

Manual 1
Particulars of organization, function and duties
[Section 4 (l) (b) (i)]

Forest and Environment Department of Government of Orissa, with the support of United Nations World Food Programme, has taken up welfare programme targeted at the forest labourers with a view to:

- (i) Providing food supplement to the labourers engaged in forestry operations at a subsidized rate.
- (ii) Utilizing the funds generated against subsidized food commodities for building community assets / strengthening the social capital of those communities.

Intervention under this programme was initiated as a Project in April 1986. Based on the success of the Project taken up in the **1st phase** it was followed up by a project in the **2nd phase** and subsequently by a project in the **3rd phase**.

The forest workers were provided with the food packages against the subsidized contribution of **Rs.3/-** which was enhanced to **Rs.9/-** by the time this component was discontinued in **March'2008**.

The Phase wise food unit are as under:-

Phase-I :- 2 Kg. Rice/Wheat, 200 Grm Pulses, 200 Grm Oil

Phase-II :- 2 Kg. Rice, 200 Grm Pulses, 200 Grm Oil

Phase-III :- 2.5 Kg. Rice, 200 Grm Pulses

The aforesaid programmes have been implemented through DFOs /Collectors / NGOs.

The programme is scheduled to be terminated w.e.f. **30.09.2010**.

Orissa Bamboo Development Agency has been set up by Government of Orissa in Forest Department with an objective of addressing development of Bamboo Sector in all aspects in the State. This is headed by the State Mission Director and designated as the Nodal Agency for the purpose; it functions under the administrative control of Principal Chief Conservator of Forests, Orissa. Keeping in view the withdrawal of food support from UNWFP, Project Director, WFP has been entrusted with work of State Mission Director, OBDA and accordingly, the Government have ordered to utilize the budget & staff of WFP for implementation of Central sponsored Programme of **National Bamboo Mission (NBM) & National Mission on Bamboo Applications (NMBA)** vide Notification No.18973/F&E dt.3rd Dec 2007. The programmes are implemented through DFOs in forest area; and through District Bamboo Development Agency (DBDAs)/ OBDA field units in non-forest area. A **State Bamboo Steering Committee (SBSC)** has been constituted under the Chairmanship of Principal Secretary, Forest and Environment Department with the following constituents. Its function is to approve the annual action plans and to monitor the progress of Bamboo sector development in the State.

Principal Secretary (F&E Deptt.)	-	Chairman
Principal Chief Conservator of Forests, Orissa, BBSR	-	Member
Commissioner-cum-Secretary, Finance, SC & ST Development, Agriculture, Industries, Panchayati Raj Deptt.	-	Members(s)
MD, OFDC Ltd., Director, Handi Crafts & Cottage Industries, Mission Director – NBM, NMBA	-	Member (s)
PD, WFP-cum-State Mission Director, OBDA	-	Member Secretary

At District level, a **District Bamboo Development Agency (DBDA)** has been constituted to implement the programme in non-forest area, which is headed by the Collector. In 3rd SBSC, it

was decided that DFO (T) of the District Headquarters will be Member-Secretary in place of Deputy Director of Agriculture / District Horticulturist. Accordingly, the composition of DBDA is as follows:

Collector of the District	-	Chairman
P.D, DRDA of the District	-	Vice-Chairman.
District Horticulture Officer / District Agriculture Officer	-	Member
GM , DIC	-	Member
A Representative of SHGs / Federation	-	Member
A Representative of NGOs	-	Member
DFO (T) of the District Head Quarters	-	Member Secretary

Further, eight Field Units (Bhubaneswar, Baripada, Bhawanipatna, Koraput, Phulbani, Angul, Sambalpur, Rourkela) have also been set up by deployment of existing staff of WFP for the purpose of execution of different components besides monitoring and evaluation of the programme.

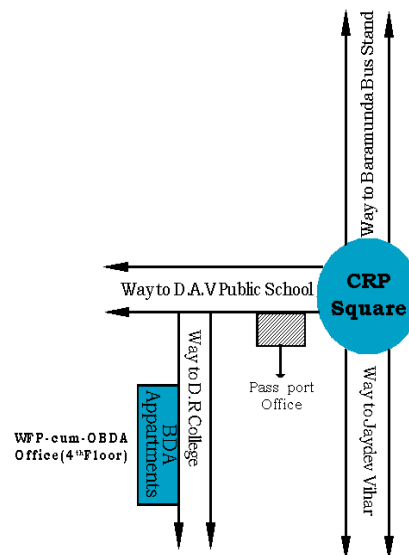
Postal Address of Main Office :

Orissa Bamboo Development Agency,
BDA Apartments, 4th Floor,
Nilakantha Nagar, Nayapalli,
Orissa, Bhubaneswar.
Pin. : 751 012.

