

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

### **Western Odisha Development Council**

#### **Section 4 (1)(b) (i)**

**Name of the Office-** Western Odisha Development Council

**Address-** 6<sup>th</sup> Floor, Rajiv Bhawan, Bhubaneswar-751001.

**Functions:** Western Odisha Development Council (WODC) prepares appropriate long term and short term plans and programmes for removal of developmental imbalances among 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 and ensure optimal utilisation of available resources for such imbalances by considering 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 Odisha Development Council consists of -

- (a) Sri Asit Tripathy, Chairman.
- (b) Dr. Ajit Kumar Mishra, Chief Executive Officer.
- (c) Smt. Sarita Pradhan, OAS-A(SB), OSD-cum- I/c Development Officer.
- (d) Sri Kailash Chandra Sethi, OPS-A, Deputy Director.
- (e) Sri Samir Maharana, OFS 1(SB), Accounts Officer.
- (f) Sri. Rabindra Kumar Patel, OAS-A(SB), Officer on Special Duty.
- (g) Sri Sunil Kumar Naik, Technical Consultant

The general superintendence, direction and management of the affairs of the Western Odisha Development Council shall vest in the Chairman who shall be assisted by the Chief Executive Officer and may exercise all such powers and do 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, Deputy 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	97000(Fixed)	1	1	Nil
2	PS to Chairman	15600-3910/6600	1	Nil	1
3	Chief Executive Officer	PB-4/37400-67000/8800	1	1	Nil
4	Development Officer	PB-4/15600-39100/5400	1	0	Nil
5	Deputy Director	PB-3/15600-39100/6600	1	1	Nil
6	Accounts Officer	PB-3/15600-39100/5400	1	1	Nil
7	Officer on Special Duty	PB-4/15600-39100/5400	-	2	-
7	Programme Manager-cum-MIS Expert	30000 consolidated	1	1	Nil
8	Technical Consultant	500000 consolidated	1	1	Nil
9	Sr. Econ. Investigator/Statistical Assistant	PB-2/9300-34800/4200	1	1	Nil
10	Personal Assistant	PB-2/9300-34800/4200	2	2	Nil
11	Sr. Stenographer	PB-2/9300-34800/4200	2	1 (Contractual)	1
12	Jr. Stenographer	PB-1/5200-20200/2400	1	1	Nil
13	Sr. Assistant	PB-2/9300-34800/4200	1	Nil	1
14	Sr. Clerk	PB-1/5200-20200/2400	1	1	Nil
15	Jr. Clerk-cum-Typist	PB-1/5200-20200/1900	1	1	Nil
16	Jr. Diarist	PB-1/5200-20200/2000	1	1 (Political)	Nil
17	Driver	PB-1/5200-20200/1900	4	3(Contractual) & 1 (Political)	Nil
18	Zamadar	4750-14680/1700	1	Nil	1
19	Peon	1S/4750-14680/1500	6	5(Contractual) & 1 (Political)	Nil
20	Chowkidar- cum-Sweeper	1S/4750-14680/1500	2	1(Contractual) & 1(Political)	Nil
21	Data Entry Operator, PMU	11100 consolidated	1	1	Nil
22	Messenger-cum- Office Attendant, PMU	10100 consolidated	2	2	Nil

### **Nodal Government Department –**

The budget for the WODC is published in the budget book released by Planning and Convergence Department, Government of Odisha. The Budget Head is Demand No. 16-3451-Secretariat Economic 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 Convergence Department, Government of Odisha, WODC enjoys comparative autonomy and only forwards its Annual Report under Section 25(1) of the RTI Act 2005, to the Planning and Convergence Department, Govt. of Odisha.

### **Jurisdiction –**

As per section 3(1) of the WODC Act, 2000 the jurisdiction of WODC has covered all Public administrative mechanism functioning in 11 districts of Odisha namely; Bargarh, Bolangir, Boudh, Deogarh, Jharsuguda, Kalahandi, Nuapada, Sambalpur, Sonapur and Sundargarh and Angul (Athmalik Sub-division). The Deputy Director, District Planning and Monitoring Units of above districts have been declared as Officer-in-charge of WODC District office in the respective districts vide Notification No.3029/P, Dt.24.02.2021 of P&C Department, Govt. Of Odisha. The district offices are being functioning under the administrative control of the respective Collectors and report to WODC headquarters.

### **Aim and Objectives –**

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

**ORGANIZATION CHART OF THE WESTERN ODISHA  
DEVELOPMENT COUNCIL.**



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

<b>Sl. No.</b>	<b>Designation</b>	<b>Powers and Duties</b>
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	Assist the Chief Executive Officer in the Establishment matter processing of files for accordance of Administrative approvals, sanction of funds and supervise works of WODC district assigned. Designated as First Appellate Authority of WODC under RTI Act, 2005.

