

TDCC of Orissa Ltd., Paralakhemundi Branch, Dist. Gajapati.

(Proactive Disclosure)

Manual 1

Particulars of organization, functions and duties

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

1. Aims and objectives of the organization :

TDCC, Paralakhemundi Branch, Dist. Gajapati functioning for service of the Tribal Development, the aim to work for Economic Development of the Tribal and to hammer the activities of unscrupulous traders.

2. Mission /Vision :

This branch is purchasing Forest Growing Products from the Tribal on payment of minimum support price fixed by the Govt., marketing it in open market and eradication of illegal traders in tribal area.

3. BRIEF HISTORY AND BACKGROUND FOR IT ESTABLISHMENT :

This branch has come in to force for functioning under it felt necessary that the Tribals are producing their products with hand labor but ever loosing to sale it in better price since long. There was no protective measure to protect the lose of the Tribals. So Govt. has decided to establish TDCC branches as started functioning for the services of the Tribals.

4. ORGANISATION CHARTS :

This organization is performing its activities after getting guide lines from its apex office Bhubaneswar, since 1972 and encouraging for collection of Govt. revenue every year.

5. ALLOCATION OF BUISSINESS:

Apex office of TDCC at Bhubaneswar is Chief Authority of business allocation.

6. Duties to be performed to achieve the mission :

Total strength of TDCC is working to reach the mission hard and fast.

7. Details of services rendered :

The Branch manager giving instruction to its subordinates deployed in Tribal area for collection of products like : Myrabulon & MFPs after getting targeted form its head office Bhubaneswar, since the organization is started from 1972, on payment of better protested price. Soon after collection is over intimating the H.O for its marketing and realization of funds for further utilization at the same places.

The Jr. Assistance is dealing with the correspondence work and keeps the record and documents. One accounts assistance is keeping all the accounts of all fields work transaction as well as salary payment. The field shap assistance and Supervisor etc., are collecting the stocks. Te peon is rendering his service in remaining in section work and weighing at field level.

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8. Citizens interaction :

After getting the rates of different items of Head Office TDCC advertising the Indoor Media & outdoor media and also biting drums in local weekly markets for awareness of the growers for its collection. Collection is being made basing on the rates declare. The collection figures are intimating to Head Office, Bhubaneswar for its marketing and onwards submission of H & TW Dept. Bhubaneswar. Now TDCC is dealing with Petroleum Products with BPCL, for improvements of Financial Strength of the organization.

9. Postal address of main office, attached/subordinate office:

Branch Manager, TDCC OL,
At/Po. Paralakhemundi, Dist. Gajapati.

10. Map of office location:

The map is centrally prepared at Head Office, TDCC OL, Rupali Square, Bhubaneswar.

11. Working hours both for office and public :

1. Branch Office : 10.00 AM to 5.00 PM
2. Petrol Pump : 6.00 AM to 10.00 P.M
3. Field Work : 6.00 AM to 10.00 PM

12. Public interaction, if any :

There is a scope of public interaction on the collection season and after opening petrol pump at Paralakhemundi.

13. Grievance redress mechanism :

One public grievance cell is opened in the collectorate in which collector hears the grievance of public. This cell also attends to forest settlement section.

Manual 2
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]
Powers and duties of officers and staff

Sl.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
01	Branch Manager	-----	-	-	-	Overall supervising of field and office work.
02	Clerk					Entrusted with correspondence of office works & files.
03	Accounts Asst.					Maintaining all accounts of business.
04	Typist					Type works
05	Peons					To assist the officers and staffs

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Manual 3

Procedure followed in decision-making process

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

After receipt of proposal from Managing Director

Flow Process Chart for issue of Food Card

Sl. No	Activity	Level of action	Time frame
01	After receipt of a proposal it will be allotted with a diary number.	Jr. Asst.	Same day
02	To send a proposal of staff meeting with field staff for making plan and programme.	Do	05 days
03	To submit the report to P.I.O	Do	01 day
04	P.I.O to submit the report to A.A for approval.	P.I.O	03 days

Such charts may be prepared for major functions.

