



**Govt. of Orissa
Orissa Information Commission
SUO MOTU DISCLOSURE
BY**

**PUBLIC AUTHORITIES
UNDER THE
RIGHT TO INFORMATION ACT, 2005
(ACT 22 TO 2005)**

**ASST. SOIL CONSERVATION SUB-DIVISION,
NABARANGPUR
DIRECTORATE OF SOIL CONSERVATION
AGRICULTURE DEPARTMENT
GOVERNMENT OF ORISSA
BHUBANESWAR**

August-2009

Chapter – 1

Introduction

- (1.1) Please throw light on the background of this hand-book (Right to Information Act – 2005)
 - As per RTI Act – 2005
- (1.2) Objective / Purpose of the this hand-book
 - As per RTI Act – 2005
- (1.3) Who are the intended users of this hand-book
 - As per RTI Act – 2005
- (1.4) Organization of the information in this hand-book
 - As per RTI Act – 2005
- (1.5) Definitions (Please provide definitions of various terms used in the hand-book)
 - As per RTI Act – 2005
- (1.6) Contact Person in case some body wants to get more information on topics covered in the hand-book as well as other information also.
 - As per RTI Act – 2005
- (1.7) Procedure and Fee Structure for getting information not available in the hand-book
 - As per RTI Act – 2005

Chapter – 2 (Manual – 1)

Particulars of Organization, Functions and duties

2.1) *Objective / Purpose of the Public Authority*

To administer and monitor the Soil & Water Conservation Activities and Watershed Department Programmes in the State.

2.2) *Mission / Vision Statement of the Public Authority*

For successful implementation of Soil & Water Conservation Activities and Watershed Development Programmes in the State.

2.3) *Brief History of the Public authority and context of its formation*

The Directorate of Soil Conservation was formed as per Govt. G.O. No. 14830/AC/Resolution dated 29th April 1978.

2.4) *Duties of the public authority*

To Administer and Monitor the Soil & Water Conservation Activities and Watershed Department Programmes in the State.

2.5) *Main activities / function of the public authority*

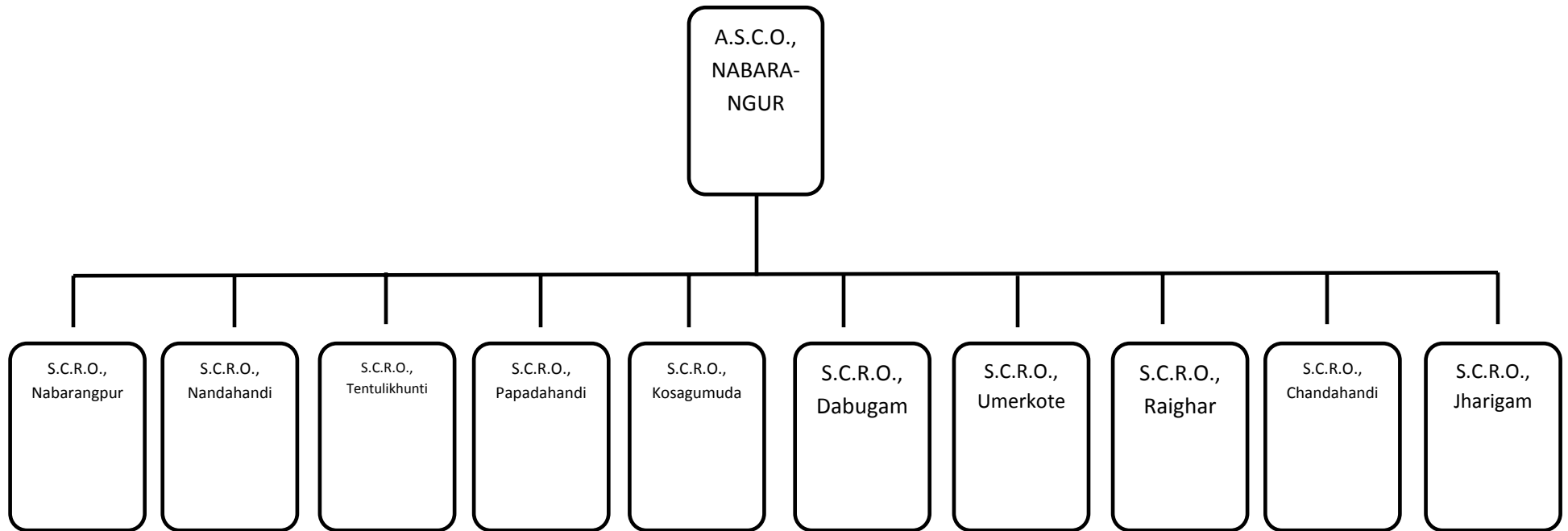
To Administer and Monitor the Soil & Water Conservation Activities and Watershed Department Programmes in the State.

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

To Administer and Monitor the Soil & Water Conservation Activities and Watershed Department Programmes in the State.

2.7) *Organization Structure Diagram at various levels namely State, Directorate, region district block etc.*

ORGANISATION SET UP OF ASST. SOIL CONSERVATION OFFICER, NABARANGPUR



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

Extend Cooperation from the public for successful implementation of Soil & Water Conservation Activities and Watershed Development Programme in the Division.

2.9 Arrangements and methods made for seeking public participation / contribution

Through community mobilization, Participatory Rural Appraisal and Capacity Building as per Watershed Development Guidelines.

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

As per RVP & NWDpra Guidelines.

2.11 Address of the Main Office and Other Officers at different levels

Address of Head Office:

Asst. Soil Conservation Officer, Nabarangpur
Near FCI, Nabarangpur
Dist:- Nabarangpur (Orissa)
Pin:- 764059
Tel:- 06858222013

Address of Ten Ranges

- | | | |
|----|---------------|--|
| 1. | Nabarangpur | S.C.R.O., Nabarangpur
At/Po/Dist:- Nabarangpur |
| 2. | Nandahandi | S.C.R.O., Nandahandi
At/po:- Nandahandi
Dist:- Nabarangpur |
| 3. | Tentulikhunti | S.C.R.O., Tentulikhunti
At/po:- Tentulikhunti
Dist:- Nabarangpur |
| 4. | Papadahandi | S.C.R.O., Papadahandi
At/po:- Papadahandi
Dist:- Nabarangpur |
| 5. | Kosagumuda | S.C.R.O., Kosagumuda
At/po:- Kosagumuda
Dist:- Nabarangpur |
| 6. | Dabugam | S.C.R.O., Dabugam
At/po:- Dabugam
Dist:- Nabarangpur |
| 7. | Umerkote | S.C.R.O., Umerkote
At/po:- Umerkote
Dist:- Nabarangpur |

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|-----|-------------|--|
| 8. | Raighar | S.C.R.O., Raighar
At/po:- Raighar
Dist:- Nabarangpur |
| 9. | Chandahandi | S.C.R.O., Chandahandi
At/po:- Chandahandi
Dist:- Nabarangpur |
| 10. | Jharigam | S.C.R.O., Jharigam
At/po:- Jharigam
Dist:- Nabarangpur |

**2.12 Monitoring Hours of the Office:
Closing Hours of the Office :**

Morning Hours of the Office – 10.00 AM
Lunch Hour – 1.30 PM to 2.00 PM
Closing Hour of the Office – 5.00 PM

During Summer Season: (15th April to 10th June)

Morning Hour of the Office – 7.00 AM
Closing Hour of the Office – 1.00 PM

Chapter.3 (Manual.2)

Powers and Duties of Officers and Employees

1. **Assistant Soil Conservation Officer**
2. **Junior Soil Conservation Officer**
3. **Soil Conservation Assistant**
4. **Soil Conservation Technical Assistant**
5. **Soil Conservation Sectional Officer**
6. **Junior Soil Conservation Assistant**
7. **Field Man Demonstrator**