Field Units :

1. OBDA Filed Unit, Baripada
2. OBDA Field Unit, Koraput
3. OBDA Field Unit, Bhawanipatna
4. OBDA Field Unit, Phulbani
5. OBDA Field Unit, Rourkela
6. OBDA Field Unit, Sambalpur
7. OBDA Field Unit, Angul
8. OBDA Field Unit, Bhubaneswar

Map of Office Location :



Working Hours : 10 A.M to 5 P.M both for Office and Public.

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 and Duties of Officers
1.	Project Director, WFP-cum-State Mission Director, Orissa Bamboo Development Agency, BBSR	<ol style="list-style-type: none"> 1. To prepare Annual Action Plan & after their approval, ensure execution of the field works by different participating agencies. 2. Make correspondence and deal with Government/ Heads of Departments/ Participating agencies/ WFP/NBM/NMBA authorities and all other concerned on the matters connected with the project missions. 3. Full powers as Head of Office including recruitment of regular staff. 4. Powers to recruit staff on work-charge basis. 5. Powers to transfer and posting of supporting field unit staff entertained under the project. 6. Submission of information to Government and Heads of Department regarding Assembly and Parliament Questions. 7. Preparation of R.E. and B.E. of Plan and Non-plan Scheme. 8. Annual Action Plan. 9. Audit matters. 10. Sanction of leave, GPF and other advances of Class-II, Class-III and Class-IV employees. 11. Approval of Periodical Increment Certificate. 12. Authentication of Annual Service Verification Certificate. 13. Distribution of work among staffs of this establishment. 14. Approval of tour programmes and tour diaries of subordinate staff (Gazetted and Non-gazetted staff) 15. Sanction of provisional pension below the rank of Forest Rangers. 16. Purchase of materials according to prescribed rules and subject to availability of funds. 17. Issue of notice for staff and field unit meeting. 18. Issue of Office Order and Sanction Orders regarding Financial, General and Administrative matters. 19. Auction sale of condemned vehicle after due approval from the Competent Authority. 20. Preparation and submission of TBA and Pay fixation proposal of staff to competent authority. 21. Other routine office matters.
2.	Deputy coordinator	<ol style="list-style-type: none"> 1. Declared as DDO of the office. 2. Submission of monthly cash account, 60-P alongwith vouchers to A.G., Orissa, Bhubaneswar. 3. Maintenance and counter signature of Daily Cash Book, Subsidiary Cash Book and Permanent Advance Cash Book , Contingent Cash Book, Bill Book Register and Cheque Drawal Register. . 4. Submission of Salary, TE, MV, OC, Telephone, Electric and Pension bills to Treasury. 5. Maintenance of Service Books of all staffs.

		<ol style="list-style-type: none">6. Verification of stock, store and consumable register.7. Necessary comments in the tour diaries of staff.8. Establishment and accounts matters files processed through DC to Project Director9. Other routine matters including duties assigned by the Project Director.
--	--	---

Note : Substantive powers and duties for each position may be defined.

MANUAL 3

Procedure followed on decision making process including channels of Supervision and accountability (Sec-4 (1) (b) (iii))

Sl. No.	Name of the Section/ Section Officer	Branch Officer/2 nd Supervision Officer	Supervisory Officer
1.	4F- Establishment. 5F - Account Section Sri Rabi Narayan Rout, Sr. Asst. Smt. Puspanjali Mohapatra, Proj. Asst.*	Deputy Coordinator/ Drawing & Disbursing Officer	Project Director, WFP-cum-SMD, OBDA
2.	3F- Generated Fund Section Sri Raghunath Routray, Proj. Asst. *	Sri Rabi Narayan Rout , I/c, Section Officer / Deputy Coordinator	Project Director, WFP-cum-SMD, OBDA
3.	1F- Food Management, 2F- Report & Return, 8F- Bamboo Sri Chandra Sekhar Pradhan, Proj. Asst.* Sri Sudarsan Routray, Data Entry Operator.*	Sri Rabi Narayan Rout , I/c, Section Officer / Deputy Coordinator	Project Director, WFP-cum-SMD, OBDA
4.	6F- Forms & Stationary, Stock & Store Sri Hajari Das, Forester	Sri Rabi Narayan Rout , I/c, Section Officer / Deputy Coordinator	Project Director, WFP-cum-SMD, OBDA
5.	7F Library Smt. Padmini Dei, Personal Assistant	Sri Rabi Narayan Rout , I/c, Section Officer / Deputy Coordinator	Project Director, WFP-cum-SMD, OBDA
7	Computer Cell Sri. Lingaraj Sahoo, Computer Programmer. *	Sri Rabi Narayan Rout , I/c, Section Officer / Deputy Coordinator	Project Director, WFP-cum-SMD, OBDA

