

## **INDUSTRIAL DEVELOPMENT CORPORATION OF ODISHA LTD. (IDCOL)**

### **17 Manuals prescribed under Right to Information Act, 2005.**

(As on 15th June, 2017)

#### 4.b(i) Particular of its organization, functions and duties

The Industrial Development Corporation of Odisha Ltd. (IDCOL) was incorporated on 29th March 1962 as a wholly owned Govt. of Odisha Undertaking. It has its Registered Office at IDCOL HOUSE, Unit-II, Ashok Nagar, Bhubaneswar-751 001, Dist. Khurda, Odisha, India (Telephone No.(0674) 2532848, Fax: 0674-2530518, Email: www.idcorissa.com) . The main objectives of the Corporation are to establish, promote and execute heavy and medium scale industries within the State of Odisha and to aid, assist and finance industrial undertaking with capital for the execution of its works / business, which is likely to promote industrial development and accelerate the pace of industrial growth of the State. The present authorized share capital of the Corporation is Rs.75 crores and paid up capital is Rs.57.12 crores.

Now IDCOL is undergoing a reform process. Keeping in pace with the present market environment and Governments economic policy, IDCOL has divested its stake in its subsidiary Companies i.e. IDCOL Cement Ltd. , IDCOL Rolling Mill Ltd., Hirakud Industrial Works Ltd., Orichem Ltd. . Assets of its sick subsidiary Companies i.e. SN Corporation Ltd., IDCOL Piping & Engineering Works Ltd., and ABS Spinning Orissa Ltd. have been disposed off for their economic use.

At present, the Corporation has four Subsidiary Companies under its control. The details of products of the aforesaid Subsidiary Companies are as under;

<b>Sl. No.</b>	<b>Name of the Subsidiary Company</b>	<b>Year of commencement of production</b>	<b>Products</b>	<b>Employment</b>	<b>Remarks</b>
1.	IDCOL Kalinga Iron Works Ltd. (IKIWL) At/P.O. Matkambeda Dist. Keonjhar	April, 1963	Foundry grade Pig Iron, Cast Iron Spun pipes.	290	
2.	IDCOL Ferro Chrome & Alloys Ltd. (IFCAL)At/P.O. Jajpur Raod, Dist. Jajpur	Nov., 1969	HCFC, LCFC Si Chrome	232	
3.	Konarak Jute Ltd. (KJL) At/P.O. Dhanmandal Dist. Jajpur	Feb., 1979	Heavy Cess Cement bags, BTwill bags, D.W. Flour bags, Hessian bags etc.	6	On the recommendation of BIFR / AAIFR for winding up of the Company, Comp. Act Case No. 36 of 2001 is pending in the Hon'ble High Court of Orissa.
4.	IDCOL Software Ltd. (ISL) IDCOL House, Unit-II, Ashok Nagar, Bhubaneswar.	November, 1998	Development of Software and imparting training to the students of Computer Discipline.	4	

Besides, IDCOL is operating two mines namely Roida 'C' Mines in the district of Keonjhar, Ampavalli lime stone mines in the district of Koraput and Talangi Chromite Mines in the district of Jajpur. Further details are available with the respective Subsidiary Companies.

(ii) The powers and duties of its officers and employees;

The business of the Corporation is being managed by a Board of Directors at the top. The Chairman-cum-Managing Director is the Chief Executive and he runs the affairs with the help and advises of the Directors of the Board. The next level consists of the Managing Directors in respect of Subsidiary Companies and Heads of Department in case of Corporate Office of IDCOL.

All the Heads of the Deptt. of Corporate Office IDCOL subject to control and supervision of the C.M.D. and subject to such restrictions as the C.M.D. may impose, have generally all powers of managing and supervising the functions of their respective Departments.

