

PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005 OF DISTRICT RURAL DEVELOPMENT AGENCY, GANJAM

Manual 1

Particulars of organisation, functions and duties

[Section 4(1)(b)(I)]

Particulars of function and duties of officers:- As in the Manual-II

1 Aims and objective of the organisation of Zilla Parishad, Ganjam.

The 73rd Amendment & Article 243(G) of the constitution of India as endowed 21 subjects out of 29 enlisted in the 11th Schedule have been devolved to the control of PRIs for the present. The PRIs prepare the Plan for economic development & Social justice and implement such scheme as devolved to their control as under:-

DEPARTMENT OF AGRICULTURE & COOPERATION

AGRICULTURE

Zilla Parishad

Credit

1. Prepare credit plan.
2. Ensure timely credit availability and linkage between agriculture development and credit institutions and credit mobilization.

Risk Management.

FISHERIES & ANIMAL RESOURCE DEVELOPMENT

Mal husbandry dairy and poultry

Dev.work

1. Assess the need and formulate projects for the establishment, improvement and maintenance of breeding farms for cattle, sheep, goats and hatcheries.
2. Funding shall be arranged by the Zilla Parishad from their own resources.

Diary.

1. Monitor the functions of veterinary services.
2. The necessity for establishment of Veterinary Mobile Health Clinics.
3. Strengthening of infrastructure of Veterinary Services Institutions are to be simultaneously taken care of by Zilla Parishad along with monitoring of veterinary services.

Feeding and fodder including

1. Propagate production of nutritive fodder and promote proper feeding of animals.

Diary Development.

1. Assist Dairy Dev. Boards and Co-operatives in the Dev. of infrastructure for milk collection, collection centers, transportation and processing.
2. As regards Dairy Dev. funding for the programmes as sited out in the mapping may be provided over and above of the grant made available by the Department to OMFED.

FISHERIES

Developing of inland fisheries.

1. Formulate projects for fisheries development.
2. Technically appraise and approve projects for development of inland water bodies for fisheries.
3. Promote and encourage fish seed production farms.
4. Arrange training of fishermen in modern management techniques for fish production.

5. procure and supply fishing equipment for distribution among selected fishermen's co-operatives and beneficiaries.

Dev.of marine fisheries.

1. Procure and supply motorized and modern Develop brackish water fisheries.

Dev.of marketing processing infrastructure.

1. Encourage private entrepreneurs to establish processing, packaging and storage facilities.

2. Assist in establishing other marketing infrastructure.

Welfare measures.

Promote group insurance schemes for fishermen.

WOMEN AND CHILD DEVELOPMENT

Socio-eco-dev-of women

1. Promote equal opportunity to women in all sectors of development-social economic and political.

2. Mobilize social support against social evils like dowry, gender biases like killing girl child at birth, discrimination in educating girl child, etc.

3. Promote opportunities for women to engage themselves in income generating activities.

4. protect the interests of women workers in the unorganized sector.

5. Ensure payment of minimum wages to women agricultural laborers.

Integrated child dev.

1. Supervise, guide and support services (ICDS) for implementation of ICDS projects.

2. Monitor functioning of the scheme in the district.

3. Promote people's participation in programmes through involvement of local leadership.

4. Selection of Anganawadi Workers as prescribed by Govt.

Welfare of the disabled.

1. Inspect, supervise and monitor voluntary organizations receiving grant-in-aid from Ministry of Welfare GOI for rehabilitation of persons with disability.

2. Identify and promote voluntary organs receiving grant-in-aid from the Minor Welf.Govt.of India for rehabilitation of leprosy patients.

Adoption of children as per prescribed law/rules.

Identify voluntary organizations which deal with the adoption of destitute, abandoned, orphaned and relinquished children by giving the child for growth and development to parents other than the child's biological parents, and help in the adoption of orphaned children.

SOCIAL WELFARE

Welfare of the aged

Identify destitute and aged persons and help them in taking shelter in voluntary organizations, which receive grant-in-aids from the Ministry of Welfare State Govt. for running old age homes; and for giving old age pension.

SCHOOL AND MASS EDUCATION

PRIMARY EDUCATION

Expansion & Dev.of Edu-facilities

Assess the requirements of schools, teachers, equipment, etc.in the district and plan for them. Supervise and monitor quality of educational services.

Campaign for full enrolment and reduction of dropouts.

Establishment & maintenance of hostels, and other welfare measures for target group studies.

Assessment of requirement for hostels of target group students and plan them.

Supply school uniforms and books etc. for target group students.

ADULT AND NON FORMAL EDUCATION

Planning and implementation of adult and non-formal education total literacy campaign.

1. Identify suitable locations for establishing adult education centers.
2. Select volunteers and supervisors for teaching and maintenance of centers.
3. Supply all relevant infrastructure and educational materials to centers.
4. Supervision and monitoring of the activities.
5. Organize total literacy campaign.

HEALTH & FAMILY WELFARE

HEALTH INCLUDING HOSPITALS,PRIMARY HEALTH CENTRES & DISPENSARIES.

Health care.

1. Plan through health committees to provide physical infrastructure.
2. Co-ordinate communicable diseases programme with the State.
3. Co-ordinate construction and maintenance and supervision of PHCs.
4. Promote school health programmes.
5. Organize health awareness rallies and camps.

FAMILY WELFARE.

Maternal and Child Health (MCH) Centers.

1. Co-ordinate with State/National agencies.
2. Assist in immunization Programme.
3. Propagate family planning methods.
4. Assisting family planning and RCH Programme.
5. Organize IEC/Health and FW promotional campaigns.
6. Promote school health programmes.
7. Procure, supply and distribute meals for children, medicines and equipment for ICDS centers.
8. Train ANMS and others.
9. Liaise with State/National Level Health Programmes.

SC AND ST DEVELOPMENT

WELFARE OF SCHEDULED CASTE & SCHEDULED TRIBE

Eradication of un-touch ability

1. Assist Victims in getting legal aid.
2. Supervising survey of untouchables prone areas.
3. Promoting inter caste marriage and giving incentives.
4. Making efforts for doing publicity about the provisions of the PCR Act.
5. Dissemination of information regarding the PCR Act 1995 in regional language.

Curbing Atrocity against SC/ST

- Assist victims in getting legal aid.
- Supervising survey for identification of atrocity prone areas.
- Giving wide publicity about the provisions of the SC & STs Atrocities (Prevention) Act.1980
- Monitoring disbursement of monetary relief to the victims of atrocity at the prescribed rates. Translation of SC & ST Atrocities (Prevention) Act 1980 in regional language.

Educational Development.

Monitoring construction of building for the Boys, Hostels, Girls Hostels for SC/ST students.

Economic Development.

Supervision.

FOOD SUPPLY AND CONSUMER WELFARE

Distribution of PDS Commodities.

Identification of beneficiaries and distribution of ration cards.

Linking PDS with Poverty

1. Assessing demand for food grain for distribution as a part of wages under Employment Generation Schemes.

Alleviation Programmes and

Employment Generation Schemes.

2. Maintain vigilance in the supply and distribution of food grains as part of wages.

PANCHAYATI RAJ

MINOR FOREST PRODUCE

Regeneration of MFP species.

1. Plan raising MFP plantation in concentrated blocks to facilitate collection and marketing.
2. Encourage cultivation of MFP in existing forest, degraded forest lands, barren an uncultivable area, and community wastelands.
3. Encourage plantation of MFP such as gum, resin, medicinal plants, aromatic plants, leaves, and oil seeds. Tams and dues.
4. Promoting plantation of MFP species in drought prone, desert areas and under social forestry activity under SGSY particularly

Training.

Organize training for scientific tapping of gums, resins and grading of MFPS.

MFP collection

1. Monitor MFP collection activities in forest ranges.
2. Timely payment of collection

Processing and marketing charges.

1. Set up small-scale industrial units for value addition to MFPS.
2. Establish godowns for storage of MFPS.
3. Strengthen market intelligence and market extension.

