

RULES & REGULATIONS OF THE POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY

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1. Short Title & Commencement

- 1.1 These Rules and Regulations be called the Rules of "the Poverty & Human Development Monitoring Agency".
- 1.2 These Rules shall come into force from the date on which the Poverty & Human Development Monitoring Agency, (herein after referred to as "the Agency") is registered as a Society under the Societies Registration Act, 1860.
- 1.3 The Registered Office of the Agency shall be at the Orissa State Secretariat, At/Post- Bhubaneswar. The Government may, however, notify any other place as its functional office from time to time. Planning & Co-ordination Department would extend necessary logistic and budgetary support to the Agency. Its area of operation will be whole of Orissa and it will be an autonomous Agency. It may also participate in research and consultancy activities even outside Orissa.

2. Governing Body

- 2.1 The Governing Body of the Poverty and Human Development Monitoring Agency shall be constituted as follows:

| | |
|--|------------------|
| (i) Development Commissioner-cum-ACS and ... Secretary to Government, P & C Department. | President |
| (ii) Secretary, Agriculture. ... | Member. |
| (iii) Secretary, Finance. ... | Member |
| (iv) Secretary, F.S. & C.W. ... | Member |
| (v) Secretary, Forest & Environment. ... | Member |
| (vi) Secretary, Health & F.W. ... | Member |
| (vii) Secretary, H & U.D. ... | Member |
| (viii) Secretary, Panchayati Raj. ... | Member |
| (ix) Secretary, Rural Development. ... | Member |
| (x) Secretary, School & Mass Education. ... | Member |
| (xi) Secretary, Agriculture. ... | Member |
| (xii) Secretary, School & Mass Edn. ... | Member |
| (xiii) Director, Economics & Statistics ... | Member |
| (xiv) Special Secretary (PTF), P & C Deptt. ... | Member-Secretary |

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Executive Committee

The Governing Body may by resolution constitute an Executive Committee to discharge the powers and functions as specified in these Rules.

4. Advisory Committee:

The Advisory Committee of the Poverty and Human Development Monitoring Agency shall be constituted as follows:

- | | | |
|---|-----|------------------|
| (i) Development Commissioner-cum-ACS and Secretary to Government, P & C Department | ... | President |
| (ii) Secretary, Agriculture. | ... | Member |
| (iii) Secretary, Finance. | ... | Member |
| (iv) Secretary, Food Supplies & C.W. Deptt. | ... | Member |
| (v) Secretary, Forest & Env. | ... | Member |
| (vi) Secretary, Health & F.W. | ... | Member |
| (vii) Secretary, H & U.D. | ... | Member |
| (viii) Secretary, Panchayati Raj | ... | Member |
| (ix) Secretary, R.D. | ... | Member |
| (x) Secretary, School & Mass Edn. | ... | Member |
| (xi) Secretary, ST & SC Dev. | ... | Member |
| (xii) Secretary, W & C.D. | ... | Member |
| (xiii) Director, Economics & Statistics | ... | Member |
| (xiv) Special Secretary (PTF), P & C Department | ... | Member-Secretary |

5. Membership

- i. The Members shall hold office as ex-officio members.
- ii. The Governing Body can co-opt any officer/ person to be the Member of the Governing Body or the Executive Committee of the Agency.

6. Termination of Membership

The Membership of a member of the Agency shall stand terminated when he / she ceases to hold the office or appointment.

7. Powers & Functions of the Agency

7.1 The Agency shall have the following functions and powers:

- (a) Design the roadmap for establishing a sound Poverty and Human Development Monitoring System in Orissa, and create an appropriate data base.
- (b) Identify key indicators for the purpose of Poverty and Human Development Monitoring and also take necessary steps for inclusion of new indicators or

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modification of the existing indicators with involvement of the concerned line Departments/Experts.

