

Details of Western Orissa Development Council for publication under Section 4 of Right to Information Act, 2005

Western Orissa Development Council

Section 4 (1)(b) (i)

Name of the Office- Western Orissa Development Council

Address- 6th Floor, Rajiv Bhawan, Bhubaneswar-751001.

Functions: Western Orissa Development Council (WODC) prepares appropriate long term and short term plans and programmes for the removal of developmental imbalances between different districts within the Council area, keeping in view the overall levels of development of the State. WODC suggests long term measures for removal of imbalances as aforesaid and ensure optimal utilisation of available resources for removal of such imbalances, keeping in view the potentialities of different districts within the Council area and the ways and means position. WODC formulates plans and programmes for equitable arrangements in providing adequate facilities for technical, educational and vocational training for the purpose of creating sufficient opportunity for employment in services under the control of the government within the Council area.

The Western Orissa Development Council consists of -

- (a) Prof. Niranjan Panda, Chairman.
- (b) Sri Aswini Kumar Mishra, OAS(S), Chief Executive Officer.
- (c) Sri Chitrasen Pasayat, OAS-I(JB), Development Officer.
- (d) Sri Sudhansu Sekhar Satpathy, Assistant Director.

Section 15(4) of the RTI Act, 2005 stipulates that the general superintendence, direction and management of the affairs of the Western Orissa Development Council shall vest in the Chairman who shall be assisted by the Chief Executive Officer and may exercise all such powers and does all such acts and things which may be exercised or done by the Chief Executive Officer and other team of officers employed by WODC for the purpose.

The Act enjoins upon the State Government to provide the Chairman, Chief Executive Officer, Development Officer, Assistant Director with such officers and employees as may be necessary for the efficient performance of their functions under this Act and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. The posts so far created by the State Government and filled in are as follows;

Sl. No.	Designation of the posts	Pay band/Scale/Grade Pay/Pay Scale of the post	No. Posts sanctioned	No. of Posts filled	No. of Posts vacant
1	Chairman	18000(Fixed)	1	1	Nil
2	Chief Executive Officer	PB-4/37400-67000/8800	1	1	Nil
3	Development Officer	PB-2/9300-34800/5400	1	1	Nil
4	Assistant Director	PB-2/9300-34800/4600	1	1	Nil
5	PS to Chairman	PB-3/15600-39100/6600	1	Nil	1
6	PA to Chairman	PB-2/9300-34800/4200	1	1	Nil
7	PA to CEO	PB-2/9300-34800/4200	1	Nil	1
8	Sr. Econ. Investigator	PB-2/9300-34800/4200	1	1	Nil
9	Sr. Stenographer	PB-2/9300-34800/4200	2	1(Contractual)	1
10	Jr. Stenographer	PB-1/5200-20200/2400	1	1	Nil
11	Sr. Assistant	PB-2/9300-34800/4200	1	Nil	1
12	Sr. Clerk	PB-1/5200-20200/2400	1	1(Contractual)	Nil
13	Jr. Clerk-cum-Typist	PB-1/5200-20200/1900	1	1(Contractual)	Nil
14	Jr. Diarist	PB-1/5200-20200/1900	1	1(Political)	Nil
15	Driver	PB-1/5200-20200/1900	4	3(Contractual)	1
16	Zamadar	1S/4440-7440/1400	1	Nil	1
17	Peon	1S/4440-7440/1300	6	5(Contractual) & 1(Political)	Nil
18	Chowkidar- cum-Sweeper	1S/4440-7440/1300	2	1(Contractual)	1

Posts Created by the Council on Contractual basis

Sl. No.	Designation of the posts	Contract Remuneration	No. Posts sanctioned	No. of Posts filled	No. of Posts vacant
1	Data Entry Operator	5000	1	1	Nil

Nodal Government Department –

The budget for the WODC is published in the budget book released by Planning and Co-ordination Department, Government of Orissa. The Budget Head is Demand No. 25-2251-Secretariat-Social Services-State Plan-090 Secretariat 1833- WODC Establishment.