Each Subsidiary Company has its separate Board of Directors. The C.M.D., IDCOL is the Chairman of the respective Subsidiary Companies. The Managing Director of Subsidiary Companies, subject to the control and supervision of the Board of Directors and subject to such restrictions as the Board may impose, have generally all powers of managing and supervising the companies business. All the Heads of Deptts., subject to the control and supervision of the Managing Director, and subject to such restrictions as the Managing Director may impose, have generally all powers of managing and supervising the function of their respective departments.

iii) The procedure followed in the decision making process, including channels of supervision and accountability;

The Corporation has its own set of Rules & Regulations duly approved by Board for managing and taking decision on the affairs of the Company. Further, the Corporation also follows Govt. directives, guidelines and provisions of different statutes. Executives in the rank of Asst. Managers| and above have been included in the decision making process with responsibility while implementing the decisions with accountability. The Corporation fixes accountability / responsibility and takes necessary disciplinary action whenever necessary as per rules.

iv) The norms set by it for the discharge of its functions;

The Corporation has formed different Committee consisting of Sr. officials for recommending appropriate steps / decision to be taken for smooth discharge of its functions through respective Subsidiary Companies / Deptts. The Committee examines the relevant aspects relating to particular issue and give its suggestion. After careful consideration decision is taken in the matter by the Competent Authority and there after it is implemented.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The following rules, regulations, instructions etc. are being followed for discharging its functions:

- (1) Recruitment Rules
- (2) Promotion Rules
- (3) Revised Leave Rules
- (4) Traveling Allowance Rules
- (5) Conduct Rules
- (6) Discipline & Appeal Rules
- (7) Premature Retirement Rules
- (8) Voluntary Retirement Scheme
- (9) Revised Appraisal Rules
- (10) Acting Allowance Rules
- (11) Quarters Allotment Rules

- (12) Group Insurance Scheme
- (13) IDCOL Gratuity Trust Fund Rules & Regulations
- (14) Procedure for grant of Annual Increment
- (15) IDCOL Employees Family Aid Scheme
- (16) Payment procedure for House Rent Allowance
- (17) Productivity/Efficiency Linked Incentive Scheme
- (18) Leave Travel Concession Rules
- (19) Procedure for grant of Green Card Allowance
- (20) Procedure for grant of Medical Allowance / Reimbursement of Medical Expenses.
- (21) Supply of Liveries Rules
- (22) Security Manual

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

HRD Deptt.: (1) Service Files, (2) Appraisal Report, (3) Registers relating to details service particulars of employees, (4) Leave Register etc.

FINANCE Deptt.,: Cash Book, Sundry Creditors Register, Sundry Debtors Register, Journal Registers, Vouchers etc.

vii) the 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;

Not applicable.

viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The Board of Directors of IDCOL constituted by the Govt. consists the following Directors:

**BOARD OF DIRECTORS OF IDCOL**

**LIST OF BOARD OF DIRECTORS OF IDCOL**

<b>Sl. No</b>	<b>Name &amp; Address of the Directors</b>	<b>Designation</b>
1	Sri Prasanta Kumar Nayak, IAS, IDC of Odisha Limited IDCOL HOUSE, Unit-II Ashok Nagar, Bhubaneswar – 751 009.	Chairman-cum- Managing Director
2	Sri Sanjeev Chopra, IAS, Principal Secretary to Government, Industries Department, Government of Odisha, Bhubaneswar.	Director

3	Sri Raj Kumar Sharma, IAS, Principal Secretary to Government, Steel & Mines Department, Government of Odisha, Bhubaneswar.	Director
4.	Sri S. S.Srivastava, IFS, Principal Chief Conservator of Forest Odisha, Bhubaneswar	Director
5	Sri Deepak Mohanty, IFS, Director of Mines, Odisha	Director
6	Sri Pradipta Kumar Nanda Additional Secretary to Government, Finance Department Government of Odisha Bhubaneswar-751001	Director
7	Sri Sudhakar Padhi, Retd. Executive Director, Rourkela Steel Plant 206, Dibya Prabha Apartment Vivekananda Marg Bhubaneswar – 751 002.	Director
8	Sri Sashi Sekhar Mohanty, Managing Director, Nilachal Ispat Nigam Limited, IPICOL HOUSE, Bhubaneswar / Kalinga Nagar Industrial Complex, Duburi, Jajpur	Director
9	Sri Drona Rath, Ex-CMD, MECON Ltd. MECON Vatika, Kalyanpur, Ranchi - 834003	Director
10	Sri Sarat Chandra Bhadra, Chartered Accountant SRB Associates, IDCO Tower Bhubaneswar	Director

Each Subsidiary Company has its Board of Directors constituted by IDCOL consists the following Directors :