RURAL HOUSING INCLUDING INDIRA AWAS YOJANA

Approval of PS's plan and sanctioning of fund for rural housing schemes. Determine design and unit cost for guidance to PS/GPs keeping in view technical advice and beneficiary needs.

Supervision and monitoring of rural housing schemes. Formulate water supply schemes
Technically appraise and approve schemes proposed by PSs and GPs
Award contracts for the execution of major schemes outside PS and GP plans
Establish water-testing laboratories for control of chemical and biogenic impurities.
Monitor and supervise the progress, quality of work and target achievement.

ROADS, CULVERTS, BRIDGES, FERRIES, WATERWAYS & OTHER MEANS OF COMMUNICATION:

Development of road network and accessibility Identify village as per MNP norms inaccessible by all weather road and formulate projects for construction of link roads connecting more than one PS.

Improvement and maintenance of the existing roads/culverts and bridges. 1. Conduct traffic volume survey and identify road sections needing improvement in capacity.
2. Monitor and supervise the quality of works.

Development of waterways, ferrying, 1. Identify waterways suitable for construction jetties for ferry services.

NON CONVENTIONAL ENERGY

Assessment of districts energy Consolidate PSs plans for energy requirement and supply through non-conventional means.
Promote non-conventional energy devices and sources.

Promoting non-conventional sources Promote and popularize energy saving devices.
Co-ordinate different agencies including NGOs for promotion of alternative sources of energy.

POVERTY ALLEGIATION PROGRAMME

Planning and implementation of poverty alleviation programmes. Co-ordinate with other departments and agencies.
Development training infrastructure.
Prepare plan for poverty alleviation programmes at district level.
Supervise and review implementation of different poverty alleviation programmes.
Review schemes implemented in Drought prone Areas.
The ZP in active co-operation with the PS and Dist.Planning Committee may arrange decentralized planning.
Review and supervise schemes implemented under the grants recommended by the Central Finance Commission for local bodies.

Wage employment programmes. Prepare ZP level shelf of projects and desegregate it into plans that can be implemented by PS and GP plans.
Formulate projects outside PS and GP
Assign projects to PSs, GPs and NGOs and various other agencies and departments for execution.
Approve, sanction and release funds to PSs, GPs and other organizations for the execution of ZP projects.
Release funds to PSs as per prescribed norms.
Provide funds for maintenance of assets created under Centrally Sponsored Schemes and State Sponsored Scheme.

Inspect muster rolls and check quality of workers and wage materials ratio as per guidelines.
Monitor and supervise progress of programmes.
Submit quarterly returns and utilization certificates to GOI and State Govt for release of next installments.

MARKETS AND FAIRS

Identification of location and

Identify locations for marketing rural products and formulating projects.

Regulating wholesale and retail

Supervise and monitor marketing activities.

WATER RESOURCES.

MINOR FOREST PRODUCE

Development of MI (Ayacut up to 100 Acres) system. Drainage system, water harvesting structures and water management.

1. Formulate Dist.Plan for MI projects.
2. Assign projects to PS and GP.
3. Development of drainage system in water logged areas.
4. Suggest projects for percolation tank, check dams and land leveling.
5. Supervise monitor and review of the progress and quality of works by the subject committee.
6. Co-ordinate between various departments and agencies funding MI projects.

Water management.

1. Propagate modern water management delivery methods through Pani panchayats, WALMI and other agencies.
2. Propagate use of sprinkler and drip irrigation in drought prone/water scare area through Pani Panchayats, WALMI and other agencies.

Aims and objective of the organisation of DRDA, Ganjam.

The main objectives of the DRDA, Ga ganjam as under:-

- 1) To identify, the target groups i.e small and marginal farmers, agricultural labourers, share croppers, rural artisans and non-agricultural labourers and other weaker sections and their problems in the area.
- 2) To draw up plans for investment and production activities to be undertaken by the target groups for solving these.
- 3) To execute these plans for the benefit of the target groups either directly or through others in coordination with the existing Agencies engaged in this direction in the field whether private, public or cooperative, Corporation, Cooperative Banks, Commercial Banks, Departments of the State and Central Government etc.
- 4) To review the progress of the execution of these activities as well as effectiveness of the benefits directed towards the target groups.
- 5) Take steps to arrange adequate credit for target groups by providing grants to the credit institutions operating in the area to cover any loaning risk that they may be exposed in financing the target groups.
- 6) To give such assistance including grants to the target groups as may be necessary for furthering the purposes of the plans and schemes undertake or supported by society.
- 7) To organise and arrange for providing supplies of agricultural and other inputs required for the target group.
- 8) To arrange and organise supplies of improved equipments to the target group.
- 9) To arrange and organise the provision of custom services to be let out to the target groups.
- 10) To render assistance for development of agriculture. Animal Husbandry, Farm Forestry, Sericulture, Fisheries, Fural Industries etc. for the benefit of the identified beneficiaries.
- 11) To undertake directly or through other works programme such as irrigation, land levelling, graded bunding, soil conservation, land reclamation, etc. as may be deemed necessary beneficial to the SMALL FARMERS AND MARGINAL FARMERS.
- 12) To orginise processing amd marketing activities of the agriculture, livestock, diary and finashed products of the target groups.
- 13) To assist and strengthen the marketing and processing societies and organisations.
- 14) To invest the funds or the money entrusted to the society upojn such security or in any such manner, as may, from time to time be determined by the Governing body and from time to time to sell or transpose such investment.
- 15) To emply directly or indirectly by grants to other institutions / persons to further the programme to be undertaken / supported by the society.
- 16) To do all lsuch things as may be considered necessary by the society and may be incidental or conductive to the attainment of objectives.
- 17) The Governing Body of the society shall be the body constituted as such under the regulations of the society.

2

Mission / Vision

Economic development & Social justice and implement such schemes for economic Development & social justice.

3 History and back ground of its establishment

The 73rd Amendment & Articles 243(G) of the constitution of India empowered the Legislature of a State, by Law to be endowed with adequate responsibilities and power to the PRIs to enable them to function as the “ Institution of Self Government and also by Law provided for devolution of powers and responsible upon the PRIs. 21 subjects, out of 29 enlisted in the 11th. Schedules have been devolved to the control of the 3 tier PRIs along with resources directly to them.

The 3- tier PRIs, of its own, plan, prepare and formulate schemes, undertake execution and monitor the same as may be entrusted by the State Govt & matters enlisted in 11th Schedules. The Zilla Parishad, Ganjam is one of the PRIs and is the apex body of the Ganjam Dist. After completion of ward member, Sarpanch, Panchayat Samiti members, Z.P members and Chairman, P.S, elect to the President Z.P. The voters for election of post of President are 69 Nos.of Z.P members. Any elected ZP member contest for the post of the president ,Zilla parishad..

The D.M cum Collector, Ganjam as the Election Officer declares the name of elected person as President, Zilla Parisad. The political parties participate in election with party symbol. Now, BJD candidate is ruling as working President.Z.P.

Z.P meets once in 90 days, a quarter . The President convinces the ZP meetings in the Conference Hall. DRDA, Ganjam Chatrapur in a quarter or else the special meeting in case of exigency. He also call a meeting having requisition in writing of members not less then 1/3 rd of the total members within a period of 30 days.

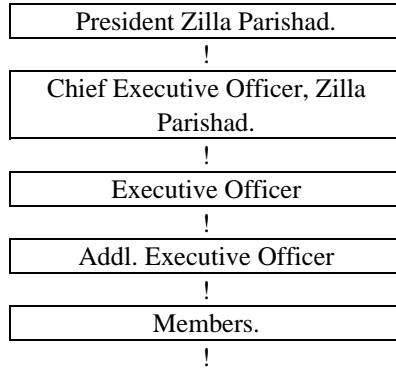
The Notice of such meeting with agenda is being given not less then before 7 days. The quorum of the meeting is 1/3rd of members present. The President initiates the discussion and lead as per agenda and all members share / interact on the issues. Besides ZP members, District Level Officers attend the meeting and share in the discussion. The Secretary of ZP records the proceeding and circulates to its members after approval of the President.