Reporting to which authority –

Though the budget for the WODC is published in the budget book of Planning and Co-ordination Department, Government of Orissa, WODC enjoys comparative autonomy and only forwards its Annual Report under Section 25(1) of the Act to the Planning and Co-ordination Department, Orissa Government.

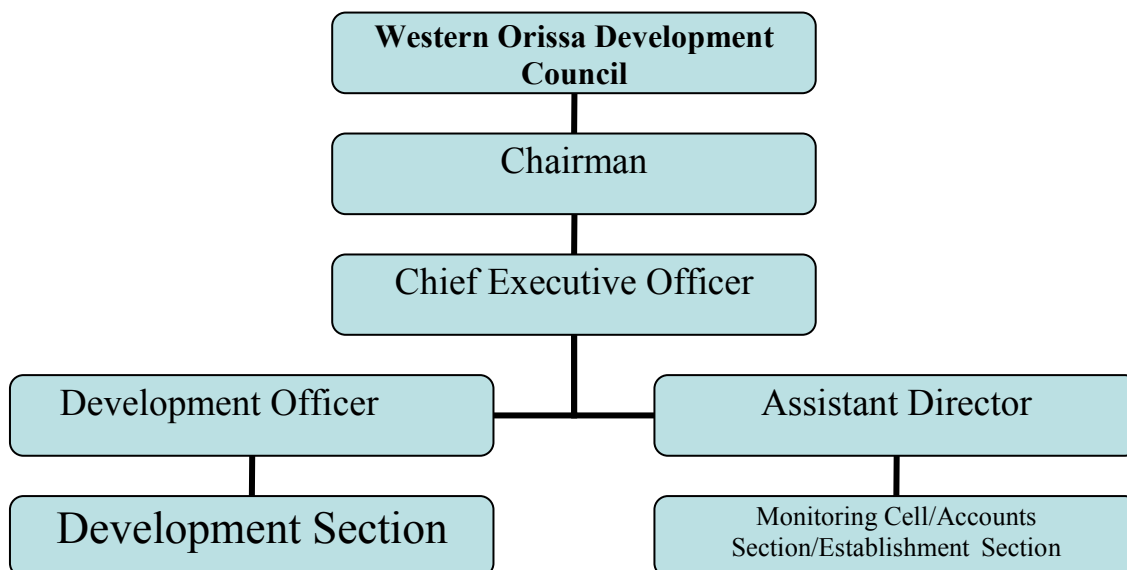
Jurisdiction –

All Public administrative mechanism functioning in 11 districts of Orissa namely; Angul (Athmalik Sub-division), Bargarh, Bolangir, Boudh, Deogarh, Jharsuguda, Kalahandi, Nuapada, Sambalpur, Sonepur and Sundargarh.

Aim and Objectives –

WODC is expedient to provide for the establishment of a Council giving it powers for the social, economic, educational and cultural advancement and development of the people residing in certain areas of the Western parts of Orissa.

ORGANIZATION CHART OF THE WESTERN ORISSA DEVELOPMENT COUNCIL.



Section 4 (1)(b) (ii)
Powers and duties of Officers and employees

Sl. No.	Designation	Powers and Duties
1	Chairman	The Chairman is the head of the Council and, when present, presides over all the meetings of the Council. He is responsible for the smooth financial and administrative functions of the Council. He exercises administrative supervision and control over all officers and employees of the council whose services are placed at the disposal of the Council by the Government. For convenient transaction of business of the Council, he allocates amongst the members such business in such manner as he thinks fit. He has the right to make an inspection or cause an inspection to be made by such person or persons, as he may direct, of the Council and its affairs and resultant to such inspection or enquiry, pass necessary orders for remedial measures, as he deems necessary. He has power to take immediate action in emergency situations, which the Council is competent to do, and every such action has to be ratified by the Council in its next meeting. He exercises such other powers and performs such other duties as may be prescribed.
2	Chief Executive Officer	The Chief Executive Officer is responsible for the maintenance of the records of the Council and exercises administrative supervision and control over all officers and employees of the Council including those whose services are placed at the disposal of the Council by the Government. Subject to the rules, the Chief Executive Officer exercises such other powers, performs such other functions and discharge such other duties, as the Council may, by general or special resolution, decide from time to time.
3	Development Officer Public Information Officer.	Assist the Chief Executive Officer.
4	Assistant Director	To assist the Chief Executive Officer relating to monitoring work, accounts and establishment matter of WODC.