Designation	Assistant Soil conservation Officer			
Powers	Administrative		Financial	Others
(i)	Water Harvesting Structure	Rs.20,000/-	Rs.20,000/-	
(ii)	Land Reclamation	Rs.10,000/-	Rs.8,000/-	
(iii)	Gully Control	Rs.20,000/-	Rs.10,000/-	
(iv)	Counter bunding	Rs.10,000/-	Rs.7,000/-	
(v)	Terracing	Rs.20,000/-	Rs.8,000/-	
(vi)	Field bunding fencing & trench digging	Rs.8,000/-	Rs.4,000/-	
(vii)	Plantation including land preparation & cultural operation	Rs.10,000/-	Rs.10,000/-	
(viii)	Stream Bank Erosion Control	Rs.10,000/-	Rs.10,000/-	
(ix)	NWDPR	Rs.50,000/-		
Duties	<ol style="list-style-type: none"> 1. The A.S.C.O will be responsible for conducting survey, planning and preparation of projects Reports, implementation of Soil Conservation and Watershed Projects taken up under different schemes such as NWDPR, RVP and other departmental works of State Plan, Non Plan and Central Plan along with the deposit works of DRDAs, CRF, FFW and funds being funded by other agencies for execution of Soil Conservation related projects. 2. He will exercise the power of D.D.Os and head of office respect of his office as may be delegated by Head of Department. 3. He will responsible for delineation of watersheds, its designing and accord technical sanction of plan and estimates of different watershed activities to the extent as may be delegated from time to time. 4. Check measurement of works executed departmentally up to 50%. 5. He is responsible for timely submission of reports and returns to the respective Soil Conservation Officers and higher authorities. 6. Any other duties / responsibilities which may be assigned to him by his higher authorities at the time of need that do not interfere with the essential duties mentioned above. 			

Designation	Junior Soil conservation Officer		
Powers	Administrative	Financial	Others
(i)	Water Harvesting Structure	-	Rs.3,000/-
(ii)	Land Reclamation	-	Rs.3,000/-
(iii)	Gully Control	-	Rs.2,500/-
(iv)	Counter bunding	-	Rs.2,500/-
(v)	Terracing	-	Rs.2,500/-
(vi)	Field bunding fencing & trench digging	-	Rs.1,500/-
Duties	<p>As per the Resolution" by G.A. Department, Government of Orissa vide order No.15553/Gen dt. 26th June, 1984 & Agril. & Co-operation Resolution No.GE(M)2/86/2650/AC dt. 23rd , January, 1986), the role and responsibilities of Jr.S.C.O. will be as follows.</p> <ol style="list-style-type: none"> 1. Each Junior Soil Conservation Officer remains in Charge of 10 to 12 Field Assistants, Both Third Grade and Fourth Grade Staff such as Soil Conservation Assistant, Field Asst. Surveyor, Jr. S.C.Asst., Field Man Demonstrator, Bhumirakhyak, Plantation Guard etc. under his control and shall be responsible for effective implementation of the Soil Conservation Programme. 2. He guides the Field Asst. And Surveyors in Collection of the basic datas of the areas under his range and shall compile the data for his range and submit the same to the Asst. Soil Conservation Officer retaining a copy of the report. 3. He visits all the sections under his jurisdiction and check measures the works executed in every area and submits the detailed report to contact the farmers participating in the programmes for giving timely technical guidance to them at least one in a fortnight. 4. His jurisdiction comprises more or less a panchayat samity depending upon the sub-watershed. 5. He check the Field Assistant whether they are visiting and conducting the meeting on Soil Conservation work and guides the Field Assistants and Farmers in all Technical matters. 6. He checks the Diaries of Field Asst. and records his observation during this visits regularly and ensures that those are maintained properly. He also instructs to his staff under his control for making tour programmes to specified areas. 7. He supervises the field work on demonstrations, trials and Research plots and guides the field Assistants for conducting their demonstrations in both Govt. farm and farmers field too. Also he records the additional yield due to improved practices. 		

<p style="text-align: center;">Duties</p>	<ol style="list-style-type: none"> 8. In the absence of the Soil Conservtion Officer / Asst. Soil Conservation Officer, he remains in charge of the office and controls the day to day official business which are of mostly technical in nature. 9. He prepares a perspective Master Plan of Soil Conservation measures for his area including conservation farming trails in farmers field and marketing of the perishable products and system practically implementation of the programme. 10. He conducts tour at least 20 days in a month for supervising the work of the subordinate staff and assists them in technical matters in execution and planning. He has to visit the field and checks the work before the weekely market day in the locality and conducts meeting for encouraging farmers to take up land development and plantation etc. in their lands. 11. He remains in charge of Soil Conservation Demonstration Centre, Pasture Development Centre and Research Farm, sisal Estates and the duties and responsibilities assigned to him are no way less than those of a farm superintendent. 12. He instructs the Field Assistants in carrying out demonstration of Soil conservation programme in farmer's field and in Soil Conservation Demonstration Centre. He guides Soil conservation Assistant and field Assistants and other sub-Ordinates in selecting Farmers for taking up conservation farming land reclamation, amelioration of acid soils cashew plantations. 13. He guides Soil conservation Assistant and field Assistants and other sub-Ordinates in selecting Farmers for taking up conservation farming land reclamation, amelioration of acid soils cashew plantations. 14. He maintains with him, the details of the fixed programme of S.C. Assistant, Field Assistants and maintains a list of farmers contacted in NABARD works operated in his area. 15. He maintains daily diary of the work done by him and reports the same every month to the Asst. soil Conservation Officer Concerned. 16. He select the applicants for land development, land shaping gully control , irrigation ponds, cashew plantations etc. recommends for getting loan form nationalized Banks and other financing agencies like AFDA, MFAL, TDA, NABARD etc. 17. He investigates the field hazards like saline inundation, sand casting, landslide gully erosion etc. due to heavy storm flood famines and natural calamities.
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	<p>18. He prepares the soil maps with descriptive roll for interpretation and correlation for utilisation of a particular land for different purpose.</p> <p>19. He is a sub-disburser and handles cash to a tune of one lakh rupees for labour payment and other contingent expenditure in a year.</p> <p>20. He checks the plans and estimates, which are of highly technical in nature and prepare the project reports for soil conservation programme.</p> <p>21. He attends to the interpretation of aerial photographs and land satellite imageries for preparation of watershed planning.</p> <p>22. He attends the monthly meeting organized by the concerned Asst. soil Conservation Officer and soil Conservation Officer.</p> <p>23. He assists the Soil Conservation Officers/Asst. Soil Conservation Officers in organizing and conducting field training programme generally conducted at the time of exhibition of a particular programme.</p> <p>24. He give the requires assistance to the different agencies in conducting research and demonstration programme like yield on cashew, pasture development by product from sisal waste etc.</p> <p>25. He guides the field assistants in organizing the field for successful demonstration on conservating farmers, strip cropping, land use capability etc.</p> <p>26. He collects the reports and data from the field Assts. And compiles the same for each Watershed/ sub-watershed/ Mini watershed/ Micro Watershed and submits to higher authority.</p> <p>27. He attends the Panchayat Samity meetings and keeps the samity informed of various soil conservation programmes for that locality.</p> <p>28. He maintains harmonious relationship with the local officers belonging to the department of co-operation. Revenue, Forest, Irrigation, Panchayat and Commercial Banks and seek their assistance for planning and implementation of soil survey work, gully control, plantations, soil survey from consolidation and valuations of lands.</p>
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	<p>29. In the Headquarters, he scrutinizes the technical. Papers submitted by the S.C. Sub-Division compiles the reports, technical notes and booklets for the use at different levels.</p> <p>30. He verified the utilization certificates of the farmers for sanction of loans by Banks after checking the work in the field.</p> <p>31. He participates in village meeting in connection with the NABARD, MFAL AND S.F.D.A. schemes and convinces farmers on the benefit of the programmes.</p> <p>32. He assists the Asst. soil Conservation Officer in conducting exhibitions and soil conservation Programmes in tribal areas people in his jurisdiction.</p> <p>33. He guides the people to take up counter measures by raising wind breaks against scale, storm, diversion channel for safe disposal of under sizable water flow, spraying of cashew plantation etc.</p> <p>34. He also collects static on response of people to soil conservation measures like water harvesting structures, contour bonding, terracing conservation farming, amendment of acid alkaline and saline soils from time to time at different parts of the year.</p> <p>35. He guides the Field Assistants in collecting soil samples for determining the fertility status erosion assessment, soil reaction, feasibility of land for different crops etc.</p> <p>36. He prepares schemes, technical maps plan from field survey data.</p> <p>37. He assists in analysis of soil samples and prepares soil fertility report.</p> <p>38. He attends to the water budgeting and recommendation of cropping pattern in the proposed command areas of Irrigation projects.</p> <p>39. He prepares land utilization data for different purposes by remote sensing.</p>
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Designation	Soil conservation Assistant		
Powers	Administrative	Financial	Others
(i)	-	-	-
	<p>The Soil Conservation Assistants working under Soil Conservation Directorate belongs to Class – III non-gazetted field staff. The main duties of these field officers include:-</p> <ol style="list-style-type: none"> 1. Watershed Planning and execution of soil & Water Conservation measures such as contour bunding, land development, terracing structures such as WHS, G.C. Diversion bunds, spillways etc. Apart from planning and execution they are also responsible for utilization of Soil and water resources for the development of the area through extension and training programme. 2. Soil Survey and field investigation, field experiment and analysis of Soil Water samples collected from field and streams. 3. Imparting training to S.C.S.O.s Jr. S.C Asst., F.M.D and other staff working for the watershed development programme along with the local beneficiaries involved in the Development programme. 4. They will conduct the special survey of the damages caused due to natural calamities such as flood, winds, casting and land slide etc. to prepare the estimate for repair and report to the Soil Conservation Officer/A.S.C.O. for further action by the Government. 5. They will motivate farmers and the other local beneficiaries to take up the low cost soil conservation measures through extension programmes such as group discussions, meetings exhibition, demonstration etc. in the locality/watershed. 6. He may function as watershed team leader in absence of J.S.C.O. and will execute the Soil Conservation works in the watershed. 7. He will prepare the plan and estimate of both vegetative and engineering structures with consultation/help of the S.C.S.O.,J.S.C.A. and other staff working in the locality/watershed to submit the report to A.S.C.O. for necessary scrutiny and action. 		

