

1.1 Background of the Right to information Act 2005.

- ❖ The Lok Sabha on 11th May' 2005 and the Rajya Sabha on 12th May' 2005 passed the right to information Bill 2005. It received the assent of the president on 15th June' 2005.

This information Handbook (Version 1.0, 2005) has been prepared in compliance to the Right to Information Act, 2005 coming into force w.e.f 12th October, 2005.

- ❖ The basic purpose of the Act is to secure for the citizens, access to information under the control of public authority, in order to promote transparency and accountability in the working of every public authority.
- ❖ The Institute on Management of Agriculture Extension (IMAGE) is a public Authority' under section 2(h)(d)(i) of the Right to information Act, 2005.
- ❖ As a public Authority, the IMAGE, through this information Handbook, lays down required guidelines thereby endeavoring to fulfill all its obligations under the act.

1.2 Objective/purpose of this Hand Book

- ❖ The main objective of this handbook is to facilitate the public to have access to information in different forms, which is available under the control of the IMAGE.

1.3 Who are the intended users of this hand book.

- ❖ Members of the public stakeholders and staff of the public Authority are the intended users of this handbook.

1.4 Organization of the information in this handbook.

This handbook has 17 manuals, the details are given as under.

Manual No	Topic
01	Particulars of Organizations, functions & Duties
02	Power & Duties of Officers & Employees
03	Rules, Regulations, instructions, Manual & Records for discharging functions
04	Particulars of any arrangements that exist for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof.
05	A statement of categories of documents that are held by it or under its control.
06	A statement of boards, council, committees and other bodies constitute as a part
07	The names designations and other particulars of the public information officers
08	Procedure followed in decision-making process
09	Directory of Officers and employees
10	The monthly remuneration received by officer & Employees, including the system of compensation as provided in regulations
11	The budget allocation to each agency (Particulars of all plans, proposed expenditure and reports on disbursement made)
12	The manner of execution of subsidy programmes

13	Particulars of Recipients of concessions, permits or authorization granted by it.
14	Norms set by it for discharge of its functions
15	Information available in Electronic forms
16	Particulars of facilities available to citizens for obtaining information's
17	Other use full information's

(1)

1.4 Definitions of various terms used in the hand Book.

Definitions of various terms used in the handbook are given as follows:

- (i) "Public Authority " means the Institute on Management of Agriculture Extension(IMAGE).
- (ii) Applicant" means the person who submits applications to the public Authority through the state for financial assistance.
- (iii) Schemes
- (iv) Sanction
- (v) Disbursement
- (vi) Utilization

1.5 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

The Following officer of the public Authority may be contacted in case more information.

Sl.No	Name & Designation	Phone Nos.
1	Shri A.Mishra,Asst.Director	0674-2562151 9437309833

1.7 Procedure and fee Structure for getting information not available in the hand book.

The normal questions that may arise in the mind of general public have been posted on the IMAGE website www.imagebbsr@rediffmail.com in the form of frequently asked questions.

Alternatively, persons desirous of obtaining any information's not available in the hand book may send their request in writing address to the Director, IMAGE, Siripur, Bhubaneswar.

The fee structure based on the Right to information(Regulation of fee & Cost)Rules,2005 notified by the Govt.of India dt.6th Sept' 2005 are given by under.

Application Fee	Rs.10/-
A3/A4 size paper(Created or copy)	Rs.2/-per page
Copy in larger size paper	Actual charge or cost
Sample or models	Actual cost
Information in floppy/Diskette	Rs.50/- per floppy/Diskette
Printed material	Cost of printing or @Rs.2/- per page of photo copy per extracts from the publications

Inspection of records

No fee for the first hour, and a fee of Rs.5/-for each fifteen minutes (or fraction thereof)

To obtain information's, prescribed fee by way of cash against proper receipt of by demand draft or bankers cheque may be sent in favour of Director, IMAGE, Bhubaneswar payable at SBI,OUAT Campus Branch, Bhubaneswar.