**BOARD OF DIRECTORS OF IDCOL FERRO CHROME & ALLOYS LIMITED (IFCAL)**

<b>Sl. No.</b>	<b>Name of existing Director</b>	<b>Designation</b>
1	<b>Sri Prasanta Kumar Nayak, IAS, Chairman-cum-Managing Director, IDCOL</b>	<b>Chairman</b>
2	<b>Sri B.K.Sahoo, Managing Director, IFCAL</b>	<b>Managing Director</b>
3	<b>Sri Sudhakar Padhi, Director, IDCOL, Ex-E.D., Rourkela Steel Plant</b>	<b>Director</b>
4	<b>Sri S.K.Mohapatra Head (CPL), IDCOL</b>	<b>Director</b>
5	<b>Sri A.Acharya Company Secretary, IDCOL</b>	<b>Director</b>
6	Sri B.P.Mohapatra, Head(Finance)	Director
7	Smt.Maitreyi Pattnaik, Ex-Director, Geology, Government of Odisha, Near Jagannath Temple, Bhubaneswar- 751001	Director
8	Sri Sarat Chandra Bhadra Chartered Accountant SRB Associates, IDCO Tower Bhubaneswar	Director

**BOARD OF DIRECTORS OF IDCOL KALINGA IRON WORKS LIMITED (IKIWL)**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Sri Prasanta Kumar Nayak, IAS, Chairman-cum-Managing Director, IDCOL	Chairman
2	Sri Sapan Kumar Das Managing Director, IKIWL	Managing Director
3	Sri Sudhakar Padhi Director, IDCOL, Ex- E.D , Rourkela Steel Plant	Director
4	Sri Sarat Ch.Bhadra, Chartered Accountant SRB Associates, IDCO Tower Bhubaneswar	Director
5	Sri S.K.Mohapatra  Head(CPL),IDCOL	Director
6	Sri A.Acharya, Company Secretary,IDCOL	Director
7	Sri B.P.Mohapatra, Head (Finance)	Director
8	Smt.Maitreyi Pattnaik, Ex-Director, Geology, Government of Odisha	Women Director

**BOARD OF DIRECTORS OF IDCOL SOFTWARE LIMITED (ISL)**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Sri Prasanta Kumar Nayak, IAS, Chairman-cum-Managing Director, IDCOL	Chairman
2	Sri Atal Bihari Das Dy.G.M,IFCAL	Managing Director
3	Sri G.K.Nayak, Director,,IIIT	Director
4	Sri Sarat Ch.Bhadra, Chartered Accountant, SRB Associates, IDCO Tower, Bhubaneswar	Director
5	Sri Sudhakar Padhi,Director,IDCOL Ex-E.D., Rourkela Steel Plant.	Director
6	Sri A. Acharya Company Secretary ,IDCOL	Director
7	Sri B.P.Mohapatra Head(F),IDCOL ,IDCOL	Director
8	Sri B.R.Patnaik, Head(C), IDCOL	Director

Besides IDCOL has the following Committees.

- „« P&A Committee
- „« Gratuity Trust Fund Committee
- „« Central Managing Committee under Family Aid Scheme
- „« Quarters Allotment Committee
- „« Tender & Purchase Committee

Since IDCOL is a commercial organization having its own business activities, generally the meeting of each Board / Committee and the minutes of the meeting are not open to the public. However, this will be dealt as per the provisions of the Right to Information Act, 2005.

ix) Directory of its officers and employees;

