

**MANUAL-7**Particulars of Arrangement in Formulation of Policy  
[Section-4(1) (b) (vii)]

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation.
1	2	3	4
1.	Administrative matters relating to engagement of Officials and Staff of OUIDF Secretariat are dealt with by a process where in the bottom line Financial Advisor/ Sr. Project Manager/ Administrative Officer of OUIDF will process the proposal in file and it will go to Addl.Chief Secretary, in-charge of H&UD Deptt. and one of the Trustees of OUIDF through the Spl. Secretary, H&UD Deptt. & Secretary, OUIDF for necessary Orders.	No	Does not arise.
2.	Any policy decision which involves administrative matters requires examination in the OUIDF, Secretariat and thereafter with recommendation of the Secretary, OUIDF and Spl. Secretary, H&UD Deptt. and with the approval of Addl.Chief Secretary, in-charge of H&UD Deptt. and one of the Trustees of OUIDF, the same is placed before Board of Trustees in its meeting for necessary orders.	No	Does not arise.
3.	Infrastructure Project, proposed to be undertaken with Financial Assistance (Loan & Grant) from OUIDF, the same is examined by PDA and thereafter this is placed before the Board of Trustees, OUIDF after duly being checked by Sr. Project Manager & OUIDF Secretariat for taking a suitable decision.	No	Does not arise.
4.	All the matters relating to financial subjects the same is examined by the AMC and thereafter it is processed by the Financial Advisor, the same is placed before Board of Trustees after duly vetted by Secretary, OUIDF and Addl.Chief Secretary, in-charge of H&UD Deptt. and one of the Trustees of OUIDF.	No	Does not arise.
5.	Shelf of Infrastructure Projects for each district, initially for Khurda (Bhubaneswar), Ganjam (Berhampur), Cuttack (Cuttack), Bhadrak (Bhadrak), Jajpur (Jajpur), Mayurbhanj (Baripada & Udala), Balasore (Balasore), Bolangir (Bolangir), Sambalpur (Sambalpur, Burla & Hiraakud jointly as Sambalpur Corporation) Sundargarh and Rourkela Municipality are initiated by interaction and discussion made between Officials from OUIDF in one hand and District Collector and Municipal Engineer and Executive Officer, Municipality/ Commissioner of Municipal Corporation and other stakeholders as well as Elected Representatives of Municipal Council/ Corporators of Municipal Corporation in the other hand which are placed before Addl. Chief Secretary, in-Charge of H&UD Deptt