

48  
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**Minutes of the 6<sup>th</sup> meeting of the State Level Programme Management Committee (SLPMC) of OTELP held on 27.10.2006 at 3 p.m. in the Office Chamber of Commissioner cum Secy, STSCDD and Chairperson, OTELP**

List of Members present is at Annexure – I

At the outset the Programme Director, OTELP welcomed the Commissioner cum Secretary, STSCDD and Chairperson, OTELP and all other members of the committee.

This meeting of the SLPMC pertains to the quarter ending September and could not be held in time due to the Mid Term Review of the Programme taken up during August & September, 2006.

**1. Confirmation of Proceedings of 5<sup>th</sup> meeting of SLPMC**

Minutes of the 5<sup>th</sup> meeting of SLPMC held on 28.04.2006 has been circulated to all members vide letter No.346/06 dtd.02.05.2006 of PSU, OTELP. The committee confirmed the minutes.

**2. Action taken on key decisions of 5<sup>th</sup> meeting of SLPMC**

- Action has been initiated for inclusion of Secretary, Revenue Department as a member in the SLPMC.
- All the concerned District Collectors have been requested to take action for settling available Govt. land (Non Forest) in favour of landless tribals of the Programme villages as per eligibility. In the process 976 no of beneficiaries in Koraput have already been given 310 acres of homestead and agricultural lands. Further a coordination meeting with the Revenue and F&E Departments was organized on 2<sup>nd</sup> September, 2006. In pursuance to the decisions of the Coordination meeting, discussion was taken up with the Director, Land Records and a proposal has been prepared for getting the Survey & Settlement unit attached to the ITDAs for taking up special survey work on hill slopes beyond 10<sup>0</sup> and up to 30<sup>0</sup>. The Director, Land Records has suggested for providing sophisticated GPS to these survey units and OTELP will facilitate the operationalisation of these survey units for fast and accurate result. As suggested by the Chief Secretary, the DFID has been proposed to cover this operation under the TA funds of DFID.

The Chairperson suggested that the Secretary, Revenue Deptt should fix up a meeting and call Secy, STSCDD, P.D., OTELP, Director, Land Records and other concerned Revenue Officials within seven to ten days for drawing up the modalities of operationalising the above proposal.

- The basic records/documents to be maintained by the villagers at the level of Village Development Associations have been standardized in simple Oriya language and have been supplied to the VDCs. One set of the same is also being maintained at the level of FNGOs.
- The PSU in consultation with all the programme partners has prepared guidelines on the financial procedures and intimated to all the VDAs and FNGOs. The same are being further simplified in the line of recommendations of the Mid Term Review Mission.

47

### **3. Observation and Recommendations of MTR Mission and follow up**

The Mid Term Review of OTELP was jointly conducted by DFID/IFAD/WFP/UNOPS/ GoO during August and September, 2006. The observations and recommendations of the Mission were shared with the members. As an immediate follow up the district level workshops of all stakeholders (From VDC to ITDAs) were conducted on 10th and 11th October, 2006 in each district and then a state level meeting was held on 13th October, 2006 with the ITDAs and the FNGOs under the chairmanship of the commissioner cum Secretary, ST & SC Development Department and Chairperson, OTELP. The Aide Memoire and the key recommendations of MTR were deliberated upon and some tangible post MTR Action Points were drawn up which are covered under the following agenda items.

### **4. Revision of Annual Work Plan & Budget (AWPB)**

The MTR Mission's observations are:

- Pressure to meet disbursement targets has caused the PSU to loose sight of the OTELP's main objectives and take short-cuts in the empowerment process in order to meet physical and financial targets. This pressure must immediately be removed and PSU must re-focus on OTELP's core objectives. The 2006-07 AWPB should immediately be re-drafted to reflect this change in approach and also the financial implications of the recommendations arising from the Phase I Review.

In view of the above, all the district units have recast the physical and financial targets for the year 2006-07 keeping in view the activities which can be taken up by the Village Communities by the end of the financial year. Accordingly the AWPB for 2006-07 has been revised to Rs. 35.88 crores on the basis of the actual achievable targets. The details are enclosed. The Committee approved the revised AWPB for 2006-07.

### **5. Improving Financial Management**

The MTR Mission's observations are:

- Financial management must be improved at all levels – PSU; ITDA; FNGO; VDC and SHG levels. Staff must be recruited; procedures must be defined; manuals must be prepared; and training must be provided; and, there needs to be a process of regular oversight and audit throughout the entire system but particularly in the VDCs and SHGs. TA will need to be used to implement these changes and it should be recruited immediately and the necessary work should be completed in time for the commencement of Phase II.
- Instructions should be issued providing for greater financial independence for OTELP within the ITDA and the post of Finance Officer must be filled by recruiting qualified accounting staff familiar with computerised financial management systems from the open market. The position of Accounts Assistant should also be filled from the open market. The instructions should be issued and recruitments should be finalized within 3 months.