	<p>8. They will obtain the technical guidance and instruction from his A.S.C.O., S.C.O. or through training as the case may be and will impart the same to the staffs down below. But they will be totally responsible for proper supervision and implementation of the work in the field.</p> <p>9. He will submit the reports & returns to the Soil Conservation Officer/A.S.C.O concerned to his work in time.</p> <p>10. He will make 100% check measurements of the Soil Conservation works (both vegetative & engineering structures) executed under his jurisdiction.</p> <p>11. He is to prepare the Project Control Register and will maintain personally.</p> <p>12. The Soil Conservation Assistants will prepare and the plantation journal and the calendar of operation of works.</p> <p>13. They will check muster roll, Contract labour works/forms.</p> <p>14. They will maintain the stock & store register and verify the stock before signing the stock entry certificate.</p> <p>15. They will ensure the Govt. by furnishing the necessary certificate on the body of the vouchers, muster roll, contract labour forms etc. before and after the disbursement of the amount due. If any thing wrong is detected, he should immediately bring it to the notice of the A.S.C.O. or immediate authority for necessary action.</p> <p>16. He will maintain the Cash Book, Stock Register, Advance Ledger, Plan and Estimate Register, Field diary, Field Instruction Books, Library Register, Personal Ledger, Issue and Receive Register etc. Keep them in safe custody. He will be responsible for stolen/damage of any of the above records.</p> <p>17. He will keep the money receipt book in safe custody and maintain.</p> <p>18. Due to financial involvement in his job, he will produce the records and registers as per the requisition by the ASCO/SCO, Govt. Auditors, A.G Auditors and will furnish the necessary compliance if required.</p>
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	<p>19. He will discharge the duty in technical Section when posted in the Headquarters office of ASCO/SCO/ D.S.O(O) or equivalent posts.</p> <p>20. In view of the dearth of staff or reduction of staff due to austerity measures down below his cadre they will be responsible for execution of field works, range establishment submission of range reports, returns etc. to the ASCO.</p> <p>21. They will attend to any other work assigned to them by the higher authorities in exigency of public service.</p>
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Designation	Soil conservation Technical Assistant		
Powers	Administrative	Financial	Others
(i)	-	-	-
	<p>The Soil Conservation Technical Assistant are the Class – III non-Gazetted field staff. The S.C.T.A. will work in the field as well as in the office of the General Executing and Survey Wing of the Organization. The duty/functions of the S.C.T.A. are-</p> <ol style="list-style-type: none"> 1. In the office they are attached to the technical cell and are to assist the J.S.C.O/A.S.C.O as the case may be. 2. They are responsible for preparation of all reports and returns of technical section. 3. Checking of plan and estimates of all soil conservation works both vegetative and structural. 4. Assisting the J.S.C.O/A.S.C.O preparation of the schemes/action plans. 5. Compilation of progress reports in respect of different schemes operation in the sub-division/division for approval of the HEAD OF Office. 6. All correspondences relating of execution of S.C. works. 7. In the Training Institute, they are to impart practical training to the trainees. 8. In the Laboratory, they may be engaged for analysis of the samples as per the instruction of the R.O./A.S.C.O. 9. In the survey wing, they are to soil survey work. 10. They are to analyze the data collected on the field survey in consultation with the team leader (JSCO/ASCO and will prepare the preliminary draft reports. 11. In absence of the camp leader (JSCO) the SCTA will function as camp leaders with all functions of camp leader. 12. Files relating to approval of tour programme and tour diary of technical staff and the correspondence there of. 13. Any other work assigned to him as and when required by the higher authority in exigency of public service. 		

Designation	Soil conservation Sectional Officer		
Powers	Administrative	Financial	Others
(i)	-	-	-
	<p>The Soil Conservation Sectional Officers are the Class – III Non-Gazetted Field staff. They are mostly posted in executing subdivisions. However, in the Division Office, Training Institutes , Survey Wing such officers are also engaged depending on the need. The main duties or job of the S.C.S.Os are as follows.</p> <ol style="list-style-type: none"> 1. They are to survey the locality and to locate the problematic areas needing conservation measures. 2. They are to assist the J.S.C.O/J.E./S.C.Asst. in surveying the watershed/locality for preparation of W.P R. or Action Plan. 3. Collection of basic data (Socio economic data climatologically data, Land records, human and animal resources etc.) for preparation of project report/action plan etc. 4. At the grass-root level they to impart the low cost technical know-how to the beneficiaries of the watershed locality through extension method. 5. They explain the utility and benefits of the S.C. measures taken by the Department so as to take proper care of the assets created by the organization as well as to promote the low cost structures to be done by the farmers himself at their own cost. 6. They are to collect labourers and engage them in doing the S.C. works both vegetative and structural, such as plantation. G.C, WHS., P.C. , Veg. contour bunds, diversion weir channels, land reclamation, pasture development etc., as per the instruction of the J.S.C.O/S.C. Asst/J.E 7. Assisting the J.S.C.O./J.E./S.C.Asst. for preparation of plan and estimate of the S.C works to be taken. 8. Maintain the muster roll. 9. He is to physically present in the field and execute the S.C. works assigned to him through the labourers engaged as per the instruction/guidance of the J.S.C.O/J.E./S.C.Asst. 		