- (c) Publish periodical bulletins as regards Poverty and Human Development Indicators and also publish the State level, Regional level and District level Human Development Reports at regular intervals.
- (d) Generate usable knowledge and disseminate the same to different line Departments/stakeholders with a view to improving policy regime and programme designs.
- (e) Seek, receive and manage funds/grants from different sources including the State Government, Government of India, Financial Institutions/DFID/UNDP/World Bank and other external donors.
- (f) Operate a Funds Account in a Public Sector Bank or Institutional Based Bank for maintaining an account of the funds received from various sources for the aforesaid purpose.
- (g) Undertake such activities and functions that will help to achieve its aims and objectives.
- (h) Extend intellectual support to EAP Cell, Evaluation Cell, NGO Cell, PTF/LTAP Cell and Plan Branch of P & C Department.
- (i) Exercise such other functions and powers as may be assigned to the Agency by the State Government.
- (j) Devise its own rules of business and procedures for expeditious and effective functioning of the Poverty and Human Development Monitoring System in Orissa.

8. Personnel of the Agency

The Agency shall have mainly two types of personnel: **subject specialists** including: Poverty Specialist, Livelihood Specialist, Specialist, Social/Gender Issues, Specialist, Project Preparation, Implementation & Evaluation, Systems Analyst/IT Specialist, and **support staff** including six data analysts, accounts officer, accountant, and two peons. These staff shall be engaged for a period, initially not more than 3 years, either on deputation from State Government/Central Government or on contract from open market.

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Meetings of the Agency

- i. The Governing Body / Executive Committee of the Agency shall meet as often as may be considered necessary for the transaction of the business of the Agency, provided that the Governing Body shall meet at least once in 6 (six) months and Executive Committee shall meet at least once in 3 (three) months.
- ii. The meeting of the Agency shall be held at such date and time as may be fixed by the Member Secretary in consultation with the President.
- iii. At least one week notice shall be given for convening a meeting. An extraordinary meeting, may, however, be called at shorter notice.
- iv. The President and in his absence, the Senior-most Member of the Agency will preside over every meeting of the Authority.
- v. All decisions will be taken by majority vote of Members present and voting.

10. **Quorum**

The minimum quorum for a meeting will be 5 (five) members provided that at least one between President and Member-Secretary shall be present in the meeting.

11. **Powers and Functions of the Office Bearers**

(A) **President**

- i. The President will preside over the meeting of the Governing Body and Executive Committee and in his / her absence, the Senior-most Member of the Agency will preside over the meeting.
- ii. They will exercise such other powers as may be entrusted by the Governing Body.

(B) **Member Secretary**

All executive and financial powers of the Agency shall vest in the Member-Secretary, who shall act as Chief Executive of the Agency. He shall be responsible for overall administration of the Agency and to discharge its assigned functions in accordance with prescribed

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procedures. He will monitor the progress and flow of funds for effective implementation of the assigned functions and programmes, seek administrative approval of the competent authority as per the delegation of powers from time to time, recruit and appoint staff, exercise such other powers as may be entrusted by the Governing Body.

12. **Emergency Powers of the President & Chief Executive**

Nothing in these Rules and Regulations shall prevent the President and Chief Executive from exercising all powers of the Agency in case of emergencies for furtherance of the objectives of the Agency and action taken shall be reported to the Agency in the next Governing Body and / or Executive Committee meeting.

13. **Proceedings of the Meeting**

- i. All business of the Agency as far as possible will be recorded as proceeding of the Agency.
- ii. All disputed questions shall be determined by majority votes. Each member shall have one vote and in case of equality of votes the President shall have a second casting vote.
- iii. The proceeding of the meeting of the Agency shall be circulated to all members.

14. **Funds of the Authority and Accounts.**

The funds of the Agency shall consist of following:

- i. Assistance and Grants received from State Government / Govt. of India.
- ii. Assistance from DFID / UNDP / World Bank and other external donors.
- iii. All money received by way of grants transfer or in any other manner from any other sources.

15. **Management of Funds.**

- i. Funds will be utilized for salary of the staff of the Agency so appointed, and office contingency funds will be utilized for taking up studies.

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survey, evaluation, organization of workshops, seminars, data processing, publication of reports and other related field.

- ii. Funds will also be utilized for engagement of Consultants wherever necessary.

16. Accounts and Audit

- i. The accounts of the Agency will be maintained as per the direction issued by State Government / Govt. of India / DFID / World Bank / UNDP and other external donors.
- ii. The accounts of the Agency shall be audited by a Chartered Accountant or other qualified persons who shall be appointed by the State Government in P&C Department.
- iii. Monthly accounts showing the allotment and expenditure shall be prepared and submitted to State Government/Government of India in the manner prescribed by the Government.
- iv. Utilisation Certificates / Audited Account in respect of funds / grants received from Government of India and / or any other sources shall be sent to Govt. of India and / or other sources along with the audited statements of accounts.

