

MINUTES OF THE 16TH MEETING OF STATE LEVEL PROGRAMME MANAGEMENT COMMITTEE (SLPMC) OF OTELP HELD ON 21.11.2011 AT 3.30 AM IN THE MINI CONFERENCE HALL OF ST & SC DEVELOPMENT DEPARTMENT

The 16th meeting of the State Level Programme Management Committee (SLPMC) was held under the Chairmanship of Sri Santosh Sarangi, IAS, Commissioner-Cum-Secretary, ST & SC Development Department and Chairperson, OTELP.

At the outset Programme Director, OTELP welcomed the members present to the 16th Meeting of SLPMC.

The list of members present in the meeting is at "**Annexure-A**".

The following points were discussed and decisions taken by the SLPMC are as below:

1) Confirmation of the Proceeding of the 15th Meeting of the SLPMC

Minutes of the 15th meeting of SLPMC held on 9.6.011 has been circulated to all the members of the committee vide Letter No.1420/ Dtd.13.06.2011. As no objections / suggestions were received from any quarter, the same was confirmed by the committee.

2) Action taken on the key decisions of the 15th meeting of SLPMC and progress made so far on the same.

P.D., OTELP presented the actions taken on the key recommendations of the 15th meeting, as follows for appreciation of all the members.

- A) M/s. C.K. Prusty & Associate, Chartered Accountant was appointed for the purpose of audit of OTELP accounts for the year 2010-11 with the approved audit fee of Rs.91,756/- which they have completed and have submitted the reports.
- B) Independent auditors have been appointed to audit all the VDCs as per the approved rate. The work is in progress and likely to be completed by end of November.

- C) As decided in the 15th meeting on SLPMC and approved by the PSC in their 9th meeting for filling up one post of Additional Programme Officer (PME) and 2 nos. of Office Assistants on contract from open market, the process has been initiated and Selection of suitable candidates and positioning will be completed by December, 2011 end.
- D) As regards to the amendment of MoU between FNGO and ITDAs, steps have already been taken by concerned ITDAs in the matter.

3) Action Taken on the Recommendations of Joint Review Mission (JRM, 2011)

Some of the important recommendations of the JRM, 2011 deliberated by the Committee and decisions taken on them are as below:

- a. As regards to continuation of OTELP in Phase I areas in line of OTELP Plus, the Programme Director presented the concept note prepared for the continuation of the Phase I areas, in the line of OTELP Plus to the committee. Under this it was proposed that the activities will be implemented from convergence as in case of OTELP plus. The committee approved the proposal as at **Annexure- B** and it was decided that the same will be submitted to the Government for approval.
- b. The second recommendation was to review the composition of WDT with FNGOs and to explore the possibility of reducing the number of staffs and engaging professionals with more experience with higher remuneration. The Programme Director, OTELP presented a comparison of the existing structure and proposed structure.

The Committee deliberated upon the same and it was decided that WDT Team will be of 3 experts from the areas of engineering, livelihoods, social science/ micro enterprise. One person from the areas of accounts cum data management will be engaged for ensuring VDC level record

keeping and data management. One among the above three experts will be the team leader and coordinate with the ITDA.

The approved proposal is as per the details indicated in **Annexure C**

- c. The third recommendation was to facilitate grant of Community Forest Rights at Pallasabha level under section 3-(i) of FRA and to help develop these forests as sources of food, forage and small timber for local communities. It was informed to the SLPMC that for facilitation of community rights, a network of civil society organizations in Odisha, facilitating community rights under FRA has been associated with the programme to facilitate the process of application and settlement of community rights in 50 programme villages of OTELP. Communities from other villages will be exposed to this process during facilitation and be facilitated to adopt the modality for their villages.

The Committee recommended to implement these pilots by OTELP and appraise the members in subsequent meeting about the impact.

- d. As to the recommendations to facilitate developmental interventions on the land allotted to the landless and to enhance productivity and provide housing to them through convergence with MGNREGS and other social benefits in a time bound manner, Programme Director informed to the committee that the landless families who have got land are being facilitated to prepare an appropriate land use plan for their FRA plots. These activities are being consolidated village and GP wise, which will be put up to the district administration for approval to finance under MGNREGS.

