

MINUTES OF THE 12TH MEETING OF STATE LEVEL PROGRAMME MANAGEMENT COMMITTEE (SLPMC) HELD ON 25.05.2010 AT 10.30 AM IN THE OFFICE CHAMBER OF PRINCIPAL SECRETARY, ST & SC DEVELOPMENT DEPARTMENT, ORISSA SECRETARIAT

At the outset, Programme Director, OTELP welcomed all the members of the committee to the 12th meeting of SLPMC. The list of members present is annexed in Annexure-I. The following was discussed and the decision taken there in, are as below :

(1) Confirmation of the proceeding of the 11th meeting of SLPMC.

Minutes of 11th meeting of SLPMC, held on 1.10.2009 have been circulated to all the members vide Letter No.1282 Dtd.5.10.2009. The committee confirmed the minutes.

(2) Action taken on key decision of the 11th meeting of SLPMC and review of the progress of the same.

The Programme Director presented the action taken report on the key decision of the 11th meeting. The report was acknowledged by the committee.

- (a) It was intimated by the P.D. that the technical and financial evaluation for procurement of special survey equipments have been completed and the same has been sent to IFAD for concurrence, as part of prior review of IFAD, and the same is awaited. After receipt of clearance from the funding agency, steps will be taken for procurement of the same.
- (b) As regards expediting efforts in settling of land rights, it was informed by the P.D. that village wise list of the landless households have been prepared and 2 NGOs, namely RDI (Rural Development Initiatives) and Vasundhara working on the land rights, are facilitating the entire process of land allocation to landless. The issue has also been taken up with respective Collectors and District Magistrate of OTELP districts, for engagement of retired RI / Amin and Advocate, to expedite the pending case in different courts.
- (c) It was informed to the committee that 10 thousand books on 'Bare Acts of FRA' have been published and are being circulated. Efforts are being made to publish OPLE Act and OGLS rules, and to circulate the same.
- (d) 12 VDO Films have been developed through DFID TA support facility and 3 out of the 12, have already been telecasted in OTV. SLPMC approved for telecast of balance 9 films @ 15,000/- per film, and the cost is to be met from IEC components.
- (e) About 300 community members from OTELP villages and 15 FNGO representatives have been trained in Forest Right Acts. It was also informed to the committee that 40 Block and GP level training programmes, on relevant revenue acts and rules and Forest Rights Act will be taken up from the month of June to create a group of volunteers, at the village level, through competent NGOs.
- (f) Regarding Special Survey in Phase-I districts, PD informed the committee that the Chief Executive, ORSAC is to be requested to take-up Special Survey Operation in all the 10 blocks of Phase-I districts after procurement of Special Survey Equipments.

(3) Review of Progress achieve during 2009-10.

- During the financial year 2009-10, an amount of Rs.40 crores was released to the programme and the P.D. informed that the expenditure during the year 2009-10 was to the tune of Rs.45.01 crores, with the balance money coming from spill over fund.



- It was decided by the committee that efforts should be made to increase the spending and to see that the spill over funds with the VDC is reduce to the bare minimum.

(4) Approval of Annual Work Plan & Budget for the year 2010-11.

The P.D., OTELP apprised the committee on the proposed Annual Work Plan & Budget. The committee deliberated upon the different provisions made therein and approved the same.

- The AWPB for the financial year 2010-11 have been drawn up with a projected outlay of Rs.86 crores, with the following allocations:

a	Programme Management	615.83 lakhs
b	Capacity Building for Empowerment	836.65 lakhs
c	Livelihood Enhancement	4166 lakhs
d	Participatory Forest Management	622.07 lakhs
e	Support for policy initiatives	805.69 lakhs
f	Community infrastructure fund	932.02 lakhs
g	Development initiative fund	474.56 lakhs
h	Food Handling	147.69 lakhs

- As the unspent balance is 40.49 crores at various levels, it was proposed to get Rs.45.51 crores from ST & SC Development Department. The committee approved the budget and the detail is as per Annex-II.

(5) Appointment of Statutory Auditor.