The matter was deliberated upon and the Committee decided that

- The posts of Finance cum Administrative Officer and Micro Finance Officer at each of the four ITDAs as have been sanctioned by the Government vide G. O. No. 22654/SSD, dt. 8<sup>th</sup> June, 2005 would be filled up through recruitment of professionals from open market. The P.D would initiate necessary action in this regard.
- As informed by the P.D., the Procurement Committee has recommended for engagement of M/s Chand & Co, IRC Village, Bhubaneswar as Financial Management Consultant to address to the points raised by the MTR Mission. The P.D. would take necessary follow up as recommended by the Procurement committee.
- It was further pointed out by the P.D. that Sri Srinibash Mohapatra, the Senior Assistant, who had come on transfer from the Water Resources Department and holding the post of Accountant in the PSU, was not computer literate and was not able to follow the accounting procedures under computerized Tally Accounting package. As a result there was a great difficulty in maintaining the accounts, records and registers as per the provisions of the Programme Implementation Manual. The Committee therefore decided that the services of the Sr. Assistant be placed back with the Water Resources Deptt. and a professionally competent Accountant be recruited from open market to be engaged on contractual basis in PSU in the same line as in the ITDAs. The Finance Department would be requested for sanction of a post of one Data Entry Operator cum Accounts Assistant in place of Accountant in PSU for smooth operation of financial matters as suggested by the MTR Mission. Keeping the urgency of the issue, the PSU might be allowed to engage a Data Entry Operator cum Accounts Assistant through a service provider till sanction of the post and recruitment.

## 6. Strengthening FNGOs

The MTR Mission's observations are:

- FNGOs need to be strengthened to ensure delivery of a livelihoods and empowerment programme. Additional specialist staff should be recruited to FNGO field teams:- a Livestock Specialist, a Gender Specialist; a Micro-enterprise Specialist; a financial person/accountant and a Field Coordinator. TA should be provided in order to continually upgrade FNGO's operational capacity. By December 2006 the FNGO contract should be amended to reflect these changes and the additional staff should be in place by March 2007.

The matter was deliberated at length and the Committee decided that the FNGOs would be strengthened with two additional professionally qualified WDT members as follows:

WDT - Micro Finance & Micro Enterprise  
WDT - Forestry

The WDT (Social Science) will take care of issues concerning Gender. The additional WDT members will be entitled to the same remuneration and mobility facilities as the existing WDT members, which is at par with that being provided in all other similar projects of the State Govt. and the Govt. of India as well.

## 7. Enhancement of Remuneration of the Contractual Staff

The MTR Mission's recommendation is:

- Salary structures of the PSU, the ITDAs, and the FNGOs be reviewed with a view to increasing remuneration and/or providing allowance and other facilities in order to hold key personnel. The review should be completed within 6 months any changes should be in time for the commencement of Phase II.

The Committee after thorough deliberation on the issue suggested for making a proposal on the basis of an objective assessment of the performance of the Subject Matter Specialists, engaged on contractual basis, which would be put up for consideration in the next meeting of the SLPMC.

## 8. Incentives to Govt Staff

As per the decision of the 4<sup>th</sup> meeting of Programme Steering Committee under the chairmanship of the Chief secretary, a committee has been constituted headed by the Principal Secretary, F&E Deptt to make suitable recommendation for providing incentives to the Govt. staff posted under OTELP. The matter will be pursued for an early action as the next meeting of the PSC is also due in the month of October, 2006.

## 9. Up scaling to Phase II

The MTR Mission has observed that all the Trigger indicators set for Phase II had been met and therefore the programme activities would be extended to twenty more blocks in the Phase II with inclusion of three more districts namely Nawarangpur, Malkangiri and Rayagada. However, keeping in view the accomplishment of specific action points recommended by the MTR, the P.D. proposed for up scaling to commence from January as per the following schedule:

Month	Activities to be initiated
January – February, 2007	Identification of blocks and micro watersheds in the existing district. Inviting Expression of Interests from NGOs.
March, 2007	Selection of FNGOs and Finalisation of micro watersheds.
April - June, 2007	District level Sensitisation Workshop in new Districts. Concept clarity Workshop & Commencement of Programme Activities in new blocks of existing districts. Constitution of DPMC & Amendment of Bye-laws of new ITDAs, Positioning of Subject Matter Specialists in new ITDAs.
July – August, 2007	Strengthening infrastructure of new ITDAs. Selection of FNGOs for new ITDAs. Selection of micro watersheds for new ITDAs.
September, 2007	Concept clarity Workshop & Commencement of Programme Activities in new districts.

