

DISTRICT RURAL DEVELOPMENT AGENCY, DEOGARH

RIGHT TO INFORMATION ACT, 2005

MANUAL – 1

1. **Aims and objective of the Organisation:** Aims and objectives of the District Rural Development Agency, Deogarh is given below.
 - (a) To implement various development and anti poverty programmes sponsored by State Govt. as well as Central Govt.
 - (b) To receive funds, distribute among the Panchayat Samitis and G.Ps and amongst other Line Deptt.
 - (c) To monitor, supervise and makes reviews of different programmes from time to time.
 - (d) To allocate subsidy to different Nodal Banks under SGSY.
 - (e) To furnish proposal to Central Govt. for release of funds.
 - (f) To furnish UC in respect of allotment, expenditure of funds under SGRY, SGSY, IAY, etc.
 - (g) To organise training programmes swarojagaries and SHG members under BPL category.
 - (h) Maintains cash Book for different schemes.
2. **Mission / Vision:** To reduce rural poverty through various anti-poverty programmes, provide basic amenities i.e. Drinking Water Supply, Sanitary latrine and rural connectivity.
3. **Brief History and background for its establishment:** This is a newly created DRDA vide Resolution No.1189/PR.,dt.6.9.1994 of Panchayati Raj Department, Govt. of Orissa, Bhubaneswar and registered under Registration of Societies Act, 1980. The DRDA is functioning in its own building. Prior to this it was functioning in the Old building of Irrigation Department.
4. **Organisation Chart :** As per guidelines of Govt. of India, organization of structure has been made. Different wings of DRDA are:
 - (a) DRDA is headed by a Project Director consists of different wings.
 - (b) Self Employment wing
 - (c) Women wing
 - (d) Wage Employment wing
 - (e) Watershed wing
 - (f) Engineering wing
 - (g) Account wing
 - (h) Monitoring wing
5. **Allocation of business:** To implement all rural development programmes through DRDA who is Nodal Agency.
6. **Duties to be performed to achieve the mission :** As per guideline of Government, duties are performed by the Government officials to achieve the mission.
7. **Details of Services rendered :** To provide employment generation and creation of asset, improve the standard of living of rural people, IAY houses to BPL families.
8. **Citizens Interaction :** Citizens may contact the authority directly about their various problems like Improvement of Infrastructure.

9. Postal Address of the Main Office, attached/sub-ordinate office/ field units etc.:
Main office : District Rural Development Agency, Deogarh, At/PO/Dist. Deogarh.
10. Map of Office location : Not available
11. Working hours both for office and public : 10.00 A.M. to 5.00 P.M.
01.30 P.M. to 2.00 P.M. (lunch break)
12. Public Interaction : DRDA is a public sector undertaking. It is directly related with public.
13. Grievance redress mechanism : No grievance cell is functioning separately.

M A N U A L - 2.

Powers and duties of officers and employees (Section 4(I) (b) (ii))

Powers and duties of officers and employees

Sl No.	Designation of The post.	P o w e r s				Duties attached.
		Administrative	Financial	Statutory	Other s	
01.	02.	03.	04.	05.	06.	07.
01.	Project Director	He would be in over all charge of the activities of the DRDA and responsible for interaction with district/State Admn. as well as With the Govt. of India.	All financial matters related to DRDA are vested with Project Director	Supervision and co-ordination with officers and over all charges of DRDA		
02.	Addl.P.D. (Admn.)	He is the principal assistant of Project Director and overall control of the letters, coordinate work of APDs and review their tour diaries.	Singing of cash book and subsidiary cash book, singed cheque upto Rs.5000/- countersigning and sanction leave.			
03.	Addl.P.D. (Tech.)	To accord technical sanction of plan and estimates and over all charge of the Engineering wing of the DRDA. He supervise all projects executed by the DRDA/Block/GP/.				

