

INTEGRATED TRIBAL DEVELOPMENT AGENCY, NABARANGPUR

4(i) THE PARTICULARS OF ITS ORGANISATION FUNCTIONS AND DUTIES

- 1 To implement different development projects for Tribals of Nabarangpur.
- 2 Take up income generating activities for Social Economic development of Tribal people.
- 3 Take steps for imparting training of unemployed Tribal youth for skill up-gradation and self employment.
- 4 To provide assistance to Tribal Women SHGs for economic development.
- 5 To provide connectivity to the inaccessible Tribal villages.
- 6 To provide infrastructure for educational institution such as Schools, Hostel Building, Teachers' Quarter, Electrification of the building & Water facilities etc.
- 7 To provide health facility & sanitary facilities to the boarders of SSD institutions.
- 8 To implement instruction of Govt. & higher authorities as and when required.

(ii) POWER & DUTIES OF THE EMPLOYEES:

To implement various activities as per the instruction of Govt. & Collector-

- ★ **Clerk-** To put up the files as per Orissa Record Manual.
- ★ **Head Clerk-** To supervise the work of clerks.
- ★ **Junior Engineer-** To execute and supervise development works at field level.
- ★ **Assistant Engineer-** To supervise the works of Junior Engineers.
- ★ **Special Officer-** To supervise the office work & to promote Income Generating activities.
- ★ **Project Administrator-** To monitor all of the work of all the employees at office & field level. Apprise Collector and get the orders of Collector as and when required.

(iii) PROCEDURE FOLLOWED IN DECISION MAKING PROCSS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Official Works

Project Administrator, ITDA → Collector → Govt. in ST & SC
Development Department

Supervisors: Field level execution of work.

Contractors → Junior Engineer → Project Administrator, ITDA → **Collector**

Each and every employees are accountable for their own work.

(vii) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

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(v) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

1. Guidelines communicated by Govt. for implementation of the projects under SCA to TSP, Article 275(1), RLTA etc.
2. Floating & deciding Tender as per OPWD code & Govt. instruction.
3. Convene meetings as per the instruction of Govt. & as per Bye law of society.
4. Disposal of files as per ORM 1964.

(vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

1. Files of different categories
2. Registers
3. Case Records & estimates of different Projects
4. Measurement Book of development works
5. Cash Books

(vii) **THE 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:**

Annual action plan under SCA to TSP, Article 275(1) are approved by PLC which is represented by MLA, MPs.

(viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR ITS PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

1. PLC meeting
2. Governing Body Meeting
3. Annual General Body Meeting

The meetings are not opened for public & the minutes of the meeting are accessible.

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sl.No.	Name of the person working against the post	Designation
1	2	3
1	Narendra Kumar Pradhan	Project Administrator
2	Ashray Dungdung	Special Officer
3	Bibhuti Bhusana Das	Assistant Engineer
4	Dusasana Jena	Junior Engineer
5	Kabiraj Behera	Junior Engineer
6	Baikunthonath Behera	Junior Engineer
7	Rajendra Kumar Panda	Junior Engineer
8	Dambarudhar Muduli	Head Clerk
9	M. Neelakhanta Naidu	Senior Steno
10	Arun Kumar Behera	Senior Clerk
11	Dhanurjay Pujari	Senior Clerk
12	Chitta Ranjan Patra	Senior Clerk
13	Ramesh Ch. Sekhar Patnaik	Junior Clerk
14	Tushar Kanti Khosla	Computer Operator
15	Piter Tirkey	Driver
16	Kailash Chandra Parida	Peon
17	Krupasindhu Khura	Peon
18	Dasmanth Bhotra	Peon
19	Haribandhu Patra	Peon
20	Chandra Sekhar Gouda	Night watch man-cum- Peon

(x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

Sl. No.	Name of the person working against the post	Designation	Present Remuneration			Total Remuneration	Nature of Post (Regular/ Adhoc/ Contractual/ other)
			Pay	G.P	D.A		
1	2	3	9	10	11	12	13
1	Narendra Kumar Pradhan	Project Administrator	24260	6600	6789	37649	Regular
2	Ashray Dungdung	Special Officer	9300	4600	3058	16958	Regular
3	Bibhuti Bhusana Das	Assistant Engineer	19240	4600	5245	29085	Regular
4	Dusasana Jena	Junior Engineer	12400	4200	3652	20252	Regular
5	Kabiraj Behera	Junior Engineer	12400	4200	3652	20252	Regular
6	Baikunthonath Behera	Junior Engineer	12400	4200	3652	20252	Regular
7	Rajendra Kumar Panda	Junior Engineer	12100	4200	3586	19886	Regular
8	Dambarudhar Muduli	Head Clerk	12710	4200	3720	20630	Regular
9	M. Neelakhanta Naidu	Senior Steno	11290	4200	3408	18898	Regular
10	Arun Kumar Behera	Senior Clerk	9750	2400	2673	14823	Regular
11	Dhanurjay Pujari	Senior Clerk	9340	2400	2563	14303	Regular
12	Chitta Ranjan Patra	Senior Clerk	8780	2400	2460	13640	Regular
13	Ramesh Ch. Sekhar Patnaik	Junior Clerk	7590	1900	2088	11578	Regular
14	Tushar Kanti Khosla	Computer Operator	7000			7000	Contractual
15	Piter Tirkey	Driver	8210	2000	2246	12456	Regular
16	Kailash Chandra Parida	Peon	6790	1400	1802	9992	Regular
17	Krupasindhu Khura	Peon	6790	1400	1802	9992	Regular
18	Dasmanth Bhotra	Peon	6790	1400	1802	9992	Regular
19	Haribandhu Patra	Peon	6550	1400	1749	9699	Regular
20	Chandra Sekhar Gouda	Night watch man-cum- Peon	6790	1400	1802	9992	Regular

(xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDECATING THE PARTICULARS OF WHOLE PLAN, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENT MADE.**

Allotment under Salary Head during 2008-09	Rs. 42,25,500.00
Expenditure under Salary Head during 2008-09	<u>Rs. 36,43,126.00</u>
Surrendered to Govt.	<u>Rs. 5,82,326.00</u>
Towards different scheme / projects	
SCA to TSP	Rs.753.83 Lakhs
Atricle 275(1)	Rs.215.49 Lakhs
RLTAP	Rs.447.00 Lakhs

(xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

50% of Unit cost in an IG Scheme to the ceiling of Rs.10,000.00 is allowed to an individual (ST) family as subsidy. For Self Help Groups, the subsidy is 50% of the scheme are per Capital. Subsidy of Rs.10,000.00 or Rs.1,25,000.00 for the whole group whichever is less. Disbursement of loan and subsidy is done as per guidelines of SGSY implemented by Panchayat Raj Department .

(xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZANATION GRANTED BY IT.**

1. Details of subsidy
2. Stipend granted to ST youths for Computer Training.

(xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

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(xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

Information on ITDA Nabarangpur is available in www.nabarangpur.nic.in

(xvi) **THE NAMES, DESIGNATIONS & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

Sri Narendra Kumar Pradhan, OAS-I(SB),
Project Administrator, ITDA, Nabarangpur..... 1st Appellate Authority

Sri Ashray Dungdung, OWS,
Special Officer, Nabarangpur..... Public Information Officer

Sri Dambarudhar Muduli,
Head Clerk, ITDA, Nabarangpur..... Assistant Public Information
Officer