Besides, drinking water and sanitation programme are taken up in most of the programme villages on a priority basis. Under OTELP Plus it has been decided to take up water & sanitation activities before implementation of the programme as Entry Point Activities.

4) **Progress Made under OTELP and OTELP Plus.**

The progress made under OTELP and OTELP Plus was deliberated upon by the committee. In the 15th meeting of the SLPMC, Rs.7946.49 lakhs was approved under Annual Work Plan & Budget for the financial year 2011-12 out of which Rs.1629.70 lakhs has been utilized so far and implementation of various developmental intervention are under progress.

Programme Director appraised the committee that with the current pace and capacity of the community to execute the work the Annual Work Plan and Budget which has been realistically recalculated and proposed at Rs.6000.00 lakhs for the year 2011-12 and was requested it to be approved in view of the aforesaid reasons.

The committee approved the same and the component wise approved budget is attached as **Annexure D.**

Progress under OTELP Plus.

The Programme Director, OTELP apprised the committee on the progress made under OTELP Plus implementation as indicated below and was acknowledged by the Committee.

- LUNCHING of the programme in Koraput and Malkangiri district completed.
- Selection of FNGOs in Koraput and Malkangiri district completed and the FNGOs are to sign the MoU with the respective P.A., ITDAs.
- Proposals for the districts of Kandhamal, Kalahandi, Nawarangpur, Rayagada and Gajapati have been submitted to the ST & SC Development Department for the further action and approval of the Govt.

It was decided to submit the plan outlay for OTELP and OTELP Plus separately for the year 2012-13 at the earliest.

5) (a). **Amendment of clauses of Programme Implementation Manual (PIM)**

The committee approved the proposal for amendment to clause 22 of chapter III of Programme Implementation Manual as at **Annexure E**.

(b). The committee also approved the proposal that P.A., ITDA can incur expenditure in connexion with training programme / workshop / seminar etc. if it has been covered under approved Annual Work Plan & Budget without obtaining further approval of Programme Director.

They can also incur expenditure to the tune of Rs.1.00 lakh maximum per year in different emergent training programmes/ workshop/seminars, etc. not covered under AWP&B without obtaining approval of Programme Director and PIM is to be suitably amended in this regard.

6) **Payment of Increment to the Contractual Staff under OTELP.**

The rationalization committee constituted vides Resolution No.11116 dtd.16.03.2010 to rationalize the pay structure of the staff and officers across Externally Aided Project (EAP) has recommended for 5% incentive to the staff during the renewal of contract **subject to satisfactory performance**. Keeping in view the above decision the SLPNC approved the proposal mentioned below:

- i. The employees who have completed more than 5 years service in OTELP at the time of renewed will get 5% of their consolidated remuneration from their date of renewal henceforth.
- ii. The employees who have completed more than 3 years but less than 5 years of service in OTELP will get 4% of their consolidated remuneration from their date of renewal henceforth.
- iii. The employees who have completed less than 3 years of service in OTELP will get 3% of their consolidated remuneration from their date of renewal.

7) Creation of post of Programme Officer (Knowledge Management and Vocational Training)

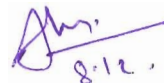
The committee deliberated upon the proposal of creation of a post of Programme Officer (Knowledge Management and Vocational Training) and approved the deputation of Sri Om Prakash Rath, Programme Officer (CB), Boipariguda who has been brought on deputation to PSU for the said Post.

The proposal will be placed in the next meeting of Programme Steering Committee for approval. It was also decided that since the post is to be created for limited purpose, the same will continue for a limited period or will be co-terminus with the Project.

8) Hiring of support staff for PSU, OTELP.

The issue of hiring of support staff through Service Provider was deliberated upon and it was decided that the Finance Department Circular for hiring of staff through Service Provider by inviting Expression of Interest from the Service Providing Agencies should be meticulously followed in this regard.

The Meeting ended with a vote of thanks to the chair.



