

Regional Institute of Planning, Applied Economics & Statistics (RIPAE&S)

Suo-Moto Disclosure under RTI Act [Section-4 (1) (b)]

MANUAL-1

Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (ii)]

1) Objective/ Purpose of the Public Authority:

The Regional Institute of Planning, Applied Economics & Statistics (RIPAE&S) was established to train officers and staff of Directorate of Economics & Statistics at the point of induction into the state government service and to conduct their Departmental Examination.

2) Vision/Mission Statement of the public authority:

Vision

RIPAE&S envision developing into a centre of excellence of Training and Research in the field of Statistics, Economics and Planning at the State and National Level.

Mission

- i) Capacity building of Odisha Statistics and Economics Service Officers and Odisha Planning Service Officers and other officers of Government of Odisha in the field of statistics, applied economics, planning, research methods, statistical and general application software etc.
- ii) Capacity building of Odisha Subordinate Statistics and Economics Service Officers and Odisha Subordinate Planning Service Officers and other Officers and staff of Government of Odisha in the field of statistics, applied economics, planning, research methods, statistical and general application software etc.
- iii) Capacity building of other field level statistical personnel working under Directorate of Economics and Statistics and other Government Offices.

3) Brief history of the public authority and context of its formation:

The forty-five years old Institute has come a long way to establish itself from a struggling in house Training Centre of DES to a progressive Regional Status in the administrative statistical system of Eastern Region. Established in 1972 as Statistical Training Institute (STI), the Institute was transformed to Regional Institute of Planning, Applied Economics and Statistics (RIPAE&S) in 1996. Now the institute has been up-graded to the status of Heads of Department with effect from 07.12.2016 vide P & C Department Notification No. 14373/P Dt. 06.12.2016. Once confined to imparting training to intra Departmental Statistical Personnel only at initial years of formation, the Institute continues to widen the scope and coverage of training & capacity building with diversified areas such as District Planning, IT development, Vital Statistics, Poverty and other Social Sector issues etc. Regional Institute of Planning, Applied Economics and Statistics

(RIPAE&S) is a premier Institute fostering human resource development in official statistics at State and District level.

4) Duties of the public authority:

To impart training to the officers of the State Government as described in the objective and Mission and to conduct Departmental examination of the OS&ES Officers at their entry level.

5) Main activities/ functions of the public authority:

To impart training as mentioned earlier.

6) List of services being provided by the public authority with a brief write-up on them:

- i) Conducting Departmental Examination for entry level OS&ES Cadre Officers.
- ii) Conducting Basic Statistics Training Course for Primary Investigators.
- iii) Conducting Higher Statistics Training Course for Statistical Assistants / Statistical Investigators.
- iv) Conducting Orientation Training for Statistical Field Surveyors, Senior Statistical Field Inspectors and Statistical Field Inspectors.
- v) Conducting Capsule Training Programme on
 - a. Applied Statistics and Economics,
 - b. Scheme based Training Programme
 - c. Training on Plan Process
 - d. Training on Soft Skill
 - e. Training on Trainer Skill
 - f. Training for office management
 - g. Training on different application software

7) Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Organization has no public interface.

8) Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding):

Address of State headquarter.

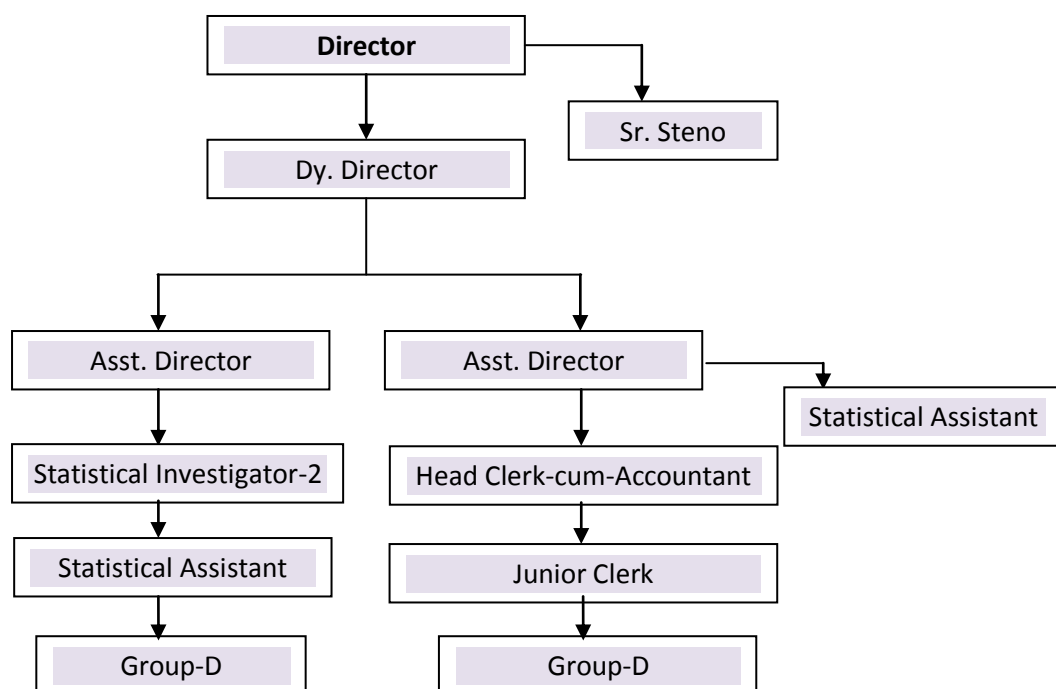
Regional Institute of Planning, Applied Economics & Statistics (RIPAE&S), A/65, Nayapalli, Bhubaneswar, Dist- Khurda, Pin -751012, E-Mail: ripaes@ymail.com, ripaesodisha@gmail.com
Ph. No: 0674-2392283