04	Addl.P.D. (Finance.)		Preparation of budget estimate under different schemes, reconciliation of DRDA account ,preparation of annual accounts		To keep watch on receipt of UC and submission thereof to Govt.	
05.	Asst.P.D. (Tech.)	To assist the Addl.P.D.(Tech.) and accord technical sanction within his jurisdiction.				
06.	Asst.P.D. (MIS)	To assist P.D. for monitoring and evaluation of various programmes, to scrutinised report returns and send to Govt.				
07.	Asst.P.D. (Credit)	To assist the Project Director to coordinate with banks in all matters relating to credit including the interface between the bankers and the beneficiaries/beneficiaries groups, loan disbursement and loan recovery.				
08.	Asst.P.D. (Scheme)	To monitor the IWDP Scheme under the supervision of Project Director for successful of the Schemes.				
09.	Asst. P.D. (Panchayat)	To assist Project Director for disbursement of funds to Panchayats and collect Utilisation certificate.				
10.	Programmee Officer	He will act the Nodal Officer for Gram Sat, V-Sat ,IT programmes of Block/DRDA under the supervision of Project Director		Monitor and supervise the computerize information.		
11.	Ministerial and other staffs	To assist P.D., Addl.P.Ds., and Asst.P.Ds. in various works for successful implementation of the Schemes.				

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Procedures followed in decision making process :

(Section –4 (I) (b) (iii))

The procedure followed in the decision making process including supervision and accountability at DRDA are as per different guidelines prescribed by the Central/State Govt. under different Schemes. The Scheme-wise guidelines are available in the Office which may be availed by the public on payment of fees and cost. Proposals are passed in the meeting and approved by the Zilla Parishad

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Norms set for the discharge of functions.

(Section –4 (I) (b) (iv))

Details norms and standard set out given in respect of various activities are given below :

SI No.	Activities.	Time frame/norm.	Remarks.
01.	Diary of letters	Same day	
02.	Despatch of letter	Same day after signing by the authority	
03.	Letter put-up	Within three days or within date line	
04.	Assembly Question	Same day i.e. on the date of receipt.	
05.	Other information such as staffing pattern PRIA SOFT, RURAL SOFT, BETAN	On line entry in the scheduled time and made up-to-date, available in the Web site.	

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Rules , regulations, instructions, manuals and records for discharging functions

(Section –4 (I) (b) (v))

Lists of regulation, instructions, manuals and records are given below:-

SI No	Name of the acts, rules, regulations etc.	Brief gist's of the contents	Reference No, if any	Price in place of priced publication
1	2	3	4	5
1.	Guidelines on DRDA Administration	Regarding staffing pattern and organizational structure of DRDA	Guidelines are available in DRDA.	
2.	SGRY guidelines	Implementation of Anti poverty programmes	Guidelines are available in DRDA.	
3.	SGSY guidelines	Credit subsidy linkage plan to the SHG	Guidelines are available in DRDA.	
4.	IWDP	Development of waste land in the rural areas	Guidelines are available in DRDA.	
5.	NFFWP	Employment generation and anti-poverty scheme	Guidelines are available in DRDA.	
6.	IAY	To provide house to the BPL families.	Guidelines are available in DRDA.	

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

(Section 4(1)(b)(vi))

A statement of the categories of the documents held

SI No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1	Incumbency chart of Project Director	Details incumbency chart of Project Director is available in the Office	Estt. Section	
2	Establishment	All establishment matters such as preparation of pay bill, sanction of leave, service records of staff, transfer posting , sanction of deputation etc.	Estt. Section	
3	G.B. Meeting	Regarding meeting of DRDA, Deogarh	Z.P. Section	
4	Cash Book, A/R, Other Account/ Stock Register	Regarding receipt of funds and distribution made among the PRIs and Line Deptt.	Account Section	
5	SGRY	Regarding distribution of funds and submission of proposal to Govt.	SGRY Section	
6.	NFFWP	Regarding distribution of funds and submission of proposal to Govt.	Scheme Section	
7	Issue and Receipt	All letters are received and distribute among the different section and issue letters and despatched	Issue and Receipt Section	
8.	Computer Section	Works done by the Programme Officer and Computer Programmer though Computer media. PRIASOFT, RURALSOFT, BETAN are made upto date	Computer Section	

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the policy of implementation.

