

## **DEPARTMENT AT A GLANCE**

### **1.a. About the Department**

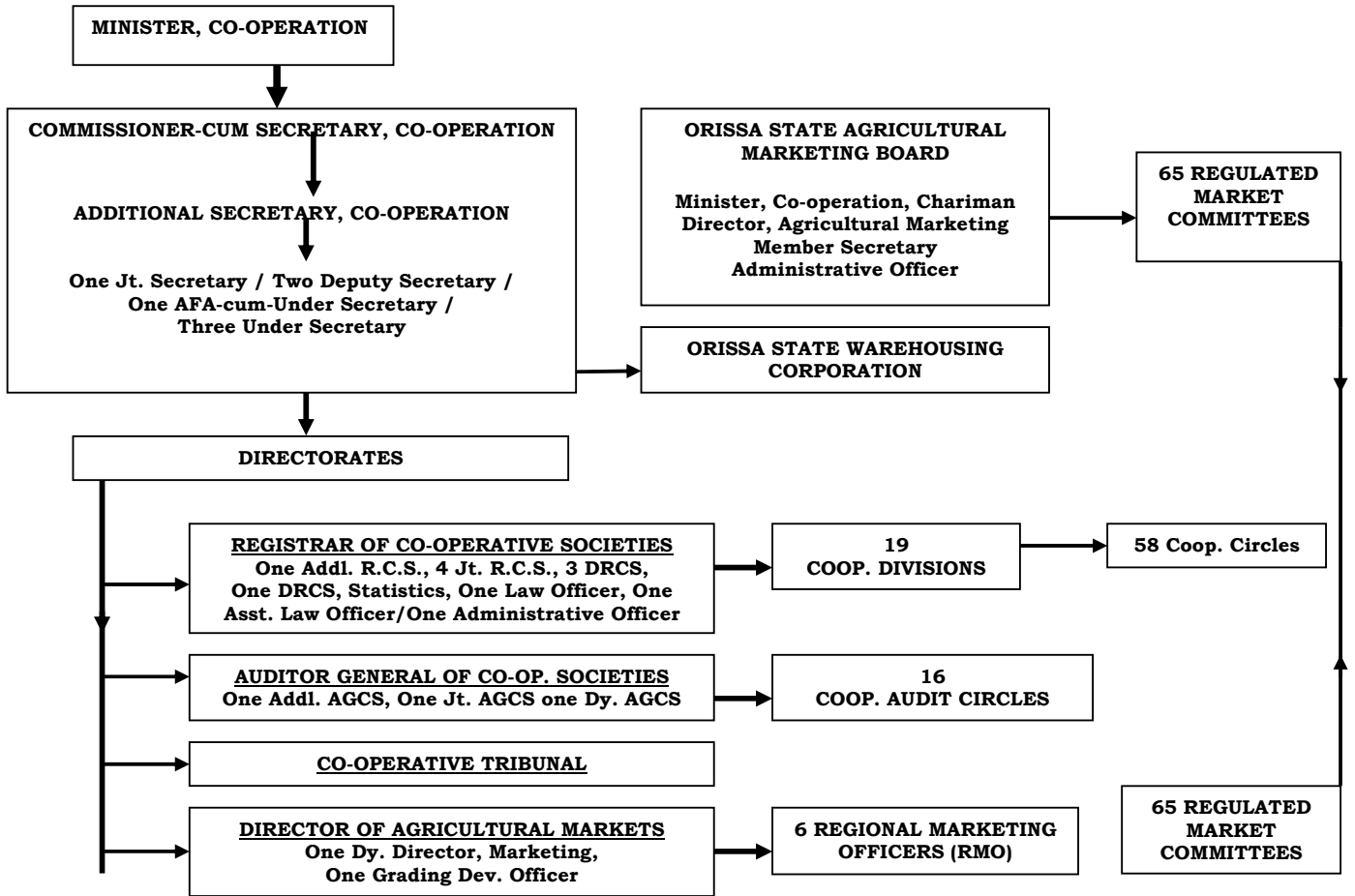
The Co-operation Department was created with the objective of strengthening the co-operative movement in the State. Initially, the Co-operation Department remained part of one of the development Department. It functioned under the Co-operation and Forest Department and later under the Agriculture and Co-operation Department in 1991, the Co-operation Department was carved out as a separate Department from the erstwhile Agriculture & Co-operation Department.

### **b. Activities of the Department**

Some of the important functions discharged by the Co-operation Department are briefly indicated below:

- ◆ Endeavoring to provide timely and adequate bank credit to farmers for financing their agriculture and allied activities.
- ◆ Supply on inputs such as fertilizers, pesticides and seeds to the farmers.
- ◆ Administering the Crop Insurance Scheme to provide relief to farmers in the event of crop failure.
- ◆ Providing marketing support to farmers by way of bringing about the integrated development of marketing of agricultural produce to safeguard the economic interests of the farming community.
- ◆ Providing infrastructure for storage of agricultural produce through organizations like the Orissa State Warehousing Corporation (OSWC) and the Orissa State Marketing Federation (MARKFED).
- ◆ Providing credit facilities for housing through house building Co-operatives in both the rural and urban areas.
- ◆ Imparting co-operative education and training to office bearers and members of Co-operative Societies for strengthening the co-operative movement in the State.

**c.i ORGANISATIONAL CHART OF CO-OPERATION DEPARTMENT**



**c.ii Organogram**

**MINISTER, R.D & CO-OPERATION**  
**Shri Bikram Keshari Arukha**

**COMMISSIONER-CUM- SECRETARY**  
**Shri Bishnupada Sethi, IAS**

**ADDITIONAL SECRETARY TO GOVERNMENT**  
**Shri Pravat Kumar Lenka, OAS**

**JOINT SECRETARY TO GOVERNMENT**  
**Shri Biswanath Mallick, IAS**

**DEPUTY SECRETARY**  
**Shri Gopabandhu Satpathy**

**DEPUTY SECRETARY**  
**Shri Surya Kumar Misra**

<b>AFA-CUM-UNDER SECRETARY</b> <b>Mrs. Bidyut Prava Rout</b>	<b>UNDER SECRETARY</b> <b>Shri Sachidananda</b> <b>Behera</b>	<b>DDO-CUM-UNDER</b> <b>SECRETARY</b> <b>Shri Paramananda Samal</b>	<b>UNDER SECRETARY</b> <b>Shri Bhabagrahi Mallick</b>
<b><u>SECTIONS</u></b> 1. Finance 2. Audit 3. Budget	<b><u>SECTIONS</u></b> 1. Agriculture Marketing 2. Co-ordination 3. CMP Section 4. Credit Section 5. Field Establishment	<b><u>SECTIONS</u></b> 1. Office Establishment 2. Accounts 3. Issue & Diary 4. Legal Cell	<b><u>SECTIONS</u></b> 1. RTI 2. Computer / Grievance Cell 3. Consumer 4. CCR & PAR

### e. Act & Rules

Sl. No.	Name of the Act Rules Regulations	Brief list of the contents	Reference No. if any	Price in case of priced publication
(1)	(2)	(3)	(4)	(5)
01.	The Orissa Co-operative Service (Recruitment and conditions of Service) Rules, 1974.	Recruitment and Conditions of Service of OCS Officers		
02.	The Warehousing Corporation Act – 1962	To provide for the incorporation and regulation of the Corporation for the purpose of W.H. of Agricultural produce and certain other commodities and for matters connected therewith.	No.58 of 19 <sup>th</sup> Dec. 1962	
03.	The Warehousing Corporation Rules – 1974	To provide for the incorporation and regulation of the Corporation for the purpose of W.H. of Agricultural produce and certain other commodities and for matters connected therewith.	SRO.No.719/74 Dated 20 / 24.09.1974	
04.	Orissa Co-operative Societies Act 1962. Orissa Co-operative Societies Rules 1965. Orissa Co-operative Societies (Elections to the Committees) Rules 1992	For organization of Co-operative Societies in the State for up-liftment of economical condition of the poor member of the Co-operative Societies		
04.	Orissa Self Help Co-operatives Act, 2001	To organize Co-operative Societies in the State free from the control of the Govt. and to make it Self-reliant, mutual aid, autonomous, voluntary, democratic, business, enterprises, which are to be owned, manage and controlled by members fort heir economic and social betterment..		
05.	Orissa Agricultural Produce Markets Act, 1956. Orissa Agricultural Produce Markets Rules 1958	To establish Regulated Market Committee in the State to regulate the purchase & sale of the Agricultural Produce of the poor farmers and to save them from the exploitation of the middle man in getting their remunerative price of the produce.		
06.	The Orissa Co-operative Service (Recruitment and Conditions of service) Rules 1974.	Service Condition	SRO No.185/74 Dated 26.02.1974 Notification No. 1351 dated 28.07.1984	
07.	OSWC Employees Provident Fund Regulation – 1969		SRO No. 180/70	

