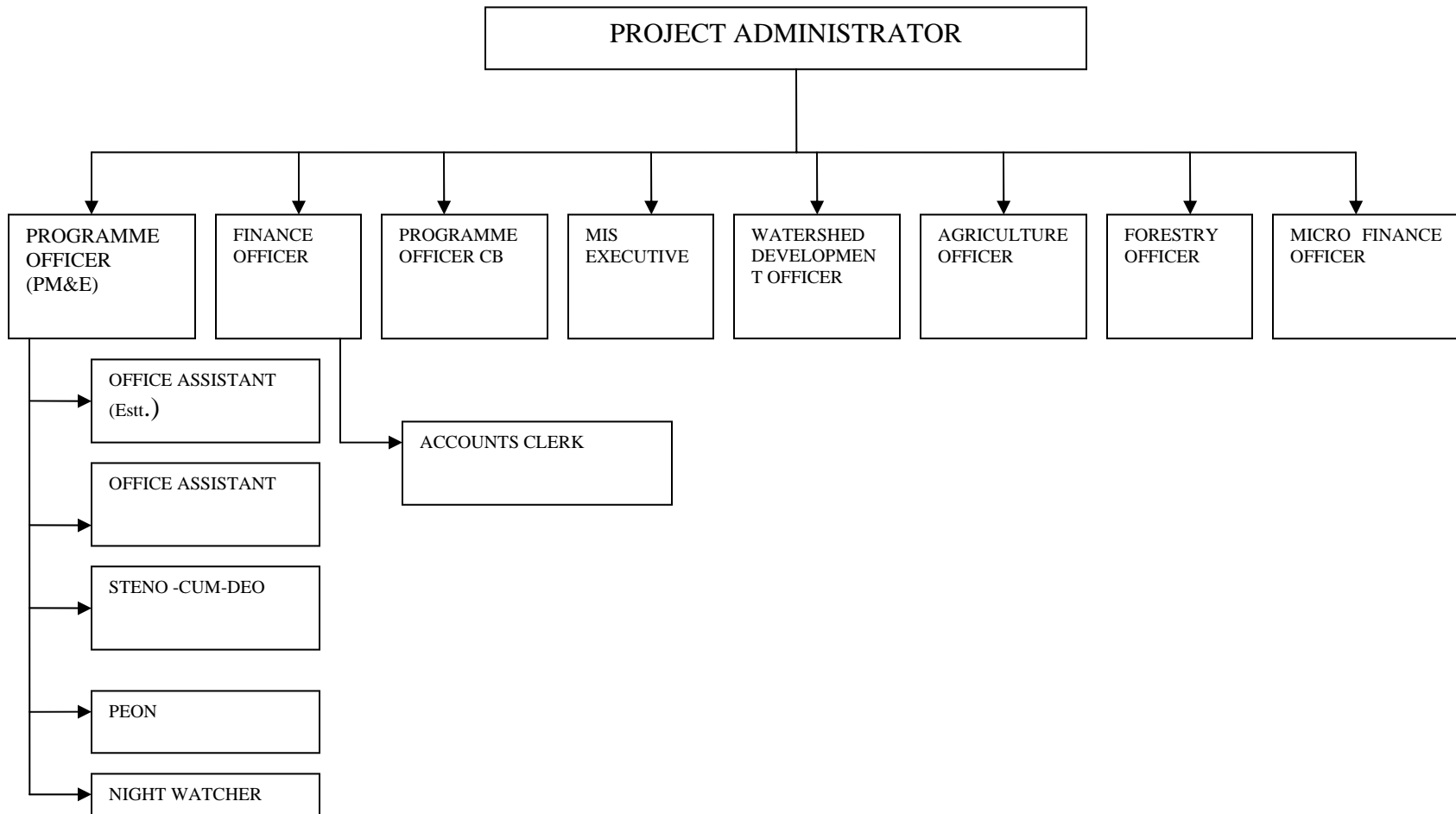
2. Mission/ Vision

To achieve the goal the programme sets the objectives to:

- a. Build the capacity of marginal groups as individual and grass root institution.
- b. Enhance the access of poor tribal people to land, water and forest and increase the productivity of these resources in environmentally sustainable and socially equitable ways.
- c. Encourage and facilitate off-farm enterprise development focused on the needs of poor tribal households.
- d. Monitor the basic food entitlements of tribal households and ensure their access to public food supplies.
- e. Strengthen the institutional capacity of Government Agencies, Panchayat Raj institutions, NGOs and civil society to work effectively on a participatory mode for poverty reduction with tribal communities.

