

**Minutes of the the 8<sup>th</sup> meeting of the State Level Management Committee (SLPMC) of OTELP to be held on 05.09.2007 at 11 A.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.

**1. Confirmation of Proceedings of 7<sup>th</sup> meeting of SLPMC**

Minutes of the 7<sup>th</sup> meeting of SLPMC held on 24.01.2006 has been circulated to all members vide letter No. 91(7) dtd. 29.01.2007 of PSU, OTELP. The committee confirmed the minutes.

**2. Action taken on key decisions of 7<sup>th</sup> meeting of SLPMC**

The Programme Director presented the action taken report on the decisions of the 7<sup>th</sup> meeting. The report was acknowledged by the committee except the delay in finalizing the FNGOs for the Phase II areas. The Phase II of the programme was launched by the Hon'ble Chief Minister, Orissa on 27<sup>th</sup> March, 2007. But no work has been started in the new areas yet. The Chairperson seriously viewed the delay in the process and desired that the selection of FNGOs should be completed by the end of September, 2007. The Programme Director assured the committee to ensure timely compliance in this regard.

**3. Revision of Annual Work Plan & Budget for the year 2007 – 08**

Keeping in view the continuity in the programme activities and up scaling to Phase II, the AWPB for the year 2007 – 08 with a financial outlay of Rs. 41.85 crores has been approved by the Programme Steering Committee. The quarterly plan of expenditure in this respect has been drawn up (Annexure II) and duly intimated to the field units. But the expenditure up to the month of July, 2007 has been to the tune of Rs. 75.64 lakhs, which is only about 25 % of the projected expenditure. The matter was very seriously viewed by the committee. The Chairperson expressed deep concern on the abnormally low expenditure. The P.D. apprised that the Village Development Committees are in the process of spending the spill over funds of the year 2006 – 07, which will be completed by September, 2007 and thereafter funds will be released to the VDCs as against the budget for 2007 – 08. The Chairperson, while emphasizing the need to appreciate the gravity and priority attached by the Govt. in the matter related to such Externally Aided Programmes, advised to step up all efforts for expediting the works in the field with frequent field visits and necessary supervision. The ITDAs would be required to augment all support for ensuring timely completion of the works and achieving the physical & financial targets for the year 2007 – 08.

**4. Revision of MoU between ITDAs and FNGOs**

The format of MoU and the Terms of Reference between the ITDAs and the FNGOs was approved in the 2<sup>nd</sup> meeting of SLPMC based on the guidelines of MoRD, GoI. In view of the revised cost norm and the Operational Guidelines for implementation of OTELP, the same needs to be modified by incorporating the work schedule for different phases of programme implementation cycle. The P.D placed the modified version of MoU before the committee.

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The Chairperson advised that the modified version of MoU should be shared with all the FNGOs and the field units to get their feed back and make necessary fine tuning, if required. The P.D is to take follow up accordingly.

## **5. Key recommendations of Joint Review Mission conducted from 25<sup>th</sup> May to 5<sup>th</sup> June.**

### **Engagement of a Gender Consultant**

A proposal for engaging a Gender Consultant to develop a Gender Strategy has been sent to DFID for effecting the contract under DFID Technical Support Facility. DFID have recently finalized the procurement procedure for the same and the Technical Assistance proposals will be implemented by October, 2008.

### **Addressing the issues of Landless**

*The mission recommends that PSU develops a strategic approach with an action plan to monitor progress made in this area. This task could be assigned to a Programme Officer (with hands-on experience in handling land settlement issues in Revenue Department) at PSU who could interface with officers of the Revenue Department and Revenue Board. Further, a special cell is to be established in the Revenue Board with a designated nodal officer to monitor the progress in the provision of giving land titles to the landless in OTELP villages, and also to provide the administrative support to OTELP.*

In this regard the P.D. pointed out that special survey would be started in all the programme villages through special survey units in each of the 10 Phase I blocks. He therefore proposed that the Revenue Officer in the rank of OAS (I)-Jr posted in PSU as Finance & Administrative Officer, who is equipped with hands-on experience in handling land settlement issues in Revenue Department, may be entrusted with the responsibility of monitoring the progress of land settlement issues in OTELP by keeping liaison with the field units (ITDAs), the Director, Land Records and Revenue Board. Further, keeping in view the recommendation of Mid Term Review Mission of September, 2006, for separating the Finance part from Administration, the PSU may have a Finance Officer to look after financial matters exclusively.

