

Chapter – 2 (Manual – 1) **Particulars of Organisation, function and duties**

2.1 Objective / purpose of the public authority

- i. To conduct surveys in collaboration with suitable agencies in order to obtain data regarding the problems of Supply of raw materials and marketing of finished products.
- ii. To identified the markets outside the local area.
- iii. To guide and coordinate with DRDA for implementation of SGSY in the District.

2.2 Mission / Vision Statement of the public authority

To provide training, technology, marketing support to the Rural poor in different poverty alleviation schemes of Govt. of India and Govt. of Orissa.

2.3 Brief History of the Public Authority and context of its formation

- The District Supply and Marketing Society, Gajapati was formed as DSMS, Gajapati under Society Registration Act, 1860 in January 2003.
- DSMS is a facilitating organization works, alongwith DRDA, Gajapati.

2.4 Duties of the Public Authority

The Chief Executive, District Supply and Marketing Society is the head of office and supervises all the work of the office.

2.5 Main activities / function of the public authority

To see the works allotted to this office from its head office at ORMAS and as per the direction of Collector-cum-Chairman, DSMS, Gajapati.

2.6 List of Services being provided by the public authority with a brief write-up on them.

- a. Integrated Horticulture Development Project, this is a project sanctioned by Department of Agriculture and Cooperation under Ministry of Agriculture, Government of India in 2003 August. At present, this project is subsumed with National Horticulture Mission of Director of Horticulture, Government of Orissa. The project was implemented in an integrated approach in a compact and cluster basis to the beneficiaries as per the guidelines.
- b. SGSY : Chief Executive, DSMS also work as Additional Project director (Self Employment) for DRDA, coordinating the SGSY scheme of Government of India. Under SGSY Training, financial sanction by the Bank, assistance under subsidy, target distribution and achievement of the district as a whole is looked after by the Chief Executive, DSMS, Gajapati.

- c. Income generating projects, providing training technology and marketing support on different livelihood projects in the district done for the upliftment of the rural poor through DRDA, Gajapati, ITDA, Parlakhemundi, OTELP.

2.7 **Organisational structure, Diagram at various levels namely state, Directorate, region, District, Block, etc. (whichever is applicable)**

DSMS, Gajapati is the district level organization of Orissa Rural Development and Marketing Society (ORMAS). ORMAS is an autonomous organisation under Panchayati Raj Department of Government of Orissa.

2.8 **Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency.**

Not applicable as far as the nature of work of this office is concerned.

2.9 **Arrangements and methods made for seeking public participation and contribution**

Does not arise

2.10 **Mechanism available for monitoring the service delivery and public grievance resolution.**

As far as public grievance is concerned any one can forward their grievance to the Collector-cum-Chairman, DSMS, Gajapati or the Executive Director, ORMAS, Bhubaneswar.

2.11 **Address of the main Office and other Offices at different levels (Please categorise the address district wise for facilitating the understanding by the user)**

Orissa Rural Development and Marketing Society (ORMAS)
SIRD Campus, Unit – 8, Bhubaneswar – 751 012.

2.12 Morning Houses of the Office : From 10 AM to 1.30 PM
Closing Hours of the Office : From 2.00 PM to 5.00 PM

From 10.00 AM to 5.00 PM

Chapter – 3 (Manual – 2) Powers and Duties of Officers

3.1 Please provide details of the powers and duties of the Officers and employees of the organization.

Designation	Power			Duties
	Administrative	Financial	Others	
Chief Executive	Deals with Office administration	Drawing & Disbursing Officer	Scheme works	1. Head of Office 2. Establishment works of the office 3. All the Schematic works relating to the Office.
Office Asst.	Accounts Work	--	--	To Assist in office works
Driver	Vehicle driving	--	--	
Peon	Maintenance of office			Cleaning of office & file movements distribution of dak, etc.

N.B : All the staffs of DSMS, Gajapati works in a two years contract.

Chapter – 4 (Manual – 3) Rules, Regulations, Instructions, Manuals & Records for discharging functions

4.1 Please provide list of rules, Regulations, Instructions, Manuals & Records, held by public authority or under its control or used by its employees for discharging functioning as per the following format. This format is to be filled for each type of document.

