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**Minutes of the 2nd Meeting of the State Level Programme Management Committee of OTELP
held on 10.11.2004 at 4.00 PM in the Office Chamber of Commissioner-Cum-Secretary, ST&SC
Development Department of
Orissa Secretariat, Bhubaneswar**

List of Members present :

1. Smt. Alka Panda, IAS
Commissioner-Cum-Secretary
2. Sri S. Baya, IAS
Secretary, Panchayati Raj Dept.
3. Sri Raghu Prasad, IFS
Addl. Director, Watershed Mission
4. Sri C.R. Satapathy, OAS (I)
Deputy Director, P&C Dept.
5. Sri Sangramjit Nayak, OAS
Under Secretary, Finance Dept.
6. Sri R.K. Choudhury, OAS(I)
Jt. Secretary, STSCDD
(Special Invitee)
7. Sri K.B. Parida, OFS (I)
AFA-Cum-Under Secretary
ST&SC Development Department
8. Sri Deepak Mohanty, IFS
P.D., OTELP

At the outset the Chairperson welcomed the members and initiated the discussion on the Agenda Items by giving a brief idea on OTELP and the modalities of its implementation.

1. Institutional Arrangement

The Chairperson explained to the members the three tier system of institutional arrangement to be followed during the implementation of OTELP.

State Level

- High Level Programme Steering Committee under the Chairmanship of Chief Secretary for providing overall guidance and co-ordination.
- State Level Programme Management Committee (SLPMC) under the Chairmanship of Secretary, ST&SC Development Deptt. for discharging inter-departmental and inter-agency coordination function and monitoring Programme Implementation through periodic review.
- Programme Support Unit headed by Programme Director for day to day programme implementation, supervision & coordination of programme activities. The PSU is supported by 5 Subject Matter Specialists including one Finance & Administrative Officer and other supporting staff.

District Level

- District Project Monitoring Committee headed by Collector for Implementation and Monitoring of Programme through P.A., ITDAs. The offices of the concerned ITDA have been strengthened with Subject Matter Specialists and Administrative Officers.

Block/Village level :

The Programme is to be implemented through NGOs, who will be called Facilitating NGO (FNGO) and will function as Programme Implementing Agency (PIA). Keeping in view the existing field level institutional arrangement under Watershed Development Programme, it was proposed that the FNGO will constitute Village Development Associations (VDAs) and Village Development Committees (VDCs) in the same line as Watershed Development Association and Watershed Development Committee. The VDAs will be registered under the Registration of Societies Act 1860. The FNGOs will also form Self Help Groups (SHGs) and User Groups (UGs) as in case of Watershed Development Programme. The VDC will be

assisted by one VDC Secretary and two Village Volunteers (one member being a lady member/Anganwadi Worker)

The committee approved the proposed institutional arrangement.

2. Composition of District Project Management Committee (DPMC)

The District Project Management Committee (DPMC) at the ITDA level has been constituted under the Chairmanship of Collector as per Govt. of Orissa Order No.30089/SSD Dtd.17.06.2003. The P.A., ITDA functions as the Member Secretary and there are six members in the committee namely the Divisional Forest Officer, District Agriculture Officer, Programme Officer (Planning, Monitoring & Evaluation), Programme Officer, Finance & Administration, District Lead Bank Officer and Representative of one NGO participating in the programme.

The Chairperson proposed for inclusion of the following members keeping in view the required linkages at the field level for smooth implementation of the programme.

1. Chief District Medical Officer(CDMO)
2. Chief District Veterinary Officer(CDVO)
3. Dy. Director, Horticulture/Horticulturist
4. Dy. Director, Agriculture / District Agricultural Officer
5. Soil Conservation Officer
6. Chief Executive, DSMS
7. Representative of all FNGOs
8. All Programme Officers of OTELP posted to the ITDAs.

Further, some technical expert/scientist of locally based institutions like ICAR, KVKs & SAU institutions and other district level line department officials may also be co-opted.

The committee approved the proposal.

3. Allocation of funds under Watershed Development and Livelihoods Activities.

The Programme Director explained the existing budget allocation under different components of Watershed Development Programme as approved by the Govt. of India and keeping in view the same, proposed for the following budget allocation under watershed development & livelihoods (watershed plus) activities to be taken up under OTELP and the agencies to utilise the same.

Total budget allocation per ha : Rs.10,000/-

A. Watershed fund : Rs.6,000/- per ha

- 5%, i.e. Rs.300/- per ha for community mobilisation – PIA (FNGO) / ITDA(for revolving fund)
- 5%, i.e. Rs.300/- per ha for capacity building – PIA/ITDA/PSU
- 5%, i.e. Rs.300/- per ha for administrative overhead – PIA (FNGO)
- 3% i.e. Rs.180/- per ha for administrative expenses – VDC
- 2%, i.e. Rs.120/- per ha for administrative expenses – PSU/ITDA
- 80%, i.e. Rs.4800/- per ha for works – VDC

B. Watershed Plus (Livelihoods Promotion) : Rs.4,000/- per ha

- Rs.300/- per ha for community mobilization (including entry point activity) – PIA
- Rs.300/- per ha for capacity building – PIA/ITDA/PSU
- Rs.150/- per ha for additional administrative expenses of VDC
- Rs.30/- per ha for additional administrative expenses of ITDA
- Rs.20/- per ha for additional administrative expenses of PSU
- Rs.3,200/- per ha for livelihoods activities focused on the poorest (Education, medical, veterinary, horticulture, pisciculture etc.)

The committee approved the above allocation of funds under different Components.