Employees deployed at IDCOL Corporate Office, Bhubaneswar as on 15.06.2017

<b>M_EMP_NO</b>	<b>P_GR_CD</b>	<b>P_EMP_NAME</b>	<b>P_DESGN</b>
00570		Prasanta Kumar Nayak	CMD
00424	WA	H.H.BEHERA	Inspector
00435	E1	B.DASH	Dy.Manager(G)
00450	WC	K.A.SWAMI	SR.MAZDOOR
00489	E2	P.C.PRADHAN	Manager
00497	WC	N.PARIDA	Havildar
00522	E1	S.PANDA	Dy.Manager(G)
00608	E	BIJAYANANDA SAHU	Asst.Manager(G)
00609	WC	KAILASH DAS	Havildar
00618	WC	DONKA EGNESU	SR.MALI
00683	WD	BASUDEV BEHERA	S.GUARD
00686	E7	ARABINDA ACHARYA	Company Secretary
00729	E	SUPRIYA DAS	Asst.Manager(G)
00777	E2	S.M.ERSHAD	Joint Manager(SYS)
00779	WC	BHIKARI NAYAK	SR.MALI
00783	E1	LAXMIPRIYA CHAND	SR.PS
00784	E1	SUNITA MISHRA	SR.PS
00786	WC	APINDRA NAYAK	SR.PEON
00794	E1	SABITA MOHANTY	SR.PS
00796	WD	KALANDI BISWAL	SR.MALI
00799	WD	NARENDRA BEHERA	PEON
00801	WD	P.SATHPATHY	SR.PEON
00820	WD	JAGANNATH BARIK	SR.PEON
00821	A	PARAU SOREN	Addl.Foreman(Elect)
00826	WC	DHANURDHAR PADHI	PUMP.Optr



00836	E6	BISHNU P MOHAPATRA	Head(F)
00837	E1	PRAFULLA KU BEHERA	Dy.Manager(F)
00838	E1	PROMOD.KUMAR.DAS	Dy.Manager(G)
00840	WB	CHITARANJAN MANDAL	Pump. Attedant
00842	WD	TARESWAR PRADHAN	SR.PEON
00843	WB	ARUN KUMAR SAMAL	PIPE FITTER
00844	WD	RATNAKAR KHATUA	SR.MAZDOOR
00856	WD	BENUDHAR SETHI	Attendant
00859	WC	KAIBALYA NAYAK	SWEEPER
00869	WD	P.K.MOHAPATRA	SR.PEON
00871	WD	SARAT CH MAHAKUD	LIB.ATTN
00872	WD	RABINDRA KU SAHU	SR.MAZDOOR
00887	WA	ABHAY KUMAR MUDULI	SR.DRIVR
00888	WB	GAURA HARI PANDA	WR.MAN-2
00902	WD	SRI SUDESH	SWEEER
00907	WC	C.S.SENAPATI	SR.S.G.
00924	E6	B.R.PATTNAIK	G.M(M)
00933	E4	N.R.SAHOO	AGM(HRD)
00947	WA	KAMADEV SAHOO	SR.DRIVER

00955	E2	P.R.DAS	JOINT MANAGER(FIN)
00956	WC	KALANDI CH DAS	SR.PEON
00959	E1	SITANSU M MOHANTY	Dy.Manager(F)
00964	E1	PABITRA M. PANDA	Dy.Manager(F)
00965	E1	AKHAYA KU.SAHOO	Dy.Manager(F)
00966	A	B.N.SAHOO	Addl.Foreman
00967	WB	N.C.MISHRA	WORKSARK Gr-II
00969	B	M.R.BHADRA	Sr.Asst.
00970	C	MALATI MURMU	ASST.
00974	E3	SUBASH CH DAS	MANAGER(System)
0T196	WD	KRUSHNA CH ACHARYA	COOK
0T198	WC	GOUTAM PRADHAN	SR.DRIVER
0T233	A	C.R.MOHAPATRA	JR.MANAGER
00986	E4	Sri Abhimanyu Behuria	Head (Mines)
00983	WD	Sri Abhiram Bhoi	Sr.Security Guard
00986	E5	Sri Atal Bihari Das	DGM(Elect)
00705	E3	Sri B.N.Mahapatra	Manager(F)
00993	E1	Sri Bankim Bihari Das	Dy.Manager(G)
00982	WD	Sri Benudhar Mallick	Sr.Security Guard
00990	E1	Sri D.Mahanta	Dy.Manager(Mines)
18962	E4	Sri Damodar Samal	AGM(HRD)
01000	E3	Sri Himanchala Acharya	Manager(Mines)
00953	E	Sri Lingaraj Sahoo	Asst.Manager
00998	E	Sri Manoj Ku.Mahanty	Asst.Manager
00984	WD	Sri Rohit Sasmal	Sr.S.G

