

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.
- Orientation Programmes for Officials working in the field of Panchayati Raj Administration & Rural Development.
- Facilitation of Development Programmes for better awareness & Social Mobilization for CSOs.

1.2 Mission / Vision Statement of the Public Authority.

- To undertake & assist in organization of Training, Conferences, Seminars & Lectures, in the context of Rural Development & Panchayati Raj Institutions in Odisha.
- 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 for dissemination of information & knowledge for Capacity Building.
- 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 & PR) & 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 Panchayati 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.

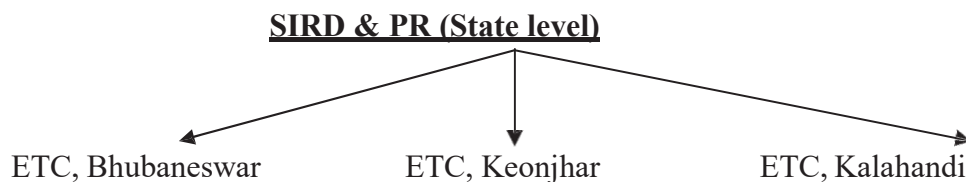
1.5 Main activities / functions of the Public Authority.

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

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 & PR for better understanding of various development programmes and schemes 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 feedback 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 & PR, its faculties, PD, DRDAs, APD (Trg.) of DRDAs and also BDOs and Extension officials of Panchayati 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 & Panchayati Raj, Unit – 8, Bhubaneswar – 751012

Other Office :

1. Extension Training Centre, SIRD & PR 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 day to day activities of the institute.
	Financial	As and when assigned by Director
	Others	Supervising, Coordinating, Attending Administrative Department works as and when assigned.
Duties	Coordinating 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	Coordinating 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	Imparity and coordinating training programmes & conducting 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-to-day 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 directive procedures 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 News Letters, 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 & PR
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 & PR
Contact information of above mentioned officers	Director, SIRD & PR, Unit-8, Bhubaneswar – 751012 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 & PR conducts various training Programs based on training need assessment of all categories of stakeholders.
- The research and publications of SIRD & PR are carried out after extensive consultation with elected representatives, academicians, experts, 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	<input type="checkbox"/> Annual Report of Panchayati Raj Deptt. <input type="checkbox"/> Publications on Modules, Manuals & Resource Materials of SIRD & PR <input type="checkbox"/> Trainee reference book on Five Modules	By order of Director, SIRD & PR	Director, SIRD & PR
2	Newsletter	Newsletters-Weekly Odisha (Panchayat Samachar)	By order of Director, SIRD & PR	Director, SIRD & PR
3	Booklet	Annual Calendar of Programmes of SIRD & PR & ETCs	By order of Director, SIRD & PR	Director, SIRD & PR

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 levels.

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.

	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
1	Vyakti Vikas Kendra, India #19 39 th Across, 11 th Main, 4 'T' Block Jayanagar, Bangalore 560082, (Local Office : Plot No. 400/1067, Patia, Bhubaneswar – 751031)	Educational Charitable Trust	MoU signed with SIRD&PR	Change the mindset of a team of local people through different programmes .Training Programme, Nav Chetna Shivir. Building capacities of local community for bottom up development approach to empower and motivate them in addressing issues related to health, education, skills development, livelihood generation, addiction and women empowerment	Director, SIRD&PR Chairman VKI	Director, SIRD & PR	#19 39 th Across, 11 th Main, 4 'T' Block Jayanagar, Bangalore 560082 Local Office : Plot No. 400/1067, Patia, Bhubaneswar – 751031	Annually	No	Yes	Yes

2	UN Women Office for India, Bhutan, Maldives & Sri LankaC-83, Defence Colony, New Delhi - 110024, INDIA	UN Organization	MoU signed with SIRD&PR	<ul style="list-style-type: none"> • Capacity Development strategies and approaches on Gender Responsive Governance at the PRI level developed. • Resource pool on Gender Responsive Governance at the PRI level established • Evidence based advocacy and network support on GRG conducted at the Panchayat level. • Strengthen Panchayat Resource Centres in selected districts. • Convergence model gender friendly beacon Panchayat piloted in one GP in each district. 	<ul style="list-style-type: none"> • Director, SIRD&PR • Representative , office for India, Bhutan, Maldives and Sri Lanka, Officer in charge Afghanistan Country Office 	Director, SIRD&PR	Office for India, Bhutan, Maldives & Sri LankaC- 83, Defence Colony, New Delhi - 110024, INDIA	Annually	No	Yes	Yes
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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 Girish S N,IAS	Director	0674	2562645		2562453	sirdorissa@gmail.com	Unit-8, Bhubaneswar – 751 012
1.	Shri Saroj Kumar Dash							
2.	Smt. Amita Patra							
3.	Shri Subrat Kumar Mishra							
4.	Mrs. Luna Malla							
5.	Shri Manorajnan Pattnaik							
6.	Shri Santosh Kumar Patra							
7.	Shri Prasanna Kumar Nayak							
8.	Shri Ramakanta Rout							
9.	Dr. Benudhar Rout							
10.	Shri Ajay Kumar Ray							
11.	Shri Manas Ranjan Dash							
12.	Shri Somanath Barik							
13.	Shri Prafulla Kumar Panda							
14.	Shri Abhaya Kumar Mulia							
15.	Shri Rabinarayan Moharana							
16.	Shri Subhanarayan Sahoo							
17.	Shri Banamali Barik							
18.	Shri Maheswar Sahoo							
19.	Shri Debaraj Sahoo							
20.	Shri Hrudananda Senapati							
21.	Shri Krushna Chandra Pattnaik							
22.	Shri Ajit Kumar Pattnaik							
23.	Shri Gouranga Charan Behera							
24.	Shri Nakula Jena							
25.	Smt. Pratima Chowdhury Mohapatra							
26.	Smt. Golap Naik							
27.	Shri Sribasta Pati							
28.	Shri Udhaba Rana							
29.	Shri Shyamasundar Nayak							

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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 Girish S.N, IAS	Director (Special Project) & Director, SIRD&PR.	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	Mr. Manas Ranjan Dash	Cashier-cum- Asstt. Store keeper	5200-20200 with GP Rs. 2400/-	
17	Mr. Rabi Narayan Moharana	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	Vacant	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	Vacant	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	Vacant	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/-

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 & PR 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 installment)	Actual expenditure for the last year	Responsible officer for the quality & complete execution of the work

For other Public Authorities
Year 2016 – 2017

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&PR	104.68	104.68	104.68	93.79
2	Plan – SIRD & PR	78.00	78.00	78.00	75.53
3	Plan – ETC	24.96	24.96	24.96	23.82

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.sirdodisha.nic.in

MANUAL - 15

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

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.sirdodisha.nic.in
- 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.sirdodisha.nic.in