### f. Circulars & Notifications

### g. Report & Publication

**h. Web directory**

<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>EAPBX</b>	<b>Office</b>	<b>Residence</b>	<b>Mobile</b>	<b>Fax</b>	<b>e-mail</b>
1.	Shri Bikram Keshari Arukha	Minister, R.D & Co-operation	2177	2536860	2534703	-	-	-
2.	Shri Bishnupada Sethi, IAS	Commissioner-cum Secretary	2221	2536994	-	-	2536958	<a href="mailto:coopsec@ori.nic.in">coopsec@ori.nic.in</a>
3.	Shri Pravat Kumar Lenka, OAS	Additional Secretary	2222	2393140	-	-	-	-
4.	Shri Biswanath Mallick, IAS	Joint Secretary	2233	2396964	-	-	-	-
5.	Shri Surya Kumar Mishra	Deputy Secretary	2223	2392363	-	-	-	-
6.	Shri Gopabandhu Satpathy	Deputy Secretary	-	2530285	-	-	-	-
7.	Shri Sachidananda Behera	Under Secretary	2226	-	-	-	-	-
8.	Shri Paramananda Samal	Under Secretary	2227	-	-	-	-	-
9.	Shri Bhabagrahi Mallick	Under Secretary	2225	-	-	-	-	-
10.	Mrs. Bidyut Prava Rout, OFS	A.F.A.-cum-Under Secy.	2616	-	-	-	-	-
11.	Shri Ashok Kumar Nayak	Asst. Law Officer	2228	-	-	-	-	-



## **2. Plan and Policies**

- i) During the financial year 2006-2007, a plan outlay of Rs.1200.03 lakhs was originally allocated to this Department for expenditure on various State Plan Schemes. However, the provision was augmented by Rs.3695.03 lakhs in the Supplementary Budget raising the Revised Estimates to Rs.4895.03 lakhs. By the end of March 2007, an amount of Rs.4894.77 lakhs has been expended which works out to 99.99% of the budget provision.
- ii) Only a token provision of Rs.0.01 lakh had been provided in the Budget Estimate for 2006-07 under the Centrally Sponsored Plan Schemes (CSP) since no CSP Scheme is in operation.
- iii) No provision had originally been made under the Central Plan (CP), but an amount of Rs.100.00 lakhs was provided under the scheme "Interest Subsidy / Subvention to the CCBs / PACS to provide loan at 7% rate of interest to farmers" in the First Supplementary Statement of Expenditure 2006-07. However, the amount could not be expended, as the Govt. of India did not release the required matching grant during the financial year.

## **3. Projects**

### **a. The integrated Cooperative Development Project (ICDP)**

#### **b. Objectives**

The Integrated Cooperative Development Project (ICDP) was launched by the Govt. of India through the National Cooperative Development Corporation (NCDC) for overall development of selected districts, the Project Districts, through co-operative efforts in the sphere of agriculture and allied sectors like fishery, poultry, dairy, handloom, industries etc. Taking into account the local needs and resources, the Scheme aims of holistic development of the Primary Co-operative Societies in the agriculture and allied sectors and development of; horizontal and vertical functional linkages between co-operatives so as to promote their overall development and enable these co-operatives to cater to the needs of the rural community.

### **c. Activities**

Under the ICDP Project, emphasis is laid on infrastructure development in village level cooperatives such storage godowns, banking facilities in the primary credit co-operative societies; facilities for food processing for value addition; then Marketing of agricultural and horticultural produce etc. A wide range of income-generating activities such as horticulture, floriculture, handloom and handicraft; diary; goatery, sheep breeding, pisciculture and small processing units can be supported through the Project by providing margin money to enable the primary societies to raise the requisite working capital to undertake these activities. Keeping in view the importance of manpower development and training, the scheme provides for subsidy for training, managerial assistance for project implementation and monitoring and preparation of project report and documentation etc. Throughout the country, in 26 states, ICDP is being implemented in 190 district including one project in Orissa covering Malkangiri and Koraput districts.

### **d. Project Leader**

### **e. Contacts**

## **4. Programme & Scheme**

### **a. Objective**

### **b. Implementation Strategy**

### **c. Target**

### **d. Progress mode**

### **e. Achievements**

### **f. Contacts**

## **5. Directorates**

### **a. Name of the Directorate**

There are four Directorates functioning under the administrative control of the Co-operation Department namely:

- (i) The Registrar of Co-operative Societies
- (ii) The Directorate of Co-operative Audit
- (iii) The Directorate Agricultural Marketing
- (iv) The Member, Co-operative Tribunal



**b. Activities**

**a(i) Registrar, Co-operative Societies:** Under the Directorate of the Registrar of Co-operative Societies, there are 19 Cooperative Division—one each at the headquarters of the 13 erstwhile undivided Revenue Districts headed by a Deputy Registrar of Co-operative Societies and 58 Cooperative Circles, each headed by an Assistant Registrar of Cooperative Societies. This Directorate is entrusted with the responsibility of implementation of policies and programmes of the Central and State Governments for the benefit of farmers and other economically weaker sections through Cooperatives and for strengthening the Cooperative movement. To achieve these objectives, the Directorate looks after administration, supervision, monitoring and regulation of the cooperative societies functioning in the State in various sectors such as handloom, fisheries, dairy etc. and the co-operative credit societies.

**a (ii) Directorate of Co-operative Audit:** The Auditor General of Co-operative Societies heads this Directorate. There are 16 Audit Circles in this Directorate under an Asst. Auditor General of Co-operative Societies. The Directorate is responsible for conducting the Audit of all Co-operative Societies and follow up action on the Audit Reports.

**a (iii) Directorate of Agricultural Marketing:** The Directorate of Agricultural Marketing is headed by the Director of Agricultural Marketing and has six Marketing Regions each headed by a Regional Marketing Officer. The Directorate implements the schemes/programmes of Government of India/State Government for providing marketing support to farmers for marketing of their produce, creating and strengthening of infrastructure for marketing of agricultural produce for increasing market efficiency thus enhancing farmer's incomes.

**a(iv) Cooperative Tribunal:** The Member, Cooperative Tribunal has been accorded the status of a Head of Department. The Cooperative Tribunal is the Appellate Court for expeditious disposal of Appeal Cases as provided under the Orissa Cooperative Societies Act, 1962.

**c. Organogram**

## 6. Associated Bodies

- a. i. Orissa State Warehousing Corporation.
- ii. Orissa State Agricultural Marketing (OSAM) Board.
- iii. Orissa State Cooperative Union (OSCU)
- iv. Orissa State Cooperative Bank (OSCB)
- v. Orissa State Cooperative Marketing Federation (MARKFED)
- vi. Orissa Cooperative Housing Corporation (OCHC)
- vii. Orissa Consumer Co-operative Federation (OCCF)
- viii. Orissa State Cooperative Agricultural and Rural Development (OSCARD) Bank
- ix. Orissa Cotton Growers' Cooperative Marketing Federation (COTFED)
- x. Odisha State Co-operative Election Commission

**b. Activities****c. Organogram****d. Web directory**7. **Other Associates Activities**8. **R.T.I.**

**MANUAL – 1****PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES  
[SECTION – 4 (1) (B) (i) ]****01. AIMS AND OBJECTIVES OF THE ORGANISATION**

The Department of Cooperation and its field formations have been organized with the main objective of strengthening the Cooperative Movement in our Country and to ensure better income generation of the members constituting Cooperative Societies, using their common wealth through group efforts. Providing forward and backward linkage for all sorts of income generating activities of farmers, artisans, traders etc. is the goal of the Cooperatives.

**02. MISSION/VISION**

The Department look forward towards Rural Development including Rural Credit and Rural Indebtedness along with Agricultural Marketing through Regulated Market Committees (RMC) and Co-operative Marketing Societies.

**03. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT**

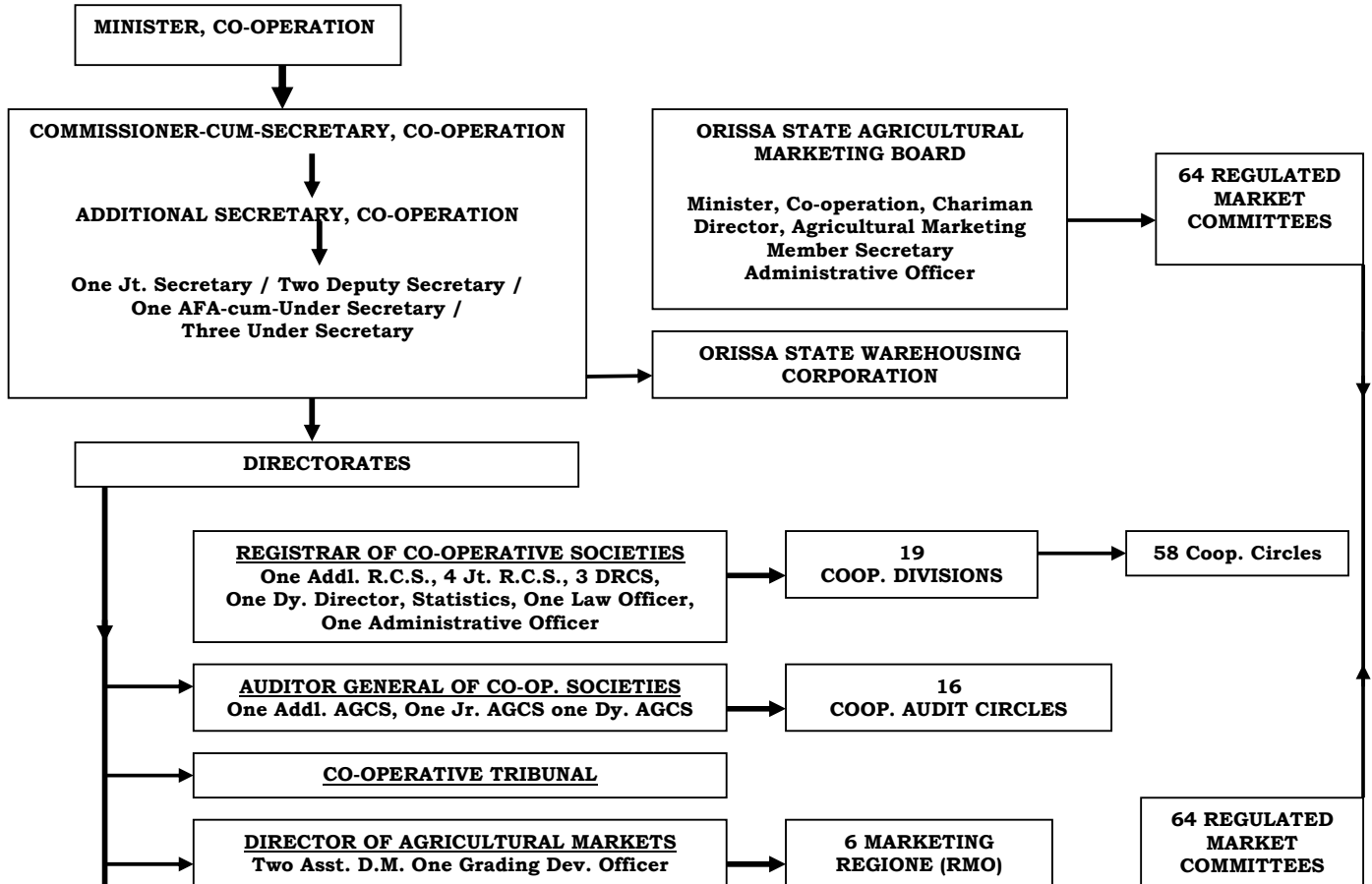
The Cooperation Department came in to being in the year 1991 after being bifurcated from the erstwhile Agriculture and Cooperation Department vide General Administration Department Resolution No. 270-RB dated 02.01.1991.

