

ITDA, PARALAKHEMUNDI, GAJAPATI

Manual 1

Particulars of organization, functions and duties

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

1. Aims and objectives of the organization

To implement govt programmes in the tribal sub plan area of the district. The major schemes are

1. Special Central Assistance to Tribal Sub plan (SCA to TSP)-

i)Income generating scheme(IGS)

ii)Infrastructure Development Scheme(IDS)

2. Art-275(1) –Educational infrastructure development, Roads&Bridge

3. Non plan- Educational infrastructure development

4. Central Sponsored Plan (CSP)- Educational infrastructure development

5. State Plan-Pre Matric Scholarship to ST boarders

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	
1			-	-	-	In charge of the section
2	P.A ITDA	Administrative	Financial	-	-	Supervision of Engineering work & SHG activities.
3	S.O,ITDA	-	-	-	-	Monitoring of SHG activities, Educational institution, Establishment & financial work.
4	A.E,ITDA	-	-	-	-	Technical work.
5	J.E,ITDA	-	-	-	-	Technical work
6	S.A,ITDA					Data compilation
7	H.C					File work
8	Accountant					Maintenance of cash book and records
9	Clerk					File work
10	Steno					To assist P.A ,ITDA
11	Driver					In charge of govt jeep
12	Peon					Attach to office

Manual 3

Procedure followed in decision-making process

P.A,ITDA has the decision making power in most cases.In some cases collector cum chairman ITDA has the decision making power.However, regarding formulation of Annual Action Plan the Project Level Committee(PLC) has the power to take decision,where collector is the Chairman of PLC.

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

Manual 5

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

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

Manual 6

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

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

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
1	2	3	4	5
1	Project Level Committee	District Collector, M.L.A, Block Chairman, P, A, ITDA & Others.	Finalization of Annual Action Plan/Review of Programme.	Quarterly

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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

NIL

Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
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Directory of officers and employees

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

Directory

S No	Name and designation	Office Phone No	E mail address
1	Sri Harekrushna Behera,OAS(SB),P.A,I.T.D.A	I.T.D.A,Paralakhemundi	
2	Sri Prasanta Kumar Nayak,OAS, Spl officer,ITDA	06815-222207	-
3	Sri Santosh Kumar Mohapatra,A.E,ITDA	-	-
4	Sri S.P.Dash,J.E,ITDA	-	-
5	Sri J.Sethi,J.E,I.T.D.A	-	-
6	Sri R.N.Pattjoshi,S.A	-	-
7	Sri Udayanath Nayak,HC	-	
8	Sri S.Patita,Accountant	-	

9	Sri Ashok kumar Choudhury,Sr steno	-	
10	Smt Kalpana Kumari Das,Jr.Clerk	-	
11	Sri B.Janardan Rao, Jr.Clerk	-	
12	Sri Damodar Gouda, Driver.	-	
13	Sri N.Nepak,Peon	-	
14	Sri Trinath Barada,Peon	-	
15	Sri Achutananda Saya,Peon	-	
16	Sri Balakrushna Patra,Peon	-	
17	Sri R.K.Padhiari,Peon	-	

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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	Basic Pay scale
1	Sri Harekrushna Behera,OAS-I(SB),P.A,I.T.D.A	Rs11625/-
2	Sri Prasanta Kumar Nayak,OAS, Spl officer,ITDA	Rs7900/-
3	Sri Santosh Kumar Mohapatra,A.E,ITDA	Rs8700/-
4	Sri S.P.Dash,J.E,ITDA	Rs6421/-
5	Sri J.Sethi,J.E,I.T.D.A	Rs6200/-
6	Sri R.N.Pattjoshi,S.A	Rs7250/-
7	Sri Udayanath Nayak,HC	Rs6350/-
8	Sri S.Patita,Accountant	Rs4300/-

9	Sri Ashok kumar Choudhury,Sr steno	Rs5375/-
10	Smt Kalpana Kumari Das,Jr.Clerk	Rs3650/-
11	Sri B.Janardan Rao, Jr.Clerk	Rs3650/-
12	Sri Damodar Gouda, Driver.	Rs4220/-
13	Sri N.Nepak,Peon	Rs3345/-
14	Sri Trinath Barada,Peon	Rs3345/-
15	Sri Achutananda Saya,Peon	Rs3345/-
16	Sri Balakrushna Patra,Peon	Rs3345/-
17	Sri R.K.Padhiari,Peon	Rs3345/-

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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
Non plan	Const of hostel building/repair/renovation	Rs.129.01 lakh	Rs.129.01 lakh		Rs102.00 lakh

Plan budget

Name of the Plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent
SCA to TSP	Irrigation project/subsidy to SHG/Training to ST Youth on different trade	2007-08	31.03.08	Rs369.30 lakh	Rs.289.44 lakh
Art-275(1)	Const of hostel building/Road/Bridge	2007-08	31.03.08	Rs352.54 lakh	Rs.273.84 lakh
CSP	Const of hostel building	2007-08	31.03.08	Rs80.66 lakh	Rs.23.44lakh
State plan	PMS	2007-08	31.03.08	Rs119.80 lakh	Rs.95.84 lakh

The manner of execution of subsidy program

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

List of institutions given subsidy-2006-07

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
1	ITDA	Income generating	718 ST Women	Rs 66.50 lakh	Rs.58.80 lakh	647 ST Female and 33 ST Male

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

NIL

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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

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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
1	All schemes/programme	Detail information	Yes	Back end data base

NIL

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	2	3	4
1	Back end data base	Activities/Schemes	10 A.M to 5 P.M.

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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
1		2	3	4	5
1	Sri Prasanta Kumar Nayak,OAS, Spl officer,ITDA	<ul style="list-style-type: none"> • I.T.D.A,Paralakhemundi • LSDA,SERANGO • SDA,CHANDRAGIRI • OTELP,GAJAPATI 	9437377480-	-	-

List of Assistant Public Information Officers

S. No	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address	
1	Udayanath Nayak,Head Clerk,ITDA	I.T.D.A,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
1	2	3	4	5	6
1	Sri Harekrushna Behera,OAS(SB),P.A,I.T.D.A	I.T.D.A,Paralakhe mundi	06815-222207(o)	-	-

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Other information as may be prescribed

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