

## MANUAL-5

### Rules, Regulations, Instructions, Manuals and 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.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1.	Gazette Notification of the Govt. of Odisha for formation of OUIDF.	Permanent Govt. Document.	Intentions of Govt. of Odisha amplified in the Gazette Notification are – (a) creating OUIDF in H&UD Deptt. for the purpose of developing and financing infrastructure projects undertaken by ULBs, Statutory Bodies, PSU & Private Investors & attract investments, professional advice for financing infrastructure projects, (b) Board of Trustees comprising seven Members including Chief Secretary, Odisha as the Chairperson, which is authorized to manage and administer the affairs of the Trust & Trust Funds.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
2.	Gazette Notification of the Govt. of Odisha for inducting Sr. Officers as well as Important Personalities of Public as Members of the Board of Trustees	Permanent Govt. Document.	From time to time, with approval of the Government Addl. Chief Secretary, in-charge of Finance Deptt., Addl. Chief Secretary, in-charge of H&UD Deptt., Development Commissioner-cum-Addl. Chief Secretary, Vice-Chairman, BDA, Bhubaneswar were inducted as Trust Members of the Board of Trustees, OUIDF. Similarly, Chief Secretary, Odisha was declared as the Chairperson of the Board of Trustees of OUIDF and Sri S.K.Ratho, IFS, Spl. Secretary in H&UD Deptt. was declared as Secretary, OUIDF.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
3.	Registration Deed of OUIDF.	Permanent Govt. Document.	Being authorized by the Board of Trustees, Registration Deed of the OUIDF (Trust Deed) was executed on 20 <sup>th</sup> March' 2012 in pursuance to Govt. Orders ( G.O. N0-[Reforms-UR-01/2012/2709] of H&UD Deptt., Govt. of Odisha, dated: 31.01.2012 by Commissioner-cum Secretary, H&UD Deptt. before Competent Authority of the registration on behalf of Trustees of the Board of Trustees.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
4.	Formation of Asset Management Company (AMC)/ Project Development Agency (PDA) of OUIDF.	Official document of OUIDF.	Engagement of Asset Management Company (AMC)/Project Development Agency (PDA) through competitive bidding is to provide technical support to OUIDF for project/	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar,	Not yet decided.

			implementation. The organizational structure of AMC consist of at least following departments, namely, Project Development & Relationship Management, Project Appraisal & Monitoring, Risk Appraisal Expert Cell for complex long gestation projects, Post Project & Implementation Monitoring & Evaluation, Finance & Treasury, Human Resources & Administration.		Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	
5.	Formation of Project Development Agency (PDA)	Official document of OUIDF.	Project Development Agency will utilise Project Development Fund (PDF) as per approval of Board of Trustees of OUIDF so as to ensure availability of PDF to finance project preparation and development of bankable projects. Main role of PDF would be to ensure funds for preparation of Detailed Project Reports (DPRs), to undertake other project preparation activities, which will lead to preparation of bankable infrastructure projects. But the PDA and its Associates will not be allowed to participate in downstream project development activities undertaken with funding from PDF.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
6.	Deed of Loan Agreement signed between Govt. of India & KfW.	Permanent Govt. Document.	Deed of Loan Agreement will have the details of Loan Fund with objective of providing loan to environment related Urban Infrastructure sub-projects in a non-guarantee mode.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
7.	Deed of Finance Agreement signed between Govt. of India & KfW.	Permanent Govt. Document.	Deed of Finance Agreement contains mechanism to set focus on promoting, developing and financing Urban Infrastructure Development Projects.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail.com	Not yet decided.
8.	Deed of Project Agreement signed between OUIDF & KfW.	Permanent Govt. Document.	The Govt. of Odisha as Project Executing Agency entered into an additional Project Agreement with KfW for implementation of the Project as per agreed upon terms and conditions.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 &	Not yet decided.

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9.	Separate Agreement signed between OUIDF & KfW.	Permanent Govt. Document.	The Govt. of Odisha as Project Executing Agency has executed a Separate Agreement with KfW containing details of the disbursement procedure, the eligibility criteria and other conditions of the loan as well as other details pertaining to the project	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail .com	Not yet decided.
10.	The Brochure prepared and circulated among Officials of ULBs as well as District Officials regarding Aims & Objectives of OUIDF in Financing Eco-Friendly & Bankable Infrastructure Projects.	Official document of OUIDF.	It contains short note on the objectives of formation of OUIDF, envisaged benefits, features, administrative structure, focused sectors and methodology of proving funds as Loan & Grant for Eco-Friendly & Bankable Infrastructure Projects in ULBs etc.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail .com	Not yet decided.
11.	Charter of OUIDF containing focus areas and objectives	Official document of OUIDF.	It contains the following focus areas and objectives, namely,  (a) to provide financial assistance to ULBs, PSUs, Private Investors for setting up Infrastructure Project in Odisha with positive environment impact.  (b) to provide loans or take equity position in the Infrastructure Projects (considered strategically important) sponsored by Pvt. Investors on a commercial basis,  (c) to become financially self sustainable and to mobilize sources to finance Urban Infrastructure Development.  (d) to only invest in Infrastructure Project that at the time of investment complying with all relevant States and Union Government legislation regarding environmental and social protection.	Office of the Administrative Officer, OUIDF, 4 <sup>th</sup> Floor, Zone-A/2, Fortune Towers, Bhubaneswar.	Administrative Officer, OUIDF, Zone- A/2, 4 <sup>th</sup> Floor, Zone A/2 Fortune Towers, Bhubaneswar, Tel: 0674-2300396 & 2300397 E-mail-ouidf.hudd@gmail .com	Not yet decided.