	<p>10. He is to identify the labourers at the time of payment and the necessary certificate to that effect is to be furnished by him under his signature and date.</p> <p>11. He is to record the work done in the Measurement book with his signature and date, which is to be check measured by his authorized authority.</p> <p>12. He is to receive the store materials required for the S.C. work and to furnish the utilization certificate on the body of the voucher with his signature and date.</p> <p>13. When attached to office, he is to assist the officer in charge technical cell in preparation of reports returns of office. In absence of any technical officer he may directly work under the guidance of the Head of office.</p> <p>14. In the Laboratory he may be engaged to assist in analysis of samples both soil and water as the case may be.</p> <p>15. In the training institute they are engaged to assist in practical training of the trainees or as per the instruction of the Principal or the course co-ordinator.</p> <p>16. Any other works as and when assigned by the higher authority in exigency of public interest.</p>
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Designation	Junior Soil conservation Assistant		
Powers	Administrative	Financial	Others
(i)	-	-	-
	<p>The junior soil conservation Assistants are the Class – III Non-Gazetted Field staff. They are mostly engaged in executing sub-divisions. However, in the division office Training institutes, Survey wing such officers are also engaged depending on the need. The main duties or job of the J.S.C.A.s are as follows:-</p> <ol style="list-style-type: none"> 1. They are to survey the locality and to locate the problem areas needing conservation measures. 2. They are to assist the J.S.C.O/J/E/S.C. Asst. in surveying the watershed/locality for preparation of W.P.R. or action plan. 3. Collection of basic data (Socio economic data climatologically data, Land records, human and animal resource etc.) for preparation of project report/action plan etc. 4. At the grass root level they are to impart the low cost technical know how to the beneficiaries of the watershed locality through extension method. 5. Explain the utility and benefits of the S.C measures taken by the Deptt. So as to take proper care of the assets created by the organization as well as to promote the low cost structures to be done by the farmers himself at their own cost. 6. They are to collect labourers and engage them in doing the S.C works both vegetative and structural such as plantation, G.C., W.H.S., P.C., Veg. contour bunds, diversion weir, channels, land reclamation, pasture development etc., as per the instruction of the J.S.C.O/S.C. Asst/J.E 7. Assisting the J.S.C.O./J.E./S.C.Asst. for preparation of plan and estimate of the S.C works to be taken. 8. Maintain the muster roll. 9. He is to physically present in the field and execute the S.C. works assigned to him through the labourers engaged as per the instruction/guidance of the J.S.C.O/J.E./S.C.Asst. 10. He is to identify the labourers at the time of payment and the necessary certificate to that effect is to be furnished by him under his signature and date. 		

	<ol style="list-style-type: none"><li data-bbox="483 197 1432 302">11. He is to record the works done in the Measurement book with his signature and date, which is to be check measured by his authorized authority.<li data-bbox="483 380 1432 485">12. He is to receive the store materials required for the S.C. work and to furnish the utilization certificate on the body of the voucher with his signature and date.<li data-bbox="483 522 1432 669">13. When attached to office, he is to assist the officer in charge technical cell in preparation of reports returns of office. In absence of any technical officer he may directly work under the guidance of the Head of office.<li data-bbox="483 707 1432 774">14. In the Laboratory he may be engaged to assist in analysis of samples both soil and water as the case may be.<li data-bbox="483 812 1432 917">15. In the training institute they are engaged to assist in practical training of the trainees or as per the instruction of the Principal or the course co-ordinator.<li data-bbox="483 955 1432 1022">16. Any other works as and when assigned by the higher authority in exigency of public interest.
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Designation	Field Man Demonstrator		
Powers	Administrative	Financial	Others
(i)	-	-	-
	<p>The Field Man Demonstrator are the Class – III Non-Gazetted field employees of the Soil Conservation Organisation. The main duties of the F.M.D.s are as follows.</p> <ol style="list-style-type: none"> 1. They are to physically work in the field and demonstrate beneficiaries of the locality the utility and the benefits of the Soil Conservation measures taken in the field. 2. They are to collect the labourers and engage them and supervise the work in the field as per the instruction of the J.S.C.O./S.C.Asst. 3. Any other work assigned to them by the higher authorities in public interest. 		

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records for Discharging

(1) Office Establishment

Sl. No.	Name / Title of the Document	Type of Document	Brief write up of the documents	From where one can get a copy of rules, regulation, instructions manual and records	Address, Telephone No.	Fee Charged by the Department for a copy of Rules / Regulations / instructions/ Manual and records (if any)
1	2	3	4	5	6	7
1	Orissa Service Code		Regarding Service Condition	F.D.		
2	Orissa Service Manual (Vol. I & II)		Governing Service Conditions	G.A. Deptt.		
3	O.C.S. (Pension) Rules 1992		Governing Pensioner Benefits	Finance Deptt.		
4	O.C.S. (CCA) Rules 1962		Procedure for Disciplinary Proceeding	G.A. Deptt.		
5	O.G.S. Conduct Rules, 1959		Governing Conduct of Govt. Servants	G.A. Deptt.		
6	Compilation of circular and orders of Finance Deptt.		Governing different aspect of Service	Finance Deptt.		
7	O.C.S. (Rehabilitation assistance) Rule 1990		Rehabilitation assistance	G.A. Deptt.		
8	ORV Act		S.C. & S.T. Dev. Deptt. Rules governing reservation of vacancies of posts	S.T. & S.C. Dev. Deptt.		

(2) Scheme Guideline

Sl. No.	Name / Title of the Document	Type of Document	Brief write up of the documents	From where one can get a copy of rules, regulation, instructions manual and records	Address, Telephone No.	Fee Charged by the Department for a copy of Rules / Regulations / instructions/ Manual and records (if any)
1	2	3	4	5	6	7
9	Manual for RTI Act. 2005		Directorate of Soil Conservation, Orissa, Bhubaneswar	Official Website of Govt. of Orissa (Agriculture Deptt)		
10	NWDPRA (WARSA JANASABHAGITA) Guideline		Directorate of Soil Conservation, Orissa, Bhubaneswar	Official Website of Govt. of Orissa (Agriculture Deptt)		
11	IWDP		Directorate of Soil Conservation, Orissa, Bhubaneswar	-		

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 there of

Implementation of Policy

Do not come under the purview of Directorate of Soil Conservation:-

Chapter – 6 (Manual – 5)
**A statement of the categories of documents that are held by
if or under its control**

6.1 Use the format given below to give the information about the official documents secretariat level directorate levels others (Please mentioned the level in place of writing others).

Sl. No.	Category of the document	Name of the document and its introduction in one line.	Procedure to obtain the documents	Held by / under Control of
1	Manual	Manual for RTI Act – 05	Available in Official Website of Govt. of Orissa (Agriculture Department)	

Chapter – 7 (Manual – 6)
**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

- Name and address of the Affiliated Body
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)
- Structure and Member Composition
- Head of the Body
- Address of main office and its Branches
- Frequency of Meetings
- Can public participate in the meetings?
- 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.

**-: Do Not come under the purview of the Directorate of Soil Conservation,
Orissa, Bhubaneswar:-**

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the public information officers

8.1. Name of the Authority:

Sri Sarbeswar Rautray (M.Sc.Ag)
Asst. Soil Conservation Officer,
Nabarangpur
E.Mail:-

Asst. Public Information Officer:

Sl. No.	Name	Designation	Std Code	Phone No.		Fax	E-Mail	Address
1.	Sri Jaya Narayan Mohapatra	S.C.T.A.	06858	222013	-	-	-	A.S.C.O., NABARANGPUR

Public Information Officer:

Sl. No.	Name	Designation	Std Code	Phone No.		Fax	E-Mail	Address
1.	Sri Durjadhan Nayak	Head Clerk	06858	222013	-	-	-	A.S.C.O., NABARANGPUR

Department Appellate Authority:

Sl. No.	Name	Designation	Std Code	Phone No.		Fax	E-Mail	Address
1.	Sri Sarbeswar Rautray	A.S.C.O.	06858	222013	-	-	-	A.S.C.O., NABARANGPUR

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

After receipt of the letters from different quarters the same are being distributed between different sections through the Head Clerk. After the letters are marked & entered in the Diary Register in the name of the concerned Assistant, he being the custodian of the files puts up the letters in the files through the Head Clerk. The files are submitted to the Soil Conservation Officer, Koraput through the Head Clerk to take the Final decision for disposal of the letters.