RIPAE&S has no Sub-ordinate offices at District or Sub-district level.

9) Working Hours of the Office:

10.00 a.m. to 05.00 p.m.

10) Organisational Chart



MANUAL-2

Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl. No.		
1	Designation	Director
	Powers & Duties	Current Incumbent is Shri Kodanda Dhar Sahoo, O.S.&E.S(I). He is the Head of the Institute for leading, regulating and monitoring all its activities. He enjoys full powers in the matters of administration, supervision, Financial and control in this regard as a Head of Department.
2	Designation	Dy. Director
	Powers & Duties	Current incumbent is Dr. Bijaya Bhushan Nanda, O.S.&E.S(I). Currently he is in-charge of Office Establishment, Course Director for all Training programmes, development and maintenance of Website, etc.. He also conducts training courses. All files are routed through him to Director. He also works as an in-house faculty.
3	Designation	Asst. Director
	Powers & Duties	Current Incumbent is Shri Manas Ranjan Mohapatra, O.S.&E.S(II). He is in-charge of Budget, Accounts, Finance and purchase. He is also in-charge Drawing and Disbursing Officer. He looks after the conduct of Departmental Examination for

		entry level OS&ES Cadre Officers. He is designated as the PIO of RIPAE&S under RTI Act. He coordinates training programmes and also works as an in-house faculty.
4	Designation	Asst. Director
	Powers & Duties	Current Incumbent is Dr. Srikanta Kumar Dash, O.S.&E.S(II). He is in-charge of Library, conducting Basic and Higher Training Courses. He is in-charge of maintenance of Administrative Building, Hostel Buildings and premises of RIPAE&S. He also coordinates training courses and works as an in-house faculty.
5	Designation	Research Assistant
	Powers & Duties	Current Incumbent is Shri Shyama Prasad Pattanaik, S.I.. He looks after the Induction Training Programme of SFS, SFI and SSFI. He looks after the maintenance of Administrative Building, Hostel Buildings and premises of RIPAE&S.
6	Designation	Statistical Investigator
	Powers & Duties	Current incumbent is Mrs. Premalata Mohapatra, S.I. She is in charge of Library of RIPAE&S. She looks after all matters relating to conduct of Basic and Higher Statistical Training course, RTI Act.
7	Designation	Statistical Assistant
	Powers & Duties	Current Incumbent is Shri P. C. Pathy, SA. He is in charge of procurement. He is also attached to Accounts Section for preparation of Pay Bill, Contingent bills & other Esst. Matters.
8	Designation	Statistical Assistant
	Powers & Duties	Current Incumbent is Shri Chitta Ranjan Mishra, SA. He looks after the induction training programme of SFS. He is also in charge of development and maintenance of Website of RIPAE&S.
9	Designation	Head Clerk-cum-Accountant
	Powers & Duties	Current incumbent is Shri B. C. Mahapatra. He looks after all establishment matters and prepares all Bills. He is in charge of Budget and Accounts.
9	Designation	Senior Steno
	Powers & Duties	Vacant.

10	Designation	Junior Clerk
	Powers & Duties	Current incumbent is Shri A. K. Ray. He prepares pay Bill. He is in charge of Stock and Store, diary and despatch, maintenance of Administrative Building, Hostel Buildings and premises of RIPAE&S.

MANUAL-3

Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

The following procedure is followed for Organisation of training programmes:

- (i) The Training Calendar is approved by Training Programme Approval Committee chaired by Special Secretary to Government in P & C Department. The Programme schedules are drawn up and approved by the Director to conduct each training course. Both in-house faculty and guest faculty are used to conduct the training. Guest faculties are remunerated at the rate fixed by the government from time to time.
- (ii) Actual expenditure for conducting the training programmes is sanctioned by the Head of Office after completion of course on the basis of the approved cost norm.