The ZP on devolution control over the rural based socio economic and social justice nature of works. The Z.P composed of 3 nos of Sub-divisions,14 Tahasils, 22 Nos of Blocks, 475 no. of GPs.

The DRDA Ganjam is still functional. The President, ZP is the Chairman, DRDA, Ganjam. The meeting of ZP & DRDA used to hold concurrently. The president approves all items of work and financial resources thereof received from Centre and State.

The DRDA, Ganjam is set up w.e.f. 16.11.1981 with Regd.No.GJM-125-67/81-82 dt. 16.11.81, unlike a business organization, **aimed at up-liftment of poor, down trodden, rural artisan, rural poor especially the BPL families. and rural development.**

4 **Organisation chart**



M.P-2	M.L.A-13	Z.P Members- 69
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P.S Chairmas- 22.

Zilla Parishad , Ganjam consists of the following members

1. President, Zilla Parishad, Sri Dharani Dhar Behera,
2. Vice-President Smt Banita Pradhan.
3. Chief Executive Officer, Zilla Parishad, Sri V. Karthikeain (IAS),
Collector & District Magistrate , Ganjam.
4. Executive Officer, Sri. R. Vineel Krishna, IAS, Project Director, DRDA, Ganjam.
5. Addl. Executive Officer, Zilla Parishad, Sri. Ashok Kumar Bhuyan, OAS(I) JB, Addl P.D (Admin), DRDA, Ganjam.
6. The Hon'ble MLA ,Berhampur, Chatrapur, Aska, Kodala, Kabisuryanagar, Bhanjanagar, Chikiti, Jaganathprasad, Khallikote, Dhorakote, Gopalpur, Sorada and Mohana are the members. The Hon'ble MP ,Lok Sabha , Berhampur, Hon'ble MP, Loksabha , Aska , Hon'ble MP, Loksabha, Phulbani are the memebers of Zilla Parishad.

ZILLA PARISHAD Members

SL.NO:	NAME OF THE MEMBER	ZONE NO.	RESERVATION STATUS.	PARTY AFFILIATION.
1	2	3	4	5
1	Smt. Madhumita Rauta	Aska-01	RW	INC
2	Sri. Narayan Behera.	Aska-02	UR	INC
3	Sri. Rakesh Kumar Patnaik	Aska-03	UR	BJP
4	Smt. Sujata Parida.	Aska-04	URW	BJD
5	Sri. Niranjan Sahu.	Kabisuryanagar-01	UR	BJD
6	Sri. Baikunthanath jena.	Kabisuryanagar-02	UR	BJD
7	Sri. Surath Chandra Pradhan.	Kabisuryanagar-03	UR	BJD

8	Smt. Lili Sangram Singh	Kukudakhandi-01	URW	BJD
9	Smt. Namita Patra.	Kukuda khandi-02	URW	BJD
10	Sri. Prafula Kumar Choudhury	Kukudakhandi-03	UR	BJD
11	Sri. Srinibas Pradhan.	Khallikote-01	UR	BJD
12	Smt. Bharati Sethi	Khallikote-02	SC	BJD
13	Sri. Raja Kishore Sathapathi	Khallikote-03	UR	BJD
14	Sri. P. Harikrushna Reddy.	Ganjam-01	UR	BJP(I)
15	Sri. Goutam Palai.	Ganjam-02	UR	INC
16	smt. E. Padmabati.	Chikiti-01	URW	BJD
17	Sri. Ashok Kumar Dalai	Chikiti-02	UR	BJD
18	Smt. V. Laxmi Reddy.	Chikiti-03	URW	INC
19	Sri. N. Girija Prasad Reddy.	Chatrapur-01	UR	IND
20	Sri. Kailash Chandra Polai.	Chatrapur-02	UR	IND
21	Sri. Surjyanarayana Patnaik.	Chatrapur-03	UR	BJD
22	Smt. K.Sabitri Pradhan	Jaganathprasad-01	STW	BJD
23	Smt. Mamata Behera.	jaganathprasad-02	URW	BJD
24	Sri. Pratap Chandra Panda.	Jaganathprasad-03	UR	INC
25	Smt. Gayatri Mohankuda.	Digapahandi-01	URW	BJD
26	Sri. Gopala Chandra Sahu.	Digapahandi-02	UR	BJD
27	Sri. B., Krishna Rao Subudhi.	Digapahandi-03	UR	BJD
28	Smt. Kuni Choudhury.	Digapahandi-04	URW	BJD
29	Smt. Sanjukta Bebartya.	Dhorakote-01	URW	BJP
30	Sri. Pratap Nayak.	Dhorakote-02	SC	BJP
31	Sri. Arsul Patra.	Dharamote-03	UR	INC
32	Sri. Koramani Sethi	Patrapur-01	SC	INC
33	Sri. Santhosh Kumar Patrao	Patrapur-02	UR	BJD

34	Sri. Krushna Chandra Gyanasamantra.	Patrapur-03	UR	INC
35	Sri. P.Narayana Rao	Purushottampur-01	BCC	BJD
36	Sri. Dinabandhu Padhialli	Purushottampur-02	BCC	BJD
37	Smt. Anusuya Behera.	Purushottampur-03	SC	BJD
38	Sri. Pramodkumar Jena.	Polosora-01	BCC	INC
39	sri. Rajendra Patro	Polosora-02	UR	INC
40	Sri. Satrugan Nayak.	Polosara-03	SC	INC
41	Smt. Bijyalaxmi Bhola	Buguda-01	BCW	INC
42	Smt. Birajamohini Nayak.	Buguda-02	BCC	BJD
43	Sri. Debaraj Behera	Buguda-03	SC	BJD
44	Smt. Pratima Raut.	Beguniapada-01	BCW	BJD
45	Sri. Jaganath Sethi	Beguniapada-02	SC	BJD
46	Sri. Kashinath Behera.	Beguniapada-03	SC	INC
47	Smt. Promodini Khanduala	Bellaguntha-01	BCW	INC
48	Sri. K.Krushnamurty Patra	Bellaguntha-02	BCC	INC
49	Sri. Magata Dala Behera.	Bellaguntha-03	BCC	BJD
50	Smt. Jhunu Pradhan	Bhanjanagar-01	BCW	BJD
51	Sri. Narashinga Pradhan	Bhanjanagar=02	BCC	BJD
52	Smt. Anupama Sahu	Bhanjanagar-03	BCC	BJD
53	Smt. P. Kamala Reddy.	Rongeilunda-02	BCW	BJD
54	Sri. Kamaraju Sethi	Rongeilunda-03	SC	BJD
55	Sri. Muchia Sethi	Sheragada-01	SC	BJD
56	Smt. Rina Sethi.	Sheragada-02	SCW	BJD
57	Sri. Bipinbihari Patra.	Sheragada-03	BCC	BJD
58	Sri. Damburudhar Mandala	Sanakhemundi-01	ST	BJD
59	Sri. Surendra Swain.	Sanakhemundi-03	BCC	BJD
60	Smt Babita Swain	Sanakhemundi -04	BCC	IND

61	Smt. Puspanjali Nayak	Sorada-01	BCW	INC
62	Sri. Duti Krushna Mallik	Sorada-02	ST	INC
63	Smti. Gitanjali Sabat	Sorada-03	STW	BJP
64	Smt. Mini Nayak.	Sorada-04	STW	BJP
65	Sri. D. Krushnamurty Dora	Hinjilicut-01	BCC	BJD
66	Smt. Rasmita Dolai.	Hinjilicut-02	BCW	BJD
67	Sri. Gandhi Charana Panda	Hinjilicut-03	UR	BJD

All the district level officers of Line Department related to Zilla Parishad are the ex-officio members.

