

MANUAL – 1

Particulars of Organization, Functions and Duties [Section-4(b)(i)]

1.1 Objective / purpose of the Public Authority

- Capacity Building Programmes for Elected Representatives of 3-tier PRIs.
- Skill Development Programmes for Officials working in the field of Panchayat Raj Administration & Rural Development.
- Facilitation of Dev. Programmes for better awareness & Social Mobilization for NGO.

1.2 Mission / Vision Statement of the Public Authority.

- To undertake & assist in organization of Training, Conferences, Seminars & Lectures.
- To facilitate the officials and elected representatives with managerial skills for efficient designing, implementation, monitoring and evaluation of rural development programmes.
- To develop coordination and interface between different agencies for sustainable development.
- To prepare, print and publish periodicals & books in furtherance of the objectives of capacity building programmes.
- To undertake research activities on various issues related to rural development for policy making by the government.

1.3 Brief history of Public Authority and context of its formation.

- ✎ Established by Govt. of India in 1964 for conducting training & research in Tribal & Community Development.
- ✎ In 1967 named as Tribal Orientation & Study Centre (TO&SC) under Govt. of Odisha.
- ✎ In 1975, renamed as State Training Institute of Community Dev. (STICD).
- ✎ Since 1984, known as State Institute for Rural Development (SIRD) & acts as Nodal Institute in the state for all types of training programme relating to PR & RD.
- ✎ Academically & functionally, associated with NIRD, Hyderabad, NIPCCD, New Delhi, Ministry of Rural Development, GoI, Ministry of Panchayati Raj GoI & Panchayati Raj Department, Govt. of Odisha.

1.4 Duties of the Public Authority.

- Empowerment of Panchayat Raj Institutions.
- To provide training to PRIs, for carrying out development works and poverty alleviation programmes in rural areas.
- To carry out research, action research, consultancy & documentations.

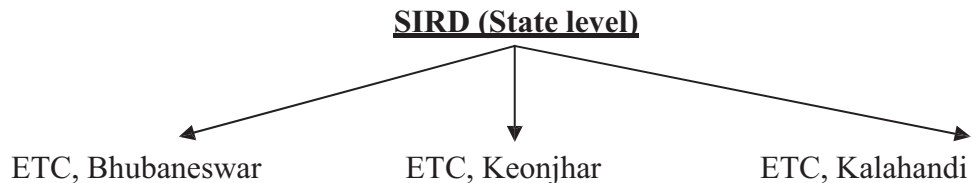
1.5 Main activities / functions of the Public Authority.

- Training (In-house & Off-campus)
- Research & Evaluation
- Publication & Consultancy

1.6 List of services being provided by the Public Authority with a brief write up on them.

- Capacity building of PRIs, officials & NGOs working in the field of Panchayati Raj and Rural Development by way of organizing training programmes, workshops and seminars in the areas of Panchayati Raj and Rural Development.
- Examining and analyzing the factors contributing to the success and failures of development programmes through research and evaluation studies. Dissemination of information on Panchayat Raj and Rural Development to the common masses through publication and documentation efforts.

1.7 Organizational structure diagram at various levels namely State, Directorate, Region, Block etc.



1.8 Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency.

- To participate in training programmes of SIRD & ETCs in adequate numbers
- To extend necessary cooperation in research and publication works of SIRD
- To understand and conceptualize about different development programmes on Panchayati Raj and Rural Development through training, publication and documentation efforts of SIRD.

1.9 Arrangements and methods made for seeking public participation / contribution.

- Participation of officials, elected representatives, social activists and others in the training programmes and workshops of SIRD for better understanding of various development programmes of government in the areas of Panchayati Raj and Rural Development.
- Conducting field studies to analyze the constraints and bottlenecks of various development programmes based on people's perception.
- Disseminating information to common masses on various development programmes of government by way of various publications.

1.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Director, SIRD, its faculties, PD, DRDAs, APD (Trg.) of DRDAs and also BDOs and Extension officials of Panchayat Raj Department monitor the training programmes at different level.

1.11 Address of main office and other offices and different levels (please categorize the address district wise for facilitating the understanding by the user.