Commissioner-Cum-Secretary to Govt.
ST & SC Development Department &
Chairperson, OTELP

Annexure –A

MEMBERS PRESENT IN THE 16TH STATE LEVEL PROGRAMME MANAGEMENT COMMITTEE (SLPMC) HELD ON 21.11.2011 AT 3.30 PM IN THE MINI CONFERENCE HALL OF ST & SC DEVELOPMENT DEPARTMENT

- 1) Sri S.K. Sarangi, IAS
Commissioner-Cum-Secretary, ST & SC Development Department & Chairperson,
OTELP
- 2) Sri S. Nanda, IFS
Programme Director, OTELP
- 3) Sri A. Mishra, OFS
Additional Secretary, Finance Department
- 4) Sri H. P. Nag, OAS
Additional Secretary, Forest
- 5) Dr. N.K. Panda
Joint Director, P & C Department
- 6) Sri N. Sahoo
Manager, Odisha Watershed Development Mission
- 7) Pravanjan Mohapatra
Programme Officer (PM&E), PSU, OTELP
- 8) Sri P.C. Jena
Revenue & Administrative Officer

Proposal for extension of support to the FNGO for Phase I OTELP operating area.

Background

The Joint Review Mission fielded by IFAD during October, 2011 appreciated the programme's effort to implement the activities through people institution. These initiatives endorsed the ownership of the programme to the community and these institutions of poor are now ready to move forward with implementing mainstream government programme in Phase I programme areas, where the programme will close from December 2011. With the expansion of OTELP as OTELP Plus in new areas through convergence of various state and central government programmes, the mission recommended to **"consolidate the gains, develop comprehensive NRM and drinking water & sanitation plans for Phase I villages for implementation under MGNREGS and other schemes as in case of OTELP+ & support FNGOs by drawing on OTELP's own resources and the administrative overhead available under these schemes"**.

Based on these recommendations of the JRM the PSU of OTELP organized a consultative workshop with the partner FNGOs of Phase I and formulated an implementation strategy for continuation of the programme as OTELP Plus in Phase I programme areas.

Aim

To continue the development process and interventions in the Phase I OTELP programme villages with support from the mainstream government development programmes and schemes.

Objectives

- a. To prepare a perspective plan for 5 years for the each village in each block.
- b. Consolidate the village plans into a cluster development plan.
- c. Support community institutions; particularly the Village Level Sub Committee (VLSC) and SHGs for participating in the planning process and implementation of the plan.
- d. Continue handholding support and coaching to the community leaders, youths, women to participate in livelihoods activities and development process.

Duration of the support

The support will be provided initial for one year subject to continue till 5 years after evaluation of the implementation performance.

Deliverables

The programme deliverable will be explicitly defined in the terms of reference of the FNGOs qualified for implementation. It is expected to review and reorient the village development and livelihoods plan prepared under OTELP to make it more contextual in line with the recent developments and needs of the community. The initial year will be devoted in conducting this exercise and providing capacity building to the communities to continue the development process through convergence of the various mainstream programmes.

The subsequent years will follow the implementation of the planned activities by dovetailing funds from various sources and tagging with livelihoods promotion and institutional capacity building.

Implementation Arrangements

The programme will adopt the similar implementation arrangement as per the existing OTELP programme. The FNGOs continuing with OTELP will be evaluated on mutually agreed performance indicators based on their implementation experience during the implementation of the OTELP programme. The FNGOs which will successfully qualify the evaluation will be offered to continue the process of implementation in line with the OTELP Plus in Phase I areas. The areas where the FNGOs will disqualify the evaluation will not be selected for continuation. In such situation, the respective ITDA will facilitate the continuation process through the VDC and VLSC until a suitable NGO is selected and positioned. In case any existing NGO qualify after evaluation but not willing to continue above process will be followed for continuation of the programme.

Staffing Structure

A reduced staffing pattern has been designed during the continuation process to enable the communities to take higher responsibilities. Three professionals from the areas of livelihoods, engineering and social mobilization will be engaged for providing technical assistance and hand holding support to the communities for implementation of the programme. 3 to 5 community mobilisers will be engaged to follow up with the communities for implementation of the programme activities. A detail staffing schedule with complete terms of reference will be prepared before implementation of the programme.

The cost of facilitating staff along with nominal management cost will be provided to the FNGOs for smooth implementation of the programme.