(2)

Chapter-2(Manual.1)

Particulars of Organization,Functions and duties

2.1 Objective/purpose of the public Authority.

- ❖ Major objectives of the public Authority(IMAGE) are;
- ❖ Develop linkage between district, state, regional and national institute of outstanding accomplishment in the field of agricultural extension management.
- ❖ Identify, appreciate and develop modern management tools and techniques, utilizing mechanism of personnel management, resource management and inputs managements and conflict management at the field level.
- ❖ Organize need –based training for personnel of GO and NGO's , private and public enterprises as well as individuals.
- ❖ Proper documentation of information and its dissemination
- ❖ Collaborate; forge linkage with other state and National institute for sharing resources.
- ❖ Provide consultancy in the field of Agriculture and related fields including watershed management, participatory management etc.

2.2 Mission/Vision statement of the public authority.

Vision Statement:-

Mission:-

2.3 Brief history of the public Authority and context of its formation.

The Institute was established as Grama Sevak Talim Kendra(GSTK)under community development Department ,Govt. of Orissa with the objective of imparting pre service training to the village level worker of the state. During the year 1977 as per the re organization of Agricultural Extension of the Agriculture Department, the role of Gram Sevak Talim Kendra continues to provide training support to various category of employees under Agriculture Department only. Subsequently the management of the institute was transferred from CD department to Agriculture Department. During the year 1997 the institute was upgraded to a State Level Training Institute and Renamed as IMAGE(Institute on Management of Agriculture Extension).To provide flexibility to its working under the requirement of NATP, it were also made autonomous in March'1999.

Since is inception as a premier Institute on Agricultural Extension and management in the state of Orissa, IMAGE has undergone various structural and operational reforms. The post

of Director, IMAGE was created and a sr. level Joint Director from the Deptt.of the Agriculture has been posted to bring a synergy in capacity building programmes of agriculture and allied departments. Under NATP this institute bears an synonym SAMETI(State Agricultural Management Extension Training Institute)

- ❖ GSTK upgraded to Institute on Management of Agricultural Extension(IMAGE during October 1997.
- ❖ Minor Irrigation & Water Use Training Centre affiliated to IMAGE & Designated as ATC during 1999.
- ❖ Plant Protection Training Institute & Operational Research Project merged with IMAGE during February' 1999.
- ❖ Made Autonomous and registered under Societies Act 1860 during March 1999.

2.4 **Duties of the public authority.**

- (i) To perform all its activities in a transparent manner.
- (ii) To act impartially without, prejudice to, and pressure of any external factors.
- (iii) To deal with each case of financial assistance to the target group strictly merit.

2.5 **Main activities/functions of the public authority**

- (i) Develop linkage between district, state, regional and national institutes in Agril. Extension management .
- (ii) Organize need based training for personnel of G.O, NGO, private and public enterprises.
- (iii) Proper documentation of information and its dissemination
- (iv) Provide consultancy in the field of agriculture and related fields including watershed management participatory management etc.
- (v) Collaborate, forge linkage with other state and national institute for sharing of resources.
- (vi) Identify, appreciate and develop modern management tools and techniques, utilizing mechanism of personnel management, resource management and inputs managements and conflict management at the field level.

2.6 **List of services being provided by the public Authority with a brief write-up on them**

- Training to senior level, middle level officers and farmers
- Evaluation of watersheds
- Impact evaluation and concurrent Evaluation of work plan
 - Evaluation of NGO activities inside state and outside state
 - Preparation of strategic plan of the districts.
 - Providing consultancy on organizational development, farmers organization, market studies etc.

- Documentation of success stories for replication etc.

2.7 Organization structure

Enclosed at APPENDIX

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

The public is expected to appreciate the mission of the public authority and endeavor to empathize with the target group and encourage them.

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

The public as conscientious citizens of the state may bring to the notice of Public authority, and deviations taking place at the field level in the larger interests of the target group for corrective action.