MANUAL-4

Norms for Discharge of Functions

[Section-4(1) (b) (iv)]

1) The norms of conducting training programmes is approved by Government in Planning & Convergence Department and communicated from time to time.

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Sl. No.	Name/ Title of the Document	Type of Documents	Brief write up of the Documents	From where one can get a copy of rules, regulations, instructions, manual and records
1	2	3	4	5
1	Orissa Service Code	Code		
2	OTA Rules	Rules		

3	Orissa GPF Rules	Rules		
4	Orissa Pension Rules	Rules		
5	OGFR			
6	Delegation of Financial power rules	Rules		

Note: The Institute follows such other rules and regulations as laid down by the Government of Odisha for its day to day administration.

- Procurement of office materials and equipments etc. are done as per the decision taken by the Tender Committee/Purchase Committee duly constituted for the purpose as per Govt. in the Finance Department Resolution No.4939/F, dated 13.02.2012.
- The expenditure on training programmes conducted by the Institute out of funds placed by Government of Odisha are being audited by internal auditors and AG auditors.

MANUAL-6

Categories of Documents under Control

[Section - 4(1) (b) (vi)]

In addition to normal records keeping such as service records of officers and employees, registers, files, log books and cash books etc, the Institute also maintains a record of all training programmes conducted on different courses.

MANUAL-7

Particulars of Arrangement in Formulation of Policy

[Section-4(1) (b) (vii)]

In evolving the training programmes and carrying out training activities, the Institute follows guidelines as set down by Government of Odisha. It consults the Directorate of Economics & Statistics, Planning & Convergence Department, other departments and offices for formulation and implementation of training programmes for their officers. There is little scope for consultation with the public given the nature of the Academy's work since the clients for its training programmes are mainly Government Departments.

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

The different Boards, committees constituted for carrying out activities of RIPAE&S are detailed below.

Sl. No.	Name of the Board/Committee	List of Members	Function of the Board/Committee
1	Board of Examiners for Departmental Examination of Group-B Officers in OS&ES Cadre	1. Development Commissioner-Cum-Additional Chief Secretary- Chairman 2. Special Secretary to	To take all decisions about the conduct of Departmental Examination of Group-B Officers in

		<p>Govt., P & C Department-Member</p> <p>3. Director, Economics & Statistics- Member</p> <p>4. Two Expert Members</p> <p>5. Director, RIPAE&S- Member Convenor.</p>	OS&ES Cadre and approve the result.
2	Board of Examiners for BSTC and HSTC	<p>1. Director, Economics & Statistics - Chairman</p> <p>2. A representative from Govt., P & C Department- Member</p> <p>3. Joint Director, DE&S- Member</p> <p>4. Director, RIPAE&S- Member Convenor.</p>	To take all decisions about the conduct of BSTC and HSTC and approve the result.
3	Tender Committee	<p>1. Director, RIPAE&S - Chairman</p> <p>2. A representative from Govt., P & C Department- Member</p> <p>3. Dy. Director, RIPAE&S- Member</p> <p>4. Accounts Officer, DE&S- Member</p> <p>5. Representative from Director, EPM- Member</p> <p>6. Asst. Director, RIPAE&S- Member Convenor.</p>	To finalise Tenders for procurement of Goods and Services as per Govt. in the Finance Department Resolution No.4939/F, dated 13.02.2012.
4	Purchase Committee	<p>1. Director, RIPAE&S – Chairman</p> <p>2. Sr. Esst. Officer, DE&S- Member</p> <p>3. Dy. Director, RIPAE&S- Member</p> <p>4. Accounts Officer, DE&S- Member</p> <p>5. Asst. Director, RIPAE&S- Member Convenor.</p>	To finalise procurement of Goods and Services ranging between Rs. 15000/- to below Rs. 5.00 Lakhs as per Govt. in the Finance Department Resolution No.4939/F, dated 13.02.2012.
5	Auction Committee	<p>1. Dy. Director, RIPAE&S – Chairman</p> <p>2. Accounts Officer, DE&S- Member</p> <p>3. Asst. Director, RIPAE&S- Member Convenor.</p>	To finalise the upset price of old and obsolete items written off for auction and conduct the auction.