Section 4(1)(b)(iii)
Procedure followed in the decision making process, including channel of supervision and accountability.

The Budget prepared by WODC is forwarded to Planning and Co-ordination Department, Government of Orissa. After sanction of the project in the Orissa Legislative Assembly, P&C sanctioned the fund to WODC in shape of grant-in-aid. Then WODC give administrative approval and after that release funds to different executing agencies of the Council area. Annual Report prepared by WODC and send to P&C Department.

Sl. No.	Details of Activity in WODC	Decision making Process	Authority Responsible for that Activity
1	Preparation of Budget	WODC	Chief Executive Officer
2	Give Administrative approval	-do-	-do-
3	Release of funds	-do-	-do-
4	Annual Report	-do-	-do-

Section 4(1)(b) (iv)

Norms set for discharge of functions

WODC has decided to

- (a) prepare its own annual budget for the Council area;
- (b) prepare long term and short term plans for the development and advancement of the Council area;
- (c) prepare and execute projects relating to the development and advancement of the Council area;
- (d) supervise and review different developmental projects undertaken by different Agencies including that of the Government within the Council area;
- (e) suggest to the Government about different projects to be taken up within the Council area;
- (f) execute different development projects of the Council through different Agencies of the Government or through any other agencies identified by the government in the manner prescribed;
- (g) review, supervise, co-ordinate and monitor different projects of Government in the Council area including issuance of administrative approval of proposal and selection of executants of projects by the Council;
- (h) take loans in its own name with prior approval of the Government to implement various projects for the development and advancement of the Council area;
- (i) prepare, in each financial year, a Budget of its estimated receipts, including the annual grant-in-aid by the Government which shall not be less than thirty crores, and disbursement for the following financial year and submit the same to the Government three months before the presentation of the State Budget; and

(j) prepare in each financial year a supplementary Budget providing grant-in-aid to be made by the Government to the Council in the second phase, which shall not be less than rupees twenty crores, and make any modification of its Budget for that particular year and may submit the same to government for obtaining the approval of the State Legislature.

Section 4(1)(b) (v)

List the rules / regulation / instructions / manuals / records held in WODC for discharging its functions:-

- 1. Western Orissa Development Council Act (WODC), 2000**
- 2. Western Orissa Development Council (Amendment) Act, 2001**
- 3. Western Orissa Development Council (Amendment) Act, 2003**
- 4. Secretariat Instructions**

- 5. Records Manual of the Board of Revenue**
- 6. All important National and State Laws/Rules**

Sl. No.	Subject	Type of Document file/muster/register/voucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Budget	File/Register	Section-15 of WODC Act	

Section 4(1)(b) (vi)

Legal documents/records in connection with Budget, sanction of funds and distribution of funds to different districts at the level of WODC.

Section 4(1)(b)(vii)

The primary function of the Western Orissa Development Council is to prepare long term and short term plans for the development and advancement of the Council area, prepare its annual Budget, supervise and review different developmental projects undertaken by different agencies including that of the Government within the Council area.

Section 4(1)(b)(viii)

There is a Council consists of following members:-

- (a) A Chairman to be nominated by Government, who shall be a person from the Council area;

(a-1) Two members of the Lok Sabha, representing any constituency, either wholly or in part, within the Council area, to be nominated by Government on rotational basis,

(b) Eleven members of the Orissa Legislative Assembly not being less than one from each district within the council area elected from any constituency, either wholly or partly within the Council area, to be nominated by Government on rotational basis;

(c) Ten experts to be nominated by Government from amongst persons who have-

- (i) special knowledge of planning, finance and accounts of Government, or
- (ii) wide experience in public administration or social service, or
- (iii) expertise of special knowledge in different fields like Education including law, technical education and vocational training, Agriculture, Industries, Irrigation, Public Health, Forestry, Mining, Public Works, Employment or management of people's problems;

"Provided that at least seven experts shall be persons from the Council area;"

(d) Revenue Divisional Commissioner of the Division under which the maximum portion of Council area is situated; and

(e) Chief Executive Officer, who shall be the Member-Secretary of the Council.

