

MANUAL – 1

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

About SIRD & PR (Public Authority):

The State Institute for Rural Development and Panchayati Raj (SIRD & PR), Bhubaneswar was established in 1964 as one of the core distinguished institutions of the country with the objective of becoming a regional training centre in the matter of conducting training programmes in tribal and community development. In the year 1967, Government of Odisha (GoO) took over the charge of the Institute. Presently SIRD & PR is a nodal institute for training, research, evaluation and consultancy in the field of rural development under the aegis of Panchayati Raj and Drinking Water Department, Government of Odisha, GoO.

SIRD & PR organizes various training programmes for elected members of 3-tier PRIs, NGOs and different levels of officials of PR and other line departments both through in-house and off-campus mode. It also develops necessary training curriculum for the participants and develops training modules for various training programmes undertaken in SIRD & PR and 3 ETCs (Bhubaneswar, Bhawanipatna and Keonjhar) of the State. It has also undertaken various case-studies, research programmes and action research projects.

Objectives:

- Transferring techno managerial skills to the functionaries and officials for strengthening capacities to discharge their functions effectively at grassroots level.
- Providing Strategic guidance to capacity building activities and establishing deliberative mechanism from District to Panchayat level
- Support the capacity building strategic framework of line departments and schemes related to Rural Development.

Vision:

The vision of SIRD&PR is to focus on training and programmes that benefit the rural poor, strive to energise the democratic decentralization processes, improve the operation and efficiency of rural development personnel, promote transfer of technology through its social laboratories, Technology Park and create environmental awareness. As a “think-tank” for the Ministry of Rural Development Government of India and Panchayati Raj and Drinking Water of State Government, SIRD while acting as a repository of knowledge on rural development would assist the State and Central Ministry in policy formulation and choice of options in rural development to steer in the changes.

Mission:

- Participatory capacity building training for Panchayati Raj functionaries (Both Representatives and Officials) for effective functions of good governance.
- Undertaking innovative Action Research Projects on different development activities.
- Monitoring and evaluation of Development Projects implemented by different departments in the State.
- Development of Innovative IEC and Training Manuals and Reference materials related to Local Governance.
- Policy Advocacy and Networking with Civil Society organizations for strengthening Local Self Governance.

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 – again named as the State Institute for Rural Development (SIRD) in the pattern of NIRD
- Since 2016, renamed 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&PR, Hyderabad,
- Ministry of Rural Development, Gol,
- Ministry of Panchayati Raj, Gol
- Panchayati Raj and Drinking Water Department, Govt. of Odisha.

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.

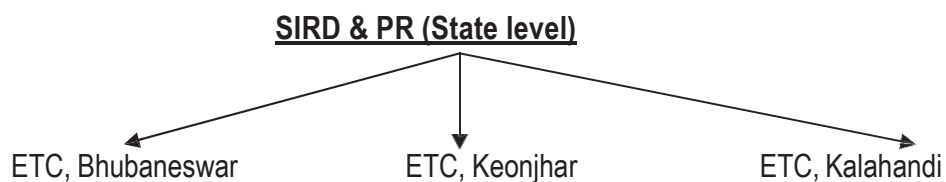
Main activities / functions of the Public Authority:

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

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.

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



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.

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.

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 and Drinking Water Department monitor the training programmes at different level.

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,
Gopabandhunagar, 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.

Office Hour

Morning hours of the Office	:	10.00 A.M.
Closing hours of the Office	:	5.30 P.M.
Lunch 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	Director	
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	Approving Authority
	Others	Liasioning with State and Central Government.
Duties	Conceptualizing, Planning, Implementing & Monitoring of training programmes & research works	
Designation	Joint 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	Instructor	
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/Authority
	Others	As and when assigned by Director / Authority
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-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/ Authority
	Others	As and when assigned by Director/ Authority

Manual – 3

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

The procedure followed to make a decision :

- As per the directive procedures followed by Govt. of Odisha from time to time

The documented procedure / laid down procedures / defined criteria

- Relevant Rules of Instructions & guidelines of Govt. from time to time should be followed

The arrangements to communicate the decision to public

- By News Letters, Post, Phone, Fax, E-mail & Special messengers

Who are the officers at various level:

- Instructor, Asst. Director, Joint Director & Director

Final authority that vets the decision

- Panchayati Raj and Drinking Water Department, Govt.of Odisha

Subject	Description
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 and Drinking Water 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 & Drinking Water 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	Books & Reports	<input type="checkbox"/> Annual Report of Panchayati Raj Deptt. <input type="checkbox"/> Publications on Modules, Manuals & Resource Materials of SIRD & PR	By order of Director, SIRD & PR	Director, SIRD & PR
2	Booklet	Annual Calendar of Programmes of SIRD & PR & ETCs	By order of Director, SIRD & PR	Director, SIRD & PR
3	Panchayat Samachar (Newsletter)	Panchayat Samachar (Newsletter)	By order of Director, SIRD & PR	Director, SIRD & PR