Chapter – 10 (Manual – 9)
Directory of Officers and Employee
ASST. SOIL CONSERVATION OFFICER, NABARANGPUR

Sl. No.	Name of the Officer	Designation	Telephone			Fax	Email	Address
			Office	Residence	Mobile			
1	Sri Sarbeswar Rautray	Asst. Soil Conservation Officer			9437579668	222013	Asco126@dataone.in	At/Po- N.G.Pur Dist. N.G.Pur
2	Sri Durjadhan Nayak	Head Clerk	222013					
3	Sri Umesh Chandra Panigrahy	Sr. Clerk	222013					
4	Sri Chakradhar Patra	Sr. Clerk	222013					
5	Sri B.D.Samal	Jr. Clerk	222013					
6	Sri J.N. Mohapatra	S.C.T.A.	222013					
7	Sri B.B.Parija	Peon	222013					

Name of the Subordinate Officers and Staffs

Sl. No.	Name of the Officer	Designation	Telephone			Fax	Email	Address
			Office	Residence	Mobile			
1	Sri U. Ch. Swain	J.S.C.O.	222013					
2	Sri M.S. Sahu	J.S.C.O.	222013					
3	Sri K.C.Patnaik	J.S.C.O.	222013					
4	Sri L.D. Jena	J.S.C.O.	222013					
5	Sri S.C.Nayak	S.C.Asst.	222013					
6	Sri R.C. Kandi	S.C.Asst.	222013					
7	Sri S.N. Rautray	J.S.C.A	222013					
8	Sri L.D. Parida	S.C.S.O	222013					
9	Sri K.C.Dash	S.C.S.O	222013					
10	Sri B.N.Mishra	S.C.S.O	222013					
11	Sri D. Dalua	S.C.S.O	222013					
12	Sri B.D. Moharana	S.C.S.O	222013					
13	Sri T. Parida	S.C.S.O	222013					
14	Sri G. K. Satpathy	S.C.S.O	222013					
15	Sri L.N. Nayak	J.S.C.A	222013					
16	Sri L.B. Singh	J.S.C.A	222013					
17	Sri L.K. Mallick	J.S.C.A	222013					
18	Sri K.B.Mishra	J.S.C.A	222013					
19	Sri M. Devraj	J.S.C.A	222013					
20	Sri M.K. Parida	J.S.C.A	222013					
21	Sri Subash Ch. Rath	J.S.C.A	222013					
22	Sri Suresh Ch Rath	J.S.C.A	222013					
23	Sri P. Behera	J.S.C.A	222013					
24	Sri K.J.Ram	J.S.C.A	222013					
25	Sri B.S.Rana	J.S.C.A	222013					
26	Sri R.C. Dehury	J.S.C.A	222013					
27	Sri K.C. Pradhan	J.S.C.A	222013					
28	Sri G.D. Puhan	J.S.C.A	222013					
29	Sri S.N.Swain	J.S.C.A	222013					
30	Sri A.K. Patra	J.S.C.A	222013					
31	Sri M.Khora	J.S.C.A	222013					
32	Sri A. Raula	J.S.C.A	222013					
33	Sri B.K. Korkora	J.S.C.A	222013					
34	Sri R.C. Raita	J.S.C.A	222013					
35	Sri A.K.Mishra	J.S.C.A	222013					
36	Sri S.Eswar Rao	J.S.C.A	222013					
37	Sri A.K. Singh	J.S.C.A	222013					
38	Sri R.K. Naik	F.M.D	222013					

Chapter – 11 (Manual-10)

The Monthly Remuneration Received by Each Officers and Employees, including the system of compensation as provide in Regulations.

Sl. No.	Name	Designation	Monthly Remuneration		Compensation / Compensatory Allowance	The Procedure to determine the Remuneration as given in the regulation
			Scale of Pay	Basic		
	Sri Sarbeswar Rautray	Asst. Soil Conservation Officer	9300-34800	19240		
	Sri Durjadhan Nayak	Head Clerk	9300-34800	12270		
	Sri Umesh Chandra Panigrahy	Sr. Clerk	5200-20200	11890		
	Sri Chakradhar Patra	Sr. Clerk	5200-20200	11200		
	Sri B.D.Samal	Jr. Clerk	5200-20200	5200		
	Sri J.N. Mohapatra	S.C.T.A.	5200-20200	11460		
	Sri B.B.Parija	Peon	4440-7440	6540		

Name of the Subordinate Officers and Staffs

Sl. No.	Name	Designation	Monthly Remuneration		Compensation / Compensatory Allowance	The Procedure to determine the Remuneration as given in the regulation
			Scale of Pay	Basic		
1	Sri U. Ch. Swain	J.S.C.O.	9300-34800	15150		
2	Sri M.S. Sahu	J.S.C.O.	9300-34800	15150		
3	Sri K.C.Patnaik	J.S.C.O.	9300-34800	16340		
4	Sri L.D. Jena	J.S.C.O.	9300-34800	14790		
5	Sri S.C.Nayak	S.C.Asst.	9300-34800	12060		
6	Sri R.C. Kandi	S.C.Asst.	9300-34800	12060		
7	Sri L.D. Parida	S.C.S.O	5200-20200	9580		
8	Sri K.C.Dash	S.C.S.O	5200-20200	9580		
9	Sri B.N.Mishra	S.C.S.O	5200-20200	9580		
10	Sri D. Dalua	S.C.S.O	5200-20200	9280		
11	Sri B.D. Moharana	S.C.S.O	5200-20200	10990		
12	Sri T. Parida	S.C.S.O	5200-20200	10600		
13	Sri G. K. Satpathy	S.C.S.O	5200-20200	9280		

14	Sri L.N. Nayak	J.S.C.A	5200-20200	9110		
15	Sri S.N. Rautray	J.S.C.A	5200-20200	9280		
16	Sri L.B. Singh	J.S.C.A	5200-20200	8780		
17	Sri L.K. Mallick	J.S.C.A	5200-20200	8780		
18	Sri K.B.Mishra	J.S.C.A	5200-20200	9280		
19	Sri M. Devraj	J.S.C.A	5200-20200	8950		
20	Sri M.K. Parida	J.S.C.A	5200-20200	9280		
21	Sri Subash Ch. Rath	J.S.C.A	5200-20200	9280		
22	Sri Suresh Ch Rath	J.S.C.A	5200-20200	9280		
23	Sri P. Behera	J.S.C.A	5200-20200	9280		
24	Sri K.J.Ram	J.S.C.A	5200-20200	9280		
25	Sri B.S.Rana	J.S.C.A	5200-20200	9280		
26	Sri R.C. Dehury	J.S.C.A	5200-20200	9280		
27	Sri K.C. Pradhan	J.S.C.A	5200-20200	8950		
28	Sri G.D. Puhan	J.S.C.A	5200-20200	8950		
29	Sri S.N.Swain	J.S.C.A	5200-20200	8950		
30	Sri A.K. Patra	J.S.C.A	5200-20200	8520		
31	Sri M.Khora	J.S.C.A	5200-20200	8520		
32	Sri A. Raula	J.S.C.A	5200-20200	8580		
33	Sri B.K. Korkora	J.S.C.A	5200-20200	7620		
34	Sri R.C. Raita	J.S.C.A	5200-20200	7730		
35	Sri A.K.Mishra	J.S.C.A	5200-20200	9110		
36	Sri S.Eswar Rao	J.S.C.A	5200-20200	7910		
37	Sri A.K. Singh	J.S.C.A	5200-20200	8210		
38	Sri R.K. Naik	F.M.D	4440-7440	4930		

Chapter – 12 (Manual – 11)
The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and report on disbursement made)
for public Authorities responsible for developmental construction, technical works

Year	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed in Lakh	Amount sanctioned in lakh	Amount released in lakhs / disbursed (No of installments)	Actual expenditure in lakhs	Responsible officer for the quality and the complete execution of the work
2007-08	NWDPR 23-2402	Management Component	01.04.07	31.03.2012	11.023	11.023	11.023	11.023	A.S.C.O., Nabarangpur
		Development Component			36.347	36.347	36.347	36.347	
2008-09		Management Component	01.04.08	-do-	55.406	55.406	8.16	8.16	
		Development Component			105.628	105.628	34.86	34.86	
2009-10		Management Component	01.04.2009	-do-	68.949	68.949	12.592	12.592	
		Development Component			205.3678	205.3678	35.998	35.998	

Chapter – 13

The Manner of Execution of Subsidy Programmes

13.1 Please provide the information as per the following format

- Name of the Programme
- Duration of the Programme/Scheme
- Objective of the programme
- Physical and financial target of the tile programme (For the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to available benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (Where applicable)
- Other fees (Where applicable)
- Application format (where applicable, if the application is made on plain paper please mention it along with what the applicant should mention in the application.)
- List of Attachments
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level Block Level etc.)
- List of beneficiaries in the format given below.

