

MANUAL – 1

Particulars of Organisation, Functions and Duties

2.1 Objective / purpose of the Public authority

Capacity Building Programmes for Elected Representatives of 3-tier PRIs.
Skill Development Programmes for Officials working in the field of Panchayati Raj Administration & Rural Development.
Facilitation of Dev. Programmes for better awareness & Social Mobilization for NGO activists

2.2 Mission / Vision Statement of the Public authority.

- To undertake & assist in organization of Training, Conferences, Seminars & Lectures.
- To facilitate the officials and elected representatives with managerial skills for efficient designing, implementation, monitoring and evaluation of rural development programmes
- To develop coordination and interface between different agencies for sustainable development.
- To prepare, print and publish periodicals & books in furtherance of the objectives of capacity building programmes
- To undertake research activities on various issues related to rural development for the policy making of the government.

2.3 Brief history of public authority and context of its formation.

- ✕ Established by Govt. of India in 1964 for conducting training & research in Tribal & Community Development.
- ✕ In 1967 named as Tribal Orientation & Study Centre (TO&SC) under Govt. of Orissa.
- ✕ In 1975, renamed as State Training Institute of Community Dev. (STICD).
- ✕ Since 1984, known as State Institute for Rural Development (SIRD) & acts as Nodal Institute in the state for all types of training prog. relating to PR & RD.
- ✕ Academically & functionally, associated with NIRD, Hyderabad, NIPCCD, New Delhi, Ministry of Rural Development, GOI & Panchayati Raj Department, Govt. of Orissa.

2.4 Duties of the Public Authority.

- Empowerment of Panchayat Raj Institutions.
- To provide trainings to PRIs, to carryout development works and poverty alleviation programmes in rural areas
- To carry out research, action research, consultancy & documentations.

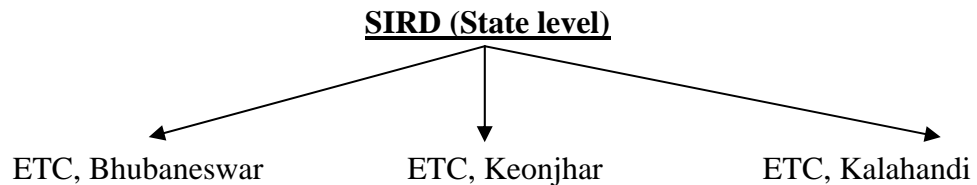
2.5 Main activities / functions of the Public authority.

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

2.6 List of services being provided by the public authority with a brief write up on them.

- Capacity building of PRIs, officials & NGOs working in the field 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 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.

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



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

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

2.9 Arrangements and methods made for seeking public participation / contribution.

- Participation of officials, elected representatives, social activists and others in the training programmes and workshops of SIRD for better understanding of various development programmes of government in the areas of Panchayati Raj and Rural Development.
- Conducting field studies to analyze the constraints and bottlenecks of various development programmes in which people's opinion are given priority.
- Disseminating information to common masses through PRIs on various development programmes of government by way of publications of SIRD.
- Through consultative and brainstorming workshops, seminars and feed backs in the training programmes.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Director, SIRD and its officials, PD, DRDAs, APD (Trg.) of DRDAs, BDOs, ABDOs, DPOs monitor the training programmes at different level.

2.11 Address of main office and other offices and different levels (please categorize the address district wise for facilitating the understanding by the user.

Main Office :

State Institute for Rural Development, Unit – 8, Bhubaneswar – 751012

Other Office :

1. Extension Training Centre, SIRD Campus, Unit-8, Bhubaneswar -12
2. Extension Training Centre, Bhawanipatna, Dist. Kalahandi
3. Extension Training Centre, Keonjhar.

2.12 Morning hours of the Office : 10.00 A.M.

Closing hours of the Office : 5.00 P.M

Break : 1.30 PM to 2.00 PM

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Powers and Duties of Officers and Employees

3.1 Please provide details of powers & duties of officers and employees of the organization.

Designation	Director	
Powers	Administrative	Administrative head of the institute. Accountable for overall monitoring and supervision activities of the Institute. All the training, research and office establishment related works are monitored and supervised by the Director.
	Financial	DDO
	Others	Liasoning with State & Central Govt.
Duties	Conceptualizing, Planning, Implementing & Monitoring of training programmes & research works	
Designation	Deputy Director	
Powers	Administrative	Looking after office establishment and day to day routine training management & administration of the institute.
	Financial	As and when assigned by Director
	Others	GRAMSAT programmes
Duties	Co-ordinating training programmes & research works and other assignment as & when delegated by Admn. Deptt.	
Designation	Assistant Director	
Powers	Administrative	As and when assigned by Director like looking after hostel, office establishment, building and assets, orchards, library and other miscellaneous activities.
	Financial	As and when assigned by Director
	Others	Anchoring/acting as Resource Persons in Gramsat Programmes.