The Committee approved the above and recommended for posting of an officer in the rank of OAS (I) as the Finance Officer in PSU. The designation of Finance & Administrative Officer will be changed as Revenue and Administrative Officer. The P.D. is to move the proposals accordingly.

### **Continuation of contracts with RNGOs**

*RNGOs contract should be on a longer term basis to enable them not only to provide in-depth and extended effect across the FNGOs, but also to strengthen their base to lessen turn over problem. Their continued participation should not be hindered delays for their extension and the intention for the continuation should be initiated at least two months before expiry date. The mission is informed that Technical Assistance Fund is being sought for these contracts. As the formal usage of the TA fund is still in the process of agreement, and as time is of essence to provide continuity of RNGOs involvement, the mission proposes the use of IFAD Loan funds for this purpose.*

In this regard the P.D. presented the current status of the contracts with RNGOs before the SLPMC. The Committee deliberated upon the proposals and approved as follows:

| Name of the organisation  | Status   | Action to be taken  |
|---|--|---|
| M/s. Chand & Co, BBSR   | Engaged as Financial Management Consultant and presently working with the PSU  | Regular monitoring by PSU   |
| M/s Consulting Engineering Services (India) Pvt. Ltd., Kolkatta | M&E Software package developed and submitted to PSU  | PSU to procure the required back up SQL server and necessary hardware to operationalise the M&E system in the field. M/s CES to provide hands on training for four months as per agreed ToR.  |
| M/s. WASSAN, Hyderabad  | Process Guidelines including Programme Management Cycle, Process Monitoring indicators & criteria developed basing on the empowerment centered planning exercises in two micro watersheds.   | The draft Guideline has been shared with the Director, OWDM, PD, WORLP and the field units. As suggested by the Review Mission, a core group will be formed comprising of the Subject Matter Specialists of PSU and experts from OWDM to review the documents for fine tuning for adopting the same under the programme. The work to be completed within 20 days.   |
| M/s. MART   | The pilot assignment is already over. The expected outcomes have been achieved with satisfactory result. Besides a turn over of Rs. 24 lakhs, the beneficiaries have been effectively capacitated to do collective marketing. The villagers of Tumudibandh block have been inspired to form an Adivasi Bazar Committee. The result has been very well appreciated by the Review Missions with a strong recommendation for up scaling the intervention in all the programme villages. | The up scaling proposal covering all 396 villages of Phase I for a duration of 2 years has been approved by the Secy, STSCDD and Chairperson, OTELP and concurred with by UNOPS as required under the Programme Loan Agreement. The same was sent to DFID for financing under TA funds. DFID has indicated that the TA funds would cover the new assignments and not the up scaling of on going assignments. The financial implication is Rs 35.02 lakhs per year. Hence, as suggested by the Review Mission, it is to be covered under Capacity Building component of the programme. The P.D will take necessary follow up for effecting the contract. The coverage of all the 396 programme villages with necessary field presence of MART is to be strictly ensured. |
| M/s. PRADAN   | The contract is over. As per the ToR, common perspective has been built up among all the FNGOs   | The MTR has recommended for engaging PRADAN on a continuous basis in order to provide technical back up, over all supervision and   |

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|  | <p>with a strategic approach to grade the SHGs and to undertake capacity development, livelihoods planning and visioning on a continuous basis. Uniform book keeping formats designed and in operation. MIS on SHG activities is on going.</p> | <p>training of trainers. The field units have also suggested for extending the period of association with PRADAN for facilitating a more focused approach towards promotion of SHGs and utilization of funds under Rural Financial Service through proper business development plans. Accordingly PRADAN has been requested to have meetings with all the district units and propose for extension of the contract with the objective of addressing the specific recommendation of the Review Missions. On receipt of the response from PRADAN, proposal will be put up to the Chairperson for necessary approval.</p> |
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### **Provision of a Business Development Manager in PSU**

*The Mission supports the recruitment of a Business Development Manager in the PSU level, who will plan guide and fine tune business strategies for the various districts for the CBOs in collaboration with ITDAs. He will review all types of ToRs for RNGOs involved in business development and monitor their progress and achievements within the business strategic plan for each programme district.*

The PSU is in the process of developing a Livelihoods Strategy under OTELP through a consultancy by M/s Kallinga Centre for Social Development, Knowledge Trust and NR Internationals as covered under the DFID TA funds. The draft report has been submitted on 24<sup>th</sup> August, 2007. The final report is expected within two months, which will lead to a strategic plan on business related issues. On receipt of the same, the feasibility and need for recruitment of a Business Development Manager in PSU will be considered.