-: Don't come under the purview of the Directorate of Soil Conservation:-

Chapter – 14 (Manual – 13)
Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 Please provide the information as per the following format

- Name of Programme
- Type (Concession/Permits/Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits

-: Don't come under the purview of the Directorate of Soil Conservation, Orissa:-

Chapter – 15 (Manual – 14)
Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/ programmes

**GOVERNMENT OF ORISSA
AGRICULTURE DEPARTMENT**

No.30535/Ag. Dtd. The Bhubaneswar 29th October-1998.
SC (CP) 77/98

From:

Shri B.K.Patnaik, IAS
Commissioner-cum-Secretary to Govt.

To

All Collectors and CEO, DRDAs of KBK Districts.

Sub:- Implementation of Watershed Development Projects in KBK Districts.

Sir,

I am directed to say that Govt. of India have agreed to double the first installment of EAS for KBK Districts and to release the second installment subject to utilization of 50% as per the existing guidelines of EAS. The enhancement of the allocation under EAS is subject to the condition that 50% of the additional funds would be earmarked for watershed development. Accordingly, 8 DRDAs in KBK districts have already received Rs.19.8 crores towards Central share. It has been decided by the State Government that 6micro watersheds shall be taken up under EAS in each Block of KBK districts with an aim to saturate them during the ninth five year plan.

New Watersheds under NWDPR/DPAP/IWDP shall be taken up after necessary sanction order from Government of India is received. However 4 micro-watersheds in each NWDPR block may be selected under NWDPR from the furnished by ORSAC and you should be in readiness the start the work immediately.

Implementation of watershed development projects under EAS / IWDP / DPAP shall be according to the Common guidelines of Ministry of Rural Areas and Employment and for NWDPR guidelines shall be followed subject to modalities now approved by the State Govt. and being communicated in enclosure.

You are requested to take necessary steps immediately for implementation of watershed development projects. Milestones for various activities have been prescribed in the enclosure and all steps shall have to be taken to achieve them. Government of Orissa have decided to take up watershed development projects in Mission mode and Collectors have been designated as the Mission Leaders. As Mission leaders you must ensure that these projects are implemented in a time bound manner. For any assistance/clarification, you may contact undersigned of Sri S.K.Jha, Joint Secretary to Govt. and Director (Watershed Mission) Tel.0674-400070-312(Ext.)

Yours faithfully,
Sd/-

Commissioner-cum-Secret

**GOVERNMENT OF ORISSA
AGRICULTURE DEPARTMENT**

No. SC (CP) 2/93-8850/Ag, Dated, the 19.03.1993

Sub:- Delegation of financial powers to the officers of Soil Conservation Directorate working under Central Sector Scheme "National Watershed Development Project in Rainfed Areas" in the State.

The question of delegation of powers to the Director, Soil Conservation, Joint Director, Soil Conservation and subordinate officers working under them for effective implementation of the Central Plan Scheme of NWDPPRA was under consideration of Government for some time past. After careful consideration, Government have been pleased to delegate powers to the following Officers working under the Central Sector Scheme NWDPPRA to the extent indicated against each so as to enable them to implement the project work expeditiously.

Sl. No.	Designation of Officer	Technical Sanction.	Administrative Approval
1	Asst. Soil conservation Officer (ASCO) in charge of sub-division	Rs.50000/- (Rupees fifty thousand) only	Nil
2	Soil Conservation Officer (SCO) in charge of Divisions.	Rs.100000/- (Rupees One lakh)only	Rs.50000(Rupees fifty thousand) only
3	Joint Director Soil Conservation (JSCO) NWDPPRA	Rs.150000/- (Rupees One lakh and fifty thousand only	Rs.100000/- (Rupees.One Lakh) only
4	Director of Soil Conservation (D.S.C.Orissa)	Nil	Rs.150000/- (Rupees one lakh fifty thousand) only

2. When any of the officers mentioned above have accorded technical sanction for a particular work, the administrative approval for that work will be accorded by the next higher officers even if the administrative approval is within the powers delegated to him.
3. He above delegation of powers will came in to force with immediate effect.
4. Concurrence of Financial Department in the matter has been obtained.

Sd/-
Commissioner-Cum-Secretary
to Government.

Government of Orissa
Agriculture and Cooperation Department
No.SC(M)-128/86 4775 /Ag., Bhubaneswar, dated

From:

Shri G.Sahoo,
Under Secretary to Government

To

The Director, Soil Conservation, Orissa, Bhubaneswar.

Sub: Delegation of power to the officer of the Soil Conservation Organization.

Ref: Your letter No. 17749/SC dated.19.11.

Sir,

In partial modification of the G.O. No.15545/AG, dated 07.05.1985 delegating the power to Director, Soil Conservation, Orissa and other officers working under the Directorate of Soil Conservation for according administrative approval and technical sanction for different Soil Conservation works executed by the Soil Conservation Organisation, I am directed to say that the Governor has further been pleased to delegate the following enhanced powers to the officers indicated below.

Administrative Approval

Sl. No.	Name of the Officer	Item of the work	Existing powers to accord administrative approval	Enhanced powers to accord administrative approval
1	Soil Conservation Officer	Water Harvesting Structure	Rs.70000/-	Rs.100000/-

Technical sanction

Sl. No.	Name of the Officer	Item of the work	Existing powers to accord administrative approval	Enhanced powers to accord administrative approval
1	Executive Engineer	Water Harvesting Structure	Rs.70000/-	Rs.100000/-
2	Soil Conservation Officer	Water Harvesting Structure	Rs.50000/-	Rs.100000/-
3	Asst. Soil Conservation Officer	Water Harvesting Structure	Rs.20000/-	Rs.40000/-
4	Asst. Engineer	Water Harvesting Structure	Rs.20000/-	Rs.50000/-

2. Delegation of power made in favour of all officers in the G.O. referred to above except as stated in Para.1 above remain unchanged.

The Accountant General, Orissa is being informed.

Yours faithfully
Sd/-
Under Secretary to Govt.

Government of Orissa
Agriculture and Cooperation Department.

No. SC(S)37/8515546/Ag. Dated, 7th May, 1985

From

Shri H.K.Das, OSS
Under Secretary to Govt.

To

The Director, Soil Conservation, Orissa

Sub:- Delegation of powers to the officers of the Soil Conservation Organization.

Sir,

In supersession of this Deptt. G.O. No.4875/AC, Dt.27.02.73 on the subject mentioned above, I am directed to say that with a view to expedite execution of Soil Conservation works, Governor has been pleased to decide to delegate the following powers for according administrative approval and technical sanction to the different categories of officers working in the Soil Conservation Organization.

Sl. No.	Name of the Officer	Item of work	Powers to accord administrative approval	Powers to accord technical sanction
1	Director of Soil Conservation, Orissa	(i) Water Harvesting Structure	Rs.2,00,000/-	-
		(ii) Land Reclamation	Rs.1,00,000/-	Rs.1,00,000/-
		(iii) Gully Control/ Farm pond	Rs.80,000/-	Rs.50,000/-
		(iv) Counter bunding	Rs.75,000/-	Rs.50,000/-
		(v) Terracing	Rs.1,00,000/-	Rs.60,000/-
		(vi) Field bunding fencing & trench digging	Rs.60,000/-	Rs.60,000/-
		(vii) Plantation including land preparation & cultural operation	Rs.1,00,000/-	Rs.75,000/-
2	Joint Director of Agriculture (Engg)	Water harvesting structure	-	Rs.2,00,000/-
3	Soil Conservation Officer	(i) Water harvesting structure	Rs.70,000/-	Rs.50,000/-
		(ii) Land Reclamation	Rs.40,000/-	Rs.40,000/-
		(iii) Gully control/Farm pond	Rs.40,000/-	Rs.15,000/-
		(iv) Counter bunding	Rs.30,000/-	Rs.20,000/-
		(v) Terracing	Rs.40,000/-	Rs.20,000/-
		(vi) Field bunding fencing & trench digging	Rs.20,000/-	Rs.15,000/-
		(vii) Plantation including land preparation & cultural operation	Rs.40,000/-	Rs.40,000/-