Main Office :

State Institute for Rural Development, Unit – 8, Bhubaneswar – 751012

Other Office :

1. Extension Training Centre, SIRD Campus, Unit-8, Bhubaneswar – 751012.
2. Extension Training Centre, At/P.O. Bhawanipatna, Dist. Kalahandi
3. Extension Training Centre, At/P.O. Keonjhar Town, Keonjhar.

1.12 Office Hour

Morning hours of the Office	:	10.00 A.M.
Closing hours of the Office	:	5.00 P.M
Break	:	1.30 PM to 2.00 PM

MANUAL – 2

Powers and Duties of Officers and Employees [Section-4(b)(ii)]

2.1 Please provide details of powers & duties of officers and employees of the organization.

Designation	D i r e c t o r	
Powers	Administrative	Administrative head of the institute. Responsible for overall supervision and control of day-to-day activities of the Institute. All the training, research and office establishment related works are monitored and supervised by the Director.
	Financial	DDO
	Others	Liasioning with State and Central Government.
Duties	Conceptualizing, Planning, Implementing & Monitoring of training programmes & research works	
Designation	Deputy Director	
Powers	Administrative	Looking after office establishment and other activities of the institute.
	Financial	As and when assigned by Director
	Others	Supervising, Coordinating, Attending Administrative Department works as and when assigned.
Duties	Co-ordinating training programmes & research works	
Designation	Assistant Directors	
Powers	Administrative	Looking after Training & Research Activities and Disbursement functions of the Institute. As and when assigned by Director like looking after hostel,

		office establishment, building and assets, orchards, library and other miscellaneous activities.
	Financial	As and when assigned by Director
	Others	Attending Administrative Department works as and when assigned
Duties	Co-ordinating training programmes, acting as resource persons & conducting research studies	
Designation	Instructors	
Powers	Administrative	As and when assigned by Director like looking after hostel, office establishment, building and assets, orchards, library and other miscellaneous activities.
	Financial	As and when assigned by Director
	Others	Anchoring/acting as Resource Persons in Gramsat Programmes.
Duties	Coordinating training programmes & research studies	
Designation	Supporting staffs such as Librarian, Head Clerk, Accountant, Store Keeper, Senior Clerk, Junior Clerk ,Operator , Data Entry Operator and others	
Powers	Administrative	Assisting in day-today administrative works such as hostel, office establishment, building and assets, orchards, library and other miscellaneous activities as assigned by Director.
	Financial	As and when assigned by Director.
	Others	

Manual – 3

Procedure followed in Decision Making Process **[Section-4(b)(iii)]**

- 3.1 The procedure followed to make a decision :
- As per the procedure followed by Govt. of Odisha from time to time
- 3.2 The documented procedure / laid down procedures / defined criteria
- Relevant Rules of Instructions & guidelines of Govt. from time to time should be followed
- 3.3 The arrangements to communicate the decision to public
- By Post, Phone, Fax, E-mail & Special messengers
- 3.4. Who are the officers at various level :
- Instructor, Asst. Director, Deputy Director & Director
- 3.5. Final authority that vets the decision
- Panchayati Raj Department, Govt. of Odisha
- 3.6

Sl. No	1
Subject on which the decision is to be taken	All the subject matter which are allocated to SIRD
Guidelines / Direction, if any	Central & State Govt. Guidelines / Directions prescribed. from time to time is being followed
Process of Execution	Different training programmes / research works.
Designation of the Officers involved in decision making	Director, SIRD
Contact information of above mentioned officers	Director, SIRD, Unit-8, Bhubaneswar – 751 012 Tel. 0674-2562645, 2562453 (Fax)
If not satisfied by the decision, where and how to appeal	Appeal before the next higher authority

MANUAL-4

Norms set by it for the discharge of its function.

[Section-4(b)(iv)]

- SIRD conducts various training Programs based on training need assessment of all categories of stakeholders.
- The research and publications of SIRD are carried out after extensive consultation with elected representatives, academicians, exports, researches, social activists and common man.
- The Institute discharges its functions as per the instructions issued from Panchayati Raj Department, Govt. of Odisha from time to time.

MANUAL – 5

Rules, Regulations, Instructions, Manual & Records for discharging functions

[Section-4(b)(v)]

The institute is governed as per the rules, regulations and instructions issued by Panchayati Raj Department, Govt. of Odisha from time to time. Official files and registrars are the testimony of the records for discharging various functions of the institute.

