

# MANUAL – I

## 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.

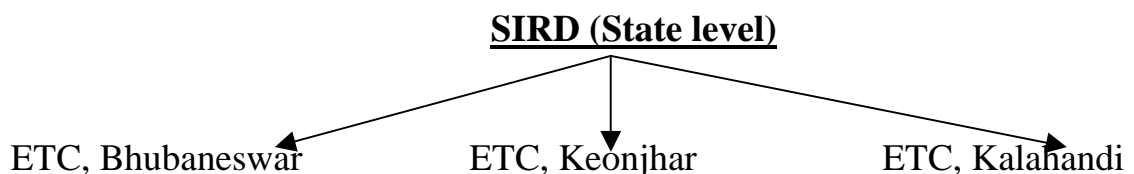
#### 2.5 Main activities / functions of the Public authority.

- 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 PR & RD

#### 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 respond in the research work of SIRD
- To give necessary information to SIRD for its publications

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

- Organising training programmes at State, District & Block level.
- Conducting studies in the field level.
- Disseminating information through different publications of SIRD

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

Director, SIRD, its faculties, PD, DRDAs & APD (Trg.) of DRDAs 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 – 12

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

# MANUAL - 2

## 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	Overall supervision of the Institute
	Financial	DDO
	Others	Liasioning with State & Central Govt.
Duties	Planning, Implementing & Monitoring of training programmes & research works	

Designation	Asst. Director	
Powers	Administrative	Assisting Director in supervision of the Institute
	Financial	-
	Others	Organising GRAMSAT programmes
Duties	Co-ordinating training programmes & research works	

Designation	Faculty Members	
Powers	Administrative	-
	Financial	-
	Others	-
Duties	Co-ordinating training programmes, acting as resource persons & conducting research studies	

Designation	Supportive Staff	
Powers	Administrative	-
	Financial	-
	Others	-
Duties	Assisting in training programmes & research studies	

# **MANUAL - 3**

**Rules, Regulations, Instructions, Manual & Records for  
Discharging functions**

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## 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**

*Not applicable*

# MANUAL - 5

## 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	Annual Report of Panchayati Raj Deptt.	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





# Manual – 8

## *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
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

# Manual – 9

## Directory of Officers & Employee

10.1 Please provide information district-wise in following format

S . N .	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1	Mr. C S Kumar, IAS	Director	0674	25626 45	256005 9	2562 453	sirdori&s ancharnet .in	Unit-8, Bhubanes war – 751012

2. Shri Saroj Kumar Dash, Asst. Director in Rural Sociology & Eco.
3. Smt. Ellora Mohanty, Instructress in Financial Mgt. & Accts.
4. Dr. Gitanjali Mishra, Instructress in Stat., Monitoring & Eva.
5. Smt. Ava Devi, Instructress in Social Education
6. Shri Suresh Chandra Das, Instructor in Panchayati Raj
7. Smt. Amita Kumari Patra, Instructress in Rural Sociology
8. Shri Subrat Kumar Mishra, Instructor in Rural Development
9. Shri Jayakrishna Patnaik, Junior Instructress
10. Shri Subhasish Chakraborty, Instructress, ETC.
11. Smt. Mamata Bose, Instructress, MLTC
12. Smt. Puspanjali Mohapatra, Instructress, MLTC
13. Smt. Priyambada Patnaik, Instructress, MLTC

14. Smt. Premalata Senapati, Accountant
15. Shri Niranjan Sahoo, Senior Stenographer
16. Dr. Benudhar Rout, Librarian
17. Shri Ajay Kumar Ray, Junior Stenographer
18. Shri Baikuntha Nath Chhotray, Cashier-cum-Asst. Storekeeper
19. Shri Damodar Sahoo, Senior Clerk
20. Shri Bipin Bihari Kar, Junior Clerk
21. Shri Manas Ranjan Dash, Junior Clerk
22. Shri Prafulla Kumar Panda, Operator
23. Shri Abhaya Kumar Mulia, Data Entry Operator
24. Shri Subhanarayan Sahoo, Jr. Clerk-cum-Typist, ETC
25. Shri Rabi Narayan Moharana, Typist
26. Shri Kishore Sethi, Driver
27. Shri Banamali Barik, Driver
28. Shri Maheswar Sahoo, Driver
29. Shri Debaraj Sahoo, Library Attendant
30. Shri Bhagirathi Dalai, Treasury Sarkar