(Section 4(1)(b)(vii))

Details of consultative committee and other bodies with which consultation are made

SI No	Name and address of the consultative committees/bodies	Constitution of the committees/body	Role and responsibility	Frequency of meeting
1	Governing body	Constitution made as per DRDA guidelines.	To approve expenditure and action plan	Quarterly

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A statement of Boards, Council, Committees and other bodies constituted implementation.

(Section 4(1)(b)(viii) List

of Boards, Councils, Committees

SI No	Name and address of the body	Main functions of the body	Constitution of the body
1.	Dist. Vigilance and Monitoring Committee	To monitor the different Schemes	
2.	Dist. Level vigilance squad	-do-	
3.	Tender Committee	To finalize rates on different item	District Purchase Committee.

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Directory of Officers & Employees

Section-4 (I) (b) (ix)

Sl. No.	Name & Designation	Office Ph.No.	E.mail address.
01.	Shri Bhabagrahi Sarangi, OAS(I)S.B. Addl. Dist. Magistrate-cum-Project Director(I/C)	06641-226330 (Off)	ori-ddeogarh@gramsat.nic.in
02.	Gajendra Kumar Behera Asst.P.D.(MIS)	-do-	-do-
03.	Chintamani Behera Asst.P.D.(Scheme)	-do-	-do-
04.	Prafulla Kumar Naik, Asst.P.D.(Panchayat)	-do-	-do-
05.	Augstine Minz, Asst.P.D.(Credit)	-do-	-do-
05.	Dileswar Dharua, S.I.	-do-	-do-
06.	Bidhu Bhusan Pattnaik, H.C.	-do-	-do-
07.	T.Gopal Krishna Sarab, J.E.(Scheme)	-do-	-do-
08.	S.K.Nayak, J.E. Scheme	-do-	-do-
09.	R.Sethi, J.E. (Scheme)	-do-	-do-
10.	J.Ekka, J.E. (Scheme)	-do-	-do-
11.	S.K.Maharana, J.E.(Scheme)	-do-	-do-
12.	Asit Kumar Nayak J.E.(Scheme)		
13.	Manoj Kumar Satapathy, Sr.Steno	-do-	-do-
14.	Sujit Kumar Satapathy, Sr.Clerk	-do-	-do-
15.	Janmyajaya Panda, Sr.Clerk	-do-	-do-
16.	Padmalochan Sahu, Sr.Clerk		
19.	Nruparaj Singh, Driver	-do-	-do-
21.	Purna Chandra Sahu, Peon	-do-	-do-
22.	Madhusudan Kallo, Peon	-do-	-do-
23.	Hemanta Kumar Nayak, Programme Officer	-do-	-do-
24.	Soumya Kanta Panda, Computer Programmer	-do-	-do-

25.	Ashok Kumar Patra, Peon Daily Wages	-do-	-do-
26.	Ramesh Hasti, Peon Daily Wages	-do-	-do-
27	Manoranjan Sahu, Peon Daily Wages	-do-	-do-
28	Tankadhar Pradhan, Peon (Daily wages)	-do-	-do-
29	Bhagirathi Kallo, Peon (Daily wages)	-do-	-do-
30	Aditya Dash, Peon (Daily wages)	-do-	-do-
31	Prasant Kumar Behera, Peon (Daily wages)	-do-	-do-
32	Ranjit Mukhi, Sweeper (Daily wages)	-do-	-do-

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The monthly remuneration received by the each of the Officer and Employees including
the system of compensation as provided in the regulation.