* Outsourced personnel

MANUAL 4

Norms set for the discharge of functions

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

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
1	Diary of letter	3 minutes per letter	
2.	Issue of letter	5 minutes per letter	
3.	Dispatch of letter	5 minutes per letter	Writing of address & pasting of Dak ticket on the envelope. Registered dak including entry in messenger book
4	Typing job	35- 40 words per minute	

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 smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
1.	HPJ Kapoor's Ready Reckoner	IT Calculation		Rs.15.00
2.	Bruhat Odiya Abhidhan	Dictionary		Rs.60.00
3.	Compilation of the orissa service code	Service matter		Rs.92.00
4.	Orissa Traveling Allowances Rules	T.E provision		Rs.40.00 (1987-88) Rs.25.00 (1985)
5.	Orissa leave Rules, 1987	Leave		Rs.30.00
6.	Orissa General provident fund Rules, 1988	GPF		Rs.15.00 (1988) Rs.1.35 (1974)
7.	Orissa Government Servants conduct Rules	Conduct		Rs.10.00
8.	Compliance of the orissa General Financial Rules	Financial		Rs.40.00 (1986) Rs.51.00 (1986) Rs.40.00 (1988)
9.	Ajanta's comprehensive Dictionary	Dictionary		Rs.3200
10.	The Orissa Forest department code	Rules regarding management of Forest Field Foresters		
11.	The Prasana Sabha Kosha	Dictionary		Rs.15.00
12.	Swamy's Compilation of medical Attendance Rules.	Medical Attendance Rules		Rs.35.00
13.	Orissa Civil list.	Seniority list of officers		
14.	Delegation of Financial powers rules.	Financial		Rs.25.00
15.	Leave Travel Concession	LTC Rules		Rs.10.00
16.	Orissa medical attendance Rules.	Medical attendance Rules		Rs.8.00
17.	Plan of operations Proj-2685	NFP manual		
18.	Try. Code Vol-II	Financial		Rs.7.80
19.	All India Service manual	All India Service matter		Rs.475.00
20.	Orissa Forest manuals			Rs.150.00
21.	S.C. & S.T manual	Reservation Rule		Rs.50.00
22.	C.C.A Rules	Disciplinary matter		Rs.30.00
23.	Orissa pension with Rules circulars	Pension matter		Rs.130.00

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
24.	Circular on Discrepancies	Govt. Circular		Rs.120.00
25.	Complete guide to P.C.s			Rs.60.00
26.	Ajanta's concis Dictionary (English – Oriya)	Dictionary		Rs.43.00
27.	The New Collins compact English Dictionary	Dictionary		
28.	Chambers 20 th century Dictionary	Dictionary		Rs.100.00
29.	List of Inadmissible medicines	R.C.M matter		Rs.10.00
30.	Orissa Treasury code – volume - I	Financial		Rs.125.00
31.	Manual of orissa service Rules	Service matter		Rs.400.00
32.	Rapidex Computer Course	Learning of Computer		Rs.75.00
33.	PCS for Dummies			Rs.88.00
34.	Understanding dBASE-III Plus			Rs.75.00
35.	1-2-3 For Dummies			Rs.88.00
36.	Axcess on line service User Hand Book			
37.	The minimum wages Act-1993			Rs.50.00
38.	Orissa Forest Manual with code			Rs.250.00
39.	Disposition of all India service OAS OAS(S), OAS(1) officers in orissa			
40.	A Decade of forestry in orissa 1981-90			
41.	Income Tax Act 1995			Rs.275.00
42.	Chicken soup for the soul			Rs.400.00
43.	Final Technical report (Sept. 88 Nov-92)			
44.	Orissa Forest Manual with code - 1997			Rs.250.00
45.	World Development report - 1997 (The State in a changing world)			Rs.295.00
46.	CUKOLD (KIRAN NAGARKAL)			Rs.250.00
47.	Orissa public Motor Bus Route Guide			Rs.35.00
48.	The GOD of Small Things (Arundhati Rou)			Rs.395.00
49.	Chamber 20 th Century Dictionary (New Delhi) 1983			Rs.75.00

