

INDUSTRIAL DEVELOPMENT CORPORATION OF ODISHA LTD. (IDCOL)

17 Manuals prescribed under Right to Information Act, 2005.

(As on 24th Oct, 2019)

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;

Sl. No.	Name of the Subsidiary Company	Year of commencement of production	Products	Employment	Remarks
1.	IDCOL Kalinga Iron Works Ltd. (IKIWL) At/P.O. Matkambeda Dist. Keonjhar	April, 1963	Foundry grade Pig Iron, Cast Iron Spun pipes.	280	
2.	IDCOL Ferro Chrome & Alloys Ltd. (IFCAL)At/P.O. Jajpur Raod, Dist. Jajpur	Nov., 1969	HCFC, LCFC Si Chrome	211	
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.	5	

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 -1981
- (2) Promotion Rules - 1981
- (3) Revised Leave Rules-1979
- (4) Traveling Allowance Rules -1980
- (5) Conduct Rules - 1980
- (6) Discipline & Appeal Rules - 1983
- (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

Sl. No	Name & Address of the Directors	Designation
1	Sri Suresh Chandra Mohapatra, 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 Jitendra Kumar, IFS, Managing Director Odisha Forest Development Corporation Ltd. Odisha, Bhubaneswar	Director
5	Sri Deepak Mohanty, IFS, Director of Mines, Odisha	Director
6	Sri P.K.Nanda Addl. Secretary to Government, Finance Department Government of Odisha Bhubaneswar	Director
7	Sri Akshaya Kumar Sethi, OAS Additional Secretary to Government, Public Enterprises Department Government of Odisha Bhubaneswar-751001	Director
8	Sri Sudhakar Padhi, Retd. Executive Director, Rourkela Steel Plant 206, Dibya Prabha Apartment Vivekananda Marg Bhubaneswar – 751 002.	Director
9	Sri Drona Rath Ex-Chairman –cum-managing Director MECON Vatika Kalyanpur Ranchi - 834003	Director
10	Sri S.S.Mohanty, Managing Director, Nilachal Ispat Nigam Limited, IPICOL HOUSE, Bhubaneswar / Kalinga Nagar Industrial Complex, Duburi, Jajpur	Director
11	Sri Sarat Ch.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)

Sl. No.	Name of existing Director	Designation
1	Sri Suresh Chandra Mohapatra, IAS, Chairman-cum-Managing Director, IDCOL	Chairman
2	Sri B.K.Sahoo, Managing Director, IFCAL	Managing Director
3	Sri Sudhakar Padhi, Director, IDCOL, Ex-E.D., Rourkela Steel Plant	Director
4	Sri Sarat Ch.Bhadra, C.A	Director
5	Smt.Maitreyi Pattnaik	Director
6	Sri A.Acharya Company Secretary & E.D, IDCOL	Director
7	Sri B.P.Mohapatra, E.D(Finance)	Director
8	Shri Nihar Ranjan Mohanty	Director
9	Er.C.V.Sastri	Director
10	Sri B.R.Patnaik, E.D (HRD & Com), IDCOL	Director

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

Sl. No.	Name	Designation
1	Sri Suresh Chandra Mohapatra, 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 B.R.Patnaik,E.D (Com & HRD) IDCOL Corporate Office	Director
5	Sri A.Acharya, Company Secretary, & E.D, IDCOL Corporate Office	Director
6	Smt.Maitreyi Pattnaik Ex- Director, Geology Government of Odisha	Woman Director
7	Shri Nihar Ranjan Mohanty	Director
8	Sri B.P.Mohapatro, E.D (F),IDCOL	Director

BOARD OF DIRECTORS OF IDCOL SOFTWARE LIMITED (ISL)

Sl. No.	Name	Designation
1	Sri Suresh Chandra Mohapatra, IAS, Chairman-cum-Managing Director, IDCOL	Chairman
2	Sri Atal Bihari Das G.M,IFCAL	Managing Director
3	Sri G.K.Nayak, Director, IIT	Director
4	CA Sri Sarat Ch.Bhadra	Director
5	Sri Sudhakar Padhi, Director, IDCOL Ex-E.D., Rourkela Steel Plant.	Director
6	Sri A. Acharya Company Secretary & E.D ,IDCOL	Director
7	Sri B.P.Mohapatra E.D(F),IDCOL	Director
8	Sri B.R.Patnaik, E.D(Com & HRD), 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 Oct'2019