		(viii)	Stream Bank Erosion Control	Rs.20,000/-	Rs.20,000/-
4	Executive Engineer (Soil Conservation)	(i)	Water harvesting structure	-	Rs.70,000/-
		(ii)	Gully Control	-	Rs.25,000/-
		(iii)	Field bunding fencing & trench digging	-	Rs.15,000/-
5	Asst. Soil Conservation Officer	(i)	Water harvesting structure	Rs.20,000/-	Rs.20,000/-
		(ii)	Land Reclamation	Rs.10,000/-	Rs.08,000/-
		(iii)	Gully Control	Rs.20,000/-	Rs.10,000/-
		(iv)	Counter bunding	Rs.10,000/-	Rs.07,000/-
		(v)	Terracing	Rs.20,000/-	Rs.08,000/-
		(vi)	Field bunding fencing & trench digging	Rs.08,000/-	Rs.04,000/-
		(vii)	Plantation including land preparation & cultural operation	Rs.10,000/-	Rs.10,000/-
		(viii)	Stream Bank Erosion Control	Rs.10,000/-	Rs.10,000/-
6	Assistant Engineer (Soil Conservation)	(i)	Water harvesting structure	-	Rs.20,000/-
		(ii)	Land Reclamation	-	Rs.10,000/-
		(iii)	Gully Control	-	Rs.10,000/-
		(iv)	Counter bunding	-	Rs.5,000/-
		(v)	Terracing	-	Rs.10,000/-
		(vi)	Field bunding fencing & trench digging	-	Rs.4,000/-
7	Soil Conservation Asst./Sr. Soil Conservation Asst. (Engg. Diploma holders only)	(i)	Water harvesting structure	-	Rs.3,000/-
		(ii)	Land Reclamation	-	Rs.3,000/-
		(iii)	Gully Control	-	Rs.2,500/-
		(iv)	Counter bunding	-	Rs.2,500/-
		(v)	Terracing	-	Rs.2,500/-
		(vi)	Field bunding fencing & trench digging	-	Rs.1,500/-

1. The Accountant General, Orissa is being informed.

Yours faithfully,
Sd/-
Under Secretary to Govt.

Government of Orissa
Agriculture Department
No. SC (Misc)34/91 – 1659
Dated, Bhubaneswar the, 17.01.1992

From:

Meena Gupta,
Secretary to Government.

To

The Director, Soil Conservation, Orissa, Bhubaneswar.

Sir,

With a view to create additional irrigation potential in 5 lakh ha. During the 7th plan period by construction of W.H.S. Government had created some additional posts in the Agricultural Engineering Organization and the manner of their deployment was also outlined in construction of W.H.S. and G.O. No.15546/AC., dated 07.05.1985 and No.4475/ dated 16.02.1987 Government had also delegated powers in favour of Director, Soil Conservation, Soil conservation Officer, Executive Engineer and Assistant Engineer to accord administrative approval and technical sanction. It has now come to the notice of the Government that although these posts were created for construction of W.H.S. the services of these engineering personnel are not being utilized fully. This matter was discussed in details in a High Level Meeting under the Chairmanship of the Minister, Agriculture on 28.11.1991 and the census of opinion in the meeting was that the services of these engineering personnel should be utilized for the purpose for which they were created. Accordingly Government after careful consideration of the above facts have decided that since the designing and construction of W.H.S. involves engineering knowledge hereafter the construction of W.H.S. should be exclusively entrusted to the Agricultural Engineers working in the Soil Conservation Organization. The Executive Engineers, Asst. Engineers and Junior Engineers will design, accord technical sanction and execute the construction of W.H.S. The powers delegated in G.O. No. 15546/AC., dated 07.05.1985 and No.4775 dated.16.02.1987 for according technical sanction in favour of Soil Conservation/Asst. Soil Conservation Officer and Soil Conservation Assistant/Senior Soil Conservation Assistant (now redesignated JSCO) is hereby withdrawn. The Director, Soil Conservation Officer and Asst. Soil Conservation Officer and Asst. Soil Conservation Officer and Asst. Soil Conservation Officer will however, continue to accord administrative approval as laid-down in the aforesaid Government Orders.

It is further been decided to distribute the districts among the 4 Executive Engineers keeping in view the work load and the number of Agril. Asst. Engineers and Junior Engineers working in the districts. The Director, Soil Conservation should issue suitable instructions to the Soil Conservation Officers to attach the required number of ministerial staff to the Executive Engineers for their effective functioning.

Yours faithfully,
Sd/-
Secretary to Government.

MODALITIES FOR IMPLEMENTATION OF WATERSHED DEVELOPMENT PROJECTS IN KBK DISTRICTS

INTRODUCTION:-

Government of India has agreed to double the first installment of EAS for the KBK district and to release the second installment subject to utilization of 50% as per the existing guidelines of the EAS. The enhancement of the allocation under the EAS is subject to the condition that 50% of the additional funds would be earmarked for watershed development. Subject to timely utilization, the KBK districts are likely to receive an additional allocation of funds earmarked for watershed development. Assuming that on an average an expenditure of Rs per watershed land be taken up for development funding the Ninth Plan from out of the additional fund promised under EAS. Since a watershed would require not less than four years for complete treatment, all the 540 watersheds have to be taken up simultaneously. Accordingly to indications available, 154 watersheds have to be taken up in KBK districts under NWDPRRA during the Ninth Plan. 150 more watersheds are also likely to be funded out of NWDPRRA during the Ninth Plan to be taken up exclusively in KBK districts. Some watersheds are also expected to be funded out of DPAP and IWDP, some of which would be in the KBK district. In other words, about 800 watersheds in KBK district are expected to be taken up for treatment during the Ninth Plan period. On an average, therefore roughly 10 watersheds in each of the 80 blocks of the KBK districts will have to be taken up simultaneously under EAS, NWDPRRA, DPAP, IWDP, etc. Development Commissioner further mentioned that Government have not decided to take up watershed development projects in a Mission Mode. The Development Commissioner observed that the number of watersheds proposed to be taken up during the Ninth Plan is significantly more than the number of watersheds taken up during any of the earlier plan periods., He mentioned that the flow of funds particularly under EAS will be limited to actual utilization and unless the implementing agencies are able to implement the programme timely and effectively, the risk of the State losing Central assistance cannot be ruled out.

1. Number of Watershed in each Block:-

On an average 10 watersheds shall be taken up in each Block of KBK district under EAS and other schemes out of which on an average 6 – 7 watersheds will be taken up with additional funds provided under EAS. Watershed Mission would aim at saturating all the watersheds taken up during the 9th plan within four years.

2. Selection of PIA:-

The Common guidelines of Ministry of Rural Areas & Employment (MORAE) emphasize community participation in the implementation of watershed Projects and therefore role of PIA as project Leader assumes considerable significance. Joint Secretary, Agriculture Department stated that Government of Madhya Pradesh has implemented Watershed Projects in Mission mode and officers of the rank of Class – II and above in a district have been engaged as the Project Leader. Based on his interaction with concerned officers of M.P., it is revealed that M.P. performance of BDOs as PIAs in general has been found to be better than other officers. After detailed discussions, the consensus was that selection of BDOs as PIAs should be preferred for the following reasons

- (a) Experience of BDOs in various programmers requiring community mobilization and their contracts with local opinion leaders, Panchayat members, NGOs etc.
- (b) Accessibility of common people to the Block Officers.
- (c) Capacity of BDOs to ensure convergence of all the community development Programmes in the watershed.
- (d) Blocks will be in a position to monitor maintenance of assets created after completion of the project period.

However, Collectors as Missioner Leader of their respective districts may engage any other line department officers such as D.F.O., Deputy Director (Soil Forestry), CDVO, DDA, DAO, SCO, ASCO, Deputy Director of Horticulture, and Horticulturist etc. or any NGO with proven track record in similar Programme and if the Collector is of the view that in respect of one or more watersheds, choice of the BDO as PIA would not be the services of the WDTs would be available to those watersheds as well.

3. Selection of Watershed Development team members:

One Watershed Development Team will be stationed in each Block of KBK districts. Engineer. Wherever watershed has sizeable forestland for treatment, local forest official (Ranger / Forester) would also be taken as member of WDT. While concerned Head of Department with the approval of the Department concerned will post the concerned officers to the different Blocks immediately. Services of one Agricultural Engineer would be provided to each Blocks immediately, services of one Agricultural Engineer would be provided to each Block to the member of the lama at the earliest possible. The Director Soil Conservation will place a team of surveyors in each Block to assist the WDT in preparation of Development plans. The members of watershed development team would be provided accommodation in the Block office premises for day to day functioning. All the Govt. functionaries in WDT shall be whole time and exclusively for watershed development projects. However they would be expected to perform their respective department functions temporarily in the absence of any other departmental functionaries in the Block area. Till arrangements are made to charge the salaries of the WDT members and the Engineer to watershed account, they may continue to draw their salary from the existing Sources.

