



**ODISHA TRIBAL EMPOWERMENT
& LIVELIHOODS PROGRAMME**
(ST & SC Development Department)

Programme Support Unit

TDCCOL Building, 2nd Floor
Bhoi Nagar, Bhubaneswar, Odisha, India
Tel: (+91) 674-2542709, 2547535, 2546150
Telefax: 2541772
Email: support@otelp.org, Website: otelp.org

No.:1793..... / Date:.....21.09.2016.....

File No.....38/2007CP-41.....

From

Sri Srikanta Prusty, IAS
Programme Director, OTELP
ST & SC Development Department

To

The Addl. Chief Secretary, Finance Department/
Principal Secretary, Forest & Environment Department/
Principal Secretary to Govt. Revenue & Disaster Management Department/
Commissioner-cum-Secretary to Govt., Panchayati Raj Department/
Commissioner-cum-Director, Watershed Mission/
Special Secretary to Govt., P & C Department/
Financial Advisor-cum-Additional Secretary to Govt., ST & SC Development Department

Sub: Proceeding of the 26th Meeting of State Level Programme Management Committee (SLPMC) meeting of OTELP

Madam/Sir,

I am to send herewith a copy of the proceeding of the 26th meeting of the State Level Programme Management Committee (SLPMC) of Odisha Tribal Empowerment & Livelihoods Programme (OTELP) held on 17.09.2016 at 03.00P.M. in the Conference Hall of PSU, OTELP under the Chairmanship of Commissioner-cum-Secretary to Govt., ST & SC Development Department for your kind information and necessary action.

Encl: As above

Yours' faithfully


Programme Director

Memo No. 1794 Date: 21.09.2016

Copy along with copy of the enclosure submitted to Commissioner-Cum-Secretary to Govt. and chairperson OTELP, ST & SC Development Department for kind information.


Programme Director

Memo No. 1795 Date: 21.09.2016

Copy along with copy of the enclosure forwarded to Director(ST)-Cum- Special Secretary to Govt./Director (SC), ST & SC Development Department for kind information.


Programme Director

Memo No. 1796 Date: 21.09.2016

Copy along with copy of the enclosure forwarded to Additional Secretary to Govt., Special Project, ST & SC Development Department for kind information.


Programme Director

Memo No. 1797 Date: 21.09.2016

Copy along with copy of the enclosure forwarded to PA, ITDAs, Koraput/Thuamul Rampur/ Balliguda/ Paralakhemundi/Nawarangpur/ Malkanagiri/ Gunpur/ Keonjhar/ Karanja for information and necessary action.


Programme Director

PROCEEDINGS OF 26TH MEETING OF STATE LEVEL PROGRAMME MANAGEMENT COMMITTEE (SLPMC) HELD ON 17.09.2016 AT 3.00 PM IN THE CONFERENCE HALL OF PSU, OTELP, BHUBANESWAR

The 26th Meeting of the State Level Programme Management Committee (SLPMC) of OTELP was conducted under the Chairmanship of Sri Surendra Kumar, IAS, Commissioner-Cum-Secretary, ST & SC Development, Minorities and Backward Classes Welfare Department and Chairperson, OTELP in the Conference hall of PSU, OTELP, Bhubaneswar on 17.09.2016 at 3.00 PM. The list of members present in the meeting is at **Annexure-A**.

At the outset the Programme Director, OTELP welcomed the Commissioner-Cum-Secretary, ST & SC Development, Minorities and Backward Classes Welfare Department and Chairperson OTELP, all the members present and special invitees. He presented the financial progress of AWPB 2016-17 for OTELP Plus.

Agenda Item No.1: Confirmation of the proceedings of 25th meeting held on 18th January 2016.

The proceedings of the 25th meeting held on 18.01.2016 has been circulated to all members vide letter no. 175 dated 20.01.2016. No comments have been received so far. The same was confirmed after discussion.

Agenda Item No.2: Action taken on key decisions of 25th meeting of SLPMC.