M_EMP_NO	P_GR_CD	P_EMP_NAME	P_DESGN
		Sri Suresh Chandra Mohapatra, IAS	CMD
00435	E1	B.DASH	Dy.Manager(G)
00450	WC	K.A.SWAMI	SR.MAZDOR
00497	WC	N.PARIDA	SR.Havildar
00522	E1	S.PANDA	Dy.Manager(G)
00608	E1	BIJAYANANDA SAHU	Dy.Manager
00618	WB	DONKA EGNESU	SR.MALI
00686	E7	ARABINDA ACHARYA	COMPSECY SECRETARY & E.D
00729	E	SUPRIYA DAS	Asst.Manager(G)
00777	E2	S.M.ERSHAD	Joint Manager(SYS)
00779	WB	BHIKARI NAYAK	SR.MALI
00783	E1	LAXMIPRIYA CHAND	SR.PS
00784	E1	SUNITA MISHRA	SR.PS
00794	E1	SABITA MOHANTY	Sr.PS
00796	WC	KALANDI BISWAL	SR.MALI
00799	WC	NARENDRA BEHERA	SR.PEON
00801	WC	P.SATHPATHY	SR.PEON
00820	WC	JAGANNATH BARIK	SR.PEON

00821	A	PARAU SOREN	Addl.Foreman
00836	E7	BISHNU P MOHAPATRA	E.D.(F)
00837	E1	PRAFULLA KU BEHERA	Dy.Manager(F)
00838	E2	PROMOD.KUMAR.DAS	Joint Manager(G)
00840	WA	CHITARANJAN MANDAL	P.ATEND
00842	WC	TARESWAR PRADHAN	SR.PEON
00843	WA	ARUN KUMAR SAMAL	SR.PIPE FITTER
00844	WC	RATNAKAR KHATUA	SR.MAZDOOR
00856	WC	BENUDHAR SETHI	Sr.Attendant
00859	WB	KAIBALYA NAYAK	SR.SWEEPER
00869	WC	P.K.MOHAPATRA	SR.PEON
00871	WC	SARAT CH MAHAKUD	LIB.ATTN
00872	WC	RABINDRA KU SAHU	SR.MAZDOOR
00887	WA	ABHAY KUMAR MUDULI	ADDL.FOREMAN
00888	WA	GAURA HARI PANDA	SR.WR.MAN
00902	WC	SRI SUDESH	SWEEPER
01004	A	RAMESH CH.MODI	Foreman
00924	E7	B.R.PATTNAIK	E.D (COM & HRD)
00933	E5	N.R.SAHOO	DGM(HRD)
00955	E2	P.R.DAS	Joint Manager(FIN)
00956	WB	KALANDI CH DAS	SR.PEON
00964	E1	PABITRA M. PANDA	Dy.Manager(F)
00965	E1	AKHAYA KU.SAHOO	Dy.Manager(F)
00966	A	B.N.SAHOO	Addl.Foreman
00967	WA	N.C.MISHRA	WORK SARKARGr.II
00969	A	M.R.BHADRA	JR.MANAGER
00970	B	MALATI MURMU	SR.ASST
00974	E3	SUBASH CH DAS	MGR(System)
0T196	WC	KRUSHNA CH ACHARYA	Cook (GR-II)

0T198	WC	GOUTAM PRADHAN	SR.DRIVER
0T233	A	C.R.MOHAPATRA	Jr.Manager
00986	E5	Sri Abhimanyu Behuria	G.M I/C (Mines)
00983	WC	Sri Abhiram Bhoi	Sr.Security Guard
00986	E6	Sri Atal Bihari Das	GM(Elect)
00993	E1	Sri Bankim Bihari Das	Dy.Manager(G)
00982	WC	Sri Benudhar Mallick	Sr.Security Guard
00990	C	Laxmipriya Jena	Sr.Typist
18962	E5	Sri Damodar Samal	DGM(HRD)
01000	E3	Sri Himanchala Acharya	Manager(Mines)
00953	E1	Sri Lingaraj Sahoo	Dy.Manager(F)
00984	WC	Sri Rohit Sasmal	Sr.S.G
00995	WC	Sri Rabindra Ku. Biswal	Sr.S.G
00997	A	Smt.Ranjita Patnaik	Jr.Manager
00988	E3	Sri S.K.Pani	Manager(System)
00994	WA	Sri S.S.Bhuyan	Addl.Foreman
00762	E7	Sri S.K.Mohapatra	E.D(CPL)
01009	E1	Sri Mihir Ranjan Bhuyan	Mining Manager
00841	WC	Sri Babaji Ch.Moharana	Attendant-1
00998	E1	Sri Manoj Kumar Mohanty	Dy.Manager