The Committee deliberated upon the matter and approved the proposal given by the Programme Director.

The meeting ended with a vote of thanks to the Chair and Members present.

Sd/-

(Dr. Tara Datt, IAS)  
Chairperson, SLPMC and Secretary  
ST & SC Development Department

44  
628

## List of Members present

1. Dr. Tara Datt, IAS  
Commissioner-Cum-Secretary
2. Sri Kailash Chandra Parija, OFS  
Jt. Secretary, Finance Department
3. Sri Niranjan Sahu  
M&E Specialist, PSU, WORLP, OWDM
4. Sri Baidhar Biswal OAS(I)  
Jt. Secretary, Panchayat Raj Department
5. Sri G. Shyam Sundar Patra, OFS (I)  
F.A. cum Joint Secy, ST & SC Development Department
6. Sri Kalika Prasad Dash, OAS (I)  
Dy Secretary, Revenue & Disaster Management Department
7. Sri Deepak Mohanty, IFS  
P.D., OTELP

Annexure II

## Revised Annual Work Plan &amp; Budget under OTELP for 2006-07

Sl. No.	Programme Components	No. of Physical units	Unit Cost in Rs.	Period	Total outlay in Rs. Lakhs	PSU	Koraput	Gajapati	Th. Rampur	Baliguda
1	<b>PROGRAMME MANAGEMENT</b>									
	<b>TOTAL</b>				215.48	58.32	35.92	38.42	44.42	38.42
2	<b>CAPACITY BUILDING FOR EMPOWERMENT</b>									
	<b>TOTAL</b>				215.00	35.00	50.00	60.00	45.00	25.00
3	<b>LIVELIHOOD ENHANCEMENT</b>									
	Land & Water Management									
	Participatory Forest Management									
	Production System Enhancement	63000	3500		2205.00	0.00	525.00	795.00	525.00	360.00
	Rural Financial Services									
	Community Infrastructure									
	Forest Development Activities through VSS	10000	2000	1	200.00	0.00	31.00	20.00	117.00	32.00
	<i>Instalments to the FNGOs &amp; VDCs</i>									
	Administrative Cost & Community Mobilisation	136	90000	1	122.40	0.00	27	36	32.4	27
	Administrative Cost to the VDC	136	2750	12	44.88	0.00	9.9	13.2	11.88	9.9
	<b>TOTAL</b>				2572.28	0.00	592.90	864.20	686.28	428.90
4	<b>SUPPORT FOR POLICY INITIATIVES</b>									
	Land Survey and Settlement		Lumpsum		200.00	200.00	0	0	0	0
	Action Research Projects		Lumpsum		10.00	10.00	0	0	0	0
	<b>TOTAL</b>				210.00	210.00	0.00	0.00	0.00	0.00
5	<b>DEVELOPMENT INITIATIVE FUND</b>		Lumpsum		346.00	0.00	165.00	60.00	100.00	21.00
6	<b>FOOD HANDLING</b>		Lumpsum		20.00	20.00	0	0	0	0
7	<b>UPSCALING TO PHASE II</b>		Lumpsum		10.00	10.00	0	0	0	0
	<b>GRAND TOTAL</b>				3588.76	333.32	843.82	1022.62	875.70	513.32

**Perdiem Admissible under WORLP for OWDM and WORLP Project Staff**

**I. Perdiem admissible for:**

Maximum perdiem of Rs. 300/- per day would be admissible for tours conducted by the following Officers/Staff for project purposes, subject to maximum monthly ceiling fixed by respective PD watershed as per the graduated rates detailing below:

- (a) Director, Watershed Mission, OWDM and PSU staff for travel to the project districts.
- (b) Project Director, (Watershed), Office Staff and CBTs for travel within the project districts and outside the districts (within the State).

	Absence from Headquarters	Daily Allowance allowed
i	Less than 6 hours.	Rs.90.00
ii	Less than 12 hours but exceeding 6 hours.	Rs.180.00
iii	More than 12 hours.	Rs.300.00

**II. Lodging Charges:**

The above Officers/Staffs will be entitled to reimbursement of accommodation charges (Lodging charges) in hotels or in Guest houses and other accommodation belonging to State/Central Govt. or any other agencies, as per actual, subject to maximum of Rs.500/- per day.

**III. Charging the above expenditure under WORLP budget:**

- i. The charges incurred towards Perdiem and the Lodging for the tours conducted by Director, Watershed Mission, OWDM and PSU staff would be met out from the PSU travel Allowance Budget.
- ii. The charges incurred towards Perdiem and the Lodging for the tours conducted by the Project Director, (Watershed), Office Staff and CBTs would be met out from the CBT travel Allowance Budget.

  
 28/9/05  
 Director, Watershed Mission