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**MINUTES OF 1<sup>ST</sup> SLPMC COMMITTEE MEETING OF OTELP HELD  
ON 22<sup>ND</sup> NOVEMBER, 2003**

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*The 1<sup>st</sup> State Level Programme Management Committee Meeting of OTELP was held on 22<sup>nd</sup> November, 2003. The list of members who participated in the meeting is available at Annexure(1). The following is the minutes of discussions held and decisions taken.*

**1. Introduction to the Programme and Programme Components**

- 1.1 At the outset the Chairman welcomed the members to the first meeting of the SLPMC and requested the Programme Director to apprise the members about the salient features and the various components of the programme.
- 1.2 The Programme Director briefed the members about the Programme goal and the Programme strategies. He informed that the Programme, with an anticipated outlay of Rs.430 crores, will be implemented over a period of 10 years in three phases besides an inception phase, which are as follows;

Inception Phase (12-18 months)	Necessary refinements to the modality for implementing the Programme.
Phase-I (1 <sup>st</sup> to 3 <sup>rd</sup> year)	Pilot phase for testing and evaluating the programme activity in 10 Blocks.
Phase-II (4 <sup>th</sup> to 7 <sup>th</sup> year)	Upscaling phase extending to 30 Blocks.
Phase-III (8 <sup>th</sup> to 10 <sup>th</sup> year)	Consolidation phase

- 1.3 He further informed the committee that the Programme will have the following components viz.

Components	Outlay	Percentage
Empowerment and capacity building	42.45	10%
Livelihood Enhancement	315.77	73%
Support for policy initiatives	4.77	1%
Development Initiatives Fund	22.42	5%
Programme Management	45.32	11%
Total		100%

1.4.1 He clarified that while ultimately 30 blocks in 7 districts will be covered by the programme, it will be implemented in 10 blocks of 4 districts in the first phase which are as follows :

Sl.	District	ITDAs	Tribal Blocks to be covered
1.	Gajapati	Paralakhemundi	Rayagada, Gumma, Nuagada,
2.	Kalahandi	Thuamul Rampur	Thuamul Rampur, Langigarh,
3.	Koraput	Koraput	Narayanpatna, Laxmipur Bandhugaon.
4.	Kandhamal	Baliguda	Daringbadi, Tumudibandha,

1.5 The members were informed about different institutions involved in the programme implementation, i.e, Programme Steering Committee (PSC), State Level Programme Management Committee (SLPMC), Project Support Unit (PSU), District Level Programme Management Committee (DPMC), ITDAs, Village Development Committees (VDC), Facilitating NGOs (FNGO), Resource NGOs (RNGO); and their respective functions.

1.6 Secretary, P.R. Department observed that while forming Village Development Committees for OTELP, members of the local Panchayats should be taken in the VDC. The Chairman clarified that, this aspect has been examined in detail at the time of programme formulation and appraisal and a fair involvements of the Palli Sabhas has been ensured. Since the programme has a pro-poor focus, and it aims to create an enabling environment for empowering the weaker and marginalised section of the society, full freedom is given to villagers to form their own committees.

**2. Programme Loan Effectiveness:**

2.1 The Committee was informed that the following conditions imposed by the Programme and Loan Agreement for the Programme Loan to become effective were fulfilled by the State Govt. in good time.

- i) A PSU has been established and posts created for it.
- ii) A Programme Director has been appointed.
- iii) PSC & PMC have been constituted.
- iv) ITDAs were instructed and accordingly, ITDA Malkangiri, Koraput, Baliguda, Gajapati, Thuamul-Rampur, Gunupur, Nawarangpur have amended the ITDA bye-laws.
- v) The ITDAs have also constituted the District Level Programme Management Committees.
- vi) A separate Programme Account has been opened in a Nationalised Banks by the PSU & ITDAs to transact Programme funds.
- vii) Each of the ITDAs involved in the first phase have opened separate Accounts for the Programme.

2.2 As a result the Programme Loan has become effective w.e.f. 15.7.2003.

2.3 The following further actions are to be taken by the PSU to fulfil the conditions enshrined in the Schedule of the Programme Loan Agreement.