Duties	Co-ordinating training programmes, acting as resource persons & conducting research studies	
Designation	Instructors	
Powers	Administrative	As and when assigned by Director like looking after hostel, office establishment, building and assets, orchards, library and other miscellaneous activities.
	Financial	As and when assigned by Director
	Others	Anchoring/acting as Resource Persons in Gramsat Programmes.
Duties	Co-ordinating training programmes & research studies	
Designation	Supporting staffs such as Librarian, Head Clerk, Accountant, Store Keeper, Senior Clerk, Junior Clerk 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.
	Others	

MANUAL - 3

Rules, Regulations, Instructions, Manual & Records for discharging functions

The institute is governed as per the rules, regulations and instructions issued by Panchayati Raj Department, Govt. of Orissa from time to time. Official files and registrars are the testimony of the records for discharging various functions of the institute.

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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

Not applicable

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A Statement of the categories of documents that are held by it or under its control

6.1

S.N.	Category of the Document	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Booklet	<ul style="list-style-type: none">• Annual Report of Panchayati Raj Deptt.• Trainer Manual on Five Modules.• Trainee reference book on Five Modules	By order of Director, SIRD	Director, SIRD
2	Newsletter	Newsletters (Panchayat Samachar	By order of Director, SIRD	Director, SIRD
3	Booklet	Annual Calandar of Programmes of SIRD & ETCs	By order of Director, SIRD	Director, SIRD

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A Statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other bodies related to the Public authority in the following format.

1	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
	Project Advisory Committee for “Capacity Development for Local Governance” (CDLG) Project. It is a joint venture of the Government of India and UNDP which is implemented by the Ministry of Panchayati Raj (MoPR) in seven UNDAF states, namely Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Orissa, Rajasthan, and Uttar Pradesh. State governments and national level resource institutions are partners in the project. In each			Advisory and consultative role in the project	<ol style="list-style-type: none"> 1. Chief secretary, Orissa- Chairperson 2. DC- cumAddl. Chief Secy. 3. Commissioner-cum-Secy, PR 4. Comm.-um-Secy, W & CD 5. Commissioner-cum-Secy, RD 6. Spl. Secy, P & C 7. Principal Secy, Finance 8. Commissioner-cum-Secy, H & FW Dept 9. Principal Secy, SC & ST Dev Dept 10. Principal Secy, FS & CW Dept 11. Rep from UNDP Country Office, New Delhi 12. SPO, UNDP, Orissa 13. Rep from MoPR, GoI 14. Dir, Institute of Social science, BBSR 	Chief Secretary, Orissa		Annual	No	Yes	Yes

state, the Responsible Party for this project is the Panchayati Raj Department of the State Government.				15. Dir, SIRD						
Project steering Committee for “Capacity Development for Local Governance” CDLG Project			Formulate the capacity building strategy for PRIs in the State Overall guidance and control	<ol style="list-style-type: none"> 1. Commissioner -cum-Secy, PR-Chairperson 2. Dir(SP) & addl. Secy to PR Dept 3. SPO, UNDP, Orissa 4. Director, PR Dept 5. Dir, SIRD, BBSR 6. Dir, W & CD dept 7. Dir, NRHM 8. One Rep from MoPR. GoI 9. Dy. Dir-cum-Dy. Secy, PR Dept 10. Asst Dir, SIRD 11. State Project Coordinator, CDLG 	Comm -cum-Secy, PR-Chairperson		Quarterly	No	Yes	Yes

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The names, designation & other particulars of the Public Information Officers

- 8.1. 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: Sri Sushil Kumar Lohani, IAS, Director

Asst. Public Information Officers :

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Rabi Narayan Moharana,	Typist	0674	0674-2562645		0674-2562453	sirdorissa@yahoo.co.in	SIRD, Unit-8, BBSR-751012

Public Information Officers :