00991	E4	Sri Purusottam Das	AGM (E)
00995	WD	Sri Rabindra Ku. Biswal	Sr.S.G
18963	A	Smt.Ranjita Patnaik	Jr.Manager
00988	E3	Sri S.K.Pani	Manager(System)
00994	WA	Sri S.S.Bhuyan	Sr.Electrician
00762	E7	Sri S.K.Mohapatra	E.D
01001	A	Sri Santosh Patnaik	Jr.Manager
00999	WD	Sri Santosh Ku.Dalai	Driver

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

<b>M_EMP_NO</b>	<b>P_GR_CD</b>	<b>P_EMP_NAME</b>	<b>P_DESGN</b>	<b>P_GROSS</b>
00570		Prasanta Kumar Nayak	CMD	128862.00
00424	WA	H.H.BEHERA	INSPECTOR	40931.00
00435	E1	B.DASH	Dy.Manager(G)	68919.00
00450	WC	K.A.SWAMI	SR.MAZDOR	33595.00
00489	E3	P.C.PRADHAN	MGR	84140.00
00497	WC	N.PARIDA	SR.Havildar	33179.00
00522	E1	S.PANDA	Dy.Manager(G)	58802.00
00608	E	BIJAYANANDA SAHU	Asst.Manager	45727.00
00609	WC	KAILASH DAS	Havildar	31492.00
00618	WC	DONKA EGNESU	SR.MALI	31492.00
00683	WD	BASUDEV BEHERA	SR.SECURITYGUARD	25492.00
00686	E7	ARABINDA ACHARYA	COMPSECY SECRETARY	144803.00
00729	E	SUPRIYA DAS	Asst.Manager(G)	48290.00

00777	E2	S.M.ERSHAD	Joint Manager(SYS)	72248.00
00779	WC	BHIKARI NAYAK	SR.MALI	27309.00
00783	E1	LAXMIPRIYA CHAND	SR.PS	58911.00
00784	E1	SUNITA MISHRA	SR.PS	58911.00
00786	WC	APINDRA NAYAK	SR.PEON	28120.00
00794	E1	SABITA MOHANTY	Sr.PS	58911.00
00796	WD	KALANDI BISWAL	SR.MALI	26083.00
00799	WD	NARENDRA BEHERA	PEON	24988.00
00801	WD	P.SATHPATHY	SR.PEON	26083.00
00820	WD	JAGANNATH BARIK	SR.PEON	26521.00
00821	A	PARAU SOREN	Addl.Foreman	40712.00
00826	WC	DHANURDHAR PADHI	PUMP.Optr.	27309.00
00836	E6	BISHNU P MOHAPATRA	G.M.(F)	119946.00
00837	E1	PRAFULLA KU BEHERA	Dy.Manager(F)	58845.00
00838	E1	PROMOD.KUMAR.DAS	Dy.Manager(G)	66094.00
00840	WB	CHITARANJAN MANDAL	P.ATEND	29981.00
00842	WD	TARESWAR PRADHAN	SR.PEON	26346.00
00843	WB	ARUN KUMAR SAMAL	PIPE FITTER	29981.00
00844	WD	RATNAKAR KHATUA	SR.MAZDOOR	25579.00
00856	WD	BENUDHAR SETHI	Sr.Attendant	28689.00
00859	WC	KAIBALYA NAYAK	SR.SWEEPER	26039.00

00869	WD	P.K.MOHAPATRA	SR.PEON	25579.00
00871	WD	SARAT CH MAHAKUD	LIB.ATTN	25579.00
00872	WD	RABINDRA KU SAHU	SR.MAZDOOR	25579.00
00887	WA	ABHAY KUMAR MUDULI	SR.DRIVER	34712.00
00888	WB	GAURA HARI PANDA	WR.MAN-2	29587.00
00902	WD	SRI SUDESH	SWEEPER	25492.00
00907	WC	C.S.SENAPATI	Havildar	26981.00
00924	E6	B.R.PATTNAIK	G.M(M)	118435.00
00933	E4	N.R.SAHOO	AGM(HRD)	90469.00
00947	WA	KAMADEV SAHOO	SR.DRIVER	46669.00
00955	E2	P.R.DAS	Joint Manager(FIN)	73759.00
00956	WC	KALANDI CH DAS	SR.PEON	32127.00
00959	E1	SITANSU M MOHANTY	Dy.Manager(F)	66029.00
00964	E1	PABITRA M. PANDA	Dy.Manager(F)	50392.00
00965	E1	AKHAYA KU.SAHOO	Dy.Manager(F)	50392.00
00966	A	B.N.SAHOO	Addl.Foreman	34733.00
00967	WB	N.C.MISHRA	WORK SARKARGr.II	24725.00
00969	B	M.R.BHADRA	SR.ASST.	21922.00
00970	C	MALATI MURMU	ASST.	20279.00
00974	E3	SUBASH CH DAS	MGR(System)	83965.00
0T196	WD	KRUSHNA CH ACHARYA	Cook III	20301.00
0T198	WC	GOUTAM PRADHAN	SR.DRIVER	22469.00
0T233	A	C.R.MOHAPATRA	Jr.Manager	34011.00
00986	E4	Sri Abhimanyu Behuria	Head (Mines)	93644.00
00983	WD	Sri Abhiram Bhoi	Sr.Security Guard	20301.00