- f. Encourage the development of a pro-tribal enabling environment through ensuring that legislation governing control of and access to development resources by poor tribal households is implemented effectively and recommending other policy improvements: and
- g. Build on the indigenous knowledge and values of tribal and blend these with technological innovations to ensure a speedier pace of development.

3. Organisation Chart



4. Postal address of the main office, attached/ sub-ordinate office/ field units.

Postal Address of main office

Project Administrator,
Orissa Tribal Empowerment & Livelihood Programme
Integrated Tribal Development Agency,
At/Post- Malkangiri
Dist- Malkangiri
Pin – 764048

5. 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

Sl. No.	Designation of post	Power				Duties attached
		Admn.	Fin.	Stat.	Others	
1	Project Administrator	Over -all admn. power	Yes	Yes		Office administration/ supervision of all the Works executed by this OTELP.
2	Programme Officer (PM&E)					Facilitating preparation of VDLP & their consolidation in preparing AWPB, Collating and analyzing field data and preparing monthly progress report, Disseminating strength and weaknesses of programme implementation for undertaking mid-course correction
3	Finance Officer					Budgeting & Accounting of the programme, Release of Fund, Preparing request for fund, Preparing guidelines for auditing accountants of SHGs & VDCs, NGO contract & Payment,
4	MIS Executive					Collecting input from programme area, Establishing computerized MIS at ITDA, Feeding into MIS and generating reports.
5	Watershed Development					Supervising activities relating to preparation of work plan & budget,

	Officer					Checking the quality of watershed construction and release of fund, Liaison with Soil Conservation Department, etc.
6	Agriculture Officer					Developing cropping and farming system to increase farm income, Developing key extension messages and demo. Plots, Supporting Micro-projects for crop diversification, Developing solution through adopting research
7	Forestry Officer					Supporting the NGO team in guiding in guiding farmers in participatory forest management, Technical monitoring of the PFM, Ensuring supply of quality planting materials and market linking for NTFP, Supporting Micro-Projects on medicinal & aromatic plants, Coordination with forest department
8	Programme Officer(CB)					Capacity building of NGO staff, et, Assisting NGOs in capacity building, General Awareness building and support-gender & equity, Developing training material, Monitoring the growth of community groups and arranging further capacity building measures
9	Microfinance Officer					Formation and training of SHGs, Conducting workshops for linkage of SHGs with banks, Development of Non-Farm micro-enterprises
10	Accountant Clerk					
11	Office					Establishment work

	Assistant (Est.)					Any other work assigned by PA,ITDA
12	Office Assistant					Dispatch & issue of letter, Documentation of data, Any other work assigned by PA,ITDA
13	Steno-Cum-DEO					Taking dictation & typing assignment as & when required, Documentation of data, Any other work assigned by PA,ITDA
14	Peon					Peon
15	Night Watcher					Night Watcher

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

The procedure can be described both in narrative form and through flow process chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Flow process Chart for issue of Food Card

Sl. No.	Activity	Level of action	Time frame
1	To receive application and put a diary number	Office Assistant	Same day
2	To mark application to concerned sms.	Office Assistant(Est.)	-do-
3	To visit premises of applicant and verify the facts	PA,ITDA/ PO(PM&E)/SMSs	2-3 days
4	To prepare report and submit to PA,ITDA	SMSs	-do-
5	To approve/reject application	PA,ITDA	1 day

Such charts may be prepared for major functions.

MANUAL – 4
Norms set for the 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 are indicated below as an illustration.