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
50.	8 th Plan 9297 & Annual Plan 1992-93 Vol-I			
51.	8 th Plan 9297 & Annual Plan 1992-93 Vol-II			
52.	ORI-FOREST			A publication of Dev. Of F&E Govt. of Orissa
53.	WFP in India			A Publication of WFP, New Delhi
54.	I'm OK-You'r OK			Rs.162.00
55.	Swamy's Handbook for Central Govt. employees			Rs.125.00
56.	Learn Microsoft office'97			Rs.180.00
57.	Hand Book of Environment & Forest & all Protection laws in India			Rs.350.00
58.	Handbook on project Approval & follow up			Rs.240.00
59.	Projects planning, Analysis selection, Implementation & Review.			Rs.225.00 Rs.465.00
60.	Orissa Pension Rules			Rs.90.00
61.	The way we work with Indigenous & Tribal people			
62.	Understanding Tribal life & culture in India			
63.	Nature & Indigenous & Tribal people Guidelines as Natural Resources management in India			
64.	Bhilarkanika : myth & Reality			Rs.750.00
65.	Rules Regulating Control & use of Govt. vehicle			
66.	List of Ayurvedic / Homeopathy medicine.			
67.	Summery of Circular Issued by Govt. of Orissa Finance Deptt. For 01.01.90 to 31.03.98			Rs.100.00
68.	Operational Contract (Revised) Plan of operation Proj-5569			Rs.5569.00
69.	Status report WFP Project-2685/5569			
70.	Orissa Reviews Scales of Pay Rules 1987			

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
71.	First working plan for Reserved fund of Phulbani Divn.			
72.	Operational Contract (FFW) WFP Activity No. Ind. 10107.0 Act-3			
73.	The Wild in Wilderness vol-I&II			
74.	Trainers' Manual an SHGs			
75	Gramya Vikash Niyojan (Microplan) Karyaniyojan Nirdesaka			
76.	Sarkar's All India Service Manual 3 rd Edn. 2003 Vol-I & 2			
77.	Listing to people living in property			Rs.160.00
78.	Orissa Treasury Code Vol-I&II			Rs.300.00
79.	Orissa Service Code			Rs.325.00
80.	Mishra's Complains of O.G.F.R. vol-I & II			Rs.225.00
81.	O.T.A Rules			Rs.125.00
82.	Orissa Pension Rules			Rs.115.00
83.	Master Guide to G.P.F Orissa Rules			Rs.90.00
84.	Orissa Leave Rules - 1966			Rs.50.00
85.	Revised working plan for			
86.	Report of Workingplan for Reserved Forest & land of Nabarangpur Divn.			
87.	Taxman's Income Tax Act-2004			Rs.375.00
88.	Orissa Forest Status Report – 2003-04			
89.	State of Forest Report-2003			
90.	WFP Audit Report from Ray & Ray for this year.			
91.	Income Tax Act.49 th Edn. 2005			Rs.400.00
92.	Student's Guide to Income Tax 34 th Edn. 2006-07			Rs.330.00
93.	Direct Tax Ready Reckoner			Rs.400.00
94.	Income Tax Rules 42 Edn. 2005			Rs.390.00
95.	Negotiable Installment Act. 1981			Rs.35.00
96.	Banking Regulation Act. 1949			Rs.110.00
97.	Transfer of Property Asst. 1882			Rs.30.00
98.	Delegation of Financial Power Rules - 1978			Rs.50.00
99.	Securitization & Reconsh of Financial Assist. & enforcement of Security interest Act.2002			