Section – 4 (I) (b) (X)

Sl. No.	Name & Designation	Pay Scale / monthly remuneration
01.	Shri Bhabagrahi Sarangi,OAS(I)S.B. Addl.Dist.Magistrate-cum- Project Director(I/C)	In Charge of Project Director
02	Gajendra Kumar Behera Asst.P.D.(MIS)	9300 -34200/-
03	Augustine Minz, Asst.P.D.(Credit)	9300 -34200/-
04.	Chintamani Behera Asst.P.D.(Scheme)	9300 -34200/-
05.	Prafulla Kumar Naik, Asst.P.D.(Panchayat)	9300 -34200/-
06.	Dileswar Dharua, S.I.	9300 -34200/-
07.	Bidhu Bhusan Pattnaik, H.C.	9300 -34200/-
08.	T.Gopal Krishna Sarab,J.E.(Scheme)	9300 -34200/-
09.	S.K.Nayak, J.E. Scheme	9300 -34200/-
10.	R.Sethi, J.E. (Scheme)	9300 -34200/-
11.	J.Ekka, J.E. (Scheme)	9300 -34200/-
12.	S.K.Maharana, J.E.(Scheme)	9300 -34200/-
13	Asit Kumar Nayak J.E.(Scheme)	9300 -34200/-
14.	Manoj Kumar satapathy, Sr.Steno	9300 -34200/-
15.	Sujit Kumar Satapathy, Sr.Clerk	5200 – 20200/-
16.	Janmyajaya Panda, Sr.Clerk	5200 – 20200/-
17.	Padmlochan Sahu, Sr.Clerk	5200 – 20200/-
22.	Nruparaj Singh, Driver	5200 – 20200/-
24.	Purna Chandra Sahu, Peon	4400– 7740/-
25.	Madhusudan Kallo, Peon	4400– 7740/-
26.	Hemanta Kumar Nayak, Programme Officer	7500/- (Consolidated remuneration)

27.	Soumya Kanta Panda, Computer Programmer	7000/- (Consolidated remuneration)
28.	Ashok Kumar Patra, Peon (Daily wages)	@ Rs. 90.00 /- per day
29.	Ramesh Hasti, Peon (Daily wages)	@ Rs. 90.00 /- per day
30.	Manoranjana Sahu, Peon (Daily wages)	@ Rs. 90.00 /- per day
31.	Tankadhar Pradhan, Peon (Daily wages)	@ Rs. 90.00 /- per day
32.	Bhagirathi Kallo, Peon (Daily wages)	@ Rs. 90.00 /- per day
33.	Aditya Dash, Peon (Daily wages)	@ Rs. 90.00 /- per day
34.	Prasant Kumar Behera, Peon (Daily wages)	@ Rs. 90.00 /- per day
35.	Ranjit Mukhi, Sweeper (Daily wages)	@ Rs. 90.00 /- per day

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The budget allocate to each Agency

Section- 4 (I) (b) (xi)

Non-Plan Budget :

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year.
DRDA Administration	Salary of DRDA employees	68.97126 lakhs	68.97126 lakhs	68.97126 lakhs	45.35 lakhs

Plan Budget

Name of the Plan Scheme	Activities to be undertaken	Date of commencement	Budget estimate (Rs. in lakhs)	Revised estimate (Rs. in lakhs)	Expenditure during thid year (Rs. in lakhs)
NREGA	Implementation of anti-poverty programmes of rural areas	1.4.2008	2016.22	2016.22	566.54
SGSY	Credit subsidy to SHGs.	1.4.2008	156.80	156.80	100.23
IAY	Construction of House to BPL Homeless families.	1.4.2008	365.00	365.00	149.15
IWDP	Improvement of Wasteland in Rural areas	6.3.2006	404.88	404.88	2.24

MANUAL - 12**The manner of execution of subsidy programme
(Section 4(I) (b) (xii))****Rs. in lakhs**