Illustration

Sl. No.	Activity	Time frame/Norm	Remarks
1	Diary of letter	4 minutes per letter	
2	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job	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 of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	RTI Act 2005			
2	Orissa RTI Rules, 2005			
3	Programme Implementation Manual	Programme Implementation, Financial & Administrative regulations		
4	Process Guideline	Details Guidelines of Programme.		
5	All Other Govt. Acts, Rules and regulations, Instruction / Manuals	Contains as the case may be		

MANUAL – 6

A statement the categories of documents that are held by it for under its 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.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1	Draft appraisal Report Volume I, Volume II Programme Implementation Manual Process Guidelines Day to Day office files	At OTELP	office	Permanent

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.	Name and address of the consultative committees / bodies	Constitution of the committee/body	Roles and responsibility	Frequency of meetings
1	District Programme Management Committee	Collector and Chairman, ITDA, Malkangiri	Chairman	Quarterly
2		Chief District Medical Officer(CDMO), Malkangiri	Member	
3		Chief District Veterinary Officer (CDVO), Malkangiri	Member	
4		Divisional Forest Officer, Malkangiri	Member	
5		Dy, Director Agriculture/District Agriculture Officer, Malkangiri	Member	
6		Dy Director Horticulture/ Horticulturist, Malkangiri	Member	

7		Soil Conservation Officer, Malkangiri	Member	
8		Chief Executive, DSMS, Malkangiri	Member	
9		Chief Manager Lead Bank, Malkangiri	Member	
10		Representative of FNGO, HARMONY, Malkangiri	Member	
11		Representative of FNGO, PARIVARTAN, Malkangiri	Member	
12		Representative of FNGO, ODC, Mathili, Malkangiri	Member	
13		All Programme Officer of OTELP posted in ITDA, Malkangiri	Member	
14		Sub-Collector, Malkangiri	Special invitee	
15		Project Administrator, ITDA, Malkangiri	Member-Secretary	

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

Other details whether the meetings are open to public, minutes are accessible to public etc.may also be indicated.

MANUAL – 8

A statement of boards,council,committees and other bodies constituted

(Section 4(1)(b)(viii))

List of boards,councils,committees etc.

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	District Programme Management Committee	<ul style="list-style-type: none"> I. To scrutinize and approve the Annual Work Plan Budgets (AWPB)of the ITDA for the Programme. II. To ensure that activities taken up under the programme are assigned to appropriate implementing agencies. III. To ensure that works, equipments and services are procured in time in a proper manner for smooth implementation of the programme IV. It shall review the progress of rogramme implementation regularly on the basis of monitoring reports. V. To resolve all implementation issues and problems of coordination that arises implementation at the district level. VI. To undertake any body and shall exercise such financial powers as may be delegated by the government body of ITDA 	Yes.	06.03.09

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
Till completion of Programme	No	yes	Quarterly.	

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

Directory

Sl.No.	Name	designation	Office Phone No.	E mail address
1	Sri Sundarlal Seal, OAS	Project Administrator	Ph- 230245 (06861)	mal.paitda@otelp.org
2	Sri Rajendra Majhi OAS	Programme Officer (PM&E)	Ph-230544 (06861)	mal.popme@otelp.org
3	Sri Sibasis Das	Finance Officer	Ph-	mal.fo@otelp.org
4	Sri Prabin Kumar Patra	MIS Executive	Ph-	mal.mis@otelp.org
5	Sri Jyoti Ranjan Satpathy	Watershed Development Officer	Ph-	mal.wdo@otelp.org
6	Sri Ruben Sitaram	Agriculture Officer	Ph.	mal.ao@otelp.org
7	Sri Susant Kumar Dalai	Forestry Officer	Ph-	mal.fro@otelp.org
8	Sri Pabitra Mohan Bara	Programme Officer (CB)	Ph-	mal.pocb@otelp.org
9	Sri Trilochan Parida	Microfinance Officer	Ph-	mal.mfo@otelp.org
10	Sri Jagamohan Behera	Accountant Clerk	Ph-	Jagamohanbehera.2008@rediff mail.com
11	Sri Biranchi Narayan Samant	Office Assistant (Est.)	Ph-	
12	Sri Ajait Kumar panigrahi	Office Assistant	Ph-	itajit_2007@rediffmail.com
13	Miss. Rina Das	Steno-Cum-DEO	Ph-	rinadas_06@rediffmail.com
14	Nilakantha Nayak	Peon	Ph-	
15	Lakshmi Muduli	Night Watcher	Ph-	