- The accounts of OTELP is subjected to audit both by CAG & independent Chartered Accountants. In keeping with the JRM recommendations, statutory auditor for financial year 2009-10 was to be appointed on fair and competitive manner using QCBS method. 8 Nos. of Firm of Chartered Accountant had submitted their expression of interest and were found qualified as per the approved ToR of IFAD. M/s C. K. Prusty & Associate quoted the lowest fees of Rs.91,756.00 and in keeping with the provision of PIM, the committee approved the statutory fees for the above firm.

(6) Hiring of Support Staff and Revision of Qualification of some existing staff.

- P.D. brought to the notice of the committee that the programme has been extend to 20 more new blocks and 3 new ITDAs. To manage the day-to-day office work, multi purpose attendants are required for office maintenance, sending of daks, operating Xerox, watch and ward and cleaning duty. After deliberation, the committee agreed for engagement of 4 nos. of multi purpose worker only for the balance project period through Service Provider, with a remuneration of Rs.3000/- per month for smooth functioning of official business.
- It was pointed out by P.D. that in the PIM, the qualification of PO(CB) has been wrongly prescribed as "Graduate in Management of Rural Development". Since such a course is not offered in any of the educational institutions in india, the qualification for PO(CB) be changed to "Postgraduate in Management with additional Degree/Diploma in Rural Management". The committee approved such change in the qualification in the PO(CB)

- c) The qualification of WDI (Forestry) and Micro Finance and Micro Enterprise, which is not available under IWMP, was deliberated upon and was approved as per Annexure-II.
- d) For WDT Livestock and Aquaculture, WDT (Agriculture), WDT (Engineer), candidates with prescribed qualification and experience are not available for contractual engagement in OTELP, considering the constraints of extremist affected areas in which the programmes are being implemented. The committee after deliberation agreed to the following additional qualifications to the 3 categories of WDT as below :
- i) **WDT (Livestock and Aquaculture)**
Retired Veterinary Assistant Surgeon (VAS)/Retired Livestock Inspector.
 - ii) **WDT (Agriculture)**
Retired Agriculture Officer having Graduate degree in Agriculture / Retired Horticulture Officer having Graduate degree in Agriculture.
 - iii) **WDT (Engineer)**
Retired Diploma/ Degree in Agriculture Engineering or Civil Engineering and having worked as Junior Engineer or above capacity in any Govt. Organisation. There will be no age limit for the retired Govt. officials, but they have to be of sound health.

(7) **Any Other Matter.**

- a) **Enhancement of TA and DA of the staff of OTELP.**
The TA and DA of the staff of OTELP was approved in the 3rd meeting of SLPMC, way back in the 18.4.2005. P.D. had proposed for hike in the same, which the committee members deliberated and it was decided that the issue will be taken-up in the next meeting of SLPMC, for necessary decision in the matter.
- b) P.D. brought to the notice of the committee that for monitoring and supervision works in the Malkangiri, the ITDA facing problems in getting a vehicle on hire. Collector-Cum-Chairman, DPMC had requested for purchase of a BOLERO for ITDA, Malkangiri. as notice inviting quotation for hire of vehicle has not been successful. The committee deliberated upon this and agreed to allow ITDA, Malkangiri to purchase a BOLERO for the monitoring and supervision work. to be funded from "Programme Management Component". The Driver will be through Service Provider and POL maintainance etc. will be charged as per govt. guidelines. ITDA, Malkangiri will be allowed to incur expenditure upto Rs.8,000/- per month, to the maximum under POL.