Section 4 (1)(b) (ix)

Directory of the officers and employees:

Sl. No.	Name and Designation	Telephone Number	e-mail Address
1	Prof Niranjan Panda, Chairman	0674-2393954	chairman@wodcorissa.org
2	Sri Aswini Kumar Mishra, Chief Executive Officer	0674-2391599	ceo@wodcorissa.org
3	Sri Chitrasen Pasayat, Development Officer	0674-2323083	do@wodcorissa.org

Please see details under the next Section.

Section 4 (1)(b) (x)

Details of remuneration of officers and employees:

The State Government shall provide the Chairman, Chief Executive Officer, Development Officer and Assistant Director with such officers and employees as maybe necessary for the efficient performance of their functions under this Act, and the salaries

and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

The general superintendence, direction and management of the affairs of the WODC shall vest in the Chairman who shall be assisted by the Chief Executive Officer, Development Officer and Assistant Director and may exercise all such powers and do all such acts and things which may be exercised or done by the Chairman autonomously without being subjected to directions by any other authority under this Act.

Provided also that the salaries, allowances and other conditions of service of the Chairman, Chief Executive Officer, Development Officer and Assistant Director shall not be varied to their disadvantage after their appointment.

The scales of pay of officers and employees of Western Orissa Development Council are as under:

Sl. No.	Designation	Scale of Pay
1	Chairman	18000(Fixed)
2	Chief Executive Officer	PB-4/37400-67000/8800
3	Development Officer	PB-2/9300-34800/5400
4	Assistant Director	PB-2/9300-34800/4600
5	PS to Chairman	PB-3/15600-39100/6600
6	PA to Chairman	PB-2/9300-34800/4200
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9	Sr. Stenographer	PB-2/9300-34800/4200
10	Jr. Stenographer	PB-1/5200-20200/2400
11	Sr. Assistant	PB-2/9300-34800/4200
12	Sr. Clerk	PB-1/5200-20200/2400
13	Jr. Clerk-cum-Typist	PB-1/5200-20200/1900
14	Jr. Diarist	PB-1/5200-20200/1900
15	Driver	PB-1/5200-20200/1900
16	Zamadar	1S/4440-7440/1400
17	Peon	1S/4440-7440/1300
18	Chowkidar- cum-Sweeper	1S/4440-7440/1300

Salary Details of Officers and Employees Drawn From Western Orissa Development Council as on 31.03.2009

Sl. No.	Name and Designation	Gross Salary (In Rs)
1	Sri Aswini Kumar Mishra, OAS(S), Chief Executive Officer.	41088
2	Sri Chitrasen Pasayat, OAS-I(JB)	26854

	Development Officer	
3	Sri Sudhansu Sekhar Satpathy, Asst. Director	29826
4	Sri Debidutta Tripathy, PA to Chairman, WODC	21662
5	Smt. Smrutiranjita Pattnaik, Statistical Assistant	19569
6	Sri Sadananda Bhoi, Jr. Clerk	13709
7	Sri Tapan Ku. Biswal, Jr. Diarist	7411
8	Sri Manoj Kumar Mishra Data Entry Operator	12150
9	Sri Laxmidhar Palei Jr. Stenographer	9720
10	Sri Byasadev Padhan Jr. Clerk - cum - Typist	7411
11	Sri Dukhishyam Bhanja Jr. Clerk	7411
12	Sri Mastaram Digal Driver	7411
13	Sri Darasingh Dalabehera Driver	7411
14	Sri Tapan Pradhan Driver	7411
15	Sri Saroj Kumar Rath Peon	6197
16	Sri Krushna Chandra Barik Peon	6197
17	Sri Kampeswar Bag Peon	6197
18	Sri Mrutyunjaya Pati Peon	6197
19	Sri Manoja Kumar Rout Peon	6197
20	Sri Dinabandhu Rout, Peon	8228
21	Sri Ranjan Majhi Chowkidar-cum-sweeper	6197