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
100.	British Ready Ref. Encyclopedia			Rs.795.00
101.	Competent Oxford Dictionary			
102.	Illustrated Oxford Dictionary			Rs.500.00
103.	Whitaker's World Facts			Rs.600.00
104.	Banani (Oriya) @200 each			Rs.2400.00
105.	Hand Book of OTA Rules			Rs.250.00
106.	Collection of Deptt. Orders & circular 2000-07			Rs.250.00
107.	Emergency Tel. Directory			
108.	FDA's contact Details			
109.	HRDs Activities in installation of Forest Programme			
110.	Baunsa Chasa Pranali			
111.	Baunsa Prasarana			
112.	Field Guide (The Bamboo Book)			
113.	Training Manual Building with Bamboo			
114.	Training Manual Processing Bamboo shoots			
115.	Training Manual Propagation Bamboo			
116.	Training Manual Cultivating Bamboo			
117.	Training Manual Bamboo Craft Calm containers			
118.	Training Manual Micro propagation of Bamboo			
119.	Marketing Assessment Bamboo flooring			
120.	Marketing Assessment Bamboo Furniture components			
121.	Info. Sheet Maturity Making of Bamboo clump.			
122.	Info sheet Theory Perimeter Fencing			
123.	Info sheet Estt. & Vegetative preparation carter of Bamboo			
124.	Bamboo & Cane Craft			
125.	Bamboo & Cane Craft Initiatives			
127.	Training manual Preservation of Bamboo			
128.	Bamboo based charcoal production			

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publications
129.	Indian Forester (Focus on Bamboo)			
130.	NBM Operational Guidelines			
131.	Indian Forester April-08 No.-4			
132.	Indian Forester June-08 No.-6			
133.	Indian Forester May-08 No.-5			
134.	2 nos. of Natural Resources Conservation & Environment Management			
135.	Bamboo and cane crafts of Northeast India			Rs.300.00
136.	Atlas of Bamboo Devices			Rs.200.00
137.	Income Tax Mini Ready Reckoner			Rs.275.00

MANUAL 6

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

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

Details of the records available may be made in statement from, 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	Detail of information available	Unit/ section where available	Retention period, where available
1	Budget Control Register	Financial year wise, head wise allocation & expenditure of fund.	5F Account Section	April, 1986 to till date
2	Loan Advance Register	Loans & advances received by staff has been recorded in the register	- do -	- do -
3	Bank Draft Register	Receipt of Bank drafts from different agencies.	- do -	- do -
4	Permanent Advance Register	To meet the unforeseen expenditure of office.	- do -	07.01.03 to till date.
5	Forest Remittance Register	Various deposit made through treasury challan and remitted to Govt. account has been maintained in the register	- do -	01.04.05 to till date
6	Cheque issue register (State Plan)	Cheque issued to Field Units, different working agencies and farms under State Plan scheme.	- do -	01.04.05 to till date
7	Cheque Issue Register (D.D.O's current Account)	Cheque issued to staff / various farms under D.D.O's current account	- do -	02.08.05 to till date
8	Forest Deposit Register	Bank Draft received from different working agencies deposited in Forest Deposit account and the funds so drawn from this account utilized for the purpose of the handling charges.	- do -	Jan' 1986 to till date
9	T.E. Advance Register	Advances issued in favour of staff & recovered made subsequently	- do -	Jan' 1987 to till date
10	Division wise approval / Release / Expenditure	Microplan / Sectoralplan, Infrastructure & Project	3F Section Generated fund.	1986 to till date

	Register. Ph-I, Ph-II & Ph-III	support		
11	Bank Draft receipt registration	Date wise deposit & Item wise received.	- do -	- do -
12	Cheque drawn release Register Ph-I, II, III	Details of release.	- do -	- do -
13	Fix deposit Register Ph-II & Ph-III	Details of Fix deposit month wise.	- do -	- do -
14	PMC / SLCC / proceedings register	Approval of SLCC wise.	- do -	- do -
15	Component -wise funds released register	Year-wise and component wise fund released to Implementing divisions	8F Section	From 2007-08 to till date
16	Division-wise funds released	Division-wise, Year wise and component wise	- do -	
17	Issue of Cheque Register	Date-wise and Month wise cheque	- do -	
18	Bank Draft received register	Monthly-wise amount received from Implementing division	- do -	
19	Fix Deposit register	TDR certificate wise interest received etc.	- do -	
20	Stock and Store Register	Item wise information	- do -	
21	Cash Book	Daily Financial Transaction	5F/3F/8F	April '86 till date/ 1986 till date/ 18-12-2007 till date.
22	Division wise approval / Release / Expenditure Register. Ph-I, Ph-II & Ph-III	Microplan / Sectoralplan, Infrastructure & Project support	3F Section Generated fund.	1986 to 31.03.2010
23	Bank Draft receipt registration	Date wise deposit & Item wise received.	- do -	- do -
24	Cheque drawn release Register Ph-I, II, III	Details of release.	- do -	- do -
25	Fixed deposit Register Ph-II & Ph-III	Details of Fix deposit month wise.	- do -	- do -
26	PMC / SLCC / proceedings register	Approval of SLCC wise.	- do -	- do -