MANUAL-6

A Statement of the categories of documents that are held by it or under its control [Section-4(b)(vi)]

6.1

Sl. No.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Booklet	<ul style="list-style-type: none">• Annual Report of Panchayati Raj Deptt.• Publications on Modules, Manuals & Resource Materials of SIRD• Trainee reference book on Five Modules	By order of Director, SIRD	Director, SIRD
2	Newsletter	Newsletters (Panchayat Samachar)	By order of Director, SIRD	Director, SIRD
3	Booklet	Annual Calendar of Programmes of SIRD & ETCs	By order of Director, SIRD	Director, SIRD

Note : Six different Modules being developed for PRI CB & T
of

Induction Module.

1. Role, Rule & Clarity for PRI Members.
2. Financial Management of Panchayats.
3. Social Welfare and Other Programmes.
4. Transparency and Accountability.
5. P R & RD Programmes.

MANUAL – 7

[Section-4(b)(vii)]

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 or implementation thereof

The institute extensively consults academicians, researchers, experts, Social activist and common people for preparing its study materials, reports and publications of different level.

Manual – 8

A Statement of boards, council, committees and other bodies constituted as its part [Section-4(b)(viii)]

8.1. Please provide information on Boards, Councils, Committees and Other bodies related to the Public authority in the following format.

1	Name & Address of the Affiliated body	Type of Affiliate body	Brief Instruction	Role	Structure & Member Composition	Head of the body	Address of main office & its branch	Frequency of meetings	Can public participate in the meeting	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes, please provide information about the procedure to obtain them
	<p>Project Steering Committee for “UN Women Project on Promoting Women’s Political Leadership and Gender Responsive Governance in India and South Asia” It is a joint venture of Govt. of India and UN Women implemented by MoPR & UN Women in 5 States namely Odisha, A.P., M.P., Rajasthan and Karnataka. State Governments especially PR Deptt and respective DRDAs are partners in the project.</p> <p>In each State, the Panchayati Raj / RD Department is the responsible party.</p>	Project	Project Cooperation Agreement signed with PR Deptt, GO.	For formulate strategies for ensuring capacity building for women empowerment – Review of Action Plan Organization of Mahila Sabha and Gram Sabha	<ol style="list-style-type: none"> 1. Commissioner-cum- Secy, PR Deptt 2. Director Social Welfare, Women & Child Dev. Deptt 3. Collector & Dist. Magistrate, Dhenkanal, Gajapati, Bhadrak & Sambalpur 4. Deputy Secy. (CB), PRD 5. Deputy Director, SIRD 6. Asst. Director, SIRD 7. State Project Officer, UN Women, Odisha 8. Programme Analyst, UN Women 9. Sr. Programme Consultant, UN Women, 10. DPOs of Dhenkanal, Gajapati, Bhadrak & Sambalpur 11. Programme Manager, UNICEF 	Commissioner-cum-Secy, PR Deptt	19A, Rajdoot Marg, Chana kyapur i, New Delhi	Annual	No	Yes	Yes

Manual – 9

Directory of Officers & Employees

[Section-4(b)(ix)]