Section 4 (1)(b) (xi)

(Rs in Lakhs)

Sl. No.	Budget Head description	Budget 2007-08	Budget 2008-09	
1	Developmental Works (Normal)	5027.00	4925.00	
2	Developmental Works (Special)	Nil	5000.00	
3	Salaries, allowances of Chairman	Nil	Nil	

4	Salaries,HRA,RCM	17.00	23.00	
5	Wages of Contractuals	6.00	8.00	
6	Travel Expenses	4.00	10.00	
7	Motor Vehicle Expenses	5.00	10.00	
8	Office Expenses	7.00	10.00	
9	Telephone, Internet Expenses	2.00	2.00	
10	Publicity & Advertisement	13.00	8.00	
	Miscellaneous	11.00	4.00	
	TOTAL :	5092.00	10000.00	

Additional Disclosure U/s 4(1), RTI Act, 2005 (as on 31/03/2009)

Statement showing unit wise Expenditure during 2008-09

(Rs in Lakhs)

Unit of Expenditure	Budget Provision for 2008-09	Expenditure
Developmental Works (Normal)	4925.00	4192.99
Developmental Works (Special)	5000.00	2676.92
Salaries, allowances of Chairman	Nil	Nil
Salaries, HRA, RCM	23.00	29.29
Wages of Contractuals	8.00	9.52
Travel Expenses	10.00	4.26
Motor Vehicle Expenses	10.00	8.38
Office Expenses	10.00	5.86
Telephone, Internet Expenses	2.00	0.81
Publicity & Advertisement	8.00	2.53
Miscellaneous	4.00	3.24
TOTAL :	10000.00	6933.80

Section 4 (1)(b) (xii)

(a)Manner of execution of subsidy programmes : The Western Orissa Development Council does not implement any subsidy programme.

(b)Details of beneficiaries of subsidy programmes : Not Applicable

Section 4 (1)(b) (xiii)

Particulars of recipients of concessions permits or authorization granted in the WODC : Not applicable

Section 4 (1)(b) (xiv)

Details of information available in electronic form in Western Orissa Development Council.

Please visit website www.wodcorissa.org for details. However, some highlights are

Sl. No.	Type of Document	In which electronic format it is kept	Mode of retrieval	Person in Charge
1	THE WESTERN ORISSA DEVELOPMENT COUNCIL ACT, 2000 & AS AMENDED VIDE ORISSA ACT 8 OF 2001 AND ORISSA ACT 14 OF 2003.	www.wodcorissa.org	Internet	
2	Western Orissa Development Council Rules, 2000.	-do-	-do-	
3	Budget	-do-	-do-	
4	Project	-do-	-do-	
5	District Profile	-do-	-do-	

Section 4 (1)(b) (xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Officer of WODC are available personally from 10.00 a.m. to 5.00 p.m. (Monday to Saturday except Holidays) for providing information to public at Western Orissa Development Council, 6th Floor, Rajiv Bhawan, Bhubaneswar-751001. Phone No. 0674-2323083.

Section 4 (1)(b) (xvi)

Public Information Officer/ First Appellate Authority of the Western Orissa Development Council

Public Information Officer: Sri Chitrasen Pasayat, OAS-I(JB)
Development Officer
Western Orissa Development Council
6th Floor, Rajiv Bhawan, BBSR.
do@wodcorissa.org

First Appellate Authority: Sri Aswini Kumar Mishra, OAS(S),
Chief Executive Officer
Western Orissa Development Council
6th Floor, Rajiv Bhawan, BBSR.
ceo@wodcorissa.org

Section 4 (1)(b) (xvii)

The Western Orissa Development Council has provided all information on the website.