17. Assets

A Statement showing the inventory of fixed assets held by the Agency at the end of each financial year shall be sent to Govt. of India and Government of Orissa along with the annual statement of accounts. No expenditure shall be charged and the value of the assets will be shown at the original cost with accounts.

18. Authentication

All orders and decisions of the Agency shall be authenticated by the signature of the President and all other papers / documents shall be authenticated by the signature of the Chief Executive.

19. Directions of the State Government

The Agency shall carry out such directions as may be issued to it from time to time by the Government of India and / or the State Government. It shall furnish to

the Government of India and / or the State Government such reports, returns and other information as may be required by them from time to time.

20.

General / Legal Action

- i. The Agency may sue or may be sued in the name of the Member Secretary.
- ii. The income and property of the Agency derived shall be utilized towards the promotion of the objectives thereof, subject nevertheless to financial discipline in respect of the expenditure of the grants imposed by the State Government/ Government of India from time to time.
- iii. No portion of the income and property of the Agency shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to any person or organization who at any time was or has been Member of the Agency.
- iv. In the event of winding up or dissolution of the Agency and after satisfactory setting off its liabilities, all remaining assets shall not be paid to or distributed among the members or any of them but shall be disposed in such manner as the State Government may determine.

21.

Amendment to the Rules & Regulations

The Rules and Regulations of the Agency shall be amended by the Governing Body with prior approval of the Government.

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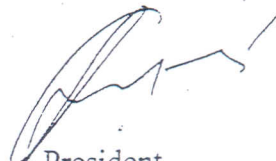
Certificate

- i. Certified that there is no other organization existing in the same name and style "Poverty & Human Development Monitoring Agency (PHDMA)" in the State of Orissa.
- ii. Certified that this is the true and correct copy of Memorandum of Association and Rules and Regulations of the Agency.

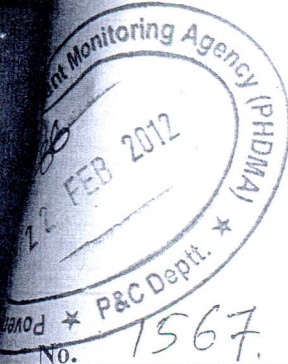
Certified that all matters shall be guided under the provision of the Societies Registration Act, 1860 with amendments thereon.


Member Secretary

Special Secretary to Govt


President

Development Commissioner-
and Secretary
Planning & Co-ordination Deptt.
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GOVERNMENT OF ODISHA
PLANNING & CO-ORDINATION DEPARTMENT

No. 1567 /P,
Estt. IV-68/2011

Bhubaneswar, dated the 21st February 2012

NOTIFICATION

Subject: Amendments to the Rules & Regulations of Poverty & Human Development Monitoring Agency

With a view to further strengthening and improving the working of, and in accordance with the clause 21 of the rules and regulations of, Poverty & Human Development Agency (PHDMA), the Government have been pleased to make the following amendments to the rules and regulations of PHDMA with effect from first August 2011:

(i) The following two new clauses 2.2 and 2.3 have been inserted below the clause 2.1:

2.2 Government may appoint, for such period as it deem fit, any officer not below the rank of a Special Secretary to Govt or a suitable person with similar experience, seniority and proven track record as Member Secretary, PHDMA, who will function as Chief Executive of the Agency.

2.3 Government may also prescribe, from time to time, an appropriate scale of pay for the post of Member Secretary, PHDMA depending upon the status of the officer / person so appointed.

Explanation: If a serving officer is appointed as Member Secretary, PHDMA, she / he may draw her / his grade pay. A retired officer on re-employment may draw his last pay drawn in the scale of pay from which she/he retired. If any other person is so appointed, her/his pay may be as prescribed by the Government.

(ii) The sub-clause i in the clause 5 has been modified as follows:

i. The membership of the Governing Body of the Agency shall be at the pleasure of the Government. The Government shall have the powers to remove or appoint or nominate members to the Governing Body.

(iii) The sub-clause ii in the clause 5 stands deleted.