Standing Committee of the Zilla Parishad : There are 7 Standing Committee under the Zilla Parishad as indicated below.

Name of the Standing Committee.	Subject in brief to be dealt by the Standing Committee	Chairman of the Standing Committee.	Designation	Nominated Members
1st Standing Committee.	Planning, Finance, Anti-Poverty Programme	Sri. Dharanidhar Behera, President, Zilla Parishad.	President, Zilla Parishad.	1) Sri Rakesh Ku. Patnaik, Zone 3, Aska - 3, 2) Sri Arsul Patro, Zone 31 Dharakote - 3, Sri B. Krishna Rao Subudhi, Zone 27, Digapahandi-3, Sri Surjyanarayan Patnaik, Zone 21, Chatrapur-3
2nd Standing Committee.	Agriculture, Animal Husbandary, Soilconservation, WHS, Horticulture, Fisheries	Sri Prafulla Ku. Choudhury,	Chairman, Zone 10, Kukudakhandi-3	Sri Debaraj Behera, Zone 43, Buguda-3, Sri Pratap Ch. Panda, Zone 24, J.N.Prasad-3, Sri Bipin Bihari Patro, Zone 58, Sheragada-3, Sri Kasinath Behera, Zone 46, Beguniapada-3
3rd Standing Committee.	Works, Irrigation, Electricity, Drinking water, Child welfare.	Smt. Banita Pradhan, Vice President, Zilla Parishad.	Vice President, Zilla Parishad.	Smt. Namita Patro, Zone No; 9 Kukudakhandi-2, Smt Lilly Sangram Singh, Zone 8, Kukudakhandi-1, , Sri N.Girija Prasad Reddy, Zone No: 19 Chatrapur-1. Sri. P. Narayan Rao, Zone No: 35 Purushottampur-1.

4th Standing Committee.	Health, Social welfare including women & child welfare	Smt. Bharati Sethi,	Chairman, Zone No:12 Khallikote-2	Smti Anusaya Behera, Zone No: 37- Purushottampur-3., Smt. Rasmita Dalai, Zone 68, Hinjilicut-2, Smt. Pratima Rout, Zone 44, Beguniapada-1, Smt. Gayatri Mahankuda, Zone 25, Digapahandi-1
5th Standing Committee.	Public distribution system, welfare of weaker section , Forest fuel , Fooder	Sri. Santosh Ku. Patro, .	Zone No: 33, Patrapur-2.	Sri. Magata Dala Behera, Zone No: 49 Belaguntha-3, Sri. Jaganath Sethi, Zone No: 45 Beguniapada-2, Sri. Gandhi Charana Panda, Zone no: 69 Hinjilicut-3, Sri. Ashok Ku. Dalai, Zone No: 17 Chikiti-2.
6th Standing Committee.	Handi Craft, Cottage Industry, Khadi & Houseing	Sri. Narashinga Pradhan, Zone No: 51 Bhanjanagar-2,	Zone No: 51 Bhanjanagar-2.	Sri, Kamaraju Sethi, Zone No: 55, Rangeilunda-3, Sri Kailash Ch. Polai, Zone 20, Chatrapur-2, Sri.Damburudhar Mandal, Zone 59, Sanakhemundi-1 Sri. Goutam Polai, Zone No: 15 Ganjam-2..
7th Standing Committee.	Education Sports, Culture	Sri, Sarath Pradhan, Zone No: 7, K.S.Nagar- 3.	Zone No: 7, K.S.Nagar-3	Smt. Jhunu Pradhan, Zone 50, Bhanjanagar-1, Sri P. Harikrishna Reddy, Zone 14, Ganjam-1, Sri Bijayananda Behera, Zone-32, Patrapur-1, Sri Mochia Sethy, Zone-56, Sheragada-1

Members of Governing body of the DRDA, Ganjam.

<u>Sl.No:</u>	<u>Name and address.</u>	<u>Occupation.</u>	<u>Designation.</u>
1	President Zilla Parishad, Ganjam.	Public service.	Chairman.
2	Member of Parliament, Aska.	Public service.	Member.
3	Member of Parliament, Berhampur.	Public service.	Member.
4	Member of Legislative Assembly, Chatrapur.	Public service.	Member.
5	Member of Legislative Assembly, Gopalpur.	Public service.	Member.
6	Member of Legislative Assembly, Berhampur.	Public service.	Member.
7	Member of Legislative Assembly, Chikiti..	Public service.	Member.
8	Member of Legislative Assembly, Aska.	Public service.	Member.
9	Member of Legislative Assembly, Bhanjanagar.	Public service.	Member.
10	Member of Legislative Assembly, K.S.Nagar..	Public service.	Member.
11	Member of Legislative Assembly, Kodala.	Public service.	Member.
12	Member of Legislative Assembly, Surada..	Public service.	Member.
13	Member of Legislative Assembly, Mohana..	Public service.	Member.
14	Member of Legislative Assembly, Khallikote.	Public service.	Member.
15	Member of Legislative Assembly, J.N.Prasad.	Public service.	Member.
16	Member of Legislative Assembly, Hinjilicut.	Public service.	Member.

17	1/3 of Panchayat Samiti Chair persons to be nominated by rotation in alphabetical order for teneure of one year, one of whom must belong to S.C/S.T and other a women.	Public service.	Member.
17.1	Smt. Anjana Mallik, S.T(W), Surada.	Public service.	Member.
17.2	Smt. Kalpana bhola, OBC(W), Aska.	Public service.	Member.
17.3	Sri. Devaraj Sahu, Beguniapada.	Public service.	Member.
17.4	Sri. Prasant Kumar Nayak, Bellaguntha.	Public service.	Member.
17.5	Sri. Jhunu Nayak, S.C(W), Bhanjanagar.	Public service.	Member.
17.6	Smt. Biraja Mohini Nayam, (W), Buguda.	Public service.	Member.
17.7	Smt. Gianjali Swin, OBC(W), Chatrapur.	Public service.	Member.
17.8	Smt. Jhunu Nayak, S.C (W), Chikiti.	Public service.	Member.
18	Chairman of standing committees of the Zilla Parishad.	Public service.	Member.
18.1	Sri. Dharanidhara Behera, President, Zilla Parishad, Ganjam.	Public service.	Member.
18.2	Sri. Niranjana Sahu, Zone No: 8--2nd Standing Committee.	Public service.	Member.
18.3	Smt. Banita Pradhan, Vice President, Zilla Parishad--3rd Standing	Public service.	Member.
18.4	Smt. Lili Sangram Singh, Zone No: 8 -- 4th Standing Committee.	Public service.	Member.
18.5	Sri. Ashok Kumar Dolai, Zone No: 13 -- 5th Standing Committee.	Public service.	Member.
18.6	Sri. Narashigh Pradhan, Zone No: 51 -- 6th Standing Committee.	Public service.	Member.
18.7	Sri. Srinivas Pradhan, Zone No: 11 -- 7th Standing Committee..	Public service.	Member.

19	Collector, Ganjam	Government Service.	Member & C.E.O.
20	Head of the Central Cooperative bank of the District.	Public service.	Member.
21	Chairman, Reginal Rural Bank.	Bank service.	Member.
22	District Lead Bank Officer	Bank service.	Member.
23	NABARD representative at District.	Bank service.	Member.
24	General Manager, D.I.C	Government Service.	Member.
25	Representative of KVIB.	Government Service.	Member.
26	District Officer in-charge of Family Welfare Programme.	Government Service.	Member.
27	District Agriculture officer,	Government Service.	Member.
28	District Veterinary officer	Government Service.	Member.