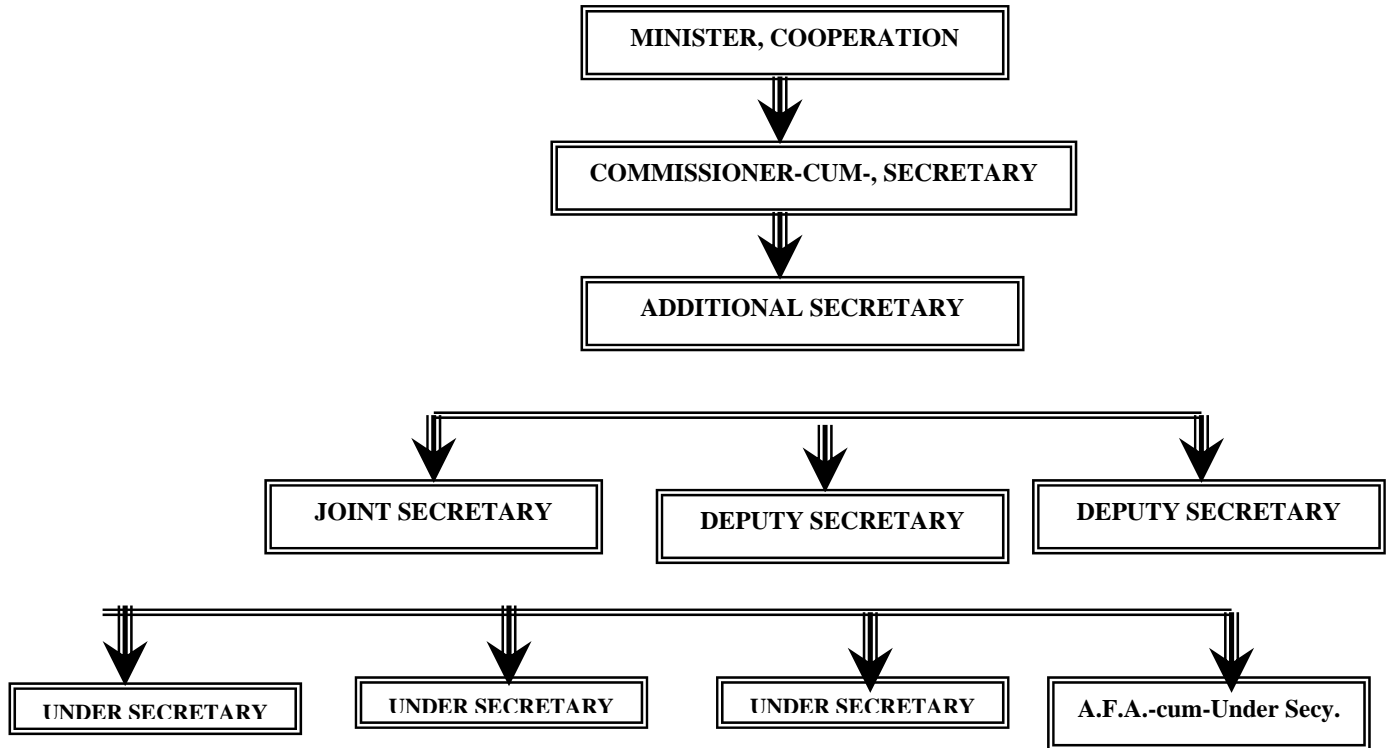
**ORGANISATION**

The Department of Cooperation has four Directorates. The Cooperative Directorate headed by the Registrar of Cooperative Societies (RCS) administers through 58 Circles each headed by an Assistant R.C.S. under 19 Divisions covering erstwhile undivided districts, each Division headed by a Deputy R.C.S. The Cooperative Audit Directorate is headed by the Auditor

General of Cooperative Societies (AGCS) with 16 Audit Circles each headed by an Assistant A.G.C.S. The Directorate of Agricultural Markets (DAM) is headed by the Director of Agricultural Markets with six Marketing Regions each headed by a Regional Marketing Officer (RMO). The only Cooperative Tribunal has the status of a Directorate. The Department has under its administrative control the only PSU namely Orissa State Warehousing Corporation (OSWC) constituted by a Central Act and a single statutory Board namely Orissa State Agricultural Marketing Board (OSAMB) constituted under the Orissa Agricultural Produce Marketing Act, 1956. The Minister, in-charge of Cooperation is the Chairman of the said Board and the Director of Agricultural Markets is the Member Secretary (C.E.O) of the Board.

**ORGANISATIONAL CHART OF CO-OPERATION DEPARTMENT**



**04. ORGANISATION CHART**

5 Desk Officers	9 Section Officers	1 Asst. Law Officer	1 Asst. Audit Officer	3 Issue Supdt.
32 Asst. Section Officer			7 Auditors	11 Sr. Gr. Typist

2 Data Entry Operator (Contractual)

1 Sr. Gr. Recorder    2 Diarist    2 Record Supplier    1 Treasury Sarkar

6 Drivers

35 Class-IV staff including 2 Zamadar, 1 Daftary and 1 Key Peon (Contractual)

**05. ALLOCATION OF BUSINESS:**

- (a) **COMMISSIONER-CUM-SECRETARY** : Full Power for the Department
- (b) **ADDITIONAL SECRETARY** : Matters relating to O.E, RTI, CCR, Computer & Grievance Cell.
- (c) **JOINT SECRETARY TO GOVERNMENT** : Matters relating to F.E., Accounts, Budget, Finance, CCR (PAR) Section.
- (d) **DEPUTY SECRETARY TO GOVERNMENT** : Matters relating to Legal, Credit Section, Agricultural Marketing (AGM),
- (e) **DEPUTY SECRETARY TO GOVERNMENT** : Matters relating to Credit Section, Co-operative Marketing & Processing (CMP) Computer Cell, Ware Housing, MARKFED.
- (f) **UNDER SECRETARY TO GOVERNMENT** : Matters relating to O.E., Legal, Accounts, Diary
- (g) **UNDER SECRETARY TO GOVERNMENT** : Matters relating to F.E. Coordination (Confidential, Vigilance & Assembly matters), CMP Section, Credit Section, AGM Section, Consumer Section.
- (h) **UNDER SECRETARY TO GOVERNMENT** : Matters relating RTI, Computer & Grievance Cell, CCR (PAR),
- (i) **AFA-cum-UNDER SECRETARY TO GOVERNMENT** : Matters relating to Finance, Budget and Audit Section.
- (j) **ASST. LAW OFFICER** : Legal matter and Court Cases.

**06. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION:**

The officials allocated with the business of the Department perform their duties as per the delegation of powers brought out in the standing order No.15673 dated 29.09.2000.

**07. DETAILS SERVICES RENDERED:**

- a) The main function of the Department is to frame Act /Rules/Policies/ Guidelines for successful implementation of various programmes / activities under taken by this Department through various Cooperative Organisations.

- b) Agriculture and allied activities being the major means for the livelihood of the people, the agricultural credit Cooperatives and banking cooperatives are providing Short term / Long term Credit to the People in the Credit Sector.
- c) To prevent harassment of farmers for availing loan Kisan Credit Card (KCC) are being issued to farmers for the purpose.
- d) The Cooperative Banks are playing a dominant role for effective implementation of Crop Insurance Scheme, entitled "National Agricultural Insurance Scheme (NAIS)."
- e) Through the Agricultural Marketing Directorate, the Orissa State of Agricultural Marketing Board, Market Regulation is being implemented for ensuring reasonable price to the producers by preventing exploitation.
- f) Facilities in shape of storage of Agricultural and other produce are being provided in the Agricultural Sectors. Distribution of essential commodities like fertilizers, food grain, seed, etc are being provided to the farmers through Cooperative Societies.
- g) The Consumer Cooperatives have been playing significant role in distribution of controlled and essential commodities to the people maintaining quality and price. The Housing Corporation are also playing a significant role for providing house and housing loan to the economic weaker section of the people of the Society.
- h) For better functioning of the Cooperative activities and creating awareness among the public education and training among the persons of the Cooperative Organisations are being imparted.