4. Memorandum of Understanding between ITDAs and FNGOs

The Chairperson apprised the committee members that the FNGOs who will function as Programme Implementing Agencies will be required to sign a Memorandum of Understanding with the ITDA for five years to implement the programme as per a prescribed watershed wise schedule of payment. This schedule will be based on a total of Rs. 800/- per ha, which will include Rs. 300/- per ha from Administrative cost, Rs. 200/- per ha from Community mobilization funds (excluding revolving fund) and Rs. 300/- per ha from Community mobilization funds for livelihoods promotion activities and shall include the cost of entry point activities. The draft MoU prepared by the Programme Director, OTELP has been thoroughly examined at the Govt. level. The same was also discussed in a meeting in the office of the Commissioner cum Secy, ST & SC Development Deptt and attended by the P.A., ITDA, Paralakhemundi, PA, ITDA, Gunupur, Programme Officer (Planning, Monitoring and Evaluation), ITDA, Baliguda, Special Officer, CBDA, Sunabeda who suggested relevant modification as per the actual schedule of field activities to be followed during implementation of programme. The matter was also discussed with the Ex-Collector, Koraput, who provided valuable suggestions based on her past experience in connection with implementation of watershed development programme. Taking the above in consideration, the format of MoU and the Schedule of Release of Funds in favour of the PIA for implementation of OTELP have been prepared which were explained in detail to the committee members. The Chairperson explained that the PIAs will be given Rs.4 lakhs per watershed with **500 ha. of treatable area** (i.e. @ Rs. 800/- per ha) for the entire period of 5 years towards the administrative cost and community mobilization including entry point activities. The release of the above amount has been spread over 5 years as follows;

For watershed with 500 ha of treatable area

Year1	80,000/- in four installments
Year2	90,000/- in two installments
Year3	90,000/- in two installments
Year4	80,000/- in two installments
Year5	60,000/- in two installments

The release of each installment will be subject to successful completion of activities as given in the schedule of release of funds and in conformity with the specific activities to be undertaken by the FNGO as under clause 5 of MoU. All the 27 clauses of MoU were deliberated upon by the Committee Members and the provision for audit by A.G., Orissa was included under clause 10 on the suggestion of the member representing the F.D. The committee approved the format of Memorandum of Understanding along with the schedule of release of funds in favour of the PIAs.

5. Annual Work Plan & Budget of 2004-05

The Annual Work Plan & Budget for 2004-05 as proposed by the Programme Director, OTELP was placed before the committee. The Chairperson apprised that the posts created by the Govt. for the PSU and ITDAs have been filled up by getting five OAS-I(JB) Officers, Asst. Agriculture Engineer, Jr. Agriculture Officer & Forest Range Officers and also through recruitment of Programme Officers (Capacity Building), Programme Officer (Planning, Monitoring & Evaluation), Manager, MIS. All the staff were in position by 1st of October, 2004 and the programme was formally launched by the Hon'ble Chief Minister, Orissa on 2nd October. The office of PSU which was earlier functioning in a rented house, has been shifted to the IInd Floor of TDCC Building which is being furnished by the M.D., TDCC with provision of required number of office rooms, provision of conference room equipped with public address system, provision of computers on local area network basis and air conditioning for maintenance of the same. The offices of the ITDA, Baliguda, Th. Rampur, Paralakhemundi, Koraput are also strengthened with extension of office rooms. Besides, the Annual Work Plan also includes activities such as providing necessary infrastructure facilities to the PSU/ITDAs, orientation training for the staff of PSU/ITDAs, FNGOs/WDTs, and all other activities as reflected in the schedule of activities under the Memorandum of Understanding between ITDAs

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and FNGO. Keeping all these in view a financial outlay of Rs. 8.36 crores has been projected for the year, 2004-05. The abstract is as follows;

- a) Programme Management covering establishment cost, expenditure on launching programme, establishing officers, PSU, Strengthening officers of ITDAs, providing necessary infrastructure etc. Rs.2.44 crores
- b) Community empowerment and capacity building covering expenditure on formation of village level institution, orientation training, exposure visits, PRA exercises, entry point activities etc. Rs.2.19 crores
- c) Policy Initiative including assistance to revenue department in settlement of land rights in programme villages, updating land records, survey of hill slopes, examination of changes required in Govt policies related to land issues, food security and empowerment issues etc. Rs.0.54 crores
- d) Livelihood Enhancement covering land & water management, participatory forest management, production system enhancement, rural financial services, community infrastructure etc. Rs.3.19 crores

The physical and financial progress will be reviewed in the next SLPMC meeting during the first quarter of 2005-06 and the unspent balance, if any, will be adjusted towards the Annual Work Plan & Budget for the year 2005-06.

The committee approved the Annual Work Plan & Budget for the year, 2004-05.

6. Creation of Posts of Stenographer-Cum-Data Entry Operator, PSU, OTELP

The Programme Director, with the permission of the Chair, apprised the committee that three posts of driver have been sanctioned and created for PSU, OTELP vide letter No.30013 dt.18.6.2003 of ST & SC Development Department. But the same are not required to be filled up in view of the fact that Govt. in Finance Department have advised not to purchase any new vehicle by PSU, OTELP and to engage vehicles on hire as and when required. It was further explained by the P.D. that the PSU badly needs three Stenographer-Cum-Data Entry Operators for assisting the daily official business of the P.D. and the Programme Officers. It was therefore proposed to move Govt. in Finance Department for creation of three Stenographer-Cum-Data Entry Operators to be filled up on contractual basis on payment of monthly consolidated remuneration of Rs.5000/- in lieu of the three posts of driver, which will be surrendered.

The committee approved the proposal.

The meeting ended with the vote of thanks to the Chair and all the members present.

(Sd/ Smt. Alka Panda, IAS)
Chairperson, SLPMC and Secretary
ST & SC Development Department