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

The public authority has closely monitor the development works and funds disbursed to the district/GO,NGO activities. In addition to the above, the head quarter of the Public authority also monitor the organizational development through periodic field inspection and review meeting with the district office.

2.11 Address of the main office and other offices at different levels.

Institute on management of Agriculture Extension(IMAGE)

(An autonomous Organization)

At/Po-Siripur

Unit-VIII

Bhubaneswar(Orissa)

Phone No :0674-2562151

Fax No 0674-2562151

E.Mail www.imagebbsr@rediffmail.com

2.12 Monitoring hours of the office closing hours of the office.

Morning hours of the office :9.30 A.M

Lunch hour :1.30 P.M to 2.00 P.M

Closing hours of the office :6.00 P.M

Chapter.3(Manual.2)

Power and duties of officers and employees

3. The details of the power and duties of officers and employees of the public Authority are given below.

3.1

Designation	Director,IMAGE		
Power	Administrative	1	Appointment to _____ which basic does not exceed Rs._____
		2	Fixation of any pay on initial appointment.
		3	Grant of leave in accordance with rules.
		4	Acceptance of certificates when return from leave
		5	Transfer & posting of staff.
		6	Permission to join duty at a place other than H.Q.
		7	Acceptance of resignation from service.
		8	Acceptance of fitness certificate to join duty.
		9	Declaring an office as controlling officer.
		10	Approval of Tour programme
		11.	Power to grant conveyance allowance to officer and staff
		12	Sanction of TA & DA according to Rules
		13	Power for extension of joining time for staff
		14	Imposition of Penalty.(Full power in respect of persons for whom he is the appointing authority)

	Financial	Expenditure of office Contingencies	
		a) Power to sanction expenditure and authorize disbursement within the allocation made for specific purposes in the budget approved by Govt.	
2.1		b) Power to sanction re-appropriation between the heads of expenditure in the sanctioned budget.	
		Recurring Expenditure	
		a) Purchase of stationery.	
		b) Maintenance and repair of vehicles(upto Rs.5000/-at a time)	
		c) Purchase of fuels and lubricants for H.Q vehicles.(upto Rs.5000/- at a time)	
		d) Conveyance charges to staff.	
		e) Postage, telegraph and telephone charges.	
		f) Office expenses and miscellaneous purchases.	
		g) Payment of charges for electric and water(Including Municipal taxes)	
		h) Hire of office Furniture, electric fans, etc.(upto Rs.5000/-p.a)	
		i) Reimbursement of Medical expenses.	
		j) Maintenance and repairs of all Electrical assets and other machineries.	
		k) Civil works	
		l) Purchase of books and periodicals.	
		m) To accord administrative approval for works for which budget provision exists.	
Other	2.2	Non-recurring Expenditure	
		Purchase of furniture and fixtures including office equipments.	
	2.3	Purchases, disposal & works	
		1) Acceptance of tenders in cases of open tenders when there is more than one valid tender	
		2) Placing of orders on the basis of _____rates contract.	
		3) Director ensures that public funds of the organization are best utilized for economic development	
		4) Director ensure that the organization is well run. As a team leader, Director keeps the officials/employees of the organization motivated.	
		5) Director performs the executive role to ensure sound management and good governance in the organization	
	2.4	Legal charges	

	1) Powers to institute conduct and defend any legal proceedings by or against the organization or its officers in connection with such legal proceedings.
	2) Power to ensure expenditure on legal advice
Duties	1) Director is responsible for overall execution of operations of the organizations.
	2) Director represents the Organization before various Government Agencies, Courts, commissions, assembly committees etc.
	3) Director assesses training needs of organization to upgrade their skills so that they may contribute maximum of their potential and talent for attainment of the objectives of the organization.
	4) Director also ensure that there should be a proper grievances redressal system to address problems/grievances of employees of the organization.
	5) Director ensure that meetings of the Board of Directors are held for the dispatch of the development of the organization at regular intervals as prescribed under the Agency act.1956
	6) Director also ensure that there is due observance of system and procedures in the operations of the organization. Director also makes persistent efforts to ensure transparency in the system and procedures prevalent in the organization.