#### 8. **CITIZEN'S INTERACTIONS :**

The Seminars, demonstrations, publication of fortnightly 'Samabaya Samachar' and public awareness camps are being undertaken.

#### 9. **Postal address of the main office attached / subordinate office/field units etc.**

- a) Co-operation Department, Orissa Secretariat, Bhubaneswar – 751001.
- b) Registrar of Co-operative Societies, Orissa, Office of the R.C.S. (Orissa), Heads of the Department, Unit – 5, Bhubaneswar.



- c) A.G.C.S. (Orissa), Office of the A.G.C.S. (Orissa). Toshali Bhawan, Satya Nagar, Bhubaneswar,
- d) Director Agricultural Market, OSCARD Bank Building, Jawaharlal Nehru Marg. Plot No. A/34, Unit – III, Kharvel Nagar, Bhubaneswar.
- e) Cooperative Tribunal, Plot No. B, Kharvel Nagar, Unit – III, Bhubaneswar.
- f) Orissa Co-operative Housing Corporation Ltd., Janpath, Unit – III, Bhubaneswar – 751 001
- g) Orissa State Warehousing Corporation, Plot No. 2, Cuttack Puri Road, Bhubaneswar – 751 006
- h) MARKFED, Orissa, Old Station Road, Bhubaneswar – 751 006
- i) OSAM Board., Plot No. 1800(P), Baramunda, Post – Khandagiri (Near Indian Oil Petrol Pump), Bhubaneswar.
- j) **Odisha State Co-operative Election Commission**

10. **Map of Office Location**

As per the map relevant to Orissa Secretariat.

11. **Working hours both for office and public**

- a) For Office – 10.00 A.M. to 05.00 P.M.
- b) For public – 02.00 P.M. to 05.00 P.M.

12. **Public Interaction, if any :-**

This is being done as per the need.

13. **Grievance Redressal Mechanism.**

The **Commissioner –cum-** Secretary holds the Grievance Cell on every Monday excluding holiday to hear public grievances, Prompt action is taken on the observation of the **Commissioner-cum-**Secretary on the relevant grievance petition as well as grievance petition received from other sources.

**MANUAL - 2**  
**Powers and duties of officers and employees**  
**[Section 4 (I) (b) (ii)]**  
**Powers & Duties of Officers & Staff**

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	<b>Commissioner-cum-Secretary</b>	Preparation of Five Year and Annual Plan. Materials for Governor's and Chief Minister Speeches. All matters relating to the business of O.L.A. Parliament Questions. Important correspondence with the P.S.C. Re-organisation of the Department, Offices of Heads of Departments and Sub-ordinate office. Sanction of continuing schemes where existing norms are proposed to be changed. New demand Schedules. Public Accounts Committee. Important Correspondence received from or addressed to Government of India. Approval of Annual Administration Report. All files which are to be submitted to the A.P.C. Minister and Chief Minister. Application for sanction from Orissa Contingency Fund. All Vigilance matters. All cases which the Principal Secretary has directed to be submitted to him / her. Tour programmes of the Heads of the Departments. Sanction of land acquisition estimates. Application for sanction from Orissa contingency Fund. Recommendation for recruitment to the OFS/OAS. Write off of losses. Promotions, confirmation and disciplinary control of Class-III Officers of the department. Distribution of work amongst officers in the Department. Crossing of E.B. of Gazetted Officers. Deputation of Gazetted officers on foreign service terms up to the rank of Joint Registrar.	Full Power			

		Sanction of journey of Gazetted Officers out side the State. Permission to the Class-I & Class - II employees to acquire / sell movable or immovable properties. Transfer of Non-Gazetted field staff during ban period.				
2.	<b>Additional Secretary</b>	Unstarred Assembly questions to be directly submitted to the Minister. Coordination of activities of the Department. Confirmation of Gazetted Officers in cases where the Government is appointing Authority. Sanction of leave, GPF Advance/ withdrawal and other advances of Class - I Officers of Heads of Department. Pay fixation of Class - I & II Officers. Sanction of extension of temporary posts. Inspection and tour notes of Heads of Department. Important cases where reference is required to be made to the High Court/Advocate General. Acceptance of resignation of Government Servants in whose respect, he is the appointing authority. To sanction prosecution of staff where he is the appointing authority. Appointment, Promotion and confirmation of Class - III staff at Head quarters. To sanction extension of joining time upto the limit of 30 days. Cases for expunging the adverse remarks recorded in the C.C.Rs. of non-Gazetted and specially declared Gazetted Officers. Approve para-wise comments or writ petitions and re-joinder where Government is a party. Sanction to repair of Deptt. vehicles, vehicles of Field Officers sbject to the limit prescribed in Finance Deptt. Notification No. 808 dt 27.2.05. Control and distribution of vehicles including condemnation of vehicles used by Field Officer and Heads of Officers under Cooperation Department. Disposal of unserviceable				

		articles. Sanction of contingent expenditure. Distribution of all types of advance. All cases which the Additional Secretary has directed to be submitted to him.				
3.	<b>Joint Secretary / Deputy Secretary</b>	Forwarding of application of Class – II officers for posts else where. Sanction of G.P.F. and other advances and loans to Class . II Officers. Sanction of leave of Class II officers, specially declared gazetted officers and other Class. III officer. Budget and progress of expenditure (Both Plan and Non-Plan). Issue of notifications. Pay fixation of Non-gazetted and specially declared gazetted Officers. Sanction of reappropriation. Correspondences with P.S.C in routine cases. Civil suite, writ petitions etc. except where matters of policy are involved. Assembly questions in absence of Secretary. Permission to Class. III and Class. IV officers to acquire dispose of movable or immovable property. Important correspondence with Heads of Departments. Inspection notes of Section Officers. Grant of Honourarium to Class. III officers in the Department. Permission to Class. III and Class. IV employees in the Department to prosecute higher studies. Crossing of E.B. of Class. III and Class. IV employees. Stepping up of pay of Class. III and Class IV employees. Sanctionof deputation of Class. III employees. Sanction of pension and gratuity of all Class. I and Class. II officers of cooperation Department excepting Heads of Department and all gazetted and non-gazetted officers of cooperation Department serving in the Secretariat. Sanction of E.B. and increments to section officer. Approval of Tour Programme, tour diary and counter signature of T.A. of the the				

		non-gazetted staff of the Department. Purchase of Typewriters, further and stationery etc. Costing Rs. 500/- and above with concurrence of F.D./F.A. as may be necessary. Sanction of part-final withdrawal in favour of Class.III Class. IV and S.O. of cooperation Department.				
4.	<b>Under Secretary</b>	Sanction of leave, increment G.P.F. advance (normal to Class – III and Class – IV staff of the Department). Appointment of Class – IV officers and disciplinary control over them. Confirmation of Class – IV Officers. Correspondences with Heads of Departments and Sub-ordinate Offices. Sanction of Medical reimbursement bills of the staff of this Department. Maintenance of Service Books. Purchase of materials according to normal rules and subject to availability of funds within Rs.1000/- Observance of routine in office. Sanction of cycle and Festival advance to Class – III and Class-IV staff. Sanction of Pre-audit. Issue of notices for meetings. Control and proper maintenance of Departmental vehicle . Pay fixation of Non-Gazetted and specially declared Gazetted Officer with concurrence of F.A. or A.F.A. as the case may be. Sanction of C.L. to call class-IV (except orderly peons Class – III and Specially declared Gazetted Officers.				
5.	<b>A.F.A-Cum- Under Secretary</b>	Follow up action regarding draft para, appropriation of accounts and Audit reports. Sanction of re-appropriation as per rules and with concurrence of Finance Department. Submission of Surrender Statements. Preparation of budget estimate, Supplementary Demand Schedules, Budget Supplementary and all other matters relating to Budget. Communication and acceptance of Departmental actuals to the A.G. Allotment				

		of funds. Settlement of budget objections, draft para and appropriation Accounts. Dispose of all matters referred to him for financial advice as per rules / instructions. Accounting procedure for the schemes executed in the Department. All other task not specified above but assigned by Principal Secretary / Special Secretary.				
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**MANUAL – 3**

**[ Section 4 (i) (b) (iii) ]**

1. Framing of Acts & Rules:-

**(a) Framing of Acts:-**

As regards procedure followed for framing of Acts at the outset, a proposal is sent to Law Department to examine the viability of framing the proposed Act. Thereafter, a Cabinet Memorandum alongwith the Draft Bill is prepared with concurrence of the Law Department and the same is placed before the Hon'ble Chief Minister for placement of the matter before the next meeting of the Cabinet. After necessary order is passed by Hon'ble Chief Minister, required copies of the Memorandum are sent to the Parliamentary Affairs Department for placement of the proposal before the Cabinet. When the proposal is approved by the Cabinet, the matter is again referred to the Law Department. Thereafter, the Draft Bill is placed before the Assembly. After the same is passed in the floor of the Assembly, the Act came into being by way of publication in the Orissa Gazette.