- (i) Strengthening of the ITDAs by creating additional posts.
- (ii) Recruitment of key staffs for PSU & ITDAs.
- (iii) Approval of Programme Implementation Manual.

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### 3. Flow of Funds

- 3.1 The Committee was informed that funds flow arrangements envisage that the external aid funds as well as the State Govt.'s share will be budgeted in the State Govt. Budget and then released to the Programme Account for expenditure. The Programme funds will then be expended directly by the PSU or transferred to the ITDAs Programme Accounts for expenditure in accordance with the approved Annual Work Plan and Budget. The expenditure will then be reimbursed by the DEA on the basis of admitted reimbursement claims.
- 3.2 It was felt that in the present arrangement there could be delay in sanction of funds to the Programme Account directly from the Budget. It was felt that it will be convenient to have a separate PL Account in the name of the Secretary, STSC Development Department to which funds could be first transferred from the Budget with concurrence of Finance Department and then, from which, the funds could be transferred to the Programme Accounts by the STSC Dev. Dept. by drawing cheques on the PL Account as per actual requirement from time to time. The Chairman observed that such an arrangement is in fact, envisaged in the Appraisal Report and it had been proposed to FD. It was decided that the matter should be taken up with F.D again.
- 3.3 The Chairman informed that for immediate functioning of the PSU, a sum of Rs.10 lakhs has been released to the Programme Account from the Budget. The PMC considered and approved this.

### 4. Meeting of PSC

The Programme Steering Committee (PSC) of OTELP has been constituted to provide overall direction and guidance to the programme. PSC is empowered to approve the Annual Work Plan and Budget (AWPB) recommended by the SLPMC. The Programme Implementation Manual (PIM) is also to be approved by the PSC. It was therefore agreed that a meeting of the PSC should be convened early as soon as the detailed AWPB and draft PIM are made ready.

### 5. Programme Implementation Manual

- 5.1 As per the negotiated agreement of the Programme Loan (clause no. 15.1), the programme is to be administered with the help of a PIM. The PIM would contain among other things, the administrative and financial procedures to be followed relating to programme implementation. A draft PIM has been prepared by the PSU, with the assistance from IFAD consultant, the content of which was discussed thread-bare.
- 5.2 The following improvements to the draft were suggested.
- The draft PIM be reorganised to have three distinct parts, the first containing the administrative procedures, the second containing the financial procedures and the third, consisting of Annexures.
  - The management structure at each level i.e Village level, District (ITDAs) level and the State level are to be defined and specified in the First Part.

- The First Part should also detail the responsibility, and financial/administrative powers of various categories of staff involved in programme management.
- The Second Part should detail the funds flow mechanism, operation of Programme Accounts; and the procedure for procurement of goods, works and services etc.
- The Second Part should also contain a detailed format for presenting the Annual Work Plan and Budget of ITDAs and of the PSU.
- The various Forms to be used for maintenance of Accounts; description of duties and responsibility of various core staff, role and responsibility of various agencies are to be kept in the Third Part as separate Annexures.

5.3 The PD was requested to get the revised draft ready before the 1<sup>st</sup> PSC is convened.

## **6. Terms of reference for PSU staffs**

6.1 The committees was informed that the PSU constituted vide STSC Dev. Dept. Resolution No.30017/SSD Dtd.18.06.2003 will be functioning under STSCDD. It is entrusted with supervising and guiding the implementation of various components of OTELP. The posts of five Subject Matter Specialists i.e. Finance-cum-Administrative Officer, Programme Officer (Planning & Monitoring), Programme Officer (LNRM), Programme Officer (Capacity Building) MIS Manager have been sanctioned vide G.O. No.30013/SSD Dtd.18.06.03 for being appointed in the PSU on contractual basis and consolidated remuneration. Similarly a skeletal staff of 3 Junior Assistants and 2 Drivers have been sanctioned.

6.2 The PSU has initiated action to get the surplus ministerial staffs and Drivers for the Administrative Reform Cell on re-deployment. The Chairman suggested that good Accounts knowing Assistants are available with Water Resource Dept. and advised PD to contract that Deptt.

6.3 As regards the recruitment of the Subject Matter Specialists, the qualification and the TOR of each subject matter specialist proposed in the Agenda Note was discussed and approved. These are appended as Annexure III. The PD was authorised to take follow-up action for advertisement of the posts of the SMS, and make necessary arrangements for their selection.