4. Selection of Watersheds:

Prime Minister's Office, New Delhi has communicated vide Memo. No.2280/G/JS(A)/98 Dated 24.09.1998 that selection of priority watersheds for treatment should be based on watershed maps done by ORSAC.

- (a) High incidence of wasteland available.
- (b) Situation in the upper reaches of the district.
- (c) High incidence of drought
- (d) Contiguity to the watersheds already treated or being treated under various programmes
- (e) Expected community response in the watershed villages.

Based on above criteria, Mission Leader (Collectors) would select 10 watersheds in each block immediately. The list of 20 priority watersheds in accordance with the above criteria will be made available by ORSAC to Director (Watershed Mission) in Agriculture Department to be passed on to Collectors. Collectors while selecting the watershed in each Block will ensure that watershed

already taken under any other programme are excluded if they find place in the priority list of ORSAC. As far as possible, the 10 watersheds to be selected out of the identified list should be in clusters of not less than three to four. Where certain watersheds are already been treated or are being treated now, the watershed selected now should subject to fulfilling the criteria listed above be contiguous to such watershed.

5. Training from State Level to Block Level:

(a) State Level

48 State Level trainers will be recruited and they will be trained by MANAGE AT Bhubaneswar. Training expenses for the State Level Training will be borne by P.R. Department, MANAGE will also conduct-training Programmes for members of SLWPIRC

(b) District Level:

State Level Trainers will train members of District Watershed Advisory Committee, PIAs and other officers to be associated with the Programmes at the district level.

(c) Block Level:

State Level Trainers and PIAs will train the members of Watershed Development team at the Block Level. Further they will also train the numbers of watershed committee to be formed in each watershed.

Since organization of training programmes at various levels will take time, a general orientation on watershed projects, to be implemented in accordance with the common guidelines of Ministry of Rural Areas and Employment, may be organized by the DRDAs at the district level for PIA and WET members immediately. This will help in immediately starting the project activities in various watersheds.

(d) All the above programmes are to be coordinated by IMAGE which has been designed as the apex agency for the purpose in the SLWPIRC meeting held under the chairmanship of Chief Secretary on 16.07.1998.

6. Role of Officers of Line Departments as the State and District Level:

(i) State Level / Range Level:

All Head of the Department concerned including the, Director of Agriculture, Director of Horticulture, Director of Soil Conservation, Director of Animal Husbandry, Director of Social Welfare, Director of Textile & (Sericulture), Director (Fisheries), Conservator of Forests would be expected to visit at least two watersheds of KBK districts each month in each month in such as way that they visited district at least twice in one year. This will help in proper working of PIAs and watershed development team. Copies of inspection report / tour note shall be made available to Director (Watershed Mission) in Agriculture Department and Mission Leader and PIAs for guidance and follow-up action.

(ii) District Level:

District Level Officers in various line Departments such as DFO, DD(SF), DDA, DDH, CDVO, SCO DSWO, DAO, ASCO, Horticulturist, AD (Sericulture), Asst. Director (Fisheries) and others who are also members of District Watershed Development Advisory Member would work as Watershed Mission Guides. Collector of the district would allot one block to each of them and the Mission Guides would assist PIA and WDT

members in formulation and the implementation of the project. Subject matter specialists who are members of the DWDAC will also visit other blocks for providing technical guidance to the PIA and WDT in the respective subject. The Mission Guides will report on the activities and problems of their allotted watershed or nay other watershed to the Collector, the Mission leader of the district.

7. Mile Stone for various activities under Watershed Development Project.

Sl. No.	Activities	Who will Perform	When	Norms
1.	Selection of PIA (Project Leader)	Mission Leader	By 31.10.1998	Common guidelines and instructions mentioned above
2.	Appointment of WDT and Team Leaders	PIA	By 07.11.1998	As mentioned above Team Leader to be one of the WDT members.
3.	Selection of Watersheds	Mission Leader	By 15.11.1998	Based on information to be furnished by ORSAC Director (Watershed Mission)
4.	Training of State Level Trainers and Members of SLWPIRC	IMAGE	By 31.10.1998	Expenditure of be borne by P.R. Department
5.	Training of PIAs	IMAGE / DRDA	By 31.11.1998	Expenditure by DRDA
6.	General Orientation of PIAs and WDT	DRDA / IMAGE	By 15.11.1998	Expenditure by DRDA
7.	Execute Entry Point activity	PIA	By 30.11.1998	As per Guidelines
8.	Building relationship with community and defining outline of action plan	WDT	By 31.12.1998	Discussion with community, PR institutions, Local NGOs & Other village Level functionaries
9.	Organization of SHGs & UGs	WDT	By 31.12.1998	Existing SHGs such as Thirft and credit groups. Nare sanghs, Mahila Mandals, village Committees may be coopted
10.	Survey of Resources	WDT		Expenses from 5% of works component.
11.	Preparation of action Plan	UGs Under guidance of WDT	By 31.03.1999	ORSAC information on treatment plan to be utilized.
12.	Constitution of watershed Association and Registration	WDT	By 07.01.1999	All the members of SHG / UGs and members of Gram Panchayat in the Watershed Village.
13.	Constitution of Watershed Committee	WA	In the first meeting og WAS by 07.01.1999	(i) Composition is 4 from SHG, 5 from UG, 1 from GP, 1 from WDT (ii) Savings Bank Account in any scheduled Bank or Post office to be opened and to be jointly operated by Watershed Secretary and One WDT member
14.	Appointment of Watershed Secretary	Watershed Committee with Assistance of WDT	By 31.01.1999	Honorarium from administrative head @ Rs.1000/- per month consolidated.
15.	Preparation of Watershed Development Plan (WDT)	Watershed Committee with of Assistance WDT/PIA	By 31.03.1999	According to the common guidelines.
16.	Sanction of WDP	Mission Leader	Within a week submission WDP	Seek advise of Watershed Development advisory Committee

17.	Release of funds to PIA (PIA to open savings Bank account to be jointly operated by project Leader (PIA) and Team Leader of WDT, interest to be accrued in the account shall be used for watershed works	P.D., DRDA (by cheque only)	(i) First installment of Rs. 1.00 Lakh on commencement of project to be released to PIA. (ii) Second Installment after getting account of 1 st installment (iii) Third installment after accounts of 2 nd installment.	(i) Towards administration training works community (ii) towards training administration, community organization. (iii) Administration Training.
18.	Release of funds to watershed committee.	P.D. DRDA (By cheque only)	(i) 1 st time on the recommendation of WDT on the basis Micro Plan prepared by Watershed committee linking of water bodies in the watershed. (ii) 2 nd time on production of accounts of 1 st installments and sanction of WDP (iii) 3 rd time on production of accounts (iv) 4 th time on production of accounts. (v) 5 th time (vi) 6 th time (final)	
19.	Release of funds to UG and SHG	Watershed Committee	After measurement of Works / Activities	On recommendation of WDT
20.	Implementation of works	SHG & UG	Immediately on Sanction WDP and release of funds	<u>With assistance from WDT</u> <ul style="list-style-type: none"> • However entry point activities will be taken up by PIA as mentioned earlier SL. No.7 • Activities under Micro Plan shall be taken up as mentioned as SL. No.18.
21.	Monitoring and Review	PIA (of WDT / SC Secy.) DRDA / DWDAC (of PIAs) Dist. Vigilance and Monitoring Committee (MORAE D.O. No. V24011/27/95-RE-III Dated 26.10.1995) Administrator Special Projects (of Collectors / P.D. DRDAs)	3 rd of every Month 10 th of every Month As and When it meets 15 th of every month	Meeting to be presided by PIA Meeting to be presided by the Collector Meeting to be presided by President Zillah Parisad. Meeting to be presided by Administrator of KBK district Director (Watershed Mission) to attend.