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	UN-Women UNICEF OLM	UN Agency UN Agency Society under PR&DW Deptt.	MoU signed with SIRD&PR for implementation of different assignments as per the MoU.	Technical support for Capacity Building & Training activities	As per the MoU	Director, SIRD	UN-Women Office for India, Bhutan, Maldives & Sri Lanka C- 83, Defense Colony, New Delhi - 110024, INDIA UNICEF 44, Surya Nagar, Bhubaneswar - 751003 OLM SIRD&PR Campus, Unit-8, Bhubaneswar - 12	Depending upon the requirement	No	Yes	NO

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			
1	Ms. Roopa Mishra, IAS	Director		2562645		2562453	sirdorissa@gmail.com sirdodisha@nic.in	Unit-8, Bhubaneswar – 751012

1	Shri Saroj Kumar Dash	Joint Director.
2	Smt. Amita Patra	Assistant Director.
3	Dr.Subrat Kumar Mishra	Assistant Director.
4	Smt. Anamika Adhikari	Instructor in Panchayati Raj
5	Mrs. Luna Malla	Instructor, FM & A and DDO
6	Shri Ramesh Chandra Dash	Instructor in Stat., Monitoring & Evaluation
7	Shri Santosh Kumar Patra	Junior Instructor,
8	Shri Ramakanta Rout	Head Clerk
9	Dr. Benudhar Rout	Librarian
10	Shri Ajay Kumar Ray	Senior Stenographer
11	Shri Rabinarayan Moharana	Senior Clerk
12	Shri Manas Ranjan Dash	Cashier-cum-Asst. Store Keeper
13	Shri Somanath Barik	Junior Clerk
14	Shri Prafulla Kumar Panda	Operator
15	Shri Abhaya Kumar Mulia	Data Entry Operator
16	Shri Banamali Barik	Driver
17	Shri Maheswar Sahoo	Driver
18	Shri Debaraj Sahoo	Library Attendant
19	Shri Hrudananda Senapati	Mali
20	Shri Krushna Chandra Pattnaik	Cook
21	Shri Ajit Kumar Pattnaik	Chowkidar
22	Shri Gouranga Charan Behera	Chowkidar
23	Shri Nakula Jena	Attendant-cum-Chowkidar
24	Smt. Pratima Chowdhury Mohapatra	Orderly Peon
25	Smt. Golap Naik	Sweepress
Extension Training Centre, Bhubaneswar		
26	Shri Prasanna Kumar Nayak	Instructor
27	Shri Subhanarayan Sahoo	Jr. Clerk-cum-Typist
28	Shri Sribasta Pati	Cook
29	Shri Udhaba Rana	Peon
30	Shri Shyamasundar Nayak	Chowkidar

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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)]

Sl. No.	Name	Designation	Scale of Pay	Monthly Remuneration
1	Ms. Roopa Mishra, IAS	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
2	Mr. Saroj Kumar Dash.	Joint Director	Rs. 78,800 – 2,09,200/- (Level-14) Pay Rs. 1,02,800/-	
3	Mrs. Amita Kumari Patra.	Asst. Director	Rs. 56,100 – 1,77,500/- (Level-12) Pay Rs. 80,000/-	
4	Dr. Subrat Kumar Mishra.	Asst. Director	Rs. 56,100 – 1,77,500/- (Level-12) Pay Rs. 80,000/-	
5	Mrs. Anamika Adhikari, OAS (SB)	Instructor in Panchayati Raj	Rs. 67,700 – 2,08,700/- (level-13) Pay Rs. 76,200/-	
6	Mrs Luna Malla, OFS-I (JB)	Instructor in Financial Management & Accounts and DDO.	Rs. 56,100 – 1,77,500/- (Level-12) Pay Rs. 69,000/-	
7	Mr. Ramesh Chandra Dash	Instructor in S.M. & Evaluation	Rs. 47,600 – 1,51,100/- (Level-11) Pay Rs. 66,000/-	
8	Vacant	Instructor in Rural Sociology	Rs. 44,900 – 1,42,400/- (Level-10)	
9	Vacant	Instructor in Rural Development	Rs. 44,900 – 1,42,400/- (Level-10)	
10	Vacant	Instructor in Social Education	Rs. 44,900 – 1,42,400/- (Level-10)	
11	Mr. Santosh Kumar Patra.	Junior Instructor	Rs. 56,100 – 1,77,500/- (Level-12) Pay Rs. 67,000/-	
12	Mr. Ramakanta Rout.	Head Clerk	Rs. 35,400 – 1,12,400/- (Level-9) Pay Rs. 52,000/-	
13	Mr. Ajay Kumar Ray.	Sr. Stenographer	Rs. 44,900 – 1,42,400/- (Level-10) Pay Rs. 56,900/-	
14	Dr. Benudhar Rout.	Librarian	Rs. 47,600 – 1,51,100/- (Level-11) Pay Rs. 68,000/-	
15	Vacant	Junior Stenographer	Rs. 29,200 – 92,300/- (Level-8)	
16	Vacant	Accountant	Rs. 35,400 – 1,12,400/- (Level-9)	
17	Mr. Manas Ranjan Dash	Cashier-cum- Asstt. Store Keeper	Rs. 25,500 – 81,100/- (Level-7) Pay Rs. 44,800/-	
18	Mr. Rabi Narayan Moharana	Senior Clerk	Rs. 25,500 – 81,100/- (Level-7) Pay Rs. 35,300/-	
19	Vacant	Junior Clerk	Rs. 19,900 – 63,200/- (Level-4)	
20	Mr Somanath Barik	Junior Clerk	Rs. 19,900 – 63,200/- (Level-4) Pay Rs. 23,800/-	
21	Vacant	Typist	Rs. 19,900 – 63,200/-(Level-4)	