Cost		
TOTAL		20923.20

e. Year wise Financial Requirement (amount in Rs. lakhs)

Year	Funding Source	Development Cost	Capacity Building Cost	Management Cost	TOTAL
2012-13 (80:20)	State Share	3196.80	9.22	165.60	3371.62
	Convergence	799.20	13.82	0.00	813.02
2013-14 (60:40)	State Share	2397.60	9.22	165.60	2572.42
	Convergence	1598.40	13.82	0.00	1612.22
2014-15 (40:60)	State Share	1598.40	9.22	165.60	1773.22
	Convergence	2397.60	13.82	0.00	2411.42
2015-16 (20:80)	State Share	799.20	9.22	165.60	974.02
	Convergence	3196.80	13.82	0.00	3210.62
2016-17 (0:100)	State Share	0.00	9.22	165.60	174.82
	Convergence	3996.00	13.82	0.00	4009.82
TOTAL	State Share	7992.00	46.08	828.00	8866.08
	Convergence	11988.00	69.12	0.00	12057.12

Financing Norms

- The FNGOs will be contracted for one year initially and renewed for subsequent years based on their performance.
- The funding for facilitation cost and capacity building cost will be made from the state government funding.
- Initially the development cost will be sources from state government financing which will be subsequently taken from MGNREGA and other development programme run by State and Central Govt.
- For ratio of cost sharing for development cost from state share and from convergence will be 20:80, 40:60, 60:40, 80:20, 100:0.

Financial Implications

a. Facilitation Cost (for one block)

Management Cost	Unit	No. of Units	Unit Cost (Rs.)	Total Cost (Rs.)	For One Year (in Rs. Lakhs)	For Five Year (in Rs. Lakhs)
Remuneration to the Field Coordinators	No	3	20000	60000	7.200	36.00
Additional Incentive to Team Leader	No	1	5000	5000	0.60	3.00
Remuneration to the Community Mobilisers	No	10	3000	30000	3.60	18.00
Fixed TA	No	1	10000	10000	1.20	6.00
Office Running Cost	No	1	10000	10000	1.20	6.00
Sub Total				115000	13.80	69.00

b. Capacity Building Cost (for one block)

Capacity Building Cost	Unit	No. of Units	Unit Cost (Rs.)	Total Cost (Rs.)	For One Year (in Rs. Lakhs)	For Five Year (in Rs. Lakhs)
Community Empowerment & Management	No.	2	3000	6000	0.72	3.60
Beneficiary Skill Upgradation	No.	2	5000	10000	1.20	6.00
Sub Total				16000	1.92	9.60

c. Development Cost

Development Cost	Unit	Value
Total Number of Families to be included	No.	1600.00
Max. No. of wage days can be created per year @ 100 days per family as per NREGA norms	Days	160000.00
Average Wage per day as per SSR	Rs.	125.00
Total funds required for one year for wage payment	Rs. Lakhs	200.00
Total funds required for five years for wage payment	Rs. Lakhs	1000.00
Total funds required for material component @ 40% of the total Cost	Rs. Lakhs	665.00
Total Development Cost	Rs. Lakhs	1665.00

d. For 12 Blocks (amount in Rs. lakhs)

Components	One Block	For 12 Blocks
Facilitation Cost	69.00	828.00
Capacity Building Cost	9.60	115.20
Development	1665.00	19980.00

Composition of the WDT Team

Staff Structure

- 1. Expert , Land & Water Conservation Engineering**
 - a. Position: One
 - b. Qualification: Post Graduate in Agriculture Engineering with Specialization in Soil & Water Conservation/Degree in Agriculture Engineering /Degree in Civil Engineering/Diploma in Civil Engineering
 - c. Experience: Minimum one year relevant experience in watershed /rural development related programme
- 2. Expert, Livelihoods**
 - a. Position: One
 - b. Qualification: Graduate in Agriculture/Horticulture/Forestry. Post Graduation in relevant subjects will be an added advantage.
 - c. Experience: Minimum one year relevant experience in watershed /rural development related programme
- 3. Expert, Social Science & Micro Enterprise:**
 - a. Position: One
 - b. Qualification: Post Graduate in Sociology/Rural Development/Rural Management/Anthropology/MSW/MBA (Specialization in Marketing)/ or equivalent qualifications.
 - c. Experience: Minimum one year relevant experience in watershed /rural development related programme
- 4. Expert, Accounts & Data Management**
 - a. Position: One
 - b. Qualification: Post Graduate/Graduate in Commerce with tally /Inter CA/Inter ICWAI with tally
 - c. Experience: Minimum one year experience in accounting.

