

MANUAL-6
Categories of Documents under Control
[Section-4 (1) (b) (vi)]

Sl. No.	Category of Documents	Name of the Document	Details of Information Available	Procedure to Obtain the Documents	Held by / Under Control of
1	2	3	4	5	6
1.	Permanent Govt. Document	Gazette Notification of the Govt. of Odisha for formation of OUIDF.	This Notification contains two parts, namely, creating OUIDF in H&U Deptt. as a Govt. Trust for purpose of developing and financing Infrastructure Projects for environmental and social protection undertaken by ULBs, Statutory Bodies, PSUs & Private Investors as well as second part contains formation of Board of Trustees comprising seven members with Chief Secretary as Chairperson which is authorized to manage and administer the affairs of the Trust and Trust Fund.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
2.	Permanent Govt. Document	Gazette Notification of the Govt. of Odisha for inducting Govt. Officials as well as individuals with eminence as Members of the Trust Board.	These Notifications of Govt. of Odisha published from time to time contain: (a) Notification of appointing Sri. S.K.Ratho, IFS, Spl. Secretary, H&UD Deptt. as Secretary of OUIDF. (b) Notification containing declaration of Chief Secretary, Odisha as Chairperson of OUIDF. (c) Notification containing induction of Development Commissioner-cum-Addl. Chief Secretary as Trustee and Addl. Chief Secretary in-charge of H&UD Deptt., Addl. Chief Secretary in-charge of Finance Deptt., Vice-Chairman, BDA, Bhubaneswar and two Private individuals of prominence as Trust Members of the Board of Trustees of OUIDF.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
3.	Permanent Govt. Document	Registration Deed of OUIDF.	Duly authorized by Board of Trustees, Registration of the OUIDF, Trust Deed was executed on dated: 20.12.2012 by Commissioner-cum-Secretary, H&UD Deptt. before Competent Authority of Registration.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
4.	Official document of OUIDF	Formation of Project Development Agency (PDA)	The PDA will be selected through competitive bidding process, PDA will be engaged with a an objective to provide technical support to OUIDF for Project/ Programme Implementation. It shall have various departments.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
5.	Official document of OUIDF	Formation of Project Development Agency (PDA)	Role of PDA is to arrange for preparation of DPR, Project Development, Relationship Management, Project Appraisal and Monitoring Evaluation, Finance and Treasury etc. However, PDA and its Associates will not be allowed to participate in downstream project development activities undertaken with funding from PDF.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
6.	Permanent Govt. Document	Deed of Loan Agreement signed between Govt. of India & KfW	It deals with Loan Fund with objective of providing loan to environment related Urban Infrastructure of Projects in non guarantee mode in ULBs etc.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.

7.	Permanent Govt. Document	Deed of Finance Agreement signed between Govt. of India & KfW.	It deals with mechanism to set a focus on developing and financing Urban PPP Projects and Infrastructure Development Projects	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
8.	Permanent Govt. Document	Deed of Project Agreement signed between OUIDF & KfW.	It deals with mechanism for implementation of Infrastructure Projects as per terms & conditions agreed upon by KfW & Govt. of Odisha (H&UD Deptt.)	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
9.	Permanent Govt. Document	Separate Agreement signed between OUIDF & KfW.	Being the Project Executive Agency, Govt. of Odisha in H&UD Deptt. signed separate agreement with KfW which contains details of disbursement, procedure, the eligibility criteria and other conditions of the loan vis-à-vis other details pertaining to the Project.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
10.	Official document of OUIDF	Brochure of OUIDF (for circulation among officials of ULBs)	This is a short booklet of OUIDF containing objective of the formation of OUIDF, envisaged benefits, features, administrative structure, focused sectors and methodology of providing funds is Loan & Grant for eco-friendly & bankable Infrastructure Projects through ULBs.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.
11.	Official document of OUIDF	Charter of OUIDF	It contains focus areas and objective i.e. to provide financial assistance as loan and grant for setting of positive environment impact Infrastructure Project in ULBs to become financially self-sustainable and to mobilize sources to finance Urban Infrastructure Projects.	Apply to the Administrative Officer, OUIDF, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.	Held under Administrative control of the OUIDF Secretariat, 4 th Floor, Zone-A/2, Fortune Towers, Bhubaneswar-751023.