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 consultation are held

A statement of the categories of documents held

Sl. No.	Name and address of the Consultative Committees/ bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meetings
1.	Project Management Committee (P.M.C) O/O the PD,WFP	Project Director-cum-Coordinator, WFP, Project - Chairman	Proposal scrutinize feasibility and other aspects of the proposals for investment of funds from the Generated fund	Yearly / Half yearly
2.	State Level Coordination Committee	28-8-1985 (Constituted)	Approval of PMC for investment of funds for the generated funds	Yearly / Half yearly
3.	State Bamboo Steering Committee (SBSC)	Secretary, F&E Deptt.- Chairman Principal Chief Conservator of Forests-Member Secretary ,ST &SC Dev – Member Secretary Agriculture Deptt.- Member Secretary Panchayati Raj Deptt. Member Secretary Finance Deptt.- Member Director Handicraft & Cott. – Member MDOFDC Ltd – Member Nominee of Deptt. Of Agriculture, Ministries of Agriculture Govt. of India- Member. Nominee of Deptt. Of Science & Technology Ministry of Science and Technology Govt. of India State Mission Director, OBDA – Member Secretary	The Committee shall be specifically responsible for approving the action plan of OBDA	Yearly
4.	District Bamboo Development Agency (DBDA)	District Collector- Chairman Project Director,DRDA- Vice Chairman A representative of SHG / Federation-Member A representative of NGOs / Federation-Member GM, DIC, Dist. Industries Officer- Member District Horticulture Officer- Member Divisional Forest Officer- Member Secretary	The DBDA shall oversee, coordinate and control all activities at the district level for non forest area. All proposals received by the Agency should be complied and sent to the OBDA for appraisal and scrutiny.	Quarterly Half yearly
5.	Steering Committee-Centre for Bamboo Training and Product Development (CBTPD)	Addl. Pr.CCF,Orissa, - Chairman O/O the Pr.CCF. State Mission Director - Member OBDA of the Centre Secretary Experts nominated - Member Mentor - Member (appointed by NBMA)	Modalities for Training of artisans, skill up-gradation running of profiled centre at Patrapada, Bhubaneswar	Just Constituted Half yearly/ quarterly
6.	Forest Develop Agency (FDA)	R.C.C.F - Chairman DFO - Member Secretary	To formulate plan & programme for forestry development activities	

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

MANUAL 8

A statement of boards, council, committees other bodies constituted

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

List of boards, councils, committees etc.

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date of which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1.	Project Management Committee (PMC)		Project Director, - Chairman WFP-cum-SMD, OBDA. Deputy Coordinator, Member O/O the PD,WFP Head, WFP, - Member Orissa & Jharkhand Concerned DFO- Member Deputy Director- Member Agriculture (Concerned Dist) Project Director -Member DRDA (concerned Dist.) Technical Export- Member Dist. Welfare Officer-Member ST & SC Deptt. (Concerned Dist.) Dist. Social Welfare - Member Officer, W&CD Deptt. (Concerned Dist) Representative- Member (Concerned NGO)	25.04.1998	continuing	No	Yes	Yearly & Half yearly	
2	State Level Coordination Committee (SLCC)		Principal Secretary, F &E Deptt.- Chairman Principal Secretary, Finance Deptt.-Member Principal Secretary, Member SC & ST Development Deptt.	28-8-1985	continuing	No	Yes	Yearly And Half yearly	

			<p>Principal Chief Conservator of Forests, Orissa Member</p> <p>Principal Chief Conservator of Forests (WL), Orissa-Member</p> <p>Principal Chief Conservator of Forests (KL), Orissa-Member</p> <p>Commissioner-cum- Secretary to Govt., Agriculture Deptt.- Member</p> <p>Commissioner-cum-Secretary to Govt., W& CD Development Deptt.- Member</p> <p>Managing Director, Orissa Forest Development Corporation Ltd.- Member</p> <p>Head, WFP, Orissa & Jharkhand, Bhubaneswar.-Member</p> <p>Project Director, WFP-cum-SMD, OBDA.- Member Secretary</p>						
3	State Bamboo Steering Committee (SBSC)	Function of OBDA	<p>Principal Secretary, F &E Deptt.</p> <p>Principal Secretary, Finance Deptt.</p> <p>Principal Secretary, SC & ST Development Deptt.</p> <p>Principal Chief Conservator of Forests, Orissa</p> <p>Commissioner-cum-Secretary, Agriculture Deptt.</p> <p>Commissioner-cum-Secretary, W& CD Development Deptt.</p>	12 th Mach'07	Until further orders	NO	Yes	Yearly	