Sl. No.	Name / title of the document	Type of the document	Brief write up of the document	From where one can get a copy of the Rules, Regulations, Instructions, Manuals & Records	Address, Telephone Number, Fax, Email and others	Fee charged by the Department for a copy of Rules and instructions, manuals and records if any
NIL						

Chapter – 5 (Manual 4)

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 or implementation thereof :

Implementation of Policy – NIL

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the Official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing, others)

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by / under control of
1	2	3	4	5
1.	IHDP, Gajapati	Contents documents as per the project requirement.	On payment as per rate fixed by the Government	

Chapter – 7 (Manual 6)

A Statement of boards, Council, Committees and other bodies constituted as its part

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name & Address of the affiliated Body	: District Supply and Marketing Society
Type of the affiliated Body (Board, Council, Committee, Other Body)	: Registered under Societies Act, 1860
Brief introduction of the affiliated Body (Establishment year, Objectives / main activities)	: Established in January 2003
Role of the Affiliated Body (Advisory / Managing / Executive / Others)	: Other
Structure & Member Constitution	: Not applicable
Head of the Body	: N.A.
Address of the main Office and its Branches	: There is no branch office of DSMS, Gajapati inside the District. Collector is the Chairman of DSMS, Gajapati.
Frequency of the Meetings	: N.A.
Can public participate in the meetings	: N.A.
Are minutes of the meetings prepared	: N.A.
Are minutes of the proceedings available to the public ? If yes please provide information about the procedure to obtain them	: N.A.

Chapter – 8 (Manual 7)

The names, designations and other particulars of the Public Information Officer

8.1 Please provide contact information about the Public Information officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority : At present Vacant

Public Information Officer :

Sl. No.	Name	Designation	STD Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Sujay Kar	Chief Executive	06815	223596	--	--	--	DSMS, Gajapati, C/o. DRDA, Gajapati, Parlakhemundi.

Department Appellate Authority :

Sl. No.	Name	Designation	STD Code	Ph. No		Fax	Email	Address
				Office	Home			
1	S.K.Nanda	P.D. DRDA	06815	222420	--	--	--	DRDA, Gajapati, Parlakhemundi.

Chapter – 9 (Manual 8)

Procedure followed in Decision Making Process

Sl. No.	Item of Works	Process of Action
9.1	What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc. can be made)	<ol style="list-style-type: none"> As per the guidance of ORMAS Head Office at Bhubaneswar. Collector as Chairman of the DSMS, Gajapati, is the decision making authority and takes decisions as per rules prescribed by Government.
9.2	What are the documented procedures / laid down procedures / Defined criteria / Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves ?	The files are routed through the Project Director, DRDA, Gajapati & Collector, Gajapati.
9.3	What are the arrangements to communicate the decision to public	N.A.
9.4	Who are the Officers at various levels whose opinions are sought for the process of decision-making ?	For SGSY all the files are moved through Project Director, DRDA, Gajapati to Collector, Gajapati for final decision.

9.5	Who is the final authority that wets the decision ?	After the decision taken by Collector, Gajapati, Chief Executive, DSMS, carries out the decisions.
9.6	Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.	
	Subject on which the decision is to be taken	IDHP, Gajapati, SGSY and other livelihood projects
	Guidelines / Direction, if any	IHDP on National Horticulture Mission has the guidelines of Director of Horticulture, Government of Orissa. SGSY has its own guidelines by MORD.
	Process of Execution	N.A.
	Designation of the Officers involved in the decision making	Collector-cum-Chairman, Gajapati, Project Director, DRDA, Gajapati.
	Contact information of above mentioned officers	Collectorate, Gajapati & DRDA, Gajapati.
	If not satisfied by the decision, where and how to appeal	ORMAS, Bhubaneswar.

Chapter – 10 (Manual 9)
Directory of Officers and Employees

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	STD Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Sujay Kar	Chief Executive	06815	223596	--	--	--	DSMS, Gajapati, C/o. DRDA Building, Parlakhemundi, Gajapati.
2	Sridhar Panda	Driver	06815	223596	--	--	--	-do-

N.B : At present there is vacancy for the post of Office Assistant & Peon, as they both have been transferred.

Chapter 11 (Manual 10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Sl. No.	Name	Designation	Monthly remuneration / Pay Scale	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Sri Sujay Kar	Chief Executive	14000 to 20000		
2.	Sri Sridhar Panda	Driver	5000 to 8000		

Chapter 12 (Manual 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public authorities responsible for development, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year

Sl. No.	Name of the Scheme / Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed	Actual expenditure for the last year	Responsible Officer for the quality and the complete execution of the work
NIL								

For other public authorities

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of installments)	Total Expenditures
NIL					

Chapter 13

The Manner of execution of subsidy programmes

NIL

Chapter 14 (Manual 13)

Particulars of recipients of concessions, permits or authorization granted by it

NIL

Chapter 15 (Manual 14)

Norms set by it for discharge of its functions

15.1 Please provide the details of the Norms / standards set by the Departments for execution of various activities / programmes. **NIL**

Chapter 16 (Manual 15)

Information available in an electronic Form

16.1 Please provide the details of information related to the various schemes which are available in the electronic format

NIL

Chapter 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the Department for dissemination of information like

- Office Library
- Notice Board
- Inspection of records in the Office

Chapter 18 (Manual 17)

Other Useful Information

NIL