29	District Fisheries Officer	Government Service.	Member.
30	District Employment Officer.	Government Service.	Member.
31	Project Officer ITDP.	Government Service.	Member.
32	District Forest officer	Government Service.	Member.
33	Regional / District Officer Scheduled Caste / Scheduled Tribe Finance Cooperation.	Government Service.	Member.
34	District Rural Water supply and Sanitation Officer.	Government Service.	Member.
35	Asst. Project Director (Women Dev.)	Government Service.	Member.
36	One Women worker / Organiser with actual experience of organising rural poor (to be nominated by chairman, DRDA)	Public service.	Member.
37	District Level Chairman of the Land Mortgage Bank.	Public service.	Member.
38	Representative of the District Mil Union (to be nominated by Chairman,	Government Service.	Member.
39	Two representatives of thw weaker section one of whom may be drawn form S.Cs & S.Ts. Theses representative may be the beneficiaries of the programme to be nominated by	Beneficiaries of schemes	Member.
40	A Member belonging to the minority community (to be nominated by Chairman, DRDA)	Public service.	Member.
41	Project Director, DRDA.	Government Service.	Member.
42	One nominee of the Ministry of Rural Areas & Employment.	Government Service.	Member.

5 Allocation of business.

As per the Orissa Zilla Parishad Act 1991/and Rules 2001.

6 Duties to be performed to achieve the mission.

As per the detail laid down in Chapter -II of the Zilla Parishad Act 1991.

7 Details of services rendered.

As per objective / Activities of Organisation.

8 Citizen interaction.

Citizen interaction elected representatives, through Pollisabha, Gramsabha, Standiong committees, Zilla Parishad meeting etc.

9 Postal address to the main office, attached/ subordinate office/ field units etc.

Zilla Parishad Ganjam, Chatrapur - 761020, Orissa.

10 Map of office location (Road chart)

Zilla Parishad / DRDA, Ganjam, Chatrapur, Orissa, Pin 761020 ----- N.H.-5 ----- Chatrapur Town Road (infront of Telephone Bhowan, Chatrapur)

11 Working hours both for office and public

10 A.M. to 5 P.M. on all working days

12 Public interaction, if any

11 A.M. to 12 noon. on all working days

13 Grievance redress mechanism

1. Grievance hearing is done on Saturdays except holiday and second Saturday of the Month.
2. There is a complain box placed in the Zilla Parishad / DRDA office.
3. Mail the complain in email address of DRDA - **ori-dganjam@gramsat.nic.in**

Manual 2
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]
Powers and Duties of Officers and Staff

Designation of the post	Administrative	Financial	Statutory	Others	Duties attached
Project Director, DRDA, Ganjam.	1.Sanction of leave Class-II Officers (up to 60 days) 2.Sanction of Annual periodical increment of Class-I & II officers. 3.Sanction of GPF advance 50% of credit amount. 4.Inspection of Block/GPs. 5.Approval of Casual level.	1.All the receipt/P.V/ RV passed. 2.Signing the cheques above 500/- in each case and within Rs.1.00 lakhs.	Implementation of all schemes aims at upliftment of the rural poors.		Over all administatrtion Implementation, execution, Monitoring and supervision of schemes i.e. SGSY/SGRY/SCHEMES/NFFWP/ RSVY/WATERSHED/IWDP/ BPL/M.P.LAD/ MLA LAD/ SPL.PROBLEM FUND/NREGS Etc.
Addl.Project Director, (Admn), DRDA, Ganjam.	1.Sanction of leave of Class-II, class-III and Class IV employees of DRDA, Ganjam 2.Sanction of Annual increment of Non-Gazettted Staff. 3.All Estt.files.	1.Expenditure on contingency up to 100/- in each case. 2.Signing of cheques up to 5000/- in each case. 3.Drawing of salaries.		1.He will remain in charge as P.D in absence of P.D.	1.SGSY 2.Inspection of works executed by GP. 3.Lifting progress of GP & PS. 4. Assembly Question and Court matters.
Addl.Project Director, (Finance), DRDA, Ganjam.	Head of Account Sections		1.Sign the cashbook.		1.GIA bills.

			2.Disbursement.	2.Distribution of allotment. 3.UCS. 4.CAG, AR, IR 5.Reconciliation of SB A/cs. 6.PAMIS BETAN of DRDA & Blocks.
Addl.Project Director (Tech) DRDA, Ganjam.			1.Technical sanction of Estimates above 5.00 lakhs Up to 10 lakhs and check measures thereof.	He is head of the Dev.works i.e. SGRY, NFFWP, NREGS, RSVY, SPL.PROKEN FUNDS MLA & MP LAD 11 th & 12 th F.C.Award. Spl.Problem Fund. CMRF & PMRF Etc.
A.P.D. (Scheme), DRDA, Ganjam.				1.IWDP 2.NFFWP (3) RSVY. (4)CRF (5) SHGs (SGSY) Monitoring. SGSY finances A/G BKVY RCP Swajadhar
APD (Credit)				
APD (Training)				1.All SGSY training programme. 2.Bonded & Child labor. 3.Implementation of IAY/NMAY
APD (MIS)			Statistic of DRDA	1.MPR & all meetings. 2.PD conference. 3.Participation Gramin Bharat. 4.MIRD regularly & fill information in the DRDA website 5.Monitory receipt Exp of schemes.

				<p>6.2nd installment proposal for SGRY, SGSY, IAY, NFFWP.</p> <p>7.Obtain MPRs from Block.</p> <p>8.Rural soft</p> <p>9.Priya soft.</p>
APD (G.P)	Scrutiny & find of GP budget.		Inspection of GPs.	<p>1.Maintenance of Assets Registers of GPs.</p> <p>2.Monitoring, supervision, action plan of GPs.</p> <p>3.Verification of cash and stocks of food grains in GPs.</p> <p>4.Ensure IAY selection in Palli Sabha & Grama Sabha correctly.</p>
Programme Officer.				<p>1.He is in charge of computer in all Blocks/DRDA, Ganjam.</p> <p>2.Gramsat/V-set programme.</p> <p>3.Impart training on PAMIS/BETAN SOFT WARE.</p> <p>4.Monitor & supervision of work of computer programme in Block & DRDA.</p>

Manual 3
Procedure followed in decision -making process
[Section 4(1)(b)(iii)]

Sl No	Activities	Level of action	Time Frame
1	Financial matters	Dealing Clerk --Head Clerk-- Addl. PD(Fin) -- PD,DRDA-- Collector cum CEO	As early as possible
2	Administrative mattare	Dealing Clerk -- Head Clerk-- Addl PD (Admn.) -- PD,DRDA-- - Collector cum CEO	As early as possible
3	Technical matters relating to WORKS / Engineering section	Dealing Clerk -- APD(tech) -- Addl PD(Tech)-- PD,DRDA-- Collector cum CEO	As early as possible
4	Statutory matters	Dealing Clerk -- APD Concerned --Addl PD (Admn.)-- PD,DRDA-- Collector cum CEO ---- President , ZP	As early as possible

Manual 4
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]

Illustration

Sl No	Activities	Time Frame/ Norm	Remarks
1	Dairy of letter	Immidiately	All the letters, petitions, applications, etc are to dairised in the same day
2	Dispatch of letter	Immidiately	All the letters are to be despatched on the same day
3	Typing job	Depending on the volume of the works and no of pages	

Manual 5
Rules, regulations, instruction, manuals, records for discharging function
[Section 4(1)(b)(v)]

A list of rules, regulation, instruction and records for discharging functions available with the public authority for the smooth discharging of its functions.

List of Rules, regulations, instruction, manuals records

Sl No	Name of the act, rules, regulations etc	Brief gist of the Contents	Reference No if any	Price in case of priced publication
1	Orissa Zilla Parishad Act 1991		PR Department	Not mentioned by Govt.
2	Orissa Zilla Parishad Rule , 2001		PR Department	Not mentioned by Govt.
3	DRDA, Ganjam Bye-law -1981-82 & 1997-98.	Rules, regulation and activities of DRDA.	PR Department	Not mentioned by Govt.