3.2

Designation	Assistant Directors	
Power	Administrative	
	Financial	Nil
	Others	Nil

Duties	1)	To take care of all projects related issues and skill training programmes of the target group.
	2)	To ensure achievement of assigned target under ATMA & RKVY
	3)	To under take field visit to ensure implementation of sanctioned projects and utilization of funds by the State____
	4)	Review of ongoing schemes from time to time
	5)	Follow-up action and effective compliance as per approved norms
	6)	Coordination with the_____ for all types of projects related functions.
	7)	Presenting the Agenda/Board Note pertaining to his desk
	8)	To take care of grievances
	9)	To assists the target group by providing skill training, entrepreneurship development programmes and other knowledge.
	10)	Replying queries of the Auditors, as the case may be.
	11)	Looking after the public Relations of the organization.

Chapter-4(manual.3)

Rules, Regulations, Instruction, manual and records for disabusing

functions

Rules, Regulations, Instruction, manual and records for disabusing functions.

Sl. No.	Name/title of the document	Type of documents	Brief write up the documents	From where one get a copy of rules, regulations, instructions, manual and records	Address Tel.No. Ph.No & others	Fee charges by the deptt. for a copy of the documents
1	Training guidelines	instructions	Vide this document instructions have been conveyed to prepare training proposal for considering grant by Director, IMAGE	Asst. Director (Project & Training)IMAGE Siripur, Bhubaneswar Mob.No.986113 1580		

Chapter-5(Manual.4)

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.

5.2 Implementation of policy

- Q. Whether there is any provision to seek consultation/Participation of public or its representatives for implementation of policies.
- A. There is no provision to seek consultation/participation of public or its representatives for implementation of policies in the Organization (Institute on management of Agriculture Extension)

Chapter-6(manual.5)

A statement of the categories of documents that re held by it or under its control.

6.1 **A statement of the categories of documents that re held by it or under its control.**

A. Not applicable.

Chapter.7(manual-6)

A statement of boards,Council,committees and other bodies constituted as its part.

7.1 **Name and address of the affiliated Body.**

Director of Institute on Management of Agriculture Extension(IMAGE)

Siripur, Unit-VIII, Bhubaneswar(Orissa)

ii) **Type of affiliated Body(board, Council, Committees, other bodies)**

Executive Council

iii) **The affiliated body(Establishment year, objective/main objective)**

Establishment year :1st March 1999

Objective/Main objective Strategy formulation, monitoring and supervision of executive management.

iv) **Roll of the affiliated Body(Advisory/Managing/Executive/Others).**

The Board of Directors performs the executive role to ensure sound management and good governance of the organization. As a governing body, the Board of Directors is responsible for the governance of the organization, ensuring that the organization is being well run.

v) **Structure and member composition.**

Enclosed Annexure-II

Vi) **Head of the body**

Chairman

vii) **Address of Main office and its branches.**

Commissioner cum secretary Govt. of Orissa, Agriculture Deptt. Orissa

viii) **Frequency of meetings**

The meeting of the executive council are held for the dispatch of the executive of the organization at least once in every year. The minutes are prepared of each and every meetings.

ix) **Can public participate in the meetings**

No.

Chapter.8(manual-7)

The name, designations and other particulars of the public information officers.

8.1 **The name, designations and other particulars of the public information officers.**

Asst. Public information office

Sl. No	Name	Designation	STD code	Phone No		Fax	Address
				Office	Home		
1	Dr.Ashok.Ku.Mang araj	JAO	0674	2562151			

Public information office

Sl. No	Name	Designation	STD code	Phone No		Fax	Address
				Office	Home		
1	Shri Amareswar Mishra	Asst. Director	0674	2562151			

Department Appellate Authority

Sl. No	Name	Designation	STD code	Phone No		Fax	Address
				Office	Home		
1	Shri Sachitra Ku.Patra	Director	0674	2562151			

Chapter-9(manual.8)

The name, designations and other particulars of the public information officers.