9.1 Please provide information district-wise in following format

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
	Shri Nitin Bhanudas Jawale, IAS	Director	0674	2562645		2562453	sirdorissa@yahoo o.co.in	Unit-8, Bhubaneswar – 751 012
<p>1. Shri Saroj Kumar Dash - Deputy Director. 2. Smt. Amita Patra - Assistant Director. 3. Shri Subrat Kumar Mishra - Assistant Director. 4. Mrs. Luna Malla - Instructress, FM & A (DDO) 5. Shri Manorajnan Pattnaik - Instructor in Stat., Monitoring & Eva. 6. Shri Santosh Kumar Patra - Junior Instructor 7. Shri Prasanna Kumar Nayak - Instructor, ETC. 8. Smt. Puspanjali Mohapatra - Instructress, MLTC 9. Smt. Sanjukta Majhi - Instructress, MLTC 10. Smt. Sandhyarani Das - Instructress, MLTC</p>								
<p>11. Shri Ramakanta Rout - Head Clerk 12. Dr. Benudhar Rout - Librarian 13. Shri Ajay Kumar Ray - Junior Stenographer 14. Shri Manas Ranjan Dash - Junior Clerk 15. Shri Somanath Barik - Junior Clerk 16. Shri Prafulla Kumar Panda - Operator 17. Shri Abhaya Kumar Mulia - Data Entry Operator 18. Shri Rabinarayan Moharana - Typist 19. Shri Subhanarayan Sahoo - Jr. Clerk-cum-Typist, ETC 20. Shri Banamali Barik - Driver 21. Shri Maheswar Sahoo - Driver 22. Shri Debaraj Sahoo - Library Attendant</p>								
<p>23. Shri Mohan Behera - Mali 24. Shri Hrudananda Senapati - Mali 25. Shri Niranjana Pradhan - Office Peon 26. Shri Krushna Chandra Pattnaik - Cook 27. Shri Ajit Kumar Pattnaik - Chowkidar 28. Shri Gouranga Charan Behera - Chowkidar 29. Shri Nakula Jena - Attendant-cum-Chowkidar 30. Smt. Pratima Chowdhury Mohapatra - Orderly Peon 31. Smt. Golap Naik - Sweepress 32. Shri Sribasta Pati - Cook, ETC 33. Shri Udhaba Rana - Peon, ETC 34. Shri Shyamasundar Nayak - Chowkidar, ETC</p>								

Manual – 10

The Monthly remuneration received by each of its officers & employees including the system of compensation as provided in regulations

[Section-4(b)(x)]

	Name	Designation	Scale of Pay	Monthly Remuneration
1	Shri Nitin Bhanudas Jawale, IAS	Director (Special Project) & Director, SIRD.	Holding the post as Ex-Officio status	Monthly remuneration includes the DA and other allowances of Govt. inclusive of scale of pay and GP as applicable to Govt. employees as declared from time to time
2	Mr. Saroj Kumar Dash.	Deputy Director	15600-39100 with GP Rs. 6600/-	
3	Mrs. Amita Kumari Patra.	Asst. Director	9300-34800 with GP Rs. 5400/-	
4	Mr. Subrat Kumar Mishra.	Asst. Director	9300-34800 with GP Rs. 5400/-	
5	Mrs Luna Malla, OFS	Instructor in Financial	15600-39100 with GP Rs. 5400/-	
6	Mr. Manoranjan Pattnaik.	Instructor in S.M. & Evaluation	9300-34800 with GP Rs. 4600/-	
7	Vacant	Instructor in Rural Sociology	9300-34800 with GP Rs. 4600/-	
8	Vacant	Instructor in Rural Development	9300-34800 with GP Rs. 4600/-	
9	Vacant	Instructor in Panchayati Raj	9300-34800 with GP Rs. 4600/-	
10	Mr. Santosh Kumar Patra.	Junior Instructor	9300-34800 with GP Rs. 4200/-	
11	Mr. Ramakanta Rout.	Head Clerk	9300-34800 with GP Rs. 4200/-	
12	Vacant	Sr. Stenographer	9300-34800 with GP Rs. 4200/-	
13	Dr. Benudhar Rout.	Librarian	9300-34800 with GP Rs. 4200/-	
14	Mr. Ajay Kumar Ray.	Junior Stenographer	5200-20200 with GP Rs. 2800/-	
15	Vacant	Accountant	5200-20200 with GP Rs. 2800/-	
16	Vacant	Cashier-cum-Asstt.Storekeeper	5200-20200 with GP Rs. 2400/-	
17	Vacant	Senior Clerk	5200-20200 with GP Rs. 2400/-	
18	Mr. Manas Ranjan Dash.	Junior Clerk	5200-20200 with GP Rs. 1900/-	
19	Mr Somanath Barik	Junior Clerk	5200-20200 with GP Rs. 1900/-	
20	Mr. Rabi Narayan Moharana.	Typist	5200-20200 with GP Rs. 1900/-	
21	Mr. Prafulla Ku. Panda.	Operator	5200-20200 with GP Rs. 2000/-	
22	Mr. Abhaya Kumar Mulia.	Data Entry Operator	5200-20200 with GP Rs. 1900/-	
23	Mr. Banamali Barik.	Driver	5200-20200 with GP Rs. 2200/-	
24	Mr. Maheswar Sahoo.	Driver	5200-20200 with GP Rs. 2000/-	