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

M_EMP_NO	P_GR_CD	P_EMP_NAME	P_DESGN	P_GROSS
		Sri Suresh Chandra Mohapatra, IAS	CMD	
00435	E1	B.DASH	Dy.Manager(G)	79186.00
00450	WC	K.A.SWAMI	SR.MAZDOR	38924.00
00497	WC	N.PARIDA	SR.Havildar	40961.00
00522	E1	S.PANDA	Dy.Manager(G)	69447.00
00608	E1	BIJAYANANDA SAHU	Dy.Manager(G)	55118.00
00618	WB	DONKA EGNESU	SR.MALI	36647.00
00686	E7	ARABINDA ACHARYA	COMPSECY SECRETARY & E.D	178768.00
00729	E	SUPRIYA DAS	Asst.Manager(G)	59297.00
00777	E2	S.M.ERSHAD	Joint Manager(SYS)	90819.00
00779	WB	BHIKARI NAYAK	SR.MALI	32070.00
00783	E1	LAXMIPRIYA CHAND	SR.PS	65658.00
00784	E1	SUNITA MISHRA	SR.PS	73807.00
00794	E1	SABITA MOHANTY	Sr.PS	65658.00
00796	WC	KALANDI BISWAL	SR.MALI	30274.00
00799	WC	NARENDRA BEHERA	SR.PEON	31039.00
00801	WC	P.SATHPATHY	SR.PEON	30296.00
00820	WC	JAGANNATH BARIK	SR.PEON	31777.00
00821	A	PARAU SOREN	Addl.Foreman	45059.00
00836	E7	BISHNU P MOHAPATRA	E.D.(F)	148870.00
00837	E1	PRAFULLA KU BEHERA	Dy.Manager(F)	66020.00
00838	E2	PROMOD.KUMAR.DAS	Joint Manager(G)	79069.00
00840	WA	CHITARANJAN MANDAL	P.ATEND	34019.00
00842	WC	TARESWAR PRADHAN	SR.PEON	31894.00

00843	WA	ARUN KUMAR SAMAL	SR.PIPE FITTER	34019.00
00844	WC	RATNAKAR KHATUA	SR.MAZDOOR	29964.00
00856	WC	BENUDHAR SETHI	SR.ATTENDANT	35267.00
00859	WB	KAIBALYA NAYAK	SR.SWEEPER	30928.00
00869	WC	P.K.MOHAPATRA	SR.PEON	32394.00
00871	WC	SARAT CH MAHAKUD	LIB.ATTN	32023.00
00872	WC	RABINDRA KU SAHU	SR.MAZDOOR	32223.00
00887	WA	ABHAY KUMAR MUDULI	ADDL.FOREMAN	47620.00
00888	WA	GAURA HARI PANDA	SR.WR.MAN	33603.00
00902	WC	SRI SUDESH	SWEEPER	31748.00
01004	A	RAMESH CH.MODI	FOREMAN	38021.00
00924	E7	B.R.PATTNAIK	E.D (COM & HRD)	146636.00
00933	E5	N.R.SAHOO	DGM(HRD)	115851.00
00955	E2	P.R.DAS	Joint Manager(FIN)	80259.00
00956	WB	KALANDI CH DAS	SR.PEON	38555.00
00964	E1	PABITRA M. PANDA	Dy.Manager(F)	68031.00
00965	E1	AKHAYA KU.SAHOO	Dy.Manager(F)	67968.00
00966	A	B.N.SAHOO	Addl.Foreman	46569.00
00967	WA	N.C.MISHRA	WORK SARKARGr.II	42541.00
00969	A	M.R.BHADRA	JR.MANAGER	32113.00
00970	B	MALATI MURMU	SR.ASST	29583.00
00974	E3	SUBASH CH DAS	MGR(System)	96605.00
0T196	WC	KRUSHNA CH ACHARYA	Cook II	27887.00
0T198	WC	GOUTAM PRADHAN	SR.DRIVER	30635.00
0T233	A	C.R.MOHAPATRA	Jr.Manager	59136.00
00986	E5	Sri Abhimanyu Behuria	G.M I/C (Mines)	121899.00
00983	WC	Sri Abhiram Bhoi	Sr.Security Guard	28071.00
00986	E6	Sri Atal Bihari Das	GM(Elect)	140481.00