9.1 procedure followed in Decision Making process

Q. What is the procedure followed to take a decision for various matters?

A. Executive council

9.2 Q. What are the documented procedures/laid down procedures/defined criteria/Rules to arrive at a particulars?

A. By law/operational guide lines of different schemes.

9.3 Q. What are the arrangements to communicate the decision to the public?

A. On demand

9.4 Q. Who are the officers at various levels whose opinions are sought for the process of decision making?

A. Chairman-cum-Secretary/Convener members.

9.5 Q. Who is the final authority that wets the decision?

A. Chairman

Chapter-10(manual.9)

Directory of officers and employees.

10.1

Sl. No	Name	Designatin	STD code	Phone No		Fax	Address
				Office	Home		
1	Shri Sachitra Ku.Patra	Director	0674	2562151			
2	Dr.B.N.Dash	Asst.Direct or	0674	2562151			
3	Sri B.K.Pattnaik	Asst.Direct or	0674	2562151			
4	Sri Santosh ku.Mohanty	Asst.Direct or	0674	2562151			
5	Er.Debaraj Sahoo	Asst.Direct or	0674	2562151			
6	Sri Amareswar Mishra	Asst.Direct or	0674	2562151			
7	Sri Subash Ch.Mohapatra	Asst.Direct or	0674	2562151			
8	Dr.B.Kar	Asst.Direct or	0674	2562151			
9	Sri S.P.Mallick	Asst.Direct or	0674	2562151			
10	Dr.Kedareswar Sahoo	Asst.Direct or	0674	2562151			
11	Smt.S.Mohanty	Asst.Direct or	0674	2562151			
12	Sri S.S.Sagar	Asst.Direct or	0674	2562151			
13	Smt.S.Samantaray	L.D	0674	2562151			

1 4	Dr.A.K.Mangaraj	J.A.O	0674	2562151			
1 5	Sri Ujala Nayak	Head clerk	0674	2562151			
1 6	Sri R.N.Mohanty	Sr.Steno	0674	2562151			
1 7	Sri A.Sabut	Sr.Clerk	0674	2562151			
1 8	Sri B.N.Jena	Sr.Clerk	0674	2562151			
1 9	Sri R.K.Dash	Sr.Clerk	0674	2562151			
2 0	Sri U.Behera	Jr.Clerk	0674	2562151			
2 1	Sri D.S.Palei	Jr.Clerk	0674	2562151			
2 2	Sri M.K.Champati	Mechanic	0674	2562151			
2 3	Sri S.D.Chhotray	Field asst.	0674	2562151			
2 4	Sri B.Jena	Driver	0674	2562151			

Chapter-11(Manual.10)

The Monthly remuneration Received by each of its officers and employees

11.1 The Monthly remuneration Received by each of its officers and employees.

Sl. No	Name	Designation	Monthly remuneration
--------	------	-------------	----------------------