00986	E5	Sri Atal Bihari Das	DGM(Elect)	109675.00
00705	E3	Sri B.N.Mahapatra	Manager(F)	83833.00
00993	E1	Sri Bankim Bihari Das	Dy.Manager (G)	46319.00
00982	WD	Sri Benudhar Mallick	Sr.Security Guard	20301.00
00990	E	Sri D.Mahanta	Dy.Manager (Mines)	51399.00
18962	E4	Sri Damodar Samal	AGM(HRD)	93644.00
01000	E3	Sri Himanchala Acharya	Manager(Mine s)	32193.00
00953	E	Sri Lingaraj Sahoo	Asst.Manager( F)	46253.00
00998	E	Sri Manoj Ku.Mahanty	Asst.Manager( C)	46253.00
00984	WD	Sri Rohit Sasmal	Sr.S.G	20301.00
00991	E4	Sri Purusottam Das	AGM (E)	93644.00
00995	WD	Sri Rabindra Ku. Biswal	Sr.S.G	21659.00
18963	A	Smt.Ranjita Patnaik	Jr.Manager	36726.00
00988	E3	Sri S.K.Pani	Manager(Syste m)	82541.00
00994	WA	Sri S.S.Bhuyan	Sr.Electrician	32215.00
00762	E7	Sri S.K.Mohapatra	E.D	144803.00
01001	C	Sri Santosh Ku.Patnaik	Asst.	18995.00
00999	WD	Sri Santosh Ku.Dalai	Driver	15330.00

xi) The budget allocated to each of its agency, indicating the particulars of all plants, proposed expenditures and reports on disbursements made;

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable

xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

Not applicable

xiv) Details in respect of the information, available to or held by it, reduced in an electronic form; Information available in website of IDCOL i.e. [www.idcorissa.com](http://www.idcorissa.com) .

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;

Information can be had from website, personal contact and as per the provision of the Right to Information Act, 2005.

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

<b>Name of the Company</b>	<b>Appellate Authority</b>	<b>Public Information Officer</b>	<b>Asst. Public Information Officer.</b>
IDCOL	Sri Damodar Samal, Head(HRD)	Smt.B.Dash, Dy.Manager(G)	Smt.Sumitra Panda, Dy.Manager(G)
IKIWL	Sri Sapan Ku.Das, Managing Director	Smt. Snehalata Baliarsingh, AGM(HRD)	Smt.Kalyani Barick Dy.Manager(G)
IFCAL	Sri B.K. Sahoo, Managing Director	Sri B.N.Pradhan, Manager(HRD)	
ISL	Sri A.B.Das, Managing Director	Sri Subash Chandra Das, Mgr.(Sys)	Sri C. R. Mohapatra, Jr.Manager

xvii) such other informations as may be prescribed;

#### **IDCOL SOFTWARE LIMITED (ISL)**

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#### **4.b Particulars of its organization, functions and duties**

(i) IDCOL Software Ltd. was incorporated on 26th day of Nov. 1998 as a Joint Venture Company between Industrial Development Corporation of Orissa Ltd. (IDCOL) and Orissa State Electronic Development Corporation of Orissa Ltd. (OSEDCL) holding shares in the company in the ratio of 60:40. The main objective of the Company are

1. To provide transparent and efficient Governance through the power of IT.
2. Investment in the IT sector and employment generation.
3. To create a pool of skilled manpower catering to emerging need of IT sector.