This Department Resolution No.9038/P dated 16.06.2005 stands amended *mutatis mutandis*.

By Order of the Governor

Shreenda
21/02/12
Deputy Secretary to Government

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Memo No. 1568 /P.,

Dated 21.02.2012

Copy forwarded to the Director, Printing Stationary and Publications, Odisha, Cuttack with request to publish the Notification in the next issue of Odisha Gazette and supply 100 copies to the Planning & Co-ordination Department,

J. Nanda
21/02/12
Deputy Secretary to Government

237
Memo No. 1569 /P

Dated 21.02.2012

Copy forwarded to the Commissioner-cum-Secretary to the Governor / Principal Secretary to Chief Minister / Private Secretary to Minister, Textile & Handloom and Planning & Co-ordination for favour of information.

J. Nanda
21/02/12
Deputy Secretary to Government

C1007
Memo No. 1570 /P,

Dated 21.02.2012

- Copy forwarded to all Departments / All Heads of Departments / Member Secretary, PHDMA / A.G. (A & E), Odisha, Bhubaneswar for information.

J. Nanda
21/02/12
Deputy Secretary to Government

C47
Memo No. 1571 /P,

Dated 21.02.2012

Copy forwarded to Private Secretaries to Chief Secretary / Development Commissioner-cum-Additional Chief Secretary / Agriculture Production Commissioner-cum-Additional Chief Secretary / Officer on Special Duty, P & C Department for favour of information of Chief Secretary / Development Commissioner-cum-Additional Chief Secretary / Agriculture Production Commissioner-cum-Additional Chief Secretary / Officer on Special Duty, P & C Department.

J. Nanda
21/02/12
Deputy Secretary to Government

C77
Memo No. 1572 /P

Dated 21.02.2012

Copy forwarded to Additional Secretary (Estt) / Director-cum-Additional Secretary, LTAP / PTF / Joint Secretary (Estt) / FA-cum-Joint Secretary, P & C Department / LTAP / OE II/ Budget Sections for information.

J. Nanda
21/02/12
Deputy Secretary to Government



GOVERNMENT OF ODISHA
PLANNING & CO-ORDINATION DEPARTMENT

No. 1625 /P,
Estt. IV-68/2011

Bhubaneswar, dated the 22nd February 2012

CORRIGENDUM

Subject: Amendments to the Rules & Regulations of Poverty & Human Development Monitoring Agency

The EXPLANATION below the clause 2.3 in this Department Notification No. 1567/P/Estt.IV-68-2011 dated 21st February 2012 shall be read as follows:

Explanation: If a serving officer is appointed as Member Secretary, PHDMA, she / he may draw her / his grade pay. A retired officer on re-employment may draw his last pay drawn in the scale of pay from which she/he retired **after deduction of pension**. If any other person is so appointed, her/his pay may be as prescribed by the Government.

This Department Notification No. 1567/P/Estt.IV-68-2011 dated 21st February 2012 stands modified in the manner as indicated above.

[Signature]
22/02/12
Deputy Secretary to Government

Memo No. 1626 /P.,

Dated 22.02.2012

Copy forwarded to the Director, Printing Stationary and Publications, Odisha, Cuttack with request to publish the Notification in the next issue of Odisha Gazette and supply 100 copies to the Planning & Co-ordination Department.

[Signature]
22/02/12
Deputy Secretary to Government

^{C31}
Memo. No. 1627 /P.

Dated 22.02.2012

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[Signature]
22/02/12
Deputy Secretary to Government

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PHDMA

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22/2/12
PHDMA

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No. 1628⁽¹⁰⁰⁾ /P,

Dated 22.02.2012

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J. Nanda 22/02/12
Deputy Secretary to Government

(4)
Memo No. 1629 /P,

Dated 22.02.2012

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J. Nanda 22/02/12
Deputy Secretary to Government

(7)
Memo. No. 1630 /P

Dated 22.02.2012

Copy forwarded to Additional Secretary (Estt) / Director-cum-Additional Secretary, LTAP / PTF / Joint Secretary (Estt) / FA-cum-Joint Secretary, P & C Department / LTAP / OE II/ Budget Sections for information.

J. Nanda 22/02/12
Deputy Secretary to Government

to Members
of PTF
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