Honorarium and Allowances

- 1. Honorarium to the Experts**
 - a. Rs.20,000.00 per person per month for Land & Water Engineering, Livelihoods and Social Science & Micro Enterprises.
 - b. Rs.15,000.00 per person per month for Accounts and Data Management
 - c. Rs.3000.00 per person per month for Community Mobilisers
- 2. Additional Incentive to the Team Leader**
 - a. One among the above experts (excluding the accounts and data management) will be nominated as Team Leader by the FNGO and will be responsible to the ITDA for coordination, reporting and other works as

and when it arises. An additional incentive of Rs.5000.00 will be given to deliver these additional responsibilities.

3. Travelling Allowance to the Experts

- a. Rs.10,000.00 per month for the above experts and FNGO Representative to travel within the programme areas allocated to them. Travelling expenses for attending meeting, trainings or any other events organized by ITDA or PSU shall be reimbursed as per the norms under OTELP.

4. Office Running Cost

- a. Rs.10,000.00 per month, which includes hiring of office, electricity, telephone, internet, office stationeries & consumables.

Annexure D

Revised Annual Work Plan and Budget for 2011-12

Sl. No.	Programme Components	Revised Budget for 2011-12 (in Rs. Lakhs)
1	Capacity Building for Empowerment	525.00
2	Livelihoods Enhancement	4500.00
3	Development Initiatives Fund	400.00
4	Support for Policy Initiatives	50.00
5	Food Handling	25.00
6	Programme Management	500.00
TOTAL		6000.00

Amendment to Clause 22 (C) Chapter III of PIM (Programme Implementation Manual)

Clause 22 (C) Chapter III of PIM (Programme Implementation Manual) stipulates that there shall be a Procurement Committee constituted with the approval of the Government which shall scrutinize all cases of procurement of works, goods and services involving expenditure exceeding Rs. 50,000/- and the recommendation of the Committee shall be considered by the Programme Director for sanctioning expenditure for procurements of any work, goods and service. The Programme Director will sanction the expenditure and place orders for execution of the work or purchases of the goods or procurement of services up to value not exceeding Rs. 25.00 lakhs. In case of value of works, goods or services exceeding Rs. 25.00 lakhs, the Programme Director shall forward the proposal along with the recommendation of the Procurement Committee to the Administrative Department for sanction of expenditure.

At PSU level, the expenditures can be broadly divided as follows:

- a. Programme Management Expenditures
- b. Technical Assistants studies and training expenditures which includes the following:
 - i. Training to the ITDA and PSU staff
 - ii. RNGO support for Capacity Building
 - iii. Meeting, Review, M&E and IEC Expenditure

However, practical difficulties are being encountered with respect to the expenditures as stated at (ii) and (iii) above wherein many of the cases, the total expenditure is more than Rs. 50,000/- and considering the time constraint and other practical difficulties, it is always not possible to follow the procedure as stipulated in Clause 22 (C)

It is therefore proposed that suitable amendment in the PIM as follows may be considered for smooth operation of the activities under (ii) and (iii) as stated above.

Proposal:

1. Training Programme conducted by Government organization (both State and Central Government) may be allowed to be undertaken subject to approval of Chairman only without routing through Procurement Committee.
2. Also as an alternative to the stipulations in Clause 22 (C), Programme Director may be allowed to incur expenditure under clause b (ii) and (iii) as stated above with prior approval of Chairperson, OTELP, Commissioner-Cum-Secretary to Govt., ST & SC Development Department.

The above proposal is in line with this stipulation of Schedule 4 of Programme Loan Agreement.

In view of the above facts, the proposal was given post facto approval by the committee, as the same was earlier approved by the chairman.