

GOVERNMENT OF ODISHA
PLANNING & COORDINATION DEPARTMENT



RESOLUTION

No. 6003/P
PI-I-WODC24/13

Bhubaneswar, Dated the 7th June, 2013

Sub: Setting up of a Project Monitoring Unit (PMU) in Western Odisha Development Council (WODC) under the administration control of Planning & Co-ordination Department

With a view to accelerating the pace of development need of the people of the western districts, the State Government had constituted the Western Odisha Development Council (WODC) under the Western Odisha Development Council Act, 2000 covering 10 districts namely Baragarh, Bolangir, Boudh, Deogarh, Jharsuguda, Kalahandi, Nuapada, Sambalpur, Sonapur, Sundargarh & Athamallik sub-division of Angul district. Since 2008-09 onwards a grant-in-aid of Rs. 100.00 crore is being released by the State Government to WODC for taking small project like Roads & communication, Agricultural Development, Minor Irrigation, Construction of check dams, Installation of LIPs, water supply schemes, Sinking of Tube wells, Infrastructure development grant to schools & colleges, Health Services & Electrification of village etc.

For effective implementation of various projects sanctioned by WODC Government of Odisha have been pleased to appoint a dedicated in house unit of professional consultants to work as a Project Management Unit at WODC under the Administrative control of Planning & Coordination Department for a period of three years to support the implementation of various projects & to assess the quality of works executed by the Executing Agencies, to prepare/examine the detailed project report (DPR) & for overall financial management.

Roles and responsibility of PMU

1. The PMU would operate as a unit under the overall supervision and guidance of Chief Executive Officer, WODC. Focus of the role is mainly on Programme Management & Monitoring. The role of PMU would include the following:

Overall Strategic Support

- ✓ Encourage WODC to formulate strategies to include infrastructure development projects for most backward areas under the Council area.
- ✓ Facilitate adequate and timely release of funds to projects.
- ✓ Monitor, Progress and ensure implementation and timely completion of project by Executing Agencies.

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- ✓ Co-ordinate with various implementing agencies and State Depts for removal of bottlenecks in implementation.
- ✓ Effective Financial Management of WODC funds.

Technical Support

- ✓ Support & monitor WODC projects in the State.
- ✓ Provide technical support to project implementing agencies and State Govt. including scrutiny of Plan & Estimates/ DPRs of WODC funded projects.
- ✓ Facilitate quality assessment of projects at the field level and assist in removal of bottlenecks for quick implementation of projects.

Monitoring & Reporting Support

- ✓ Appraise and monitor efficient utilisation of funds disbursed.
- ✓ Report on progress of WODC projects, submission of Plan & Estimates, DPRs, Utilisation Certificates, Quarterly Progress Reports etc.
- ✓ Ensure effective and timely reporting of progress of implementation of projects via web based Project Monitoring and Evaluation System (PMES)

Capacity Building Support

- ✓ Support initiatives for capacity building as necessary.

Structure/ Constitution of PMU:

The PMU is envisaged to play a critical role in enhancing overall efficiency of implementation of WODC projects. The PMU will have three components viz (i) Programme management (to be headed by Programme Manager), (ii) Technical Support (to be supported by a Technical Consultant) & (iii) Accounts Management (to be manned by One Accounts Officer). Familiarity with the objectives and scope of formation of WODC.

The broad roles, specific essential competencies, nature of engagement and emoluments for each of the proposed position of the PMUs are given below:

Category of Personnel/ Responsibility	Qualification & Experience	Nature / Procedure of Engagement	Salary/ Contractual Remuneration per month
1. Program Manager -cum- MIS Expert (one Post) (i) The Programme Manager will be responsible for overall coordination & supervision of the PMU activities. Periodically assess the status of projects and reforms in	Qualification: The Programme Manager shall be a Management Expert with	On Contractual and consolidated remuneration basis	Rs:30,000/- (consolidated)

Category of Personnel/ Responsibility	Qualification & Experience	Nature / Procedure of Engagement	Salary/ Contractual Remuneration per month
<p>Council area and present an analytical report with possible suggestions for improvement.</p> <p>(ii) To support speedy internalisation of the Project Monitoring & Evaluation System (PMES) and accurate reporting through the same and to improve the IT system of the WODC and recommend ways to make it more user- friendly and efficient.</p> <p>(iii) organise workshops for the officials dealing with WODC.</p> <p>2. Technical Consultant(one Post)</p> <p>Technical Consultant will be responsible for proper scrutiny of Plan/Estimates and technical appraisal of DPRs sent by the WODC Districts as well as field verification, quality assessment of works implemented Executing Agencies as when required.</p>	<p>Strong communication and Computer skills.</p> <p>Experience:</p> <p>i) Experience in the field is desirable</p> <p>Qualification: Degree in Civil Engineering</p> <p>Experience: A retired engineer of the rank of Executive Engineer or above (below 62 years) having experience in handling road/buildings & irrigation projects</p>	<p>On Contractual and consolidated remuneration basis</p>	<p>Rs.30,000/- (Consolidated)</p>
<p>3. Accounts Officer (one Post)</p> <p>The responsibility of the Accounts Officer will be to ensure (i) timely release of funds for the projects, (ii) refund of 'Interest Money' and 'Unutilised Funds' by District Offices / Executing Agencies and for effective utilisation of the same, (iii) submission of utilisation Certificates (Ucs) by the District Offices / Executing Agencies for reporting to the State Government.</p>	<p>Qualification: OFS-I (Jr) on deputation from Finance Department.</p>	<p>On Deputation from Finance Deptt</p>	<p>Salary and grade pay as applicable to OFS-I (Jr.)</p>

Category of Personnel/ Responsibility	Qualification & Experience	Nature / Procedure of Engagement	Salary/ Contractual Remuneration per month
(iv) location of Council's idle funds and initiate measures to divert the same for completion of incomplete projects or for taking up of new projects wherever necessary. He will also act as DDO of the Council.			
4. Data Entry Operator (one post) To assist the Programme Manager by proper input in the Computer on different activities of WODC including data entry in WODC software.	Qualification: PGDCA or equivalent degree.	Contractual & out sourcing basis as per F.D. circular dated 29.11.2010	Rs.5,200/-
5. Messenger cum Office Attendant 02 (Two)	Qualification: Matriculation / Below Matric	Contractual & out sourcing basis as per F.D. circular dated 29.11.2010	Rs.4,750/- (Per person)

ORDER- Ordered that the Resolution be published in the Odisha Gazette and copies thereof be forwarded to the Government in P&C Department / other Departments of Government/ Chief Executive Officer, WODC/ Account General (A&E), Odisha, Bhubaneswar for information.

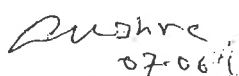
By order of the Governor


Special Secretary to Government

Memo No 6004 /P., Dated 7.6.13

Copy forwarded to the Director, Printing Stationery & Publication, Odisha, Cuttack for information and necessary action.

He is requested to publish the Resolution in the next issue of the Odisha Gazette and supply 30(thirty) copies to this Department.


07.06.13
Director (DF&C)-cum-
Additional Secretary to Govt.

Memo No 6005 (42) / P., Dated 7.6.13

Copy forwarded to all Departments of Government/Chief Executive Officer, WODC/ Accountant General (A&E), Odisha, Bhubaneswar for information.

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07.06.13

Director (DF&C)-cum-
Additional Secretary to Govt.

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