25	Vacant	Driver	5200-20200 with GP Rs. 1900/-
26	Vacant	Treasury Sarkar	4930-14680 with GP Rs. 1750/-
27	Mr. Krushna Chandra Pattnaik.	Cook	4860-14680 with GP Rs. 1600/-
28	Mr. Niranjana Pradhan.	Peon	4860-14680 with GP Rs. 1600/-
29	Mr. Debaraj Sahoo.	Library Attendant	4930-14680 with GP Rs. 1750/-
30	Vacant	Peon	4440-14680 with GP Rs. 1300/-
31	Mrs. Pratima Ch. Mohapatra.	Orderly Peon	4750-14680 with GP Rs. 1500/-
32	Mr. Gouranga Behera.	Chowkidar	4860-14680 with GP Rs. 1600/-
33	Mr. Ajit Kumar Patnaik.	Chowkidar	4750-14680 with GP Rs. 1500/-
34	Mr. Nakul Jena.	Attendant-cum- Chowkidar	4860-14680 with GP Rs. 1600/-
35	Vacant	Mali	4750-14680 with GP Rs. 1500/-
36	Mr. Mohan Behera.	Mali	4860-14680 with GP Rs. 1600/-
37	Mr. Hrudananda Senapati.	Mali	4750-14680 with GP Rs. 1500/-
38	Mrs. Golap Naik.	Sweepress	4860-14680 with GP Rs. 1600/-
39	Vacant	Sweeper	4750-14680 with GP Rs. 1500/-
40	Mr. Prasanna Kumar Nayak.	Instructor (ETC)	9300-34800 with GP Rs. 4200/-
41	Mr. Subhanarayan Sahoo.	Junior Clerk-cum- Typist (ETC)	5200-20200 with GP Rs. 1900/-
42	Mr. Sribasta Pati.	Cook (ETC)	4860-14680 with GP Rs. 1600/-
43	Mr. Udhaba Rana.	Peon (ETC)	4750-14680 with GP Rs. 1500/-
44	Mr. Shyamasundar Nayak.	Chowkidar (ETC)	4750-14680 with GP Rs. 1500/-
45	Mrs. Puspanjali Mohapatra.	Instructress, MLTC	9300-34800 with GP Rs. 4600/-
46	Mrs. Sanjukta Majhi.	Instructress, MLTC	9300-34800 with GP Rs. 4200/-
47	Mrs. Sandhyarani Das	Instructress, MLTC	9300-34800 with GP Rs. 4200/-

Manual – 11

The Budget Allocated to each Agency [Section-4(b)(xi)]

(Particulars of all plans, proposed expenditures and reports on disbursement made)

11.1 Provide information about the details of the budget for different schemes in the given format:

SIRD does not implement any scheme other than organizing training programmes, workshops, taking up research studies and publications as and when desired by Government. Therefore point 12.1 is not applicable to this institute.

S.N.	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 & complete execution of the work

For other Public Authorities
Year 2012 – 2013

S.N.	Head	Proposed Budget (in Lakhs)	Sanctioned Budget (in Lakhs)	Amount released / Disbursed (no. of installments)	Total Expenditure (in Lakhs)
1	Non-Plan-SIRD	69.77	69.77	68.22/4	65.76
2	Plan – SIRD	55.51	55.38	55.38/2	54.30
3	Plan – ETC	15.31	15.31	15.31/2	14.98

MANUAL - 12

The Manner of Execution of Subsidy Programme [Section-4(b)(xii)]

Not applicable

MANUAL - 13

Particulars of Recipients of Concessions, permits or authorization granted by it. [Section-4(b)(xiii)]

Not applicable.

MANUAL - 14

Information available in an electronic form [Section-4(b)(xiv)]

- 14.1 Please provide the details of the information related to the various schemes which are available in the electronic form

Available in the website: www.odishapanchayat.gov.in
www.sirdodisha.org

MANUAL - 15

Particulars of the facilities available to citizens for obtaining Information [Section-4(b)(xv)]

- 15.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

- Training Programmes
- Research works
- Library
- Notice Board
- Annual Report & Newsletter
- Website – www.sidodisha.org
- Publication of Modules, Manuals and Resource Books.

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Other Useful Information [Section- 4(b)(xvii)]

Can be seen from the website: www.odishapanchayat.gov.in
www.sirdodisha.org