**(b) Framing of Rules:-**

Before framing of statutory Rules, the Draft Rules are prepared by the Department and sent to the Law Department for vetting. After vetting of the Law Department, the Draft Rules are placed before the Hon'ble Chief Minister for approval. Before issue of the Rules, the same shall be laid before the State Legislature for a total period of 14 (fourteen) days which may be comprised in one or more sessions and if during the said period, the State Legislature makes modifications, if any, therein, the Rules shall thereafter have effect only in such modified form, so, however, that such modification shall be without prejudice to the validity of anything previously done under the Rules. However, in case of proposal for making or amending of Rules regulating the recruitment and conditions of service of the employees of the Department, the matter is placed before the Cabinet for approval after vetting of the Draft Rules by the General Administration Department and the Law Department. After approval of the Cabinet, the matter is placed before His Excellency the Governor by the Hon'ble Chief Minister for approval before issue of such Rules.

3. **Issue of Circulars / Guidelines / Regulations / Notifications etc. within the framework of Statutory Provision / Rules / Policies :-**

Notifications / Regulations / Orders on the interpretation and implementation of statutory Rules and Provisions are issued with the prior concurrence of Law Department.

The level of supervision springs from Section Officer and moves upto Secretary of the Department. Intermediary officers conduct supervision as per the powers delegated to them. The persons involved in the process are accountable for every omission and commission, if any, as per Government Servants' Conduct Rules, 1959.

**-ooOoo-**  
**MANUAL – 4**

**Norms set for the discharge of functions**  
**[ Section 4 (i) (b)(iv)]**

**Illustration**

<b>Sl. No.</b>	<b>Activity</b>	<b>Time Frame / Norm</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
01.	Diary of letter	3 minutes per letter	
02.	Assistant Section Officer	Disposal of 'A' Class receipt- Normally more than two hours. Disposal of 'B' Class receipt – Normally between one & two hours Disposal of 'C' Class receipt – less than one hour Other non-yardstick work – The time for disposal of such work varies depending on nature & volume of work.	
03.	Typing Job	20 pages per day	
04	Despatch of letter	5 minutes per letter	Registered dak including entry in messenger book

**-ooOoo-**



**MANUAL – 5****Rules, regulations, instructions, manuals and records for discharging functions  
[Section 4 (1)(b)(v)]****List of Regulations, Instructions, Manuals & Records**

<b>Sl. No.</b>	<b>Name of the Act Rules Regulations</b>	<b>Brief list of the contents</b>	<b>Reference No. if any</b>	<b>Price in case of priced publication</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
01.	The Orissa Co-operative Service (Recruitment and conditions of Service) Rules, 1974.	Recruitment and Conditions of Service of OCS Officers		
02.	The Warehousing Corporation Act – 1962	To provide for the incorporation and regulation of the Corporation for the purpose of W.H. of Agricultural produce and certain other commodities and for matters connected therewith.	No.58 of 19 <sup>th</sup> Dec. 1962	
03.	The Warehousing Corporation Rules – 1974	To provide for the incorporation and regulation of the Corporation for the purpose of W.H. of Agricultural produce and certain other commodities and for matters connected therewith.	SRO.No.719/74 Dated 20 / 24.09.1974	
04.	Orissa Co-operative Societies Act 1962. Orissa Co-operative Societies Rules 1965. Orissa Co-operative Societies (Elections to the Committees) Rules 1992	For organization of Co-operative Societies in the State for up-liftment of economical condition of the poor member of the Co-operative Societies		
04.	Orissa Self Help Co-operatives Act, 2001	To organize Co-operative Societies in the State free from the control of the Govt. and to make it Self-reliant, mutual aid, autonomous, voluntary, democratic, business, enterprises, which are to be owned, manage and controlled by members for their economic and social betterment..		
05.	Orissa Agricultural Produce Markets Act, 1956. Orissa Agricultural Produce Markets Rules 1958	To establish Regulated Market Committee in the State to regulate the purchase & sale of the Agricultural Produce of the poor farmers and to save them from the exploitation of the middle man in getting their remunerative price of the produce.		
06.	The Orissa Co-operative Service (Recruitment and Conditions of service) Rules 1974.	Service Condition	SRO No.185/74 Dated 26.02.1974 Notification No. 1351 dated 28.07.1984	
07.	OSWC Employees Provident Fund Regulation – 1969		SRO No. 180/70	

## MANNUAL – 6

### **A statement of the categories of documents that are held by it for under its control**

[Section 4 (1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

### **A statement of the categories of documents held**

<b>Sl. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit / section where available</b>	<b>Retention period, where available</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	OE-I-P	Matters relating to personal Matter of the Govt. employees of Coop Deptt.	Office Establishment	
2.	OE-II-A	Matters relating to Administrative Business	Office Establishment	
3.	OE-I-M	Maters relating to Miscellaneous subject	Office Establishment	
4.	OE-III-M	Miscellaneous Matters	Office Establishment	
5.	OE-III-MV	Motor vehicles (Secretariat Establishment) & Motor vehicles of Minister's Establishment.	Office Establishment	
6.	OE-III-T	All Correspondence on Telephones	Office Establishment	
7.	OE-III-A	All types of Assembly Questions	Office Establishment	
8.	OE-IA	All type of advances	Office Establishment	
9.	I-FE – A	GPF etc	Field Establishment	
10.	I-F.E-IIA	D.P.C Transfer and Posting of the OCS (both Audit & Admn. Officers)	Field Establishment	
11.	I-FE-M	Miscellaneous Matter	Field Establishment	
12.	I-FE-III-P	Personal Matters of OCS Officers	Field Establishment	
13.	I-FE-(HBA)	House Building Advances of the field staffs.	Field Establishment	
14.	Pen. Coop-Gaz	Pension Case of Gazetted Officers (Rtd) encoding Q.R.M. of Pension.	Field Establishment	
15.	Pen-Coop-NG	Pension Cases Non Govt. Officers to review by the Govt.	Field Establishment	
16.	II-FE-	Miscellaneous Matters	Field Establishment	
17.	II-FE-R	Representation	Field Establishment	
18.	II-FE-S	Sanction	Field Establishment	
19.	III-FE-P	Proceedings	Field Establishment	
20.	III-F.E-AP	Appeal Petition	Field Establishment	
21.	IV-FE-V	Vehicle	Field Establishment	
22.	IV-FE-T	Training	Field Establishment	
23.	IV-FE-AQ	Assembly Question	Field Establishment	
24.	IV-FE-D	Deputation	Field Establishment	
25.	V-FE-(OA)	Matters relating to OA Cases of the field officers ( both Gazetted & Non-Gazetted)	Field Establishment	
26.	V-FE-B	Cooperative Office Buildings	Field Establishment	

1	2	3	4	5
27.	I-CR	Matters relating to Orissa State Cooperative Bank	Credit	
28.	I-CR	Matters relating to District Central Cooperative Banks	Credit	
29.	I-CR	Matters relating to Rabi Programme	Credit	
30.	I-CR	Matters relating to Kharif Programme	Credit	
31.	I-CR	Matters relating to recovery of NPA (OTS Scheme)	Credit	
32.	I-CR	Matter relating to revival of Rural Coop. Credit Institutions (Short Term) Task Force	Credit	
33.	I-CR	Matters relating to transfer and posting of Secretaries of CCBs.	Credit	
34.	I-CR	Matters relating to not with Section – 11 (I) of the BR. Act. 1949 by the DCCBs	Credit	
35.	II-CR	Matters relating to Orissa State Cooperative Agricultural Rural Development Bank	Credit	
36.	II-CR	Matters relating to all Cooperative Agricultural Rural Development Banks in the State	Credit	
37.	III-CR	Matters relating to State Level Bankers Committee	Credit	
38.	III-CR	Sanction release of funds under Crop Insurance.	Credit	
39.	III-CR	Meeting of the State Level Coordination Committee	Credit	
40.	III-CR	Resolution for Kharif/ Rabi under Crop Insurance	Credit	
41.	III-CR	Implementation of G.P. as the unit under NAIS	Credit	
42.	III-CR	Constitution of Prime Minister's High level Committee Meetings	Credit	
43.	IV-CR	Affairs of Urban Cooperative Bank	Credit	
44.	IV-CR	Matters relating to Assembly Questions, Assurances, Calling attention Notice & Submissions	Credit	
45.	V-CR	Matters relating to PACs / LAMPs/ SCS/FSS	Credit	
46.	Coop (BTP) IB	Formulation of Annual Plan 2006-07	Budget	
47.	Coop (BT)-IR	MPR on plan expenditure 2005-06	Budget	
48.	Coop (BT)M	Work Plan	Budget	
49.	Coop (BT) M	Submission of U.C on CP/CSP/SP Schemes	Budget	
50.	Coop (BT) IB	Formulation of Annual Plan – 2005-06	Budget	
51.	CMP (M)	Constituting of steering Committee for revival/ lease of Coop. Cold Storage.	CMP	
52.	CMP (P)	Matters relating to processing Cooperatives such as Co-op Sugar Industries & other Agro. Industries.	CMP	
53.	CMP (M)	Matters relating to Marketing Cooperatives such as MARKFED / COTFED/ RCMs & Cold storage	CMP	
54.	I-Con-U	Matters relating to OSCU	Consumer	
55.	I- Con-OCCF	Matters relating to OCCF	Consumer	