Sl No .	Name & Address of the Institution	Purpose for which subsidy provides	No.of beneficiar ies.	Amount of subsidy.	Previous years utilisation on progress	Previous year achievements.
01	02	03	04	05	06	07
01.	State Bank of India,Deogarh	Economic Activities on goatery,piggery,pisciculture etc.	145	13.72	90	94
2.	UBI,Reamal	-do	137	13.62	110	122
3.	CBI,Deogarh	-do-	213	19.75	130	121
4.	Andhra Bank, Loimura	-do-	57	4.55	30	23
5.	Uco Bank, Deogarh	-do-	39	3.55	20	29
6.	SDCC Bank,Deogarh	-do-	145	13.25	81	52
7.	BAGB, Deogarh	-do-	255	24.05	182	206
	Total		991	92.49	643	647

List of individuals given subsidy

Sl. No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy (Rs in lakhs)	Scheme and criterion for selection	No of time subsidy given in past with purpose.
1	2	3	4	5	6
1.(SBI)	Hiramani Minz At-Kalchipodadihi	Goatry	0.10	SGSY Minority	Nil
2.	Rosapratima Toppo At-Mandarnali	Piggery	0.10	SGSY Minority	Nil
3.	Punam Tirkey At-Amulpani	Goatry	0.10	SGSY Minority	Nil
4.	Pramila Barla At-Pravasuni	Goatry	0.10	SGSY Minority	Nil
5.	Bhimsen Lakra At-Bargadia	Piggery	0.10	SGSY Minority	Nil
6.	Nikolas Tirkey At- Bileighati	Goatry	0.10	SGSY Minority	Nil

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**Particulars of recipients of concession, permits and authorizations granted
(Section 4(I) (b) (xiii)**

List of beneficiaries

Sl No	Name and address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of items similar concession given in past with purpose
1	2	3	4	5	6
		No concession made			

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Information available in an Electronic form

(Section 4(I) (b) (xiv))

Details of information

SI No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available in website or is being used back end data base
1	2	3	4	5
1	Success story of DRDA, Deogarh, Annual Action Plan on different anti-poverty scheme, proceeding of meeting, tender, staffing pattern, Advertisement on recruitment etc. PRIASOFT, RURALSOFT, PAMIS, Betan,	Information available on website and Electronics media	Yes	Yes, http://panchayat.nic.in/DEOGARHJP

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Particulars of facilities available to citizens for obtaining information

(Section 4(I) (b) (xv))

SI No	Facilities available	Nature of Information available	Working hours
1.	Information Centre	No Information Centre	--
2.	Website	http://panchayat.nic.in/DEOGARHJP	10.00 AM TO 5.00 PM
3	Library	Guidelines of different schmes under Panchayati Raj	10.00 AM TO 5.00 PM
4.	Notice Board	Tenders, Selection of candidates for appointment at DRDA level.	10.00 AM TO 5.00 PM

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**Name and designation and other particulars of Public Information Officers
(Section 4(I) (b) (xvi))**

List of Public Information Officer

Sl No.	Designation of Officer Designated PIO	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more
01.	Gajendra Behera Asst.P.D.(MIS) DRDA,Deogarh.	DRDA, Deogarh At/PO/Dist. Deogarh.	226330	ori-ddeogarh@gramsat.nic.in .	

List of Assistant Public Information Officers.

Sl No.	Designation of Officer Designated as Assistant PIO	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
01.	Chintamani Behera, Asst.P.D.(Schme) DRDA,Deogarh	DRDA, Deogarh At/PO/Dist. Deogarh.	226330	ori-ddeogarh@gramsat.nic.in .	

First appellate authority in the department.

Sl No.	Designation of Officer Designated as first appellate authority.	Postal address.	Telephone No.	E-Mail address	Demarcation of Area/Activities, if more than one PIO is there.
01.	Shri Bhabagrahi Sarangi,OAS(I)S.B. Addl.Dist.Magistrate -cum- Project	DRDA, Deogarh At/PO/Dist. Deogarh.	226330	ori-ddeogarh@gramsat.nic.in .	

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**Other information as may be prescribed
(Section 4(I) (b) (xvii))**

All Plan and Proposals / decision of the Governing Body are preserved in this Office for record.

Project Director, DRDA,
Deogarh