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Subrat Kumar Mishra	Instructor	0674	0674-2562645	9937309601	0674-2562453	subrat_mishra100@yahoo.co.in	SIRD, Unit-8, BBSR-751012

Department Appellate Authority:

S. N.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Sushil Kumar Lohani	Director	0674	0674-2562645		0674-2562453	sirdorissa@yahoo.co.in	SIRD, Unit-8, BBSR-751012

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Procedure followed in Decision Making Process

- 9.1 The procedure followed to make a decision :
- As per the procedure followed by Govt. of Orissa from time to time
- 9.2 The documented procedure / laid down procedures / defined criteria
- Relevant Rules of Instructions & guidelines of Govt. from time to time should be followed
- 9.3 The arrangements to communicate the decision to public
- By Post, Phone, Fax, E-mail & Special messengers
- 9.4. Who are the officers at various level :
- Instructor, Asst. Director & Director
- 9.5. Final authority that vets the decision
- Panchayati Raj Department, Govt. of Orissa
- 9.6

Sl. No	1
Subject on which the decision is to be taken	All the subject matter which are allocated to SIRD
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 under the guidance and approval of the Admn Deptt.
Contact information of above mentioned officers	Director, SIRD, Unit-8, Bhubaneswar – 751 012 Tel. 0674-2562645, 2562453 (Fax)
If not satisfied by the decision, where and how to appeal	Appeal before the next higher authority

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Directory of Officers & Employee

10.1 Please provide information district-wise in following format

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Sri Sushil Kumar Lohani, IAS	Director	0674	2562645		2562453	sirdorissa@yahoo.co.in	Unit-8, Bhubaneswar - 751 012
2.	Shri Saroj Kumar Dash	- Deputy Director.						
3.	Smt. Ellora Mohanty	- Instructress in Financial Mgt. & Accts.						
4.	Shri Manorajnan Pattnaik	- Instructor in Stat., Monitoring & Eva.						
5.	Smt. Priyambada Pattnaik	- Instructress Social Education						
6.	Shri Jayakrishna Pattnaik	- Instructor in Panchayati Raj						
7.	Smt. Amita Kumari Patra	- Instructress in Rural Sociology						
8.	Shri Subrat Kumar Mishra	- Instructor in Rural Development						
9.	Shri Santosh Kumar Patra	- Junior Instructor						
10.	Shri Prasanna Kumar Nayak	- Instructor, ETC.						
11.	Smt. Sandhyarani Das	- Instructress, MLTC						
12.	Smt. Puspanjali Mohapatra	- Instructress, MLTC						
13.	Smt. Sanjukta Majhi	- Instructress, MLTC						
14.	Shri Ramakanta Rout	- Head Clerk						
15.	Shri Niranjana Sahoo	- Senior Stenographer						
16.	Dr. Benudhar Rout	- Librarian						
17.	Shri Ajay Kumar Ray	- Junior Stenographer						
18.	Shri Manas Ranjan Dash	- Junior Clerk						
19.	Shri Prafulla Kumar Panda	- Operator						
20.	Shri Abhaya Kumar Mulia	- Data Entry Operator						
21.	Shri Rabinarayan Moharana	- Typist						
22.	Shri Subhanarayan Sahoo	- Jr. Clerk-cum-Typist, ETC						
23.	Shri Banamali Barik	- Driver						
24.	Shri Maheswar Sahoo	- Driver						
25.	Shri Debaraj Sahoo	- Library Attendant						
26.	Shri Kishan Pradhan	- Mali						
27.	Shri Mohan Behera	- Mali						
28.	Shri Hrudananda Senapati	- Mali						
29.	Shri Niranjana Pradhan	- Office Peon						
30.	Shri Krushna Chandra Patnaik	- Hostel Cook						
31.	Shri Ajit Kumar Patnaik	- Office Chowkidar						
32.	Shri Gouranga Charan Behera	- Hostel Chowkidar						
33.	Shri Nakula Jena	- Attendt-cum-Chowkidar						
34.	Smt. Pratima Chowdhury Mohapatra	- Orderly Peon						
35.	Smt. Golap Naik	- Sweepress						
36.	Shri Sribasta Pati	- Hostel Cook, ETC						
37.	Shri Udhaba Rana	- Peon, ETC						
38.	Shri Shyamasundar Nayak	- Chowkidar, ETC						

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***The Monthly remuneration received by each of its officers
& employees including the system of compensation as
provided in regulations***