**Principal Secretary, ST & SC Development Department &
Chairman, SLPMC**

Annual Work Plan & Budget 2010-11

Sl. No.	Programme Components	Budget for 2010-11 in Rs. Lakhs
1	PROGRAMME MANAGEMENT (TOTAL)	615.83
2	CAPACITY BUILDING FOR EMPOWERMENT	
2.1	<i>Community Empowerment & Management</i>	164.51
2.2	<i>Beneficiary Skill Upgradation</i>	160.59
2.3	<i>Training to the FNGO Staffs</i>	51.83
2.4	<i>Training to the ITDA & PSU Staffs</i>	25.00
2.5	<i>FNGO Implementation Cost</i>	384.72
2.6	<i>RNGO Support for Capacity Building</i>	50.00
	CAPACITY BUILDING (TOTAL)	836.65
3	LIVELIHOOD ENHANCEMENT	
3.1	<i>Land & Water Management</i>	3469.44
3.2	<i>Production System Enhancement</i>	
3.2.1	<i>Agriculture & Horticulture Development</i>	45.51
3.2.2	<i>Livestock & Aquaculture Development</i>	34.58
3.2.3	<i>Rural Financial Services</i>	399.17
3.2.4	<i>Administrative Cost to the VDC</i>	136.30
3.2.5	<i>Studies & Consultancies on Livelihood Enhancement</i>	75.00
3.2.6	<i>Additional mobility support to ITDA</i>	6.72
	LIVELIHOOD ENHANCEMENT (TOTAL)	4166.72
4	PARTICIPATORY FOREST MANAGEMENT	622.07
5	SUPPORT FOR POLICY INITIATIVES	805.69
6	COMMUNITY INFRASTRUCTURE FUND	932.02
7	DEVELOPMENT INITIATIVE FUND	474.56
8	FOOD HANDLING	147.69
	GRAND TOTAL	8601.23
	Spill Over Funds from 2009-10	4049.50
	Balance Funds Required for 2010-11	4551.73

Watershed Development Team (WDT) -- Micro Finance & Micro Enterprise

Essential Qualifications and Experience:

Post Graduate in Economics / Sociology / Social Works / Rural Management / Rural Development / MBA with a minimum of 3 year relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resource Management and Micro-Enterprises etc.

OR

Post Graduate in Agriculture Economics with a minimum of one year relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resource Management, Micro-Enterprises etc.

Age: Must be below 45 (Forty Five) years of age.

Skills and attributes:

- Candidates with working knowledge on computer MS Excel, MS Word and MS Power Point will be given added advantage.
- Knowledge in Oriya is essential.
- The candidate must be willing to stay and travel extensively in remote villages in the project areas.

Key job responsibilities: WMT Micro Finance & Micro Enterprise

The WMT Micro Finance and Micro Enterprise member, a staff of Facilitating Non Government Organization (FNGO) will work closely with the Village Development committee (VDC), Village Level Sub Committee (VLSC) and Subject Matter Specialists of (ITDA) & Programme Support Unit (PSU) of OTELP and will be responsible for:

- i. Assisting General Body of the Micro Watershed (Village Development Association) in constitution of the Village Development Committee(VDC) and Village Level Sub Committee(VLSC) and their functioning
- ii. Organising and nurturing User Groups, Self-Help Groups and other Community Based Organisations.
- iii. Conducting the participatory base-line surveys, training and capacity building.
- iv. Preparing detailed resource development plans to promote sustainable livelihoods at household level. This should be included in Village Development and Livelihoods Plan (VDLP).
- v. Assisting Village Development Committee (VDC) and Village Level Subcommittee (VLSC) in the formulation of the Village Development and Livelihoods Plan (VDLP) including Capacity Building plans and facilitate implementation and monitoring.
- vi. Facilitating the development of livelihood opportunities for the landless.
- vii. Facilitating the communities in maintaining project records and accounts.
- viii. Arranging physical, financial and social audit of the work undertaken.
- ix. Preparation of monthly/ quarterly/ Annual Work Plan and Budget (AWPB) and progress reports.