The progress on action taken on key decisions of the 25th meeting of the SLPMC was placed as follows:

SI No	Decision	Action taken
1	Organization of more no. of exposure visits both inside and outside State for stakeholders.	Budget provision has been made in AWPB for organizing training and exposure visit both inside & outside state. Exposure visit (06) organized for 20 farmers & field staff
2	Impact Assessment study of the project by renowned organization, NIRD.	Finance Department has taken initiative for Impact Assessment Study on OTELP.
3	Continuation of OTELP staffs after 31.03.2016 for Project Completion works.	Finance Department has approved the continuation of Staffs vide order no. 6122/SSD dated 28.03.2016.
4	Creation of PSU to implement OTELP PLUS and continuation of OTELP Phase- I & II.	Under consideration at Govt. level.
5	Engagement of FNGO in OTELP Plus Sundergarh.	XIM, Bhubaneswar has initiated the process of prioritization of FNGOs

Agenda Item No.3: Progress of Project Completion of OTELP.

The progress on project completion of OTELP is as follows:

Sl. No.	Activities / Assignments	Action taken
1	Preparation of draft Project Completion Report (PCR).	The Draft Project Completion Report placed before the IFAD Validation Mission during June 2016. The validated PCR submitted to IFAD and Department of Economic Affairs by Govt. vide Letter No.15736 Dt.26.08.2016.
2	Organizing Stakeholders Workshop	Conducted on 29 th June 2016.
3	Handing over of Assets	Handing over of assets to concerned Line Department is not required keeping in view the continuance of the programme.
4	Finalization of Accounts	The audited account has already been submitted to IFAD & ST & SC Development Department during July, 2016.




Agenda Item No.4: Progress of OTELP Plus of 2016-17.

The financial progress of OTELP Plus up to August, 2016 against the target under different component is as follows:

(Rs. in Lakhs)

Components	OTELP Plus	
	Target	Achievement
1. Capacity building	557.92	28.53
2. Livelihood Enhancement	9309.12	2675.97
3. Development initiative Fund	1830.03	140.60
4. Programme Management	2082.83	264.71
5. Admin. Cost to VDC	914.17	45.98
Total	14,694.07	3,155.79

Agenda Item No.5: Approval of AWPB 2016-17 of OTELP Plus.

The AWPB 2016-17 of OTELP Plus (including Phase-I & II continuation) prepared after consolidating the AWPBs of different ITDAs was presented for discussion. After detailed discussion the component wise allocation were approved as follows:

(Rs. in Lakhs)

Sl. No.	Component	AWPB 2016-17
1	Capacity Building for Empowerment	466.53
2	Livelihood Enhancement	12239.95
3	Development Initiative Fund	1067.81
4	Programme Management	1767.12
5	VDC admin. cost	840.10
Total		16381.50

Scheme/Programme	AWPB 2016-17
Convergence	11705.10
State Plan	4676.40
Total	16381.30

Agenda Item No.6: Approval of revised MOU in respect of FNGOs role and responsibility of SMSs for OTELP Plus.

The proposal for revision of conditions of MoU and ToR of SMSs for OTELP Plus were approved (**Annexure-B**).

Agenda Item No.7: Provisioning of funds under SCA to TSP or State Plan to meet the line Dept. Contribution.

The major activities of the programme i.e. Plantation and Land & Water Management are taken up under MGNREGA. As per the guidelines of MGNREGA duly approved by State Level Convergence Committee, the contribution pattern is as follows:

Particulars	MGNREGA	Contribution from Line dept.	Total (Rs in Lakhs)
Plantation	Rs. 1048.00	Rs. 238.40	Rs. 1286.40
Land & Water Management	Rs. 3711.91	Rs. 927.97	Rs. 4639.88
Total (Rs in Lakhs)	Rs. 4759.91	Rs.1166.37	Rs. 5926.28

The matter was placed for perusal.

Agenda Item No.8: Reconstitution of SLPSC & SLPSC of OTELP Plus.

The matter will be moved to Govt. for reconstitution of the SLPSC & SLPSC for OTELP Plus.

Agenda Item No.9: Any other matter with permission of the Chair.

i. Approval of Continuance of FNGOs in OTELP PLUS areas

Keeping in view the time left for closure of financial year 2016-17, the continuance of FNGOs associated with the OTELP Plus programme beyond 30.09.2016 up to 31.03.2017 was approved. Further renewal of FNGOs after 31.03.2017 will be considered basing on their performance.

The meeting ended with vote of thanks to the Chair.