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
56.	I-Con-L	Matters relating to labour Contract Co-operative Societies	Consumer	
57.	II-Con-OCHC	Matters relating to OCHC	Consumer	
58.	II-Con-AQ	Assembly Matters	Consumer	
59.	III-Con	Matters relating to Consumer Store	Consumer	
60.	I-Fin	Matters relating to Public Account Committee	Finance	
61.	IV-Fin	Loans Advances, Receipt & Revenue	Finance	
62.	AGM-(Misc)	Constitution of OSAM Board & other Misc. Matter	AGM	
63.	AGM-N	Establishment of R.M.C.s in the different district of the State	AGM	
64.	AGM-S	Sanction of funds on Developmental activities of RMCs.	AGM	
65.	AGM-AQ	Assembly Matters	AGM	
66.	W.H-Misc	Filling of vacant post of OSWC	AGM	
67.	WH-S	Sanction of funds for repair of Godown	AGM	
68.	WH	Annual General Body meeting of Shareholders appointment of Statutory Auditors, Constitutions of Board of Directors lying of Annual Report of OSWC	AGM	
69.	WH-AQ	Assembly Matters	AGM	
70.	I- Legal	Matters relating to case matters	Legal	
71.	II-Legal	Nomination of Committee U/S-23, Amendment of the OCS Act, Rules Notification order, Amendment of OAPM Act & Rules Assembly Questions, Grievance Petitions etc.	Legal	
72.	CVSC (C-II)	CCR Matters of Group 'B' Officers.	Coordination	
73.	CVSE (S.A)	Special Audit report	Coordination	
74.	CVSE (ARC)	Administrative Reform Cell	Coordination	
75.	CVSE ©	CCR matters of Group 'A' & Group 'C' officers	Coordination	

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**MANUAL - 7**

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

**[Section - 4I (I) (b) (vii)]**

Details of consultative committees and other bodies with which consultations are held

<b>Sl. No.</b>	<b>Name and address of the Consultative Committees /bodies</b>	<b>Constitutions of the Committee/body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
1.	Board of Directors of Orissa State Warehousing Corporation, Cuttack Road, Bhubaneswar	The Board of Directors of OSWC is constituted with 5 Directors nominated by Central Warehousing Corporation and 5 Directors nominated by the State Government.	General supervision and Management of the affairs of the State Warehousing Corporation	As and when required
2.	Orissa State Agricultural Marketing Board, Plot No.1800(P) Baramunda, Khandagiri Bhubaneswar	4 Official members to be nominated by State Government. 2 non-official members nominated by the State Government from among the leading cooperators 2 members of O.L.A. 3 non-official members from Market Committee. 3 Government officials & Minister, Cooperation, the Ex-officio Chairman of the Board	Supervision and control over the working and other affairs of the Market Committee including Programme under taken by such committee for the development of Markets & Market areas.	At least once in every three months. Emergency meeting of the Board can be convened by the Chairman at any time at short notice.

**MANUAL – 8****A statement of boards council committees and other bodies constituted  
[Section 4(1)(b)(viii)]****List of boards, council, committees etc.**

<b>Sl. No.</b>	<b>Name and address of the body</b>	<b>Main function of the body</b>	<b>Constitution of the body</b>	<b>Date of constitution</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Board of Directors of Orissa State Warehousing Corporation, Cuttack Road, Bhubaneswar.	General Superintendence and management of the affairs of the OSWC.	5 Directors nominated from Central Warehousing Corporation & 5 Directors nominated by the State Government	Notification No.12771 dt.28.09.2006
2.	Orissa State Agricultural Marketing Board, Plot No.1800(P) Baramunda, Khandagiri Bhubaneswar.	Superintendence and control over the working & other affairs of the Market Committee including Programme under taken by such Committee for the development of Market & Market areas.	4 Official members to be nominated by State Government. 2 non-official members nominated by State Govt. from among the leading Co-operators. 2 members of O.L.A. 3 non-official members from Market Committee. 3 Govt officials & Minister Cooperation the Ex-Officio Chairman of the Board.	Notification No.7459 dt.23.05.2008
3.	Orissa State Coop. Council	Review the functions of the cooperatives and suggest measures for development.	8 official members, 2 members of OLA & 4 non-official members.	From the date of Notification
4.	State level Advisory Board	Advice the Govt. for development of Labour Coop. Societies.	Nine official members including Minister, Cooperation as Chairman.	23.8.03
5.	State level coordination Committee on Crop Insurance.	On acceptance and implementation of National Agricultural Insurance Scheme (NAIS) w.e.f. Rabi 1999-2000 Crop season the Govt. have constituted the State Level Coordination Committee on Crop Insurance (SLCCI) under the chairmanship of APC for monitoring and over seeing etc.	8 Official members, including 1 Representative of Ministry of Agriculture, Govt. of India /N.S.S.O/NABARD/RBI/OSCB/AIC and the convener of SLBC	No. 20722/ Coop dt 5.10.1999

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
6.	State Level/Dist Level Monitoring and Reviewing Committee (SLMRC & DLMRC)	To review the Short Term credit structure for preparation of DAP & execution of MOUs for its implementation by OSCB / CCBs.	In State Level 2 Official members including 4 non-official members from RBI, NABARD, OSCB. In District Level 1 official member including 5 non-official members from RBI, NABARD, OSCB & DCCB.	Resolutions 13273/Coop dt 18.10.05
7.	Regulatory Committee	Transfer & Posting of Secretaries of CCBs	3 Official members including Minister Cooperation as chairman and 2 OSCB member.	Order No. 13533/Coop dt 25.10.04
8.	Steering Committee	Revival / Lease / Sale of Coop Cold Storage.	3 Official members including 1 technical personal.	No. 13294 Dt.18.10.04
9.	State level Co-ordination Committee (SLCC) on I.C.D.P.	Implementation of ICDP in Koraput & Malkangiri district.	9 official members, 2 non-official members, one from NCDC, New Delhi other from NABARD.	No. 1760/Coop Dt. 03.02.2007

<b>Date up to which valid</b>	<b>Whether meetings open to public</b>	<b>Whether minutes accessible to public</b>	<b>Frequency of meetings</b>	<b>Remarks</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
3 years from the date of constitutions.	No	No	As and when required	
4 years	No	No	As and when required	
3 years	No	No	As and when required	
2 years from the date of Notification.	No	No	Twice in a year	
Until further order	No	No	Twice a year and in case of emergency special meeting would be held.	
Until further order	No	No	Four time within a year	
Until further order	No	No	As and when required	
Until further order	No	No	As and when required	
Till Completion of the Scheme	No	No	As and when required	





(1)	(2)	(3)	(4)
<b>NON-GAZETTED STAFF</b>			
14.	<b><u>Asst. Section Officer-32 ( Permanent)</u></b> 01. Shri Himansu Sekhar Rout 02. Shri Ramanath Rath 03. Shri Padmanav Jena 04. Siraj Ahmed Khan 05. Shri Nityananda Panda 06. Shri Khirod Kumar Nayak 07. Shri Kalpataru Routray 08. Shri Sarat Kumar Mandal 09. Shri Kashinath Mohapatra 10. Shri Basanta Kumar Behera 11. Shri Amulya Kumar Mohanty 12. Shri Ranjit Kumar Dutta 13. V a c a n t 14. V a c a n t 15. V a c a n t 16. V a c a n t 17. V a c a n t 18. V a c a n t 19. V a c a n t 20. V a c a n t 21. V a c a n t 22. V a c a n t 23. V a c a n t 24. V a c a n t 25. V a c a n t 26. V a c a n t 27. V a c a n t 28. V a c a n t 29. V a c a n t 30. V a c a n t		
15.	<b><u>Issue Superintendent Level-II -2 (Permanent)</u></b> 1. Shri Sisirkanta Pradhan 2. Sabita Kumari Sahoo		
16.	<b><u>Senior Grade Typist -11 (Permanent)</u></b> 1. Shri Sitansu Sekhar Choudhury 2. Shri Nityananda Nayak 3. Smt. Manorama Swain 4. Shri Akshaya Kumar Panda 5. Shri Swarnendu Mishra 6. V a c a n t 7. V a c a n t 8. V a c a n t 9. V a c a n t 10. V a c a n t 11. V a c a n t		
17.	<b><u>Data Entry Operator – 2 (Contractual)</u></b> 1. Shri Akshaya Kumar Jena 2. Shri Dibya Sekhar Pal		
18.	<b><u>Auditor – 7 (Permanent)</u></b> 1. Shri Bimal Kumar Das 2. Smt. Minakshi Naik (S.C) 3. Shri Pradepta Ku Panda		

	4. Shri Rabi Naik 5. V a c a n t 6. V a c a n t 7. V a c a n t		
19.	<b><u>Senior Grade Recorder – 1 (Permanent)</u></b> 1. ShriMangaraj Pradhan		
20.	<b><u>Junior Grade Diarist – 2 (Permanent)</u></b> 1 Shri Simanchal Dash 2. V a c a n t		
21.	<b><u>Record Supplier – 2 (Permanent)</u></b> 1. Shri Budhadev Tirkey 2. Shri Baikuntha Nath Mallick		
22.	<b><u>Driver</u></b> 1. Shri Bijay Kumar Barah 2. Shri Prafulla Kumar Sahoo 3. Shri Maheswar Samal 4. Shri Debendra Kumar Jena 5.V a c a n t 6.V a c a n t		
23.	<b><u>Treasury Sarkar – 1 (Permanent)</u></b> 1. Shri Susil Kumar Pattnaik		
24.	<b><u>Zamadar -2 (Permanent)</u></b> 1. Shri N.Malesu 2 Shri Ramesh Chandra Mishra		
25.	<b><u>Daftary – 1 (Permanent)</u></b> 1. Shri Prafulla Kumar Behera		
26.	<b><u>Peon – 31 (Permanent)</u></b> 1. Shri Lingaraj Biswal 2. Shri Maheswar Behera 3. Shri Rabindra Kumar Mohapatra 4. Shri Dhaneswar Behera 5. Shri Santosh Kumar Samal 6. Shri Prasanta Kumar Mohanty 7. Shri Pravat Kumar Nanda 8. Shri Rabindra Kumar Behera 9. Shri Arjun Kumar Dash 10. Shri Pradyumna Kumar Sahoo 11. Shri Rabindranath Das 12. Smt. D. Chitti 13. Smt. Parbati Mohanty 14. Shri Ramesh Chandra Nayak 15. Shri Sanjay Kumar Mohanty 16. Shri Gati Krushna Dutta 17. Smt. Kali Nayak 18. Shri Irmihis Tirkey 19. Shri Masang Murmu		