### **Standardise different formats for use by the VDCs and Clear guidelines for Village Level Subcommittee and Village Level Social and Financial Audit Subcommittee**

A set of simple formats to be adopted in all the VDCs along with two sets of guidelines for the VLSCs and VLSFASCs have been designed through a two days workshop on 18<sup>th</sup> & 19<sup>th</sup> June, 2007 involving all the FNGOs and the ITDAs. These are already in operation.

### **DFID Technical Assistance Fund**

*The mission had discussed with PSU on the use and operation of this fund with respect to the appointment of a procurement agency to support PSU in procurement matters as suggested by DFID. The PSU has worked out the details of the functional relationship with the procurement agency and the draft TOR to this effect. The Mission supports this option and request that DFID should take necessary follow-up for making it operational within a months' time. The mission cautions over the*

*complete reliance on TA funds for key and urgent activities required for the project. The mission recommends that where such urgent use of funds is in need the IFAD Loan should be accessed.*

DFID has already invited Expressions of Interest from different agencies to shortlist a procurement agency for OTELP, which is expected to be in place by October. The PSU has also submitted the following proposals to be covered under the DFID TA support.

- Conducting TNSA and developing a Capacity Building Strategy
- Engaging a Gender Consultant and developing a Gender Strategy
- Developing a Livelihoods Strategy under the programme
- Developing an Operational Guideline for Land & Water Management in a participatory process
- Process documentation
- Developing a Convergence Strategy
- Developing an Exit Strategy and Sustainability Plan

**Incentives to Govt. staff and Enhancement of Remuneration of the Contractual Staff**

*Reportedly, additional incentives for government staff under OTELP has been approved by Programme Steering Committee (PSC) on 13 April 07. Similarly a revised remuneration for contractual staff has been approved by PSC and is awaiting concurrence from Finance Department. The mission requests for an early decision on this matter.*

Both the above issues have been referred to the Finance Department along with the proposals as approved in the last SLPMC. The response of FD is awaited. The FD will be requested to expedite.

**Any other matter - Modification in Programme Implementation Manual**

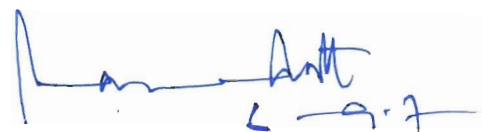
**Engagement of Retired Govt. Officer on contractual basis**

Clause 55 (4) of PIM specifies the provision as

***Retired staff on contract:** They will be paid a consolidated salary after deducting the pension amount. They will not be entitled for any special pay and other allowances. They will have the same entitlement of the traveling allowance, as applicable to the other staff of the PSU/ITDA.*

The P.D. pointed out that the engagement of Retired Govt. staff on contract should be governed by the FD Office Memorandum No. 38242-Pen-72/93-F dt. 9<sup>th</sup> November,1994, according to which the consolidated remuneration should be given after suspending the T.I. and not the pension amount. The same is also being followed in OTELP. He therefore proposed for necessary modification in the PIM.

The Committee decided that the Finance Department would be moved for getting concurrence on necessary modification in the PIM as per the existing provisions of FD.



Chairperson, SLPMC and Secretary  
ST & SC Development Department



## List of Members present

1. Dr. Tara Datt, IAS  
Commissioner-Cum-Secretary
2. Sri Biswajit Mishra, IAS  
Addl. Secretary, ST & SC Development Department.
3. Sri B.P.Panda,  
Addl. Secretary, Forest & Environment Department
4. Sri G.B.Reddy, IFS  
Director, OWDM
5. Sri G.C.Paul  
Director cum Addl.Secy, P& C Department
6. Sri R.K.Choudhury  
Director & Addl. Secy, Panchayat Raj Department
7. Sri G. S. Patro  
F.A. cum Joint Secy, ST & SC Department
8. Sri B.K.Mohanty  
Dy. Secy, Finance Department
9. Sri K.P.Dash  
Dy. Secy, Revenue & Disaster Management Department
10. Sri Deepak Mohanty, IFS  
P.D., OTELP