6.4 It was felt that the job contracts for the PSU staff, have to be formulated in such a way that they do not derive any legal claim for their absorption in the Govt., after completion of the programme tenure.

## **7. Selection Committee for PSU Staff recruitment**

7.1 The proposal of PD regarding the constitution of Screening-Cum-Selection Committee was considered and it was decided that it shall have the following composition.

1. Secretary, STSCDD (Chairman)

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2. Director, STSCDD
  3. Expert invitees
  4. Programme Director, OTELP (Convenor)

## **8. TOR for ITDA Staff**

- 8.1 The PD informed the Committee that the ITDAs are the implementing agencies of OTELP at the district level. They are required to supervise and guide the facilitating NGOs and VDCs to implement various Programme activities. They are to advance funds to the Village Development Committees and ensure that the programme is implemented timely and properly. In view of this the Project Appraisal Report envisages strengthening of the concerned ITDAs by providing each of them with 8 nos. of Subject Matter Specialists (SMS). These SMSs to be posted to the ITDAs are (i) Programme Officer (Planning & Monitoring), (ii) Finance & Administrative Officer, (iii) MIS Executive, (iv) Watershed Development Officer, (v) Agriculture Officer, (vi) Forestry Officer, (vii) Programme Officer (Capacity Building) and (viii) Micro Finance Officer. The above SMS are to be engaged on contractual basis, but the posts are to be sanctioned by the Govt.
- 8.2 The requirement of the above staff for ITDAs was considered by the members. The consensus view was that 3-4 key SMSs could be initially recruited for the 4 ITDAs participating in Phase-I. Recruitment of the remaining SMS could be need based. The qualifications in respect of each SMS and the terms of reference proposed in the Agenda Note taking the cue from the PAR were discussed and approved. These are annexed as Annexure IV.
- 8.3 The Committee noted that the posts of SMSs for the ITDA are yet to be sanctioned. It was decided that the PD will move the Dept. to get approval of Government for sanction of these posts, after which the SMSs would be recruited as per the programme requirement.

## **9. Selection committee for recruitment of ITDA staffs**

- 9.1 The selection of ITDA staff shall be effected at the respective ITDA level. It was decided to constitute a Selection Committee for recruitment, having the following members.
- i) District Collector (Chair Person)
  - ii) Divisional Forest Officer
  - iii) Deputy Director, Agriculture
  - iv) 2 subject matter experts
  - v) P.A., ITDA (Convenor)

The Programme Director will attend the selection committee meeting and render necessary advice.

## **10. Hiring of Support Staffs for PSU**

- 10.1 The PD apprised the Committee that the PSU would carry out official business with a number of Govt. Dept., NGO, Resource Agencies, Training Institute, Funding Partners. It will be formulating guidelines, develop Operational Manuals, Brochures etc. and will have to organise training programmes, workshops, study tours. In order to manage the PSU establishment and discharge its responsibilities, the services of some key support staff such as Stenographers, Data Entry Operators, Peons, Watchman, Bank Sarkar etc. will be required in addition to the skeletal staff sanctioned for it already.
- 10.2 The proposal of the PD was considered and it was decided that the PSU may engage in all, 3 (three) Stenographer-Cum-Data Entry Operators and 4 (four) Multi purpose Attendants who would help the PSU in office maintenance, running of daks, operating Xerox and Fax, watch and ward and cleaning duty. The PSU may engage this staff on purely short-term, contractual basis directly, or through a service provider. The Steno-Cum-DEOs can be paid Rs.5000/- (consolidated) per month and the Attendants can be paid receive a remuneration of Rs.3000/- (consolidated) per month. Necessary approval of Finance Department may be obtained for creation of these positions prior to their engagement.
- 10.3 Further, the engagement of one Steno-Cum-Data Entry Operator, two Office Attendants, made by the PSU since its functioning in a hired building with effect from 15.10.03 was considered and approved. These would be within the strength approved in para 10.2 above, and are approved only upto such time as the entire proposal is considered by Finance Dept.