Manual 6

A statement of categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Details of the records available is given below

A statement of the categories of documents held

Sl No	Nature of the Record	Details of information available	Units / Section where available	Retention period, where available
1	Zilla Parishad Meeting Proceeding	Proceeding of the Meeting held so far	Zilla Parishad Section	Permanent
2	Standing Committee meeting Proceeding	Proceeding of the Meeting held so far	Zilla Parishad Section	Permanent
3	District Vigilance and Monitoring committee	Proceeding of the 1ST Meeting held on 22.02.2005.	MIS Section of DRDA & DRDA PORTAL	Permanent
4	DRDA Governing body proceeding	Proceeding of the Meeting held so far	MIS Section of DRDA	Permanent
5	Physical and Financial acheivement under different schemes such as SGSY,SGRY, IAY, NREGA, IWDP	Monthly Progress Report , Annual Progress Report ,	MIS Section and in PRIASOFT & RURALSOFT	Permanent
6	Financial Records and Rules	All financial and accounting information including financial statement , audit reports	Accounts section of DRDA / ZP	Cash book and Bank book is permanent record
7	BPL List of 1997 census	Available	SGSY section	Permanent
8	Annual action Plan and Perspective Plan under NREGA	List of Projects GP wise and Blockwise	Engg cell & DRDA Portal	Permanent
9	Guidelines under SGSY, SGRY, IAY ,NREGA, IWDP,	Details in Booklet form	MIS Section , Engg cell, SGSY Section, , Watershed section	Permanent

Manual 7

Particulars of 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 committee and other bodies with which consultations are held

SI No	Name and address of the consultative Committees/ bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
1	DCC/ DLRC		Successful implementation of SGSY and other bankable schemes	Quarterly
2	Dist Vigilance Committee on Bonded Labour	Vide P.R Department Notification No: 6018/26.07.2004	Rehabilitation of Bonded Labour	Bi Monthly
3	Sub Vigilance Committee on Bonded Labour	a) Chatrapur- vide P.R Deptt. Notification No: 7903/21.08.2004, b) Berhampur- vide P.R Deptt. Notification No; 9877/ dt. 05.11.2005 and c) Bhanjanagar not yet been contituted.	Rehabilitation of Bonded Labour	Bi Monthly
4	Dist Watershed Advisory Committee	Constitution on 25.01.2003.	To advise, monitor and implementation of IWDP	Half yearly

Manual 8

A Statement of boards, Council , Committees and other bodies constituted

[Section 4(1) (b) (viii)]

List of boards, council , committees etc

SI No	Name and address of the body	Main functions of the body	Constitution of the body	Date of Constitution	Date up to which valid	Weather meeting open to Public	Weather minutes accessible to public	Frequency of the meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	Dist Vigilance & Monitoring Committee	Monitoring supervision of different Rural Development schmes funded by Ministry of RD, GOI	2004	22.011.2004	Till its supercession by Govt notification	No	Yes	Quarterly	
2	DRDA Governing Body	Reviews or Developmental works ,ensure successful execution , maintaince of accounts and compliance of procedures. The C.P. of DRDA	DRDA GB was constituted in the year which was re constituted vide PR Deptt notification 2020 dated	27.07.2007	Till its supercession by Govt notification	No	Yes	Quarterly	
3	Seven Standing Committees of ZP	To review Agrl& allied activitis, Health, Social Welfare, Works, Irrg, PDS, Forest, Fuel, Fodder, Handi craft, Industries, education, Sport and Culture.	27.07.2007	27.07.2007	Till its supercession by Govt notification	No	Yes	Quarterly	

Copies of detailed notification / orders for their constitutions attached

Manual 8

A Statement of boards, Council , Committees and other bodies constituted

[Section 4(1) (b) (viii)]

List of boards, council , committees etc

SI No	Name and address of the body	Main functions of the body	Constitution of the body	Date of Constitution	Date up to which valid	Weather meeting open to Public	Weather minutes accessible to public	Frequency of the meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	Dist Vigilance & Monitoring Committee	Monitoring supervision of different Rural Development schmes funded by Ministry of RD, GOI	2004	22.011.2004	Till its supercession by Govt notification	No	Yes	Quarterly	
2	DRDA Governing Body	Reviews or Developmental works ,ensure successful execution , maintaince of accounts and compliance of procedures. The C.P. of DRDA	DRDA GB was constituted in the year which was re constituted vide PR Deptt notification 2020 dated	27.07.2007	Till its supercession by Govt notification	No	Yes	Quarterly	
3	Seven Standing Committees of ZP	To review Agrl& allied activitis, Health, Social Welfare, Works, Irrg, PDS, Forest, Fuel, Fodder, Handi craft, Industries, education, Sport and Culture.	27.07.2007	27.07.2007	Till its supercession by Govt notification	No	Yes	Quarterly	

Copies of detailed notification / orders for their constitutions attached

Manual 9**[Section 4(1) (b) (ix)]**

SI No	Name and Designation of officers and employees of DRDA	Office Phone No	E-mail address
1	2	3	4
1	Sri. R. Vineel Krishna, IAS, Project Director, DRDA, Ganjam	263965, 263021(PD) / 263920 (Ext.) Addl PD (F) and Add. PD (A)/ 263552 (Fax) / Addl. P.D (A)- 260838 / Addl. P.D (F)- 260840 / Addl. P.D (Tech.) - 260841.	ori-dganjam@gramsat.nic.in
2	Sri. Ashok Ku. Bhuyan, OAS(I) JB, Addl. Project Director (Admn.)		
3	Addl. Project Director (Finance). Post vacant		
4	Sri. Bipra Ch. Pradhan, Addl. Project Director (Tech)		
5	Sri Dhiren Kumar Sethi, Asst. Project Director (MIS)		
6	Sri. Hrushikesh Padhy , Asst. Project Director(Tech.)		
7	Sri. Pradeepta Kumar Mahapatro, Programme Officer.		
8	Sri. Prafulla Kumar Gouda, Sr. Steno.		
9	Sri. Tirupati Balaji Das, Head Clerk		
10	Sri. Somanath Sahu, Jr. Clerk.		
11	Sri. Sudhira Kumar Badajena, Driver.		
12	Sri. Narashinga Gouda, Peon.		
13	Sri. Jogendra Polai, Peon.		
14	Sri. Prafulla Kumar Rana, Peon.		
15	Sri. Gandhi Nayak, 30 days engagement		
16	Sri. Madhu Nayak, 30 Days engagement Peon.		
17	Sri. Nilla Madhaba Panda, 30 Days peon.		
18	Sri. Bijaya Kumar Sahu, Sr. Clerk.		
19	Sri. P.Mukunda Rao, Sr. Clerk.		
20	Sri. Gouri Sankar Dash, Sr. Clerk.		

21	Sri. G. Seshu Reddy, Senior Clerk.	
22	Sri. Ch. Srinivasa Murty, Jr. Clerk.	
23	Sri. Akhila Kumar Sabat, Jr. Clerk.	
24	Sri. K.B.N. Patnaik, Jr. Steno.	
25	Sri. Gopasundar Panda, Jr. Clerk.	
26	Sri. Ch.S. Ranga Rao, Jr. Clerk.	
27	Sri. Santosh Kumar Swain, Peon.	
28	Sri. Kartika Bisioie, Peon.	
29	Smt. Tamala Gouda, Peon.	
30	Smt. Josoda Reddy, Peon.	
31	Sri. Kishore Kumar Kar, Computer Programmer.	
32	Sri Jagadish Panigrahy, Sr. Clerk.	
33	Sri. Jagadish Sahu, Night Watchman.	263023(President), 263965, 263021(PD / 263920 (Ext.) Addl. P.D (A)- 260838 / Addl. P.D
34	Sri Simanchal Das, J.E.(S)	
35	Sri Bijaya Ku. Panda, J.E.	
36	Sri Susil Ku. Panda, J.E.	
37	Sri S.K. Hotta, J.E. (S)	
38	Sri L.N. Patnaik, J.E. (S)	
39	Sri U.K. Pradhan, J.E.(S)	
40	Sri K.Ch. Sadangi, J.E.(S)	
41	Sri Harihar Mohapatro, J.E.(S)	