	20. V a c a n t 21. V a c a n t 22. V a c a n t 23. V a c a n t 24. V a c a n t 25. V a c a n t 26. V a c a n t 27. V a c a n t 28. V a c a n t 29. V a c a n t 30. V a c a n t 31. V a c a n t		
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**Manual 10**

The Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulation

**[Section 4(1)(b)(x)] as per pay Bill of April, 2009.**

<b>S.No</b>	<b>Name and Designation</b>	<b>Pay scale/Monthly remuneration</b>	<b>Other Allowance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
01.	Shri Bishnupada Sethi, IAS Commissioner-cum-Secretary	37,400-67,000 + G.P. 10000/- Rs.1,00,044/-	<b>Rs.250/- (Special Pay)</b>
02.	Shri Pravat Kumar Lenka, OAS Additional Secretary	37,400-67,000 + G.P. 8800/- Rs. 79714/-	<b>Rs.250/- (Special Pay)</b>
03	Shri Biswanath Mallick, OAS Joint Secretary	37,400-67,000 + G.P. 9000/- Rs. 82449/-	<b>Rs.250/- (Special Pay)</b>
04.	Shri Surya Kumar Misra, OCS, Deputy Secretary	15,600 - 39,100/- + G.P. 6,600/- Rs. 58,211/-	<b>Rs.150/- (Special Pay)</b>
05.	Shri Gopabandhu Satpathy, OCS Deputy Secretary	15,600-39,100/- + G.P. 6,600/- Rs.53,597/-	<b>Rs.150/- (Special Pay)</b>
06.	Shri Bhabagrahi Mallick, OSS Under Secretary	9,300 - 34,800/- + G.P. 5,400/- Rs. 47,190/-	<b>Rs.150/- (Special Pay)</b>
07.	Shri Sachidananda Behera, OSS Under Secretary	9,300 - 34,800/- + G.P. 5,400/- Rs. 30,644/-	<b>Rs.150/- (Special Pay)</b>
08	Shri Paramananda Samal, OSS Under Secretary	9,300 - 34,800/- + G.P. 5,400/- Rs. 40,553/-	<b>Rs.150/- (Special Pay)</b>
09.	Smt. Bidyut Prava Rout AFA-cum-Under Secretary	9,300 - 34,800/- + G.P. 5,400/- Rs.38,249/-	<b>Rs.150/- (Special Pay)</b>
10.	Shri Pusussottam Patra, Audit Officer	9,300 - 34,800/- + G.P. 4,200/- Rs. 34,963/-	
11.	Smt. Sanjukta Mohanty Audit Officer	9,300 - 34,800/- + G.P. 4,200/- Rs. 34,963/-	
12.	Shri Paramananda Dehury, Issue Supdt. Level-I	9,300 - 34,800/- + G.P. 4,200/- Rs. 32,676/-	<b>Rs. 30/- (Oriya Allowance)</b>
13.	Shri Ashok Kumar Bhuyan, Desk Officer	9,300 - 34,800/- + G.P. 4,600/- Rs. 35,071/-	
14.	Shri Nalini Bhusan Das, Desk Officer	9,300 - 34,800/- + G.P. 4,600/- Rs.37,186/-	
15.	Shri Sarat Kumar Mohapatra, Desk Officer	9,300 - 34,800/- + G.P. 4,600/- Rs.38,287/-	
16.	Desk Officer (V A C A N T)	9,300 - 34,800/- + G.P. 4,600/-	
17.	Desk Officer (V A C A N T)	9,300 - 34,800/- + G.P. 4,600/-	
18.	Shri Pitambar Hembram, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.36,230/-	
19.	Shri Kalpataru Swain, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.38,534/-	
20.	Shri Debendra Kumar Dash, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.36,137/-	
21.	Smt. Kadambini Singh, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.30,900/-	
22.	Shri Pravat Kumar Patra, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.31,567/-	
23.	Shri Madhab Behera, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.35,071/-	
24.	Smt. Pratima Nayak, Section Officer	9,300 - 34,800/- + G.P. 4,200/- Rs.34,520/-	
25.	Section Officer (V A C A N T)	9,300 - 34,800/- + G.P. 4,200/-	
26.	Section Officer (V A C A N T)	9,300 - 34,800/- + G.P. 4,200/-	
27.	Shri Padmanav Jena, A.S.O.	9,300 - 34,800/- + G.P. 4,200/-	

		Rs.33,488/-	
28.	Shri Ramanath Rath, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.36,307/-	

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
29	Siraj Ahmad Khan, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.31,930/-	
30.	Shri Amulya Kumar Mohanty, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.36,230/-	
31.	Shri Khirod Kumar Nayak, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.33,483/-	
32.	Shri Sarat Kumar Mandal, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.32,581/-	<b>Rs.125/- (Incentive)</b>
33.	Shri Basanta Kumar Behera, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.32,556/-	
34.	Shri Nityananda Panda, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.33,468/-	
35.	Shri Kasinath Mohapatra, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.37,382/-	
36.	Shri Himansu Sekhar Rout, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.34,039/-	
37.	Shri Kalpataru Routray, A.S.O.	9,300 – 34,800/- + G.P. 4,200/- Rs.36,976/-	
38.	Shri Ranjit Kumar Dutta, A.S.O	9,300 – 34,800/- + G.P. 4,200/- 27,342/-	
39.	V a c a n t S.O.	9,300 – 34,800/- + G.P. 4,200/-	
40.	V a c a n t S.O.	9,300 – 34,800/- + G.P. 4,200/-	
41.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
42.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
43.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
44.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
45.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
46.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
47.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
48.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
49.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
50.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
51.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
52.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
53.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
54.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
55.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
56.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
57.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
58.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
59.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
60.	V a c a n t A.S.O.	9,300 – 34,800/- + G.P. 4,200/-	
61.	Shri Sisirkanta Pradhan, Issue Supdt. L-II	9,300 – 34,800/- + G.P. 4,200/- Rs.31,787/-	<b>Rs. 30/- (Oriya Allowance</b>
62.	Sabita Kumari Sahoo, Issue Supdt. L-II	5,200-20,200/- + G.P. 2400/- Rs.23,663/-	<b>Rs. 30/- (Oriya Allowance</b>

63.	Sabita Kumari Sahoo, Issue Supdt. L-II	9,300 – 34,800/- + G.P. 4,200/- Rs.26,672/-	Rs. 30/- (Oriya Allowance)
64.	Smt. Manorama Swain, Sr.Gr.Typist	5,200-20,200/- + G.P. 2400/- Rs.22,132/-	Rs. 30/- (Oriya Allowance)
65.	Shri Sitansu Sekhar Choudhury, Sr.Gr.Typist	5,200-20,200/- + G.P. 2400/- Rs.18,245/-	Rs. 30/- (Oriya Allowance)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
66.	Shri Akshya Kumar Panda, Sr.Gr.Typist	5,200-20,200/- + G.P. 2400/- Rs.24,164/-	Rs.200/- (Incentive)
67.	Shri Swarnendu Mishra, Sr.Gr.Typist	5,200-20,200/- + G.P. 2400/- Rs.20,928/-	Rs. 30/- (Oriya Allowance)
68.	Shri Nityananda Nayak, Sr.Gr.Typist	5,200-20,200/- + G.P. 2400/- Rs.22,132/-	Rs. 30/- (Oriya Allowance)
69.	V a c a n t (Sr.Gr. Typist)	5,200-20,200/- + G.P. 2400/- Rs.18,301/-	Rs. 30/- (Oriya Allowance)
70.	V a c a n t (Sr.Gr. Typist)	5,200-20,200/- + G.P. 2400/-	Rs. 30/- (Oriya Allowance)
71.	V a c a n t (Sr.Gr. Typist)	5,200-20,200/- + G.P. 2400/-	
72.	V a c a n t (Sr.Gr. Typist)	5,200-20,200/- + G.P. 2400/-	
73.	Shri Pradepta Kumar Panda, Auditor	9,300 – 34,800/- + G.P. 4,200/- Rs. /-	Joined newly
74.	Shri Rabi Naik, Auditor	9,300 – 34,800/- + G.P. 4,200/- Rs. /-	Joined newly
75.	Shri Bimal Kumar Das, Auditor	9,300 – 34,800/- + G.P. 4,200/- Rs.37882/-	
76.	Smt. Minakhi Naik, Auditor	9,300 – 34,800/- + G.P. 4,200/- Rs.37382/-	
77.	V a c a n t (Auditor)	9,300 – 34,800/- + G.P. 4,200/-	
78.	V a c a n t (Auditor)	9,300 – 34,800/- + G.P. 4,200/-	
79.	Shri Simanchal Dash, Jr.Gr. Diarist	4,440 – 7,440/- + G.P. 1900/- Rs.17894/-	
80.	Jr.Gr.Diarist – V A C A N T	5,200-20,200/- + G.P. 2400/-	
81.	Shri Mangaraj Pradhan, Sr. Gr. Recorder	5,200-20,200/- + G.P. 2400/- Rs.21139/-	
82.	Shri Budhadeb Tirkey, Record Supplier	4,440 – 7,440/- + G.P. 1400/- Rs.16804/-	
83.	Shri Baikunthanath Mallick, Record Supplier	4,440 – 7,440/- + G.P. 1400/- Rs.17527/-	
84.	Shri Bijay Kumar Barah, Driver	5,200-20,200/- + G.P. 2400/- Rs.19900/-	
85.	Shri Prafulla Kumar Sahoo, Driver	5,200-20,200/- + G.P. 2400/- Rs.20377/-	
86.	Shri Maheswar Samal, Driver	5,200-20,200/- + G.P. 2400/- Rs.20247/-	Rs.20/- (Incentive)
87.	Shri Debendra Kumar Jena, Driver	5,200-20,200/- + G.P. 2400/- Rs.19883/-	
88.	Driver – V A C A N T	5,200-20,200/- + G.P. 2400/-	
89.	Driver - V A C A N T	5,200-20,200/- + G.P. 2400/-	
90.	Shri Susil Kumar Pattnaik, Treasury Sarkar	4,440-7,440 + G.P. 1,650/- Rs. 19715/-	Rs.150/- (Special Pay)
91.	Shri N. Malesu, Zamadar -	4,440 – 7,440/- + G.P. 1400/- Rs.17467/-	