## **11. Terms & Reference for Facilitating NGOs**

- 11.1 The PD informed the Committee that Facilitating NGOs(FNGOs) will have to be contracted to implement the programme at the village/watershed level and to : (a) facilitate community participation in planning and implementing development activities and to build community institutions in support of the various programme activities; and (b) to provide technical support services to the communities for the formulation and implementation of their chosen development activities. The FNGO would provide technical support services either through recruiting the relevant staff or by developing partnerships with the line departments or other service providers.
- 11.2 It was decided to allot about 4 to 5 Watershed per NGOs in a Block, considering the extent of geographical coverage, and financial involvement. On an average 2 NGOs per Block may be necessary. This may be placed before the PSC for its approval and the number of FNGOs to be contracted for each of the 10 Blocks of the First Phase may be fixed accordingly.
- 11.3 The Terms of Reference Selection Criteria, Process of Selection, Application Format proposed by the PD were examined in detail and approved, with the modification that the FNGOs should be a registered body with a minimum of 5 years of experience. These are given at Annexure V.

11.4 The sample advertisement calling for expression of interest from FNGOs was also considered and approved.

11.5 It was felt that the Resource NGOs may be contracted only at a latter stage in phases as per the actual need assessed, as the Programme progresses and some field activities get under way.

## **12. Selection Procedure for FNGOs**

12.1 It was decided to form a Screening-Cum-Selection committee to select the FNGOs constituting the following members :

- i) Revenue Divisional Commissioner, Southern Division
- ii) Collector of the concerned district
- iii) Representative of P&C Deptt.
- iv) Representative of CAPART
- v) Director, Watershed Mission
- vi) Programme Director (Convenor)

12.2 The Screening-Cum-Selection Committee shall examine the applications received in response to the advertisement on the basis of selection criteria approved by the PMC and would shortlist an appropriate number of FNGOs for each Block. The short-listed NGOs would then be called for a presentation of their activities and credentials before the Committee after which the final selection will be made.

## **13. Office Building for PSU**

13.1 The PD informed that a private building located at N-3/128, IRC Village, Nayapalli, Bhubaneswar has been taken on lease for 2 years w.e.f 15.10.03 to establish the PSU as no Govt. building space was available as confirmed by GA Deptt. vide their letter no.2/03, 14641. The building is having plinth area of approx 3382 sqft. (2600 Sq.ft. floor area). It is adequate to house 6 officers, 4 clerical staff and 3-4 other supporting staff. Two of the rooms can be used for training programme for ITDA staff/Partner NGOs. The negotiated rate for hiring the building is Rs. 3.25/per sq.ft. of plinth area.

13.2 The leasing of the building was considered by the Committee as essential for immediate establishment of the PSU and the rate was found to be economical. The leasing of the building at the rate of Rs.3.25/sqft of the plinth area was accordingly, approved.

## **14. Annual Work Plan & Budget**

14.1 The AWPB for the period July.03-March.04 was proposed by the PD. The Chairman was of the view that a separate meeting should be convened to discuss activities listed in the proposed Work Plan and Budget in detail.

14.2 The PD was authorised to incur the expenditure necessary out of the funds placed in the Programme Account for office contingency, vehicle charge, salary

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& wages etc. in accordance with the authority vested in the PD vide STSCDD Office Order No.30506/SSD Dtd.24<sup>th</sup> 06.03.

- 14.3 The PSU may also procure essential goods and office equipments such as photocopy machines, computers, printer, mobile handset, fax, laptop, office furniture required for use in the PSU, following due procedure.

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

(Sd/ A.S.Sarangi. IAS)  
**Chairman, SLPMC-cum-Principal Secretary**  
**ST&SC Development Department**



Annexure I

List of Members participated in 1<sup>st</sup> SLPMC

1. Sri A. S. Sarangi, IAS  
Principal Secretary, ST&SC Development Department
2. Sri S. N. Tripathy, IAS  
Secretary, PanchyatiRaj Department
3. Dr. A.K. Mahapatra, IFS  
Programme Director, OTELP
4. Sri N.K. Burma, OAS (S)  
Joint Secretary, Forest and Environment Dept.
5. Smt. Prafulla Nayak, OFS (S)  
Financial Advisor, ST&SC Dev Department
6. Sri Sangramjit Nayak  
Under Secretary, Finance