			<p>Secretary, Panchayati Raj Deptt.</p> <p>Secretary, Industries Deptt.</p> <p>Director, Handicrafts & Cottage Industries, Industries Deptt.</p> <p>Managing Director, Orissa Forest Development Corporation Ltd.</p> <p>Nominee of NBM & NMBA</p> <p>Project Director, WFP-cum-SMD, OBDA.</p>						
4	DBDA(Dist. Bamboo Development Agency)		<p>District Collector- Chairman</p> <p>Project Director,DRDA- Vice Chairman</p> <p>A representative of SHG / Federation-Member</p> <p>A representative of NGOs / Federation-Member</p> <p>GM, DIC, Dist. Industries Officer-Member</p> <p>District Horticulture Officer-Member</p> <p>Divisional Forest Officer- Member</p> <p>Secretary</p>						

Please attach copies of details notification / orders for their constitutions

Manual – 9

DIRECTORY OF OFFICERS AND EMPLOYEES OF PROJECT DIRECTOR, WFP -CUM-STATE MISSION DIRECTOR, OBDA, BHUBANESWAR

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

S.No.	Name and designation	Office Phone No.	E-mail address
1	Sri Pravakar Behera, IFS Project Director-cum-State Mission Director	0674-2565344	obda@rediffmail.com obda@orissabamboo.org
2.	Sri Bikash Ranjan Dash, OFS Group-A Deputy Coordinator	- do -	
3	Sri Manoranjan Das, Forest Ranger		
4	Sahid Khan, Forester Ranger		
5	Sri Basudev Das, Forest Ranger		
6	Sri Jitendriya Dash, Forest Ranger		
7	Smt. Padmini Dei, Personal Assistant		
8	Sri Rabinarayan Rout, Senior Asst.		
9	Sri Jogendra Behera, Sr. Gr. Diarist		
10	Sri Rabindra Kumar Sutar, Forester		
11	Sri Sanjeeb Kumar Pradhan, Forester		
12	Sri Hajari Das, Forester		
13	Sri Lingaraj Panda, Driver (HV)		
14	Sri Kashinath Gouda, Driver (LV)		
15	Sri Govinda Bhujabala, Driver (LV)		
16	Sri Rama Chandra Das, Forest Guard		
17	Sri Santosh Kumar Nayak, Office Choukidar		
18	Sri Amarendra Parida, Dak runner		
19	Smt. Kalpana Kumari Devi, Office Peon		
20	Sri Kailash Chandra Mallick, Orderly Peon		

Manual 10

The monthly remuneration received by each of the officers and employees, including the systems of compensation as provided in the regulations

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

S.No.	Name and Designation	Pay scale	Monthly remuneration
1	Sri Pravakar Behera, IFS Project Director-cum-State Mission Director	37400-67000 (PB-4)	49230 + 10000 (GP)
2.	Sri Bikash Ranjan Dash, OFS Group-A Deputy Coordinator	15600-39100 (PB-3)	22720 + 6600 (GP)
3	Sri Manoranjan Das, Forest Ranger	9300-34800 (PB-2)	12410 + 4600 (GP)
4	Sahid Khan, Forester Ranger	9300-34800 (PB-2)	12410 + 4600 (GP)
5	Sri Basudev Das, Forest Ranger	9300-34800 (PB-2)	11530 + 4600 (GP)
6	Sri Jitendriya Dash, Forest Ranger	9300-34800 (PB-2)	12410 + 4600 (GP)
7	Smt. Padmini Dei, Personal Assistant	9300-34800 (PB-2)	14170 + 4200 (GP)
8	Sri Rabinarayan Rout, Senior Asst.	9300-34800 (PB-2)	14630 + 4200 (GP)
9	Sri Jogendra Behera, Sr. Gr. Diarist	5200-20200 (PB-1)	10260 + 2400 (GP)
10	Sri Rabindra Kumar Sutar, Forester	5200-20200 (PB-1)	11120 + 2200 (GP)
11	Sri Sanjeeb Kumar Pradhan, Forester	5200-20200 (PB-1)	10690 + 2200 (GP)
12	Sri Hajari Das, Forester	5200-20200 (PB-1)	8510 + 2000 (GP)
13	Sri Lingaraj Panda, Driver (HV)	5200-20200 (PB-1)	9780 + 2000 (GP)
14	Sri Kashinath Gouda, Driver (LV)	5200-20200 (PB-1)	9330 + 1900 (GP)
15	Sri Govinda Bhujabala, Driver (LV)	5200-20200 (PB-1)	8190 + 1900 (GP)
16	Sri Rama Chandra Das, Forest Guard	4440-14680 (PB-1-S)	7680 + 1650 (GP)
17	Sri Santosh Kumar Nayak, Office Choukidar	4440-14680 (PB-1-S)	7270 + 1300 (GP)
18	Sri Amarendra Parida, Dak runner	4440-14680 (PB-1-S)	7270 + 1300 (GP)
19	Smt. Kalpana Kumari Devi, Office Peon	4440-14680 (PB-1-S)	7270 + 1300 (GP)
20	Sri Kailash Chandra Mallick, Orderly Peon	4440-14680 (PB-1-S)	5130 + 1300 (GP)