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)]

SI No	Name and Designation of officers and employees of DRDA	Pay scale / Monthly remuneration in Rs
1	2	3
1	Sri. R. Vineel Krishna, IAS, Project Director, DRDA, Ganjam	33477.00
2	Sri. Ashok Ku. Bhuyan, OAS(I) JB, Addl. Project Director (Admn.)	34439.00
3	Addl. Project Director (Finance). Post vacant	
4	Sri. Bipra Ch. Pradhan, Addl. Project Director (Tech)	26744.00
5	Sri Dhiren Kumar Sethi, Asst. Project Director (MIS)	24232.00
6	Sri. Hrushikesh Padhy , Asst. Project Director(Tech.)	27610.00
7	Sri. Pradeepta Kumar Mahapatro, Programme Officer.	24645.00
8	Sri. Prafulla Kumar Gouda, Sr. Steno.	22203.00
9	Sri. Tirupati Balaji Das, Head Clerk	19075.00
10	Sri. Somanath Sahu, Jr. Clerk.	12739.00
11	Sri. Sudhira Kumar Badajena, Driver.	13881.00
12	Sri. Narashinga Gouda, Peon.	10811.00
13	Sri. Jogendra Polai, Peon.	10495.00
14	Sri. Prafulla Kumar Rana, Peon.	10401.00
15	Sri. Gandhi Nayak, 30 days engagement	7047.00
16	Sri. Madhu Nayak, 30 Days engagement Peon.	7047.00
17	Sri. Nilla Madhaba Panda, 30 Days peon.	7047.00
18	Sri. Bijaya Kumar Sahu, Sr. Clerk.	15444.00
19	Sri. P.Mukunda Rao, Sr. Clerk.	16039.00
20	Sri. Gouri Sankar Dash, Sr. Clerk.	15919.00
21	Sri. G. Seshu Reddy, Senior Clerk.	15913.00
22	Sri. Ch. Srinivasa Murty, Jr. Clerk.	12950.00
23	Sri. Akhila Kumar Sabat, Jr. Clerk.	11841.00
24	Sri. K.B.N. Patnaik, Jr. Steno.	16368.00
25	Sri. Gopasundar Panda, Jr. Clerk.	13881.00
26	Sri. Ch.S. Ranga Rao, Jr. Clerk.	12950.00

27	Sri. Santosh Kumar Swain, Peon.	10336.00
28	Sri. Kartika Bisoi, Peon.	10401.00
29	Smt. Tamala Gouda, Peon.	10151.00
30	Smt. Josoda Reddy, Peon.	10336.00
31	Sri. Kishore Kumar Kar, Computer Programmer.	9300.00
32	Sri Jagadish Panigrahy, Sr. Clerk.	14618.00
33	Sri. Jagadish Sahu, Night Watchman.	9944.00
34	Sri Simanchal Das, J.E.(S)	22730.00
35	Sri Bijaya Ku. Panda, J.E.	23140.00
36	Sri Susil Ku. Panda, J.E.	22730.00
37	Sri S.K. Hotta, J.E. (S)	20252.00
38	Sri L.N. Patnaik, J.E. (S)	20968.00
39	Sri U.K. Pradhan, J.E.(S)	22823.00
40	Sri K.Ch. Sadangi, J.E.(S)	20841.00
41	Sri Harihar Mohapatro, J.E.(S)	22058.00

Manual 11

The budget allocated to each agency

[Section 4(1) (b) (x)]

Non-Plan budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
	Salary and Administration Expenses of ZP				
	Remuneration of SSS				

Plan budget 2005-2006

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent
SGSY	Self Employment	01.04.2005	31.03.2006	400.65	519.20
SGRY	Labour intensive work	01.04.2005	31.03.2006	1419.44	1162.20
NREGA	Labour intensive work	01.04.2005	31.03.2006	25.00	0.00
IAY(N)	No. of Houses	01.04.2005	31.03.2006	1148.00	1465.38
IWDP	Watershed project	01.04.2005	31.03.2006	69.69	55.30
DRDA Admin	Salery	01.04.2005	31.03.2006	86.34	88.91

Plan budget 2006-2007

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent
SGSY	Self Employment	01.04.2006	31.03.2007	592.36	531.40
SGRY	Labour intensive work	01.04.2006	31.03.2007	1419.44	1162.20
NREGA	Labour intensive work	01.04.2006	31.03.2007	5030.99	4839.55
IAY(N)	No. of Houses	01.04.2006	31.03.2007	1818.55	1786.75
IWDP	Watershed project	01.04.2006	31.03.2007	69.69	12.50
DRDA Admin	Salary	01.04.2006	31.03.2007	91.82	97.13

Plan budget 2007-2008					
Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent
SGSY	Self Employment	01.04.2007	31.03.2008	913.12	910.09
BRGF	Labour intensive work	01.04.2007	31.03.2008	2056.00	635.25
NREGA	Labour intensive work	01.04.2007	31.03.2008		
IAY(N)	No. of Houses	01.04.2007	31.03.2008	2260.12	2143.49
IWDP	Watershed project	01.04.2007	31.03.2008	nil	66.73
DRDA Admin	Salary	01.04.2007	31.03.2008	91.46	84.11
Plan budget 2008-2009					
Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent
SGSY	Self Employment	01.04.2008	31.03.2009	118.95	117.89
BRGF	Labour intensive work	01.04.2008	31.03.2009	1770.00	1289.25
NREGA	Labour intensive work	01.04.2008	31.03.2009	6398.08	63.98.08
IAY(N)	No. of Houses	01.04.2008	31.03.2009	3094.92	2785.25
IWDP	Watershed project	01.04.2008	31.03.2009	nil	
DRDA Admin	Salary	01.04.2008	31.03.2009		

Manual 12
The manner of execution of subsidy program
[Section 4(1) (b) (xii)]

List of Institution given Subsidy in 2006-2007

Sl No	Name and address of the Institution	Purpose for which Subsidy provided	No of Beneficiaries (2006-2007)	Amount of Subsidy in lakhs(2006-2007)	Previous year Utilisation Progress (2005-2006)	Previous year Achievement s(2005-2006)
1	ANDHRA BANK, CHATRAPUR	Schemes under SGSY	860	78.530	76.19	582
2	ASKA CO-OPERATIVE CENTRAL BANK		103	13.520	2.65	45
3	ALHABAD BANK, BERHAMPUR		15	1.900	2.00	24
4	BERHAMPUR CO-OPERATIVE CENTRAL BANK, BERHAMPUR		109	9.480	12.06	132
5	BANK OF BORODA, Berhampur		35	4.500	5.54	38
6	BANK OF INDIA, BERHAMPUR		182	14.520	16.89	160
7	CANARA BANK, BERHAMPUR		76	9.730	7.62	70
8	CENTRAL BANK OF INDIA, PITALA		24	0.700	0.25	10
9	INDIAN BANK, CHATRAPUR		211	22.780	23.79	257
10	INDIAN OVERSEA BANK, BERHAMPUR		385	41.380	34.59	365
11	RUSHIKULYA GRAMYA BANK, CHATRAPUR		1323	73.130	121.93	1302
12	STATE BANK OF INDIA, CHATRAPUR		1027	92.010	104.00	904
13	SYNDICATE BANK, BERHAMPUR		66	10.650	10.00	60
14	UNITED BANK OF INDIA, BERHAMPUR		132	9.760	15.41	116
15	UNITED COMMERCIAL BANK, BERHAMPUR		111	14.130	16.17	85
	TOTAL		4659	396.72	449.09	4150

List of Individual given Subsidy

S 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
	Information available with individual concerned blocks.				