S. N.	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in
1	Mr. Saroj Kumar Dash.	Deputy Director	33,196/-		
2	Mr. Manoranjan Pattnaik.	Instructor in Monitoring and Evaluation	28,854/-		
3	Mrs. Ellora Mohanty.OFS-I	Instructor in Financial Management & Accounts	26,023/-		
4	Mr. Jayakrishna Pattnaik.	Instructor in Panchayati Raj	29,919/-		
5	Mr. Subrat Kumar Mishra.	Instructor in Rural Development	26,023/-		
6	Mrs. Amita Patra.	Instructor in Rural Sociology	26,023/-		
7	Mrs. Priyambada Pattnaik.	Instructress ocial Education	32,291/-		
8	Mr. Santosh Kumar Patra.	Junior Instructor	21,008/-		
9	Mr. Prasanna Kumar Nayak.	Instructor, ETC	25,461/-		
10	Mrs. Sandhyarani Das.	Instructress, MLTC	29,039/-		
11	Mrs. Puspanjali Mohapatra.	Instructress, MLTC	31,112/-		
12	Mrs. Sanjukta Majhi.	Instructress, MLTC	25,290/-		
13	Mr. Ramakanta Rout.	Head Clerk	17,483/-		
14	Mr. Niranjan Sahoo.	Senior Steno	26,057/-		
15	Dr. Benudhar Rout.	Librarian	22,485/-		
16	Mr. Ajay Kumar Ray.	Junior Steno	17,080/-		
17	Mr. Manas Ranjan Dash.	Junior Clerk	12,542/-		
18	Mr. Prafulla Ku. Panda.	Operator	12,737/-		
19	Mr. Rabi Narayan Moharana.	Typist	13,263/-		
20	Mr. Abhaya Kumar Mulia.	Data Entry Operator	11,968/-		

21	Mr. Banamali Barik.	Driver	16,657/-		
22	Mr. Maheswar Sahoo.	Driver	13,127/-		
23	Mr. Debaraj Sahoo.	Library Attendant	10,394/-		
24	Mr. Niranjan Pradhan.	Peon	9,858/-		
25	Mr. Krushna Chandra Pattnaik.	Hostel Cook	9,992/-		
26	Mr. Nakul Jena.	Hostel Attendant-cum-Chowkidar	9,992/-		
27	Mr. Kison Pradhan.	Mali	10,407/-		
28	Mr. Mohan Behera.	Mali	9,553/-		
29	Mr. Hrudananda Senapati.	Mali	11,119/-		
30	Mrs. Golap Naik.	Sweepress	9,992/-		
31	Mr. Gouranga Charan Behera.	Chowkidar	9,992/-		
32	Mr. Ajit Kumar Patnaik.	Chowkidar	9,845/-		
33	Mrs. Pratima Ch. Mohapatra.	Orderly Peon	8,601/-		
34	Mr. Subhanarayan Sahoo.	Junior Clerk-cum-Typist, ETC	11,968/-		
35	Mr. Sribasta Pati.	Cook, ETC	9,858/-		
36	Mr. Udhaba Rana.	Peon, ETC	9,845/-		
37	Mr. Shyamasundar Nayak.	Chowkidar, ETC	9,845/-		

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The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

12.1 Provide information about the details of the budget for different schemes in the given format :

Year 2008 – 2009 :

SIRD 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 is not 12.1 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 installments)	Actual expenditure for the last year	Responsible officer for the quality & complete execution of the work

For other Public Authorities

Year 2008 – 2009

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	52.48	46.56	45.99	45.21
2	Plan – SIRD	27.33	23.77	23.77	22.83
3	Plan - ETC	10.47	9.20	9.20	8.66

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The Manner of Execution of Subsidy Programme

Not applicable

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Particulars of Recipients of Concessions, permits or authorization granted by it.

Not applicable.

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Norms set by it for the discharge of its function.

As manual-13 is not applicable to SIRD, hence this is also not applicable.

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Information available in an electronic form

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic form

Available in the website :

<http://orissapanchyat.gov.in>

MANUAL - 16

Particulars of the facilities available to citizens for obtaining Information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

- Training Programmes
- Research works
- ITP under GRAMSAT
- Library
- Notice Board
- Annual Report & Newsletter

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Other Useful Information

Can be seen from the website :

<http://orissapanchayat.gov.in>