22	Mr. Prafulla Ku. Panda.	Operator	Rs. 23,600 – 74,800/- (Level-6) Pay Rs. 36,800/-
23	Mr. Abhaya Kumar Mulia.	Data Entry Operator	Rs. 21,700 – 69,100/- (Level-5) Pay Rs. 36,100/-
24	Mr. Banamali Barik.	Driver	Rs. 25,500 – 81,100/- (Level-7) Pay Rs. 44,800/-
25	Mr. Maheswar Sahoo.	Driver	Rs. 23,600 – 74,800/- (Level-6) Pay Rs. 41,400/-
26	Vacant	Driver	Rs. 19,900 – 63,200/- (Level-4)
27	Vacant	Treasury Sarkar	Rs. 18,000 – 56,900/- (Level-3)
28	Mr. Krushna Chandra Pattnaik.	Cook	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
29	Vacant	Peon	Rs. 16,600 – 52,400/- (Level-1)
30	Mr. Debaraj Sahoo.	Library Attendant	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 31,500/-
31	Vacant	Peon	Rs. 16,600 – 52,400/- (Level-1)
32	Mrs. Pratima Ch. Mohapatra.	Orderly Peon	Rs. 17,200 – 54,600/- (Level-2) Pay Rs. 26,000/-
33	Mr. Gouranga Behera.	Chowkidar	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
34	Mr. Ajit Kumar Patnaik.	Chowkidar	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
35	Mr. Nakul Jena.	Attendant-cum- Chowkidar	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
36	Vacant	Mali	Rs. 16,600 – 52,400/- (Level-1)
37	Vacant	Mali	Rs. 16,600 – 52,400/- (Level-1)
38	Mr. Hrudananda Senapati.	Mali	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 29,700/-
39	Mrs. Golap Naik.	Sweeprress	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
40	Vacant	Sweeper	Rs. 16,600 – 52,400/- (Level-1)

Extension Training Centre, Bhubaneswar

1	Mr. Prasanna Kumar Nayak.	Instructor	Rs. 56,100 – 1,77,500/- (Level-12) Pay Rs. 69,000/-
2	Mr. Subhanarayan Sahoo.	Junior Clerk-cum- Typist	Rs. 23,600 – 74,800/- (Level-6) Pay Rs. 35,700/-
3	Mr. Sribasta Pati.	Cook	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 31,500/-
4	Mr. Udhaba Rana.	Peon	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-
5	Mr. Shyamasundar Nayak.	Chowkidar	Rs. 18,000 – 56,900/- (Level-3) Pay Rs. 30,600/-

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 11.1 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 2018 – 2019

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	121.94	121.94	121.94	120.82
2	Plan – SIRD & PR	83.11	83.11	83.11	79.08
3	Plan – ETC	31.45	31.45	31.45	29.95

Year 2019 – 2020

Financial Year for 2019-20 could be provided only after the final budget 2019-20 placed & passed in Assembly.

MANUAL - 12

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

Not applicable

MANUAL - 13

Particulars of Receipts 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
- Web site – www.sirdodisha.nic.in
- Publication of Modules, Manuals and Resource Books.

Manual-16

The names, designation & other particulars of the Public Information Officers [Section-4(b)(xvi)]

16.1. Please provide contact information about the Public Information Officers, Asst. Public Information Officers & Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority: State Institute for Rural Development & Panchayati Raj, Bhubaneswar

Asst. Public Information Officers:

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Somanath Barik	Jr. Clerk	0674	2562645	--	2562453	sirdorissa@gmail.com	SIRD & PR Unit-8, Bhubaneswar-751012

Public Information Officers:

Sl	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Santosh Kumar Patra	Jr. Instructor	0674	2562645	NA	2562453	sirdorissa@gmail.com	SIRD & PR, Unit-8, Bhubaneswar-751012

First Appellate Authority:

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Mr. Saroj Kumar Dash	Joint Director, SIRD & PR	0674	2562645	NA	2562453	Sirdorissa@gmail.com	SIRD & PR, Unit - 8, Bhubaneswar-751012

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

Can be seen from the website: www.sirdodisha.nic.in