ISL subsequently entered into an agreement with world renowned Companies like MICROSOFT for taking IT related activities in the State.

The company has now started providing high-end training facilities to the students and also taken up software development for various departments of the Government.

#### **(ii) The powers and duties of its officers and employees:**

The business of the Corporation is being managed by a Board of Directors at the top. The M.D.

is the Chief Executive and he runs the Company's business with the help and advice of the Directors of the Board/ Chairman.

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability.**

The powers of the Company meet on the BoD. The MD has been delegated with substantial powers of Management of the Company. The M.D. exercises his power under the direct supervision of the Chairman. Policy matters are duly approved by Board of Directors for managing and taking decision on the affairs of the Company. Further, the Company also follows Government directives, guidelines and provisions of different statutes. Executive in the rank of Asst. Manager and above have been included in the decision making process with responsibility with implementing the decisions with accountability. The Company fixes up accountability/ responsibility and takes necessary disciplinary action whenever necessary as per rules.

(iv) **The norms set by it for the discharge of its functions:**

The Company has formed different Committee consisting of Sr. Officials for recommending appropriate steps/ decision to be taken for smooth discharge of its functions. The Committee examines the relevant aspects relating to particular issue and gives its suggestion. After careful consideration, decision is taken in the mater by the Competent Authority and there after it is implemented.

(v) **The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.:** The Company follows Rules, Regulations and record etc. of IDCOL along with Govt. directives for discharging its function.

(vi) **A statement of the categories of documents that are held by it or under its control:**



**HRD Deptt:** 1) Service Files, 2) Leave Register etc.

**Finance Deptt:** Cash book, Sundry Creditors Register, Sundry Debtors Register, Journal Register, Vouchers etc.

(vii) **The 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.**

Not applicable.

(viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

**The Board of Directors of ISL constituted by the Govt. consists the following Directors:**

Sl.No.	Name & Address of the Directors	Designation
1	Shri Prasanta Kumar Nayak, IAS	Chairman
2	Shri Atal Bihari Das, Dy.G.M, IFICAL	Managing Director
3	Shri G.K.Nayak, Director, IIIT	Director
4	CA Shri Sarat Ch.Bhadra,	Director
5	Shri Sudhakar Padhi, Ex-E.D., Rourkela Steel Plant	Director
6	Shri A. Acharya, Company Secretary, IDCOL	Director
7	Shri B.P.Mohapatra, Head(F), IDCOL	Director
8	Shri B.R.Patnaik, Head(C), IDCOL	Director

(ix) **Directory of its Officers and employees:**

**Employees deployed at IDCOL Software Limited, Bhubaneswar as on Jan' 2017.**

Sl. No.	EMP No.	EMP. Name	Gr.	Designation
1	00986	Sri A.B.Das	E5	Managing Director
2	00974	Sri S.K.Pani Sri S.C.Das	E3	Manager(System) Manager(System)
3	0T233	Sri C.R.Mohapatra	A	Jr.Manager

(x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Sl. No.	EMP No.	EMP. Name	Gr.	Designation	Gross Salary (Rs.)
1	00974	Sri S.C.Das	E3	Manager(System)	83,962/-

3	0T233	Sri C.R.Mohapatra	A	Jr.Manager	34011/-
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- (xi) **The budget allocated to each of its agency, indicating the particulars of all plants, proposed expenditures and reports on disbursements made:**

Not applicable.

- (xii) **The manner of execution of subsidiary programmes, including the amounts allocated and details of beneficiaries of such programmes;**

Not applicable.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it;**

Not applicable.

- (xiv) **Details in respect of the information available to or held by it, reduced in an electronic form;**

Information available in website of IDCOL i.e. [www.idcorissa.com](http://www.idcorissa.com)

- (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;**

Information can be obtained from website, personal contact and as per the provision of the Right to Information Act, 2005.

- (xvi) **The names, designations and other particulars of the Public Information Officer.**

<b>Name of the Company</b>	<b>Appellate Authority</b>	<b>Public Information Officer</b>	<b>Asst. Public Information Officer</b>
ISL	Sri Subash Chandra Das,	Mgr.(Sys)	Sri C.R.Mahapatra,Jr.Mgr.

- (xvii) **Such other information as may be prescribed.**