Commissioner Cum-Secretary
ST & SC Development,
Minorities and Backward Classes
Welfare Department & Chairperson OTELP

1. Role and Responsibility of FNGOs:-

- Facilitate the community in planning, execution, evaluation and social auditing & record keeping
- Preparation of project proposal as per the need of the community and NRM based/ Net Planning of the VDLP.
- Prioritize the activities with meticulous plan for arrangement of funds through the existing Govt. Schemes incorporate project proposal which is need based, realistic and achievable in the annual work plan and budget.
- Processing of project approval and planning for approval on or before the fixed dates of action communicated.
- Execution of the activities as per the approved AWPB and to take proactive steps perform social responsibility activities.
- Timely submission of weekly/ monthly/quarterly/yearly report returns on the stipulated date.
- Any other works as assigned by ITDA/PSU/Govt. from time to time

2. Role and Responsibility of ITDA:-

- Consolidation of submitted project proposal after due scrutiny by the SMSs.
- Prioritize the activities with meticulous plan on arrangement of funds through existing Govt. Schemes so as to make the project proposal need based, realistic , achievable in the annual work plan and budget.
- Timely submission of project proposal to District Planning & Monitoring Unit, Line Department, PSU on or before the fixed deadline.
- Communication of the approved Annual Work Plan Budget to the FNGOs for timely implementation of the activities.
- Timely release of funds to FNGOs i.e. administrative cost of FNGOs, VDC Administrative & Investment cost as per the guideline.
- Consolidation and scrutiny of the information/ report returns/ expenditure statement received from the FNGOs.
- Regular updation of the ITDA level Websites for proper documentation.
- Submission of timely information /report returns and financial statement to PSU and others.
- Holding of monthly coordination meeting to review the progress of OTELP Plus.
- Assigning all SMS as Nodal Officer for each programme blocks for implementation & monitoring of the programme and validation of information.
- Preparation of Annual Progress Report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc. of the respective ITDAs.



- Quarterly performance of FNGOs/ Experts indicating the ranking as Very Good, Good, Average/ Poor and communicate to FNGO & PSU .
- Holding of District Level Programme Management Committee(DPMC)/Project Level Committee(PLC) meeting regularly and inform the members on the project activities.
- Coordination with line department and other agencies.
- Grievance redressal of FNGOs/Expert.
- Annual audit of the FNGO/ ITDA, OTELP PLUS.
- Any other works as assigned by PSU/Govt. from time to time

3. Role and Responsibility of PSU:-

- Policy level support for planning, execution of the OTELP PLUS.
- Technical and Managerial support to the ITDAs.
- Consolidation , Scrutiny and approval of the AWPB of OTELP PLUS in the SLPMC.
- State Level Coordination Meeting with FNGOs & ITDAs.
- Timely fund allocation to ITDAs.
- Grievance redressal of FNGO/ITDAs.
- Quaterly performance of the ITDAs and SMSs of ITDAs.
- Annual audit of the ITDAs.
- Preparation & Publication of Annual Progress Report/ Success Story/ Impact Assessment of the programme.
- Any other works as assigned by the Government from time to time.

4. Duties and responsibility of SMSs posted at ITDA:

🚩 Programme Officer(Planning , Monitoring & Evaluation):

- Apprise PA, ITDAs on day to day development on OTELP Plus & problems on implementation and sort out the problem.
- Coordinate with other SMSs in consolidation of project proposals received from the FNGOs, Scrutinise and prepare a realistic, achievable annual work plan & budget plan .
- Facilitate in signing of MoU with FNGOs & VDCs
- Submission of activity wise project proposal to District Planning & Monitoring Unit(DPMU) & line dept. in time for leverage of fund through convergence from various schemes of Govt. of Odisha & Govt. of India
- Submission of AWPB to PSU following due procedures.

Handwritten signature

- Consolidation of the informations and reports from concerned Nodal Officer of different blocks of programme areas and apprise the PA, ITDA and take necessary steps.
- Keep liaison with FNGO/ Dist. Line Dept. Official and PSU/ Govt. in programme planning, monitoring for execution of OTELP Plus.
- FNGO wise allocation of physical and financial target of the FNGOs on receipt of approved annual work plan & budget.
- Facilitate external visitors/officials and prepare information sheet
- Facilitate in the timely release of funds, submission of report/financial statement to PSU / others.
- Apprise PA, ITDA on matter related to OTELP PLUS on regular basis.
- Coordinate in organizing meetings with FNGOs/VDCs/Other line Dept.
- Any other work as assigned by PA, ITDA/ PSU/ Govt.