<b>Sl. No.</b>	<b>Designation</b>	<b>Powers and Duties</b>
4	Deputy Director	To assist the Chief Executive Officer relating to monitoring works, Scrutiny of project proposals of WODC area, processing of the same for approval, assembly matters, preparing budget for the council, matter of standing committee and monitor supervise works of WODC districts as assigned. He is the PIO of WODC.
5	Accounts Officer	The responsibility of the Accounts Officer will be to ensure (i) timely release of funds for the sanctioned projects (ii) Maintenance of cash book, audit, Cash analysis, receipt and deposit of interest money and unutilised fund from districts (iii) Preparation of bill and other entitlement of Officials of WODC (iv) location of Council's idle funds and intimate measures to utilize the same as per decision of the council.
6	Officer on Special Duty	The responsibility of the OSD will be to ensure (i) Proper monitoring and supervision of PMU (ii) Revised administrative approval related to refund amount (iii) refund of 'interest Money, and 'Unutilized Funds' by District Officers / Executing Agencies and effective utilization of the same (iv) submission of utilization Certificates (UCs) by the District Officers / Executing Agencies for reporting to the State Government (v) Offline/ Online software entry varification
7	Technical Consultant	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 by Executing Agencies as and when required. He supervise and monitor the works of WODC funded projects which are carried out and necessary technical inputs will be given during and after the field visit. Facilitate quality assessment of projects at the field level and assist in removal of bottlenecks for quick implementation and Project proposals amounting to Rs.10.00 lakhs (Ten lakh) and above will be technically scrutinized by the Technical Consultant (TC) in all aspects before getting its Administrative Approval by the Hon'ble Chairman.

<b>Sl. No.</b>	<b>Designation</b>	<b>Powers and Duties</b>
8	Programme Manager-cum-MIS Expert	(i) Offline/Online data base management and entry of release and UC of each project and preparation of Monthly Progress Report(MPR). (ii) Utilization Certificate consolidation and Submission to Govt. and AG(O)

### **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 Odisha. After approval of budget estimates in the Odisha Legislative Assembly, P&C sanctioned the fund to WODC in shape of grant-in-aid. Then WODC give administrative approval to the developmental projects and make release funds to different executing agencies of the Council area. Annual Report is prepared by WODC and sent to P&C Department.

<b>Sl. No.</b>	<b>Details of Activity in WODC</b>	<b>Decision making Process</b>	<b>Authority Responsible for that Activity</b>
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 development and advancement of the Council area;
- (c) prepare and execute projects relating to development and advancement of the Council area;
- (d) supervise and review different developmental projects/works undertaken by different project implementing 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 developmental 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 executing agencies 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.

(k) prepare in each financial year a Special Budget which shall not be less than one hundred and fifty crores from the year 2021-22 and submit the same to Government for approval

**Section 4(1)(b) (v)**

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

1. Western Odisha Development Council Act (WODC), 2000
2. Western Odisha Development Council (Amendment) Act, 2001
3. Western Odisha 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 Odisha 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 Odisha 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	Sri Asit Tripathy Chairman	0674- 2393979	<a href="mailto:pschairmanwodc@gmail.com">pschairmanwodc@gmail.com</a>
2	Dr. Ajit Kumar Mishra, Chief Executive Officer	0674- 2391598	<a href="mailto:ceowodc@gmail.com">ceowodc@gmail.com</a>
3	Smt. Sarita Pradhan, OAS-A(SB), OSD-cum- I/c Development Officer	0674- 2393680	
4	Sri Kailash Chandra Sethi, OPS-A, Deputy Director	0674- 2390506	<a href="mailto:deputydirectorwodc@gmail.com">deputydirectorwodc@gmail.com</a>
5	Sri Samir Maharana, OFS 1(SB), Accounts Officer	0674- 2390592	<a href="mailto:aowodc-od@gov.in">aowodc-od@gov.in</a>
6	Sri Rabindra Kumar Patel, OAS-A(SB), Officer on Special Duty		
7	Sri Sunil Kumar Naik, Technical Consultant		

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, Deputy Director, Accounts Officer, Officer on Special Duty and Technical Consultant 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, Deputy Director, Accounts Officer, Officer on Special Duty and Technical Consultant 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, Deputy Director, Accounts Officer, Officer on Special Duty and Technical Consultant shall not be varied to their disadvantage after their appointment.