31. Shri Kishan Pradhan, Mali
32. Shri Mohan Behera, Mali
33. Shri Hrudananda Senapati, Mali
34. Shri Niranjana Pradhan, Office Peon
35. Shri Krushna Chandra Patnaik, Hostel Cook
36. Shri Ajit Kumar Patnaik, Office Chowkidar
37. Shri Gouranga Charan Behera, Hostel Chowkidar
38. Shri Nakula Jena, Attendant-cum-Chowkidar
39. Smt. Pratima Chowdhury Mohapatra, Orderly Peon
40. Smt. Golap Naik, Sweepress
41. Shri Sribasta Pati, Hostel Cook, ETC
42. Shri Udhaba Rana, Peon, ETC
43. Shri Shyamasundar Nayak, Chowkidar, ETC

## Manual – 10

***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 the regulations
1	Mr. C S Kumar, IAS	Director	-		
2	Mr. S K Dash	Asst. Director	16,728/-		
3	Dr. Gitanjali Mishra	Instructor in Mon. & Evaluation	15,826/-		
4	Mrs. Ellora Mohanty	Instructor in Financial Mangt. & Accounts	12,628/-		
5	Mr. Suresh Ch. Das	Instructor in Panchayati Raj	15,252/-		
6	Mr. Subrat Kumar Mishra	Instructor in Rural Development	12,628/-		
7	Mrs. Amita Patra	Instructor in Rural Sociology	12,628/-		
8	Mrs. Ava Devi	Instructor in Social Education	14,596/-		
9	Mr. J K Patnaik	Junior Instructor	13,746/-		
10	Mr. Subhasish Chakraborty	Instructor, ETC	14,268/-		
11	Mrs. Mamata Bose	Instructor, MLTC	13,746/-		
12	Mrs. Puspanjali Mohapatra	Instructor, MLTC	13,746/-		
13	Mrs. Priyambada Patnaik	Instructor, MLTC	14,094/-		
14	Mr. Niranjan Sahoo,	Sr. Steno	10,660/-		
15	Mr. Damodar Sahoo,	Sr. Clerk	8,200/-		
16	Mrs. Premalata Senapati	Accountant	8,610/-		
17	Dr. Benudhar Rout	Librarian	10,906/-		
18	Mr. B N Chhotray	Cashier-Asst. Store Keeper	8,200/-		

19	Mr. Ajay Kumar Ray	Jr. Steno	9,353/-		
20	Mr. Bipin Bihari Kar	Jr. Clerk	7,060/-		
21	Mr. Manas R. Dash	Jr. Clerk	6,232/-		
22	Mr. Prafulla Ku. Panda	Operator	6,503/-		
23	Mr. Rabi Narayan Moharana	Typist	5,960/-		
24	Mr. Abhaya Kumar Mulia	Data Entry Operator	6,109/-		
25	Mr. Banamali Barik	Driver	7,656/-		
26	Mr. Kishore Sethi	Driver	8,528/-		
27	Mr. Maheswar Sahoo	Driver	6,642/-		
28	Mr. Debaraj Sahoo,	Library Attendant	5,199/-		
29	Mr. Bhagirathi Dalai	Treasury Sarkar	5,412/-		
30	Mr. Niranjana Pradhan	Peon	5,166/-		
31	Mr. K C Patnaik	Hostel Cook	5,051/-		
32	Mr. Nakul Jena	Hostel Attnd- Chowkidar	5,051/-		
33	Mr. Kisan Pradhan	Mali	5,305/-		
34	Mr. Mohan Behera	Mali	4,969/-		
35	Mr. Hrudananda Senapati	Mali	5,359/-		
36	Mrs. Golap Naik	Sweeppress	5,051/-		
37	Mr. Gouranga Behera	Chowkidar	5,051/-		
38	Mr. Ajit Ku. Patnaik	Chowkidar	5,051/-		
39	Mrs. Pratima Ch. Mohapatra	Orderly Peon	4,362/-		
40	Mr. Subhanarayan Sahoo	Jr. Clerk-cum-Typist, ETC	6,109/-		
41	Mr. Sribasta Pati	Cook	5,166/-		
42	Mr. Udhaba Rana	Peon	5,051/-		
43	Mr. Shyamasundar Nayak	Chowkidar	5,051/-		

# Manual – 11

## *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 2004 – 2005 :

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

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	26.82	25.27	25.27	24.34
2	Plan – SIRD	10.50	18.48	18.48	18.23
3	Plan - ETC	5.50	3.90	3.90	3.80

# **MANUAL - 12**

## **The Manner of Execution of Subsidy Programme**

*Not applicable*

# **MANUAL - 13**

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

Not applicable.

## **MANUAL - 14**

**Norms set by it for the discharge of its function.**

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

# **MANUAL - 15**

## **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://orissagov.in/panchayat/default.asp>

# **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

# **MANUAL - 17**

## **Other Useful Information**