			Basic	Allowan ce	Total
1	Shri Sachitra Ku.Patra	Director	12600+6300	6615	25515
2	Dr.B.N.Dash	Asst.Direct or	9500+4750	4988	19238
3	Sri B.K.Pattnaik	Asst.Direct or	9500+4750	4988	19238
4	Sri Santosh ku.Mohanty	Asst.Direct or	9700+4850	5093	19643
5	Er.Debaraj Sahoo	Asst.Direct or	12125+6063	6366	24554
6	Sri Amareswar Mishra	Asst.Direct or	6500+3250	3413	13163
7	Sri Subash Ch.Mohapatra	Asst.Direct or	8700+4350	4568	18518
8	Dr.B.Kar	Asst.Direct or	8500+4250	4463	17213
9	Sri S.P.Mallick	Asst.Direct or	8100+4050	4253	16403
10	Dr.Kedareswar Sahoo	Asst.Direct or	12125+6063	6366	24554
11	Smt.S.Mohanty	Asst.Direct or	10200+5100	5355	20655
12	Sri S.S.Sagar	Asst.Direct or	7250+3625	3806	14681
13	Smt.S.Samantaray	L.D	8300+4150	4358	16803
14	Dr.A.K.Mangaraj	J.A.O	7775+3888	4082	15745
15	Sri Ujala Nayak	Head clerk	6500+3250	3413	13163
16	Sri R.N.Mohanty	Sr.Steno	6200+3100	3255	12555
17	Sri A.Sabut	Sr.Clerk	5400+2700	2835	10935
18	Sri B.N.Jena	Sr.Clerk	4400+2200	2310	8910
19	Sri R.K.Dash	Sr.Clerk	4200+2100	2205	8505
20	Sri U.Behera	Jr.Clerk	3050+1525	1601	6176
21	Sri D.S.Palei	Jr.Clerk	3050+1525	1601	6176
22	Sri M.K.Champati	Mechanic	4220+2110	2216	8546
23	Sri S.D.Chhotray	Field asst.	5000+2500	2625	10125
24	Sri B.Jena	Driver	5000+2500	2625	10125

2 5	Sri A.K.Mohanty,Mali	Mali	3370+1685	1769	6824
2 6	Smt.S.B.Mishra	Peon	3215+1608	1688	6511
2 7	Md.N.Bari	Peon	3200+1600	1680	6480
2 8	Sri R.C.Pratihari	W/M	3280+1640	1722	6642
2 9	Sri U.N.Mohanty	-do-	3280+1640	1722	6642
3 0	Sri Gobinda Sahoo	W/M	3200+1600	1680	6480
3 1	Sri Purandra Pradhan	Helper	3280+1640	1722	6642
3 2	Sri Maheswar Nayak	Sweeper	3200+1600	1680	6480
3 3	Sri S.C.Behera	P.L	3280+1640	1722	6642
3 4	Sri B.Nayak	P.L	3215+1608	1688	8511

Chaptetr-12(manual.11)

The budget allocated to each Agency

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

Chapter-13

The manner of Executive of subsidy programme.

13.1 The IMAGE does not release any subsidy to the beneficiaries.

Chapter-14(Manual-13)

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

14.1 Not applicable.

Chapter-15(Manual-14)

Norms set by it for the discharge of its functions.

15. The norms/Standards set by the public Authority for its operational activities are tabulated as below.

15.1 Projects related.

Sl.No.	Activities	Norms
1	Attendance	Mondays and Tuesdays every week fixed as No Leave/no tour" days to

		the extent possible at IMAGE headquarter.
--	--	-------------------------------------------

15.2 **Lending Operations.**

Not applicable

15.3 **Finance Related.**

Not applicable

15.4 **Administration Related.**

Sl.No.	Activities	Norma
1	Reimbursement of telephone Bills	Before the last date of payment
2	Payment to the service providers	Within 7 days of receipt of complete bills.
3	Issue of store items	On same day subject to availability of items
4	Maintenance of office equipments requested by the employees	Within 3 days of receipt of request.
5	Arrangement of Taxi for official purpose	Immediately on receipt of request.

Chapter-16(Manual.15)

Information available in an electronic form

16.1 The details of the information related to the various schemes which are available in the electronic format.

Not applicable.

Chapter-17(Manual.16)

Particulars of the facilities available to citizens for obtaining information.

17. The IMAGE puts information on demand.

Chapter-18(Manual.17)

Other useful information

- 18.1 Frequently Asked questions and their answers.
- Q1. What is IMAGE ? What its basic objectives?

A1. IMAGE stands for Institute on Management of Agriculture Extension. It is a "Not for profit" Organization of the Govt. of Orissa (Agriculture).