✚ **Programme Officer (Capacity Building):**

- Facilitate FNGO/ Community in preparation of training need assessment, capacity building plan, training methodology etc.
- Preparation and submission of the Capacity Building plan of OTELP Plus to concern line department for necessary approval and leverage of fund from concerned line dept/District Administration.
- Timely release of fund to FNGOs for capacity building activities.
- Timely execution of capacity building & empowerment activities approved in AWPB
- Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO.
- Keep upto date database on thematic area i.e. capacity building of OTELP Plus and upload in ITDA website.
- Compilation of SoE and submission to PSU in stipulated time.
- Ensure timely execution of activities by Expert of FNGOs.
- Disposal of file in stipulated days.
- Apprise PA, ITDA on matter related to capacity building measures.
- Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc.
- Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs.
- Any other work as assigned by ITDA/ PSU/ Govt.



✚ Watershed Development Officer :

- Facilitate the FNGOs in preparation of project proposals in respect to land and water management ,MGNREGS and other engineering activities.
- Administrative & technical approval of estimates/design related to engineering activities.
- Timely execution of engineering activities as per the approved AWPB.
- Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO.
- Keep upto date database on thematic area of OTELP Plus and upload in ITDA website.
- Compilation & submission of SoE and MPR to PSU in stipulated time.
- Ensure timely execution of activities by Expert of FNGOs.
- Disposal of file in stipulated days.
- Apprise PA, ITDA on the matter related to engineering measures.
- Ensure updation of asset register in regular interval & maintenance of case record
- Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc.
- Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs.
- Online entry of data related to MGNREGA.
- Keep close liaison with other SMSs of ITDA/ Expert of FNGO/ District Line Department Officers.
- Any other work as assigned by ITDA/ PSU/ Govt.

✚ Agriculture Officer :

- Facilitate the FNGOs on the preparation of project proposal in respect of MGNREGS-Plantation,Agri-Horti. Development and other livelihood activities and its successful execution.
- Timely execution of the Plantation, Agri-Hort and other livelihood activities approved in AWPB.
- Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO.
- Keep upto date database on thematic area of OTELP Plus and upload the data in ITDA website.
- Compilation & submission of SoE and MPR to PSU in stipulated time.



- Ensure timely execution of activities by Expert of FNGOs.
- Disposal of file in stipulated days.
- Apprise PA, ITDA on matter related to Agriculture & allied measures.
- Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc.
- Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs.
- Online Entry of data related to MGNREGA.
- Keep close liaison with other SMSs of ITDA/ Expert of FNGO/ District Line Department Officers.
- Any other work as assigned by ITDA/ PSU/ Govt.

Finance Officer :

- Budgeting and accounting of the programme;
- Timely release of funds for timely implementation of different activities by the ITDAs, FNGOs, VDCs & SHGs
- Maintaining records of all financial matters related to the programme;
- Fund requirement requests for release of funds from the PSU with justification.
- Preparing guidelines for auditing SHG and VDC accounts and engaging Auditors for auditing SHG and VDC accounts
- Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO.
- Compilation & submission of SoE and MPR to PSU in stipulated time.
- Ensure proper record keeping at all levels.
- Disposal of file in stipulated days.
- Apprise PA, ITDA on matter related to Finance.
- Online entry of data related to MGNREGA.
- Online payment to the beneficiaries account relating to MGNREGS
- Keep close liaison with other SMSs of ITDA/ Expert of FNGO/ District Line Department Officers.
- Any other work as assigned by ITDA/ PSU/ Govt.



Modification of MOU

Sl No.	Existing MOU	Modified MOU
1	Experts engaged at FNGO level: (3+1)	(2+1)
2	2 Community Service Providers (CSP) engaged per MWS in OTELP Plus areas with a provision of incentive of Rs.5000/CSP/month to the maximum of Rs.50000/annum.	1 CSP/ MWS with a consolidated honorarium of Rs.3000/month.
3	Provisioning of 1 Community Mobiliser (CM) for two Micro watersheds (MWS) in Phase-I & II Continuation programme areas @ of Rs.3000/month.	1 CSP/ MWS in Phase-I & II Continuation programme areas @ of Rs.3000/month.
4	The responsibility of FNGO/ ITDA on convergence of Govt. Schemes/Programme was not well-defined.	<p>FNGO should facilitate the communities in submitting proposal to ITDAs on convergence in time along with necessary approval at different level (Palli sabha & Grama sabha) for leveraging funds from ongoing programme of Govt. of Odisha & Govt. of India and other donors.</p> <p>ITDA is to ensure approval of the project proposal submitted by the FNGO from the district administration and communicate the approved proposal to FNGO for timely implementation and proper documentations.</p> <p>However both FNGOs & ITDAs are responsible for leveraging funds under convergence and achieve the target fixed in AWPB.</p> <p>FNGOs are solely responsible for non-monetary convergence e.g. (old age pension, widow pension, ensuring job card, physically challenged pension, health insurance, national food security card etc.)</p> <p>The FNGO should sign MoU with ITDA for seven years subject to annual renewal on the basis of satisfactory performance.</p> <p>In case any FNGO wants to withdraw within one year of the probation phase they should submit notice with justification at least one month before withdrawal to ITDA for necessary consideration.</p> <p>The FNGO cannot withdraw from the programme after completion of the probation phase. In case they</p>