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

MANUAL 11

The Budget Allocated to each Agency [Section 4(1)(b)(xi)]

Non-plan budget for the year 2010-11

(Rs. in lakh)

Major head	Activities undertaken	B.E. for 2010-11	R.E for 2010-11	Expenditure for 2010-11 (Provisional)
1	2	3	4	5
Demand No. 22				
2406-2151-OBBDP –	Establishment Expenditure & Office Contingency	95.10	94.41	87.13286
2406-	Establishment Expenses of Contractual staff	1.0656	0.84	0.5772
3451-Set	Establishment Expenditure (Festival Advance)	0.75	0.75	0.40

Plan Schemes – 2010-11

(Rs. in lakh)

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/ spent
1	2	3	4	5	6
STATE PLAN					
2151-Orissa Bamboo Development Programme	1.Strengthening of Nursery infrastructure 2.Setng of Bamboo sector with fencing 3.Irrigation facility 4.Raising of Nursery 5.Nursery raising & pre-planting. 6. Plantation				

Manual 12

Manual 13

Particulars of recipients of concessions, permits or authorizations granted

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

List of beneficiaries

Sl. 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

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.

- NIL -

Manual 14
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 used as back end Database.
World Food Programme				
1	Activity wise information of all Phase-II and III On going and Completed Microplan, Sectoral Plan and Other Projects Database.	In Software Packages.	Yes	Is being used as back end Database.
2	Division wise Generated fund Database of Phase-II and III Projects.	In Software Packages	Yes	Is being used as back end database.
3	District wise SHG Database	In Database Format	Yes	Is being used as back end database.
4	Year, Division wise Food Utilization Phase-II and III Database	In Excel Format	Yes	Is being used as back end database.
5	Photographs and PowerPoint Presentations of many Project Activities of Phase-II and III.	As Graphics Files	Yes	Is being used as back end Database.
Orissa Bamboo Development Agency				
1	Component, Year and Implementing Agency wise Physical/Financial Target and Achievement Database.	In Software Package.	Yes	Is being used as back end Database.
2	Division/Implementing Agency Wise Plantation Database.	In Database Format.	Yes	Is being used as back end Database.
3	Division wise Sale of Rhizome Database.	In Database Format.	Yes	Is being used as back end Database.
4	Photographs of Nursery, Plantation, Workshop and Seminars.	As Graphic File	Yes	Is available on website and is being used as back end Database.

Manual 15

Particulars of facilities available to citizens for obtaining information
[Section 4(I)(b)(xv)]

Facilities available for obtaining information

Sl. No	Facilities available	Nature of Information available	Working hours
1	Information Counter	Official Work	10 Am to 5 PM
2	Website	OBDA Activities	Round the clock
3	Library	Reference book, Manuals, Rules, Codes, relating to official business	10 AM to 5 PM
4	Notice board	Available	10 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
1.	Deputy Coordinator	O/o Project Director, WFP-cum-SMD, OBDA, 4 th Floor, BDA Apartment, Nilakanthanagar, Nayapalli, Bhubaneswar - 751012	0674-2565344 0674-2565079	-	-

List of Assistant Public Information Officers

S. No.	Designation of the officer designated as Assistant PIO	Postal Address	Telephone No.	e-mail address
	Nil	Nil	Nil	Nil

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.	Project Director	O/o Project Director, WFP-cum-SMD, OBDA, 4 th Floor, BDA Apartment, Nilakanthanagar, Nayapalli, Bhubaneswar - 751012	0674-2565344	-	-

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.