Manual 4

Norms set for the discharge of functions

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

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

Illustration

S. No	Activity	Time frame/ Norm	Remarks
	Diary of letter	3 minutes per letter	
	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
	Typing job	30 pages per day	

After receipt of proposal from the D.F.O. for verification of records and maps-100 plots per day. Field verification in the concerned area-50 plots per day. Hearing of objection if any -2 days only

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

S. No	Name of the act, rules, regulations etc	Brief gist of the contents	Reference No if any	Price in case of priced publications
	Orissa Welfare Act -1972	Draft notification u/s4{I}final notificationu/s-21		

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Manual 6

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

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

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A statement of the categories of documents held

Sl.No	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
01	Proct proposal of different branch to be selected by A.A	1. Working Center		
		2. Approval of center		
		3. Potentiality of stock available		

Manual 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of

Implementation

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

Details of consultative committees and other bodies with which consultations are held

S. No	Name and address of the Consultative Committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
	NIL	NIL	NIL	NIL

Manual 8

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

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

List of boards, councils, committees etc.

S. No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5

Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	

Please attach copies of detailed notification /orders for their constitutions.

NIL

NIL

NIL

Contd...

Manual 9
Directory of officers and employees
 [Section 4(1)(b)(ix)]

Directory

SI No	Name and designation	Office Phone No	E mail address
01	Sri B.K.Rath (Deptl.), Branch Manager	06815222216	NIL
02	Sri D.C.Rout, Jr. Asst.	NIL	NIL
03	Sri H.K.Behera, Accounts Asst.(I/C)	NIL	NIL
04	Sri S.B.Thappa, Typing	NIL	NIL
05	Sri U.N.Mishra, S.A	NIL	NIL
06	Sri S.K.Behera, S.A	NIL	NIL
07	Sri S.K.Satpathy, S.A	NIL	NIL
08	Sri G.Sethy, W.C.W	NIL	NIL
09	Sri S.Dash, W.C.W	NIL	NIL
10	Smt S.Sainsa, Peon	NIL	NIL

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)]

S. No	Name and Designation	Pay scale/Monthly remuneration
	This relates Establishment Section	

Note: Details about system of compensation provided in regulations may be given.

Manual 11

The budget allocated to each agency
 [Section 4(1)(b)(xi)]
Non-plan budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
	This relates Accounts Section.				

Plan budget

Name of the Plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent

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

List of institutions given subsidy

S. No	Name and address of the institution	Purpose for which subsidy provided	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
		Nil				

List of individuals 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

Details of schemes under which subsidies are granted should be given.

Manual 13
Particulars of recipients of concessions, permits or authorizations granted
 [Section 4(1)(b)(xiii)]

List of beneficiaries

S. No	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times Similar concession given in past with purpose
		Nil			

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

Manual 14
Information available in an electronic form
 [Section 4(1)(b)(xiv)]

Details of information

S. 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 used as back end data base
	Nil			

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Manual 15

Particulars of facilities available to citizens for obtaining information

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

Facilities available for obtaining information

S. No	Facility available	Nature of Information available	Working hours
1	Information Counter		
2	Website		
3	Library		
4	Notice board	Publication of G.N.	7 AM to 5 PM

Manual 16

Name designation and other particulars of Public Information Officers

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

List of Public Information Officers S. No	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
Sri B.K.Rath	Branch Manager	At/Po. Paralakhemundi	06815-222216	--	No

List of Assistant Public Information Officers

Sl.No	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
01	Sri H.K.Behera, Accounts Asst. (I/C)	At/Po. Paralakhemundi	--	--

First appellate authority with in the department

S. No	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
01	Smt P.Mekro, I.F.S, Managing Director	At/Po. Bhoi Nagar, BBSR	0674-2542617	mtdtcc@sancharnet.in	
02	Sri B.B.Khalko, O.F.S- (I), Manager (Finance & Audit)	At/Po. Bhoi Nagar, BBSR			

Manual 17

Other information as may be prescribed

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

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Nil