92.	Shri Ramesh Ch. Mishra, Zamadar	4,440 – 7,440/- + G.P. 1400/- Rs.17467/-	)
93.	Shri Prafulla Kumar Behera, Daftary	4,440 – 7,440/- + G.P. 1260/- Rs.17833/-	Rs.20/- (Incentive)
94.	Maheswar Behera, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16458/-	Rs.20/- (Incentive)
95.	Rabindranath Das, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16057/-	Rs.20/- (Incentive)
96.	Rabindra Kumar Mohapatra, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16337/-	Rs.20/- (Incentive)
97.	Lingaraj Biswal, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.12278/-	Rs.20/- (Incentive)
98.	Dhaneswar Behera, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16818/-	Rs.20/- (Incentive)
99.	Pravat Kumar Nanda, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16578/-	Rs.20/- (Incentive)
100.	Prasanta Kumar Mohanty, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16578/-	Rs.20/- (Incentive)
101.	Rabindra Kumar Behera, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16698/-	Rs.140/- (Incentive)
102.	Santosh Kumar Samal, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16120/-	Rs.44/- (Incentive)
103.	Arjun Kumar Das, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16578	Rs.20/- (Incentive)
104.	Pradyumna Kumar Sahoo, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16578/-	Rs.20/- (Incentive)
105.	Smt. Laxmipriya Panda, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.8,939/-	Rs.20/- (Incentive)
106.	Kumari D. Chitti, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16578/-	Rs.20/- (Incentive)
107.	Ramesh Chandra Naik, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.12484/-	Rs.20/- (Incentive)
108.	Smt. Parvati Mohanty, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.16096/-	Rs.20/- (Incentive)
109.	Sanjay Kumar Mohanty, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.16216/-	Rs.140/- (Incentive)
110.	Gatikrushna Dutta, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.18476/-	Rs.20/- (Incentive)
111.	Masang Murmu, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.16337/-	Rs.20/- (Incentive)
112.	Irmishis Tikey, Peon	4,440 – 7,440/- + G.P. 1400/- Rs.18225/-	Rs.20/- (Incentive)
113.	Kali Nayak, Peon	4,440 – 7,440/- + G.P. 1300/- Rs.14858/-	Rs.20/- (Incentive)
114.	V a c a n t, Peon		
115.	V a c a n t, Peon		
116.	V a c a n t, Peon		
117.	V a c a n t, Peon		
118.	V a c a n t, Peon		
119.	V a c a n t, Peon		
120.	V a c a n t, Peon		
121.	V a c a n t, Peon		
122.	V a c a n t, Peon		
123.	V a c a n t, Peon		
124.	V a c a n t, Peon		
125.	V a c a n t, Peon (Contractual		
126.	Akshya Kumar Jena, DEO (Contractual)	(Consolidated) Rs.5,200/-	
127.	Dibya Sekhar Pal, DEO (Contractual)	(Consolidated) Rs.5,200/-	

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**MANUAL – 11**

The budget allocated to each agency  
[section 4(1) (b) (xi)]

**Non-plan budget**

<b>Major head</b>	<b>Activities to be performed</b>	<b>Sanctioned budget (TRS)</b>	<b>Budget estimate (TRS)</b>	<b>Revised estimate (TRS)</b>	<b>Expenditure of the last year (TRS) (Upto April 2008)</b>
3451	Secretariat Economic Services Secretariat Cooperation Deptt. and other offices (Cooperative Tribunal)	22979	--	--	1400







**MANUAL – 12****The manner of execution of subsidy programme****[Section 4(I) (b) (xii)]****List of boards, councils, committees etc**

<b>Sl. No .</b>	<b>Name and address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
1.	Orissa State Cooperative Union Ltd., BHUBANESWAR through RCS Orissa under State Plan Scheme.	Information and publicity programmers	One	Rs.3.01 lakh	Nil	--
2.	Grants to women Cooperatives under centrally sponsored Scheme "Macro Management of Agriculture Supplementation / Complementation of State Efforts through work plan through RCS, Orissa. i) Self Employment Mahila Coop. Organisation Ltd Berhampur, Ganjam. ii) Alaka Multi Purpose Thrift and credit Coop Society Ltd. Utartota, Balasore. iii) Maa Astabhuja MPCS Ltd. Kumbhapada, Puri iv) Prativa MPCS Ltd. Badagharia Sahi, Puri	To meet the expenditure for implementation of the Schemes.	10	Rs. 7.20 Lakh (Rs. 72,000/- for each beneficiaries)		

<p>v) Maa Samaleswari MPCs Ltd. Main Road Patnagarh, Bolongir</p> <p>vi) Purneswari Mahila Bikash MPCs Ltd. Karanjia, Mayurbhanja</p> <p>vii) Subhashri MPCs Ltd., Kamakshya Nagar, Dhenkanal</p> <p>viii) Maa Brahmoni Devi Womens Credit &amp; Larif Coop Society Ltd. Budhapal, Dhenkanal</p> <p>ix) Vikash Mahila MPCs Ltd Muniguda, Rayagada</p> <p>x) Maa Brahmani Devi Mahila MPCs Ltd., Golagam Po-Bhaliadiji, Nayagarh</p>					
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**MANUAL – 13**Particulars of recipients of concessions, permits or authorizations granted  
**[Section 4 (1)(b){xiii}]**

List of beneficiaries

Sl. No	Name and address of the beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purpose

Nil

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**MANUAL - 14**

Information available in an electronic form  
[Section 4(1)(b)(xiv)]

**Details of information**

<b>Sl. No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on website or is being used as back end data base</b>
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Nil

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**MANUAL - 15**

Particulars of facilities available to citizens for obtaining information  
[Section 4(1) (b)(xv)]

**Facilities available for obtaining information**

<b>Sl. No.</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
1.	By way of personal contact with the Public Information Officer of the Cooperation Department	Acts, Rules, Circulars & Notification etc.	2.00 P.M.to 5.00 P.M. every working day on ascertain of the availability of Public Information Officer over telephone.

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**MANUAL – 16**

Name designation and other particulars of Public Information Officers

**[Section 4(1)(b) (xvi)]****List of Public Information Officers**

Sl. No.	Designation of officer designated as PIO	Postal address	Telephone No	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1.	Shri Paramananda Samal Under Secretary to Govt., Cooperation Department (Nodal)	Co-operation Deptt. Orissa Secretariat, Bhubaneswar	2322225	--	Legal / OfficeEstt./Accounts/Diary
2.	Shri Sachidananda Behera Under Secretary to Govt., Cooperation Department	Co-operation Deptt. Orissa Secretariat, Bhubaneswar	2322226	--	CMP/AGM/Coordination /Credit Section
3.	Shri Bhabagrahi Mallick Under Secretary to Govt., Cooperation Department	Co-operation Deptt. Orissa Secretariat, Bhubaneswar	2322227	--	Consumer / CCR &PAR RTI Section/ Computer/ Grievance Cell
4.	Bidyutprava Rout AFA-Cum-Under Secretary to Govt.		2322616	--	Finance / Budget/ Audit Section

**First Appellate Authority with in the Department**

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1.	Shri Biswanath Mallick, IAS Joint Secretary to Govt. Co-operation Deptt.	Co-operation Deptt. Orissa Secretariat, Bhubaneswar	2322222 (O) 2393140 (O)	--	--



**MANUAL - 17**

**Other information as may be prescribed**

**[Section 4(1) (b) (xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated. Compiled, collected and provided in the form of manual from time to time.

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- 9. Important Links**
- 10. Advertisements**
- 11. Citizen Services**
- 12. Employee Services**
- 13. Photograph in digital form of the Minister and Secretary**