MANUAL – 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
(Section 4(1)(b)(x))

Sl. No.	Name	Designation	Pay scale/Monthly remuneration (Scale of pay)
1	Sri Sundarlal Seal, OAS	Project Administrator	(PB-3)15600-39100
2	Sri Rajendra Majhi OAS	Programme Officer(PM&E)	8000-275-13500(old)
3	Sri Sibasis Das	Finance Officer	20000.00 (Consolidated)
4	Sri Prabin Kumar Patra	MIS Executive	15000.00 (Consolidated)
5	Sri Jyoti Ranjan Satpathy	Watershed Development Officer	25000.00 (Consolidated)
6	Sri Ruben Sitaram	Agriculture Officer	15000.00 (Consolidated)
6	Sri Susant Kumar Dalai	Forestry Officer	9300-34800
7	Sri Pabitra Mohan Bara	Programme Officer(CB)	25000.00 (Consolidated)
8	Sri Trilochan Parida	Microfinance Officer	15000.00 (Consolidated)
9	Sri Jagamohan Behera	Accountant Clerk	6000.00 (Consolidated)
10	Sri Biranchi Narayan Samant	Office Assistant (Est.)	6000.00 (Consolidated)
11	Sri Ajait Kumar panigrahi	Office Assistant	6000.00 (Consolidated)
12	Miss. Rina Das	Steno-Cum-DEO	5000.00 (Consolidated)
13	Nilakantha Nayak	Peon	Daily Wages
14	Lakshmi Muduli	Night Watcher	Daily Wages

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

Plan budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned (in lakhs)	Amount disbursed/spent <u>Upto Dec. 2009</u>
Annual Work Plan Budget	1. Programme Management	2009-10	2010-11 (1 st quarter)	44.04	20.86
	2. Capacity Building for Empowerment			47.22	
	3. Livelihood Enhancement 3.1 Land & Water Management 3.2 Production System Enhancement			60.00 101.31	
	4. Participatory Forest Management			0.00	
	5. Support for Policy Initiatives			0.00	
	6. Community Infrastructure Fund			45.00	
	7. Development Initiative Fund			42.00	

Detail Annual Action Plan 2005-06 under plan budget is enclosed.

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

List of institutions given subsidy

Sl.No.	Name and address of the institution	Purpose for which subsidy provided	No.of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
Not applicable						

List of individuals given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No.of time subsidy given in past with purpose
Not applicable					

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

List of beneficiaries

Sl.No.	Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No.of times similar concession given in past with purpose
Not applicable					

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))

Details of information

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public.	It is available on website or is being used as back end data base
1	www.otelp.org	Textual and Visual database	yes	Available on website

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	WWW.otelp.org	Textual	24 hours

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

Appellate authority with in the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Teleph one No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1	Sri Rajendra Majhi, OAS-I (JB) Project Administrator, ITDA, Malkangiri	At/Post/Dist. MALKANGIRI Pin-764045	Ph- 06861 230224	mal.paitda @otelp.org	

Public Information Officers

Sl No.	Designation of the officer designated as P.I.O.	Postal address	Telephon e No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1	Sri Prabin Kumar Patra MIS Executive OTELP, Malkangiri	At/Post/Dist. MALKANGIRI Pin-764045	Ph-06861 230544 (Off.)	mal.mis @otelp.org	

List of Asst.Public Information Officers

Sl.No.	Designation of the officer designated as Asst.P.I.O.	Postal address	Telephone No.	e-mail address
1	Sri Ajit Kumar Panigrahi Office Assistance Otelp, malkangiri	At/Post/Dist. MALKANGIRI Pin-764045	Ph-06861 230544 (Off.)	

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 -