00993	E1	Sri Bankim Bihari Das	Dy.Manager(G)	57242.00
00982	WC	Sri Benudhar Mallick	Sr.Security Guard	28137.00
00990	C	Laxmipriya Jena	Sr. Typist	21645.00
18962	E5	Sri Damodar Samal	DGM(HRD)	112561.00
01000	E3	Sri Himanchala Acharya	Manager(Mines)	36886.00
00953	E1	Sri Lingaraj Sahoo	Dy.Manager(F)	55512.00
00984	WC	Sri Rohit Sasmal	Sr.S.G	31312.00
00995	WC	Sri Rabindra Ku. Biswal	Sr.S.G	30430.00
00997	A	Smt.Ranjita Patnaik	Jr.Manager	43114.00
00988	E3	Sri S.K.Pani	Manager(System)	94406.00
00994	WA	Sri S.S.Bhuyan	Addl.Foreman	40150.00
00762	E7	Sri S.K.Mohapatra	E.D(CPL)	144803.00
01009	E1	Sri Mihir Ranjan Bhuyan	Mining Manager	35414.00
00841	WC	Sri Babaji Ch.Moharana	Attendant-1	30515.00
00998	E1	Sri Manoj Kumar Mohanty	Dy.Manager	55652.00

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 programs, including the amounts allocated and the details of beneficiaries of such programs;

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 .

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 of IDCOL,IKIWL,IFCAL & ISL.

Name of the Company	Appellate Authority	Public Information Officer	Asst. Public Information Officer.
IDCOL	Sri Damodar Samal, DGM(HRD)	Smt.B.Dash, Dy.Manager(G)	Smt.Sumitra Panda, Dy.Manager(G)
IKIWL	Sri Sapan Ku.Das, Managing Director	Smt. Snehalata Baliarsingh, DGM(HRD)	Smt.Kalyani Barick Dy.Manager(G)
IFCAL	Sri B.K. Sahoo, Managing Director	Sri B.N.Pradhan, AGM(HRD)	Sri Amiya Kumar Mohanty,Joint Manager(G)
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)

17 Manuals prescribed under Right to Information Act, 2005

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 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 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 Suresh Chandra Mohapatra, IAS	Chairman
2	Shri Atal Bihari Das,Dy.G.M,IFCAL	Managing Director,ISL
3	CA Sarat Ch.Bhadra	Director
4	Shri Sudhakar Padhi	Director
5	Dr. G.K. Nayak,Director, IIIT	Director
6	Shri A. Acharya, Company Secretary,IDCOL	Director
7	Shri B.P.Mohapatra,E.D(F),IDCOL	Director
8	Shri B.R.Patnaik, E.D(Com & HRD),IDCOL	Director

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

Employees deployed at IDCOL Software Limited, Bhubaneswar as on Oct|2019.

Sl. No.	EMP No.	EMP. Name	Gr.	Designation
1	00986	Sri A.B.Das	E6	Managing Director
2	00988	Sri S.K.Pani	E3	Manager(System)
3	00974	Sri S.C.Das	E3	Manager(System)
4	0T233	Sri C.R.Mohapatra	A	Jr.Manager
5	00871	Sri Sarat Ch.Mahakud	WD	Library Attendant

- (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	P_GROSS
1	00986	Sri A.B.Das	E6	Managing Director	140481.00
2	00988	Sri S.K.Pani	E3	Manager(System)	94406.00
3	00974	Sri S.C.Das	E3	Manager(System)	96605.00
4	0T233	Sri C.R.Mohapatra	A	Jr.Manager	59136.00
5	00871	Sri Sarat Ch.Mahakud	WD	Library Attendant	32023.00

- (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

- (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.**

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

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