Q2. **What does the IMAGE do ?**

A2. IMAGE also provides monitoring and Evolutions consultancy.

18.2 Related to seeking Information

Sample Application Form:

The Public Information Officer,

IMAGE, Siripur, Bhubaneswar, 751003

Sub:- Request for providing Information on _____

Sir,

Please arrange to provide me the information on the captioned subject, I am enclosing herewith a crossed Demand Draft/Pay order bearing No. _____ dt. _____ of Rs. _____ only as per prescribed rate for the above information.

I, therefore, request you to kindly send me the information at the address given below.

Thanking you.

Encl:

Yours faithfully

(Name of the person)

Address

Incase of denial of information, the citizen/person concerned may write to the Appellate Authority of the public authority.

18.3 With relation to training imparted to public by Public Authority.

Modus Operandi: The Institution on Management of Agriculture Extension (IMAGE) has been providing Monitoring & Evolution consultancy for skill Development programmes / Training programmes.

Objective: The Objective of these programmes is to upgrade the working knowledge.

18.4 with relation to certificate, No objection certificate etc. issued by the public Authorities not included in Manual-13.

Not applicable.

18.5 **With relation to registration process.**

Not applicable

18.6 **With relation to collection of tax by public Authority(Municipal Corporation, Trade Tax, Entertainment Tax etc.)**

Not applicable.

18.7 **With relation to issuing new connection electricity/Water supply, temporary and permanent disconnection etc.(This will be applicable to local bodies like Municipal Corporation Municipalities/UPCL)**

Not applicable.

18.8 **Details of any other public services provided by the Public Authority.**

NIL

**THE INFORMATION HANDBOOK UNDER
RIGHT TO INFORMATION ACT,2005**

INSTITUTE ON MANAGEMENT OF AGRICULTURE EXTENSION;

SIRIPUR:BHUBANESWAR -753001

**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION(IMAGE)
SIRIPUR, BHUBANESWAR-751003, ORISSA Ph/Fax No- (0674) 2561879,2562151
E-mail : imagebbsr@rediffmail.com**

Order No. _____-/Dt.

In pursuance of notification No.AFE-1-(A) 6/07-2992 Agril.dt.28.1.2008

Sri Debaraj Sahoo,Asst.Director(Engg.)of IMAGE is hereby relieved from his duty on 8.2.2008(A.N) to enable him to join under the Department of Water Resource on promotion as Executive Engineer.

Director,IMAGE,
Bhubaneswar

Memo No. _____/dt.

Copy to Sri Debaraj Sahoo, Asst. Director(Engg.) for information and necessary action, with reference to his application dt.30.1.2008.

Director,IMAGE,
Bhubaneswar

Memo No. _____/dt.

Copy submitted to the Director of Agril.& Food Production,Orissa,Bhubaneswar for favour of information and necessary action, with reference to memo No.2996 dt.28.1.2008 of under Secretary to Govt.Agril.Deptt,Orissa to his address.

Director,IMAGE,
Bhubaneswar

Memo No. _____/dt.

Copy submitted to the Director, CADA Water Resource Deptt.Orissa,Bhubaneswar for information and necessary action.

Director,IMAGE,
Bhubaneswar

Memo No. _____/dt.

Copy submitted to the Department of Water Resources, Orissa, Bhubaneswar for favour of information and necessary action, with reference to memo No. 2997 dt. 28.1.2008 of Under Secretary to Govt. Agril. Deptt. Orissa, Bhubaneswar to his address.

Director, IMAGE,

Bhubaneswar

Memo No. _____/dt.

Copy submitted to the Under Secretary to Govt. Agril. Department, Orissa, Bhubaneswar for information and necessary action.

Director, IMAGE,

Bhubaneswar

Memo No. _____/dt.

Copy to Bill Section for information and necessary action

Director, IMAGE,

Bhubaneswar