Handwritten signature





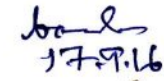
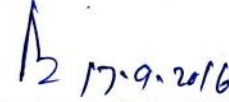
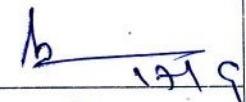


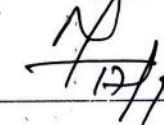
		<p>withdraw they shall be responsible to compensate the consequent loss to the organization.</p> <p>The FNGO should ensure that Experts are positioned in time for timely completion of the activities. Under no circumstances their plea regarding non availability of any experts due to resignation or any other reason will be accepted.</p> <p>ITDA shall release administrative cost in advance before the beginning of the quarter. However, this is subject to satisfactory performance of the FNGO and submission of all required documents which includes MPR, quarterly progress report comprising physical and financial progress against the target assigned.</p> <p>FNGO personnel (head/ representative) should ensure the close monitoring of the activities at the field level so as to attain the programme objectives.</p>
5	<p>On breach of any of conditions of this MOU by FNGO/ Consortium of NGOs, ITDA by a simple notice to FNGO/ Consortium of NGOs, shall terminate its services forthwith stating the reasons thereof.</p>	<p>On breach of any of conditions of this MOU by FNGO/ Consortium, ITDA will constitute a review committee to examine the reasons and issue show cause notice. The reply to the show cause notice must reach to ITDA with in 15 days of issuance of show cause notice. On receipt of reply from FNGO/ Consortium the committee will examine the matter and if not justified, may recommend to PSU for termination of its services. In case of proven fraud/ misappropriation/ misconduct detrimental to the Govt. interest, the services of the FNGO may be recommended to PSU for termination.</p>
6	<p>On termination of the services of FNGO/ Consortium of NGOs, amount lying unutilized with FNGO/ Consortium of NGOs shall be refunded to ITDA within 31 days of issue of the service termination notice, along with the accounts, documents and the programme materials remaining unutilized with FNGO/ Consortium of NGOs or with any of its WDT member including the coordinator.</p>	<p>On termination of the services of FNGO, accounts should be settled and the balance amount lying with FNGO shall be refunded to ITDA within the 15 days of issue of the service termination notice, along with the accounts & up to date MPR, documents and unutilized programme materials with FNGO/ Consortium of NGOs or with any of its Expert including the Team Leader.</p>



RF

MEMBERS PRESENTS IN THE 26TH SLP MC MEETING HELD ON 17.09.2016 IN THE
 CONFERENCE HALL OF PSU, OTELP, BHUBANESWAR

ANNEXURE 'A'

Sl. No.	Name	Designation	Signature
01	Sri Surendra Kumar, IAS	Commissioner-Cum-Secretary, ST&SC Development Department & Chairperson, OTELP	
02	Sri Srikanta Prusty, IAS	Programme Director, OTELP	
03	Suresh Chandra Choudhary	Under Secretary R&D	
04	Dibakar Partha	Adth. Secy. P & E Dept	
05	Gokul Chandra Panda	PA cum Addl. Secy.	 17.9.16
06	Anadi Choudhary	DX Secy. F&E	 17.9.2016
07	Saraj Kumar	St. Secy F&E Dept	 17.9
08	JN Sarangi	St. Secy. P.R. Dept	
09	Chittaranjan Hota	U.S., F.D.	 17/9/16
10	Rajesh Prasad	Director, ST cell	 17/9/16
11			
12			
13			
14			
15			

OT