- x. Analyses village based resources, products, skills and the scale of operations, design marketing strategies for different products so as to achieve maximum returns to the primary producer.
- xi. Identify viable micro-enterprise options suitable for the area and facilitate individuals/ SHGs in developing business plans and its implementation.
- xii. Promote and build the capacities of the community on Collective and Cluster marketing approaches.
- xiii. Identify potential sub-sectors at cluster level and develop action plans for strengthening these sub sectors along with developing the capacities of functionaries involved.
- xiv. Develop forward and backward linkages for better marketing, promote networking among secondary and tertiary markets.
- xv. Conducting Capacity Building events for individual/ group members on value addition, processing, marketing and provide hand holding support during the execution of these activities.
- xvi. Coordinating with banks and Micro Finance Institutions to ensure common norms are followed to capacitate village based women SHGs.
- xvii. Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the programme period.
- xviii. Documentation and communication of better practices, success stories and learning from the programme.
- xix. Undertake any other activity as assigned by the FNGO/ PA, JTDA/ PD, OTELP from time to time.

Watershed Development Team (WDT) -- Forestry

Essential Qualifications and Experience:

Graduate in Forestry with a minimum of One year relevant work experience in Watersheds, Joint Forest Management Livelihoods, Rural Development, Natural Resources Management and Micro-Enterprises etc.

OR

Bachelors Degree in Science (CBZ) with a minimum of 3 years relevant work experience in Watersheds, joint forest management Livelihoods, Rural Development, Natural Resources Management, Micro-Enterprises etc. or a retired Forester with relevant work experience as above

Age: Must be below 45 (Forty Five) years of age.
Relaxable in case of retired govt. officers

Skills and attributes:

- Candidates with working knowledge on computer MS Excel, MS Word and MS Power Point will be given added advantage.
- Knowledge in Oriya is essential.
- The candidate must be willing to stay and travel extensively in remote villages in the project areas.

Key Job responsibilities: WDT- Forestry

The WDT-Forestry member, a staff of Facilitating Non government Organization (FNGO) will work closely with the Village Development committee (VDC), Village Level Sub Committee (VLSC) and Subject Matter Specialists of Integrated Tribal Development Agency (ITDA) & Programme Support Unit (PSU) of OTELP and will be responsible for:

- i. Assisting General Body of the Micro Watershed (Village Development Association) in constitution of the Village Development Committee (VDC) and Village Level Sub Committee (VLSC) and its functioning.
- ii. Organising the villagers to a form Vana Sangrakhana Samities (VSS) and identification of forest area with the help of local forest officials for forest development and activating the VSS, where it is existing
- iii. Conducting the participatory base-line surveys, training and capacity building.
- iv. Preparing detailed resource development plans to promote sustainable livelihoods at household level. This should be included in Village Development and Livelihoods Plan (VDLP).
- v. He/ She will give technical approval for plantation of Forest species including raising of scheduling for the activities costing up to Rs.50,000.00 (Rupees fifty thousand only) per unit. Final measurement of all forestry interventions that is 100% will be done by him / her and recorded in case record after due signature.

- vi. Assisting VDC/ VLSC/ VSS in the formulation forestry micro plan including Capacity Building plans and facilitate implementation and monitoring.
- vii. Facilitate common property resource management and equitable sharing
- viii. Monitoring, checking, assessing, undertaking physical verification and measurements of the work done with respect to forestry development.
- ix. Facilitating the development of livelihood opportunities for the landless.
- x. Facilitate the communities in maintaining project records and accounts.
- xi. Arranging physical, financial and social audit of the work undertaken.
- xii. Preparation of monthly/ quarterly/ annual work plan and budget and progress reports.
- xiii. Coordination and promotion of forestry related activities in the watersheds. Facilitate VSS for protection and rehabilitation of degraded forest.
- xiv. Providing a focused support to small and marginal landholders and resource poor farmers; negotiate for the poor so as to enable their easy access to project interventions.
- xv. Identify existing gaps and constraints faced in limiting production and productivity potentials; Build Capacity of farmers and Volunteers so as to effectively transfer relevant technologies and package of practices.
- xvi. Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.
- xvii. Documentation and communication of better practices, success stories and learning from the programme.
- xviii. Facilitate linkage between VSS and forest department.
- xix. Liaison with grass root level staff of forest department for implementation of forestry micro plan by the VSS.
- xx. Facilitate SHGs members for preparation of business development plan on Forestry Enterprises.
- xxi. It Undertake any other activity as assigned by the FNGO / PA, ITDA / PD, OTELP from time to time