MANUAL-9**Directory of Officers & Employees**

[Section - 4(1) (b) (ix)]

Sl. No.	Name	Designation	Office/ Residence No.	Mobile No.	Fax	E-Mail	Address
1	Sri K. D. Sahoo	Director	0674- 2392283	09438408585		ripaes@ymail.com	A/65, Nayapalli, Bhubaneswar- 12
2	Dr. B. B. Nanda	Dy. Director	0674- 2392235	09337661465		bijayabnanda@yahoo.com	-do-
3	Sri M. R. Mohapatra	Asst. Director	0674- 2532708	09438435501		manas244@yahoo.com	-do-
4	Dr. Srikanta ku. Dash	Asst. Director		09439810979		srikantakumardas.h68@gmail.com	
5	Mrs. P. Mohapatra	Statistical Investigator		09437287724		Pmohapatra1959@gmail.com	
6	Sri S. P. Pattanaik	Statistical Investigator		09437007292			
7	Sri B. C. Mahapatra	Head Clerk- cum- Accountant		08984772509			
8	Sri P. C. Pathy	Statistical Assistant		9938099862			
9	Sri C.R. Mishra	Statistical Assistant		09437179705		chitta.lps@gmail.com	
10	Sri Asish Ray	Junior Clerk		07735147657			
11	Sri Sambhu Nath Sahoo	Cleaner		09338552493			
12	Sri Basudev Barik	Night watchman		09338346309			
13	Smt. Rajashree Das	Group-D		09861578790			
14	Sri Santosh ku Naik	Group-D		07008909588			

MANUAL -10**Monthly Remuneration & Compensation of Officers & Employees****[Section-4 (1) (b) (x)]**

Sl. No.	Name	Designation	Monthly Gross salary (In Rs.)
1	Sri K. D. Sahoo	Director	Draws his Salary from DE&S
2	Dr. B. B. Nanda	Dy. Director	87,772.00
3	Sri M. R. Mohapatra	Asst. Director	62,060.00
4	Dr. Srikanta ku. Dash	Asst. Director	63,907.00
5	Mrs. P. Mohapatra	Statistical Investigator	Draws her Salary from DE&S
6	Sri S. P. Pattanaik	Statistical Investigator	58,023.00
7	Sri B. C. Mahapatra	Head Clerk-cum-Accountant	48,334.00
8	Sri P. C. Pathy	Statistical Assistant	Draws his Salary from DE&S
9	Sri C.R. Mishra	Statistical Assistant	Draws his Salary from DE&S
10	Sri Asish Ray	Junior Clerk	22,976.00
11	Sri Sambhu Nath Sahoo	Cleaner	26,270.00
12	Sri Basudev Barik	Night watchman	20,739.00
13	Smt. Rajashree Das	Group-D	Draws her Salary from DE&S
14	Sri Santosh ku Naik	Group-D	6450.00

MANUAL -11

Budget Allocation and Expenditure

[Section-4 (1) (b) (xi)]

Budget allocation and Expenditure of RIPAE&S for 2016-17 and 2017-18 (Rs. in lakhs)

Scheme	2016-17		2017-18	
	Allotment	Expenditure	Allotment	Expenditure(Up to Aug 2017)
Non-plan	63.10	62.77	92.73 (EOM)*	29.12
DSE	5.61	5.61	4.68	2.86
Strengthening of Statistical System	28.59	25.83	20.00	10.04
Support for Statistical Strengthening	29.51	20.00	17.96	2.61

* **Note:** EOM-Establishment, Operations and Maintenance Expenditure. From the financial year 2017-18 instead of Non-Plan the scheme is known as EOM Expenditure.

MANUAL -12

Manner of execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

No subsidy programmes are implemented by RIPAE&S.

MANUAL -13

Particulars of recipients of concessions, permits or authorisations granted

[Section-4 (1) (b) (xiii)]

This manual is not applicable to RIPAE&S as it does not grant any concessions, permits or authorisations.

MANUAL -14

Details of information in electronic form

[Section-4 (1) (b) (xiv)]

All information relating to activities of RIPAE&S are available in the website of RIPAE&S i.e. www.ripaesodisha.nic.in . The information can also be taken in CD, DVD or pen drive.

MANUAL -15

Particulars of facilities available to citizens for obtaining information.

[Section-4 (1) (b) (xv)]

Citizens can avail information by contacting designated Public Information Officer and Asst. Public Information Officer during the office hour on any working day. The Working Hours of the Office is from 10.00 a.m. to 05.00 p.m..

MANUAL -16

Particulars of Public Information Officers.

[Section-4 (1) (b) (xvi)]

The details of Public Information Officers is given below:

Asst. Public Information Officer

Name	Designation	Telephone No.	Mobile No.	E-mail Id
Smt. Premalata Mohapatra	Statistical Investigator		9437287724	ripaes@ymail.com

Public Information Officer

Name	Designation	Telephone No.	Mobile No.	E-mail Id
Sri Manas Ranjan Mohapatra	Asst. Director	0674-2532708	9438435501	manas244@yahoo.com

First Appellate Authority

Name	Designation	Telephone No.	Mobile No.	E-mail Id
Sri K. D. Sahoo	Director	0674-2392283	9438408585	ripaes@ymail.com