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

Sl. No.	Designation of the posts	Pay band/Scale/Grade Pay/Pay Scale of the post (In Rs.)
1	Chairman	97000(Fixed)
2	PS to Chairman	15600-39100/6600
3	Chief Executive Officer	PB-4/37400-67000/8800
4	Development Officer	PB-4/15600-39100/5400
5	Deputy Director	PB-3/15600-39100/6600
6	Accounts Officer	PB-3/15600-39100/5400
7	Officer on Special Duty	PB-4/15600-39100/5400
8	Programme Manager-cum-MIS Expert	30000 consolidated
9	Technical Consultant	50000 consolidated
10	Sr. Econ. Investigator/ Statistical Assistant	PB-2/9300-34800/4200
11	Sr. Stenographer	PB-2/9300-34800/4200
12	Jr. Stenographer	PB-1/5200-20200/2400
13	Sr. Assistant	PB-2/9300-34800/4200
14	Sr. Clerk	PB-1/5200-20200/2400
15	Jr. Clerk-cum-Typist	PB-1/5200-20200/1900
16	Jr. Diarist	PB-1/5200-20200/2000
17	Driver	PB-1/5200-20200/1900
18	Zamadar	4750-14680/1700
19	Peon	1S/4750-14680/1500
20	Chowkidar- cum-Sweeper	1S/4750-14680/1500
21	Data Entry Operator, PMU	11100 consolidated
22	Messenger-cum- Office Attendant, PMU	10100 consolidated

**Salary Details of Officers and Employees Drawn From  
Western Odisha Development Council as on 31.10.2023**

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Gross Salary (In Rs)</b>
1	Sri Asit Tripathy, Chairman	97000
2	Dr. Ajit Kumar Mishra, Chief Executive Officer	73850
3	Smt. Sarita Pradhan, OSD-cum- I/c Development Officer	100740
4	Sri Kailash Ch. Sethi, Deputy Director	130354
5	Sri Samir Maharana, OFS 1(SB), Accounts Officer	121618
6	Sri Rabindra Kumar Patel, Officer on Special Duty	
7	Sri Sunil Kumar Naik, Technical Consultant	50000
8	Sri Anila Kumar Mohapatra, Senior Economic Investigator	55990
8	Sri Soumya Ranjan. Pattnaik, Programme Manager-cum-MIS Expert	30000
9	Sri Laxmidhar Palei Jr. Stenographer	20702
10	Sri Tapan Kumar Biswal, Jr. Clerk	19340
11	Sri Dukhishyam Bhanja Jr. Clerk	19340
12	Sri Byasadev Padhan Jr. Clerk - cum - Typist	19340
13	Sri Manoj Kumar Mishra Data Entry Operator	19340
14	Sri Darasingh Dalabehera Driver	19340
15	Sri Tapan Pradhan Driver	19340
16	Sri Arun Kumar Mohanty, Jr. Diarst, O/o Chairman	28258
17	Sri Ranjan Kumar Das, Driver, O/o Chairman	28258
18	Sri Jhasketan Sandha, Peon, O/o Chairman	23572
19	Sri Ajit Kumar Biswal, Chokidar-cum- sweeper, O/o Chairman	23572
20	Sri Saroj Kumar Rath Peon	17026
21	Sri Krushna Chandra Barik Peon	17026
22	Sri Kampeswar Bag Peon	17026

23	Sri Mrutyunjaya Pati Peon	17026
24	Sri Manoja Kumar Rout Peon	17026
25	Sri Ranjan Majhi Chowkidar-cum-sweeper	17026
26	Sri Dibyamohan Ghadei, Data Entry Operator, PMU	11100
27	Sri Dharmananda Pradhan, Messenger-cum-Office Attendant	10100
28	Ms. Shantilata Digal, Messenger-cum-Office Attendant	10100
29	Sri Birat Kumar Barik, Driver	11100
30	Sri Ajaya Swain, Messenger-cum-Office Attendant, O/o Chairman	10100
31	Sri Manas Kumar Mallick, Messenger-cum- Office Attendant	10100

**Section 4 (1)(b) (xii)**

**(a)Manner of execution of subsidy programmes :** The Western Odisha 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 Odisha Development Council.

Please visit website [www.wodcodisha.nic.in](http://www.wodcodisha.nic.in) 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 ODISHA DEVELOPMENT COUNCIL ACT, 2000 & AS AMENDED VIDE ODISHA ACT 8 OF 2001	<a href="http://www.wodcodisha.nic.in">www.wodcodisha.nic.in</a>	Internet	

	AND ODISHA ACT 14 OF 2003.			
2	Western Odisha 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 5.30 p.m. (Monday to Saturday except Holidays) for providing information to public at Western Odisha Development Council, 6<sup>th</sup> Floor, Rajiv Bhawan, Bhubaneswar-751001. Phone No. 0674-2391598.

#### **Section 4 (1)(b) (xvi)**

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

**Public Information Officer: Sri Kailash Chandra Sethi, OPS-A  
Deputy Director  
Western Odisha Development Council  
6<sup>th</sup> Floor, Rajiv Bhawan, BBSR.**

**First Appellate Authority: Smt Sarita Pradhan, OAS A(SB)  
OSD-cum-I/cDevelopment Officer  
Western Odisha Development Council  
6<sup>th</sup> Floor, Rajiv Bhawan, BBSR.**

#### **Section 4 (1)(b) (xvii)**

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