List of Institution given Subsidy in 2005-2006

Sl No	Name and address of the Institution	Purpose for which Subsidy provided	No of Beneficiaries (2005-2006)	Amount of Subsidy in lakhs(2005-2006)	Previous year Utilisation Progress (2004-2005)	Previous year Achievement s(2004-2005)
1	ANDHRA BANK, CHATRAPUR	Schemes under SGSY	582	76.19	906	82.34
2	ASKA CO-OPERATIVE CENTRAL BANK		45	2.65	20	1.45
3	ALHABAD BANK, BERHAMPUR		24	2.00	10	0.45
4	BERHAMPUR CO-OPERATIVE CENTRAL BANK, BERHAMPUR		132	12.06	125	13.73
5	BANK OF BORODA, Berhampur		38	5.54	47	5.63
6	BANK OF INDIA, BERHAMPUR		160	16.89	210	17.45
7	CANARA BANK, BERHAMPUR		70	7.62	108	8.84
8	CENTRAL BANK OF INDIA, PITALA		10	0.25	12	2.30
9	INDIAN BANK, CHATRAPUR		257	23.79	284	23.68
10	INDIAN OVERSEA BANK, BERHAMPUR		365	34.59	487	39.13
11	RUSHIKULYA GRAMYA BANK, CHATRAPUR		1302	121.93	1650	140.00
12	STATE BANK OF INDIA, CHATRAPUR		904	104.00	1359	114.34
13	SYNDICATE BANK, BERHAMPUR		60	10.00	115	9.46
14	UNITED BANK OF INDIA, BERHAMPUR		116	15.41	172	15.39
15	UNITED COMMERICAL BANK, BERHAMPUR		85	16.17	128	14.47
	TOTAL		4150	449.09	5633	488.66

Manual 12
The manner of execution of subsidy program
[Section 4(1) (b) (xii)]

List of Institution given Subsidy in 2007-2008 up to March 2008

SI No	Name and address of the Institution	Purpose for which Subsidy provided	No of Beneficiaries (2007-2008)	Amount of Subsidy in lakhs(2007-2008)	Previous year Utilisation Progress (2006-2007)	Previous year Acheivements (2006-2007)
1	ANDHRA BANK, CHATRAPUR	Schemes under SGSY	943	84.160	78.530	860
2	ASKA CO-OPERATIVE CENTRAL BANK		108	11.550	13.520	103
3	ALHABAD BANK, BERHAMPUR		27	2.450	1.900	15
4	BERHAMPUR CO-OPERATIVE CENTRAL BANK, BERHAMPUR		252	22.660	9.480	109
5	BANK OF BORODA, Berhampur		57	5.700	4.500	35
6	BANK OF INDIA, BERHAMPUR		212	16.590	14.520	182
7	CANARA BANK, BERHAMPUR		94	6.160	9.730	76
8	CENTRAL BANK OF INDIA, PITALA		40	3.500	0.700	24
9	INDIAN BANK, CHATRAPUR		259	25.290	22.780	211
10	INDIAN OVERSEA BANK, BERHAMPUR		409	32.750	41.380	385
11	RUSHIKULYA GRAMYA BANK, CHATRAPUR		1721	119.670	73.130	1323
12	STATE BANK OF INDIA, CHATRAPUR		1243	109.730	92.010	1027
13	SYNDICATE BANK, BERHAMPUR		99	6.050	10.650	66
14	UNITED BANK OF INDIA, BERHAMPUR		174	16.490	9.760	132
15	UNITED COMMERICAL BANK, BERHAMPUR		128	12.330	14.130	111
	TOTAL		5766	475.08	396.72	4659

Manual 12

The manner of execution of subsidy program

[Section 4(1) (b) (xii)]

List of Institution given Subsidy in 2007-2008 up to December 2007

SI No	Name and address of the Institution	Purpose for which Subsidy provided	No of Beneficiaries (2007-2008)	Amount of Subsidy in lakhs(2007-2008)	Previous year Utilisation Progress (2006-2007)	Previous year Acheivements (2006-2007)
1	ANDHRA BANK, CHATRAPUR	Schemes under SGSY	187	14.350	78.530	860
2	ASKA CO-OPERATIVE CENTRAL BANK		0	1.190	13.520	103
3	ALHABAD BANK, BERHAMPUR		0	0.000	1.900	15
4	BERHAMPUR CO-OPERATIVE CENTRAL BANK, BERHAMPUR		40	12.870	9.480	109
5	BANK OF BORODA, Berhampur		30	2.650	4.500	35
6	BANK OF INDIA, BERHAMPUR		21	1.120	14.520	182
7	CANARA BANK, BERHAMPUR		0	0.000	9.730	76
8	CENTRAL BANK OF INDIA, PITALA		0	0.500	0.700	24
9	INDIAN BANK, CHATRAPUR		18	2.800	22.780	211
10	INDIAN OVERSEA BANK, BERHAMPUR		19	3.890	41.380	385
11	RUSHIKULYA GRAMYA BANK, CHATRAPUR		410	42.500	73.130	1323
12	STATE BANK OF INDIA, CHATRAPUR		521	59.870	92.010	1027
13	SYNDICATE BANK, BERHAMPUR		0	0.000	10.650	66
14	UNITED BANK OF INDIA, BERHAMPUR		9	1.990	9.760	132
15	UNITED COMMERCIAL BANK, BERHAMPUR		43	2.350	14.130	111
	TOTAL		1298	146.08	396.72	4659

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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	Is it available on website or is being use as back end data base
1	SGRY	MPRs	Merged in NREGS	
2	SGSY	MPRs	Yes	Yes
3	NREGA	MPRs	Yes	Yes
4	IAY	MPRs	Yes	Yes
5	PAMIS	Cash Book	Yes	Yes
6	Betan	Aquittance	Yes	Yes
7	PRIASOFT	GIST	Yes	Yes
8	RURAL SOFT	MPRs	Yes	Yes
9	DRDA Portal	General Information, Proceedings of DV&MC, NREGA Project List, Success Stories, Dist Population, Dist at a Glance.	Yes	Yes
10	Planplus	BRGF Project Details	Yes	Yes

Manual 15**Particulars of facilities available to citizens for obtaining information****[Section 4(1) (b) (xv)]****Facilities available for obtaining information**

Sl No	Facility Available	Nature of Information Available	Working hours
1	2	3	4
1	Information Counter	As detailed indicated in Manual 6	
2	Web site	PRAISOFT, RURALSOF, NREGA, DRDAPORTAL and NPP	24x365
3	Library	Books and Guidelines of the all the schemes.	
4	Notice Board	Quotations, Tenders, Employment Advertisement as when necessary	

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List of Public Information Officers

Sl. No	Name of the Officer	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area / Activities , if more than one PIO is there
1	Sri. Ashok Kumar Bhuyan, OAS(I) JB	Addl . P.D. (Admn.)	District Rural Development agency, Ganjam, Chatrapur, Orissa, India, Pin - 761020	06811-263920 / 260838	ori-dganjam@gramsat.nic.in	

List of Assistance Public Information Officers

Sl No	Name of the Officer	Designation of the Officer designated as Assistance PIO	Postal address	Telephone No.	e-mail address
1	Sri John Sorein	Asst. Project Director (Credit) DRDA, Ganjam	District Rural Development agency, Ganjam, Chatrapur, Orissa, India, Pin - 761020	06811-263920	ori-dganjam@gramsat.nic.in
2	Sri Basant Ku. Patro,	Asst. Project Director (G.P.) DRDA, Ganjam	District Rural Development agency, Ganjam, Chatrapur, Orissa, India, Pin - 761021	06811-263920	ori-dganjam@gramsat.nic.in

First appellate authority with in the department

Sl No	Name of the Officer	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area / Activities , if more than one appellate authority is there
1	Sri.R. Vineel Krishna, IAS	PD, DRDA, Ganjam	District Rural Development agency, Ganjam, Chatrapur, Orissa, India, Pin - 761020	06811-263965,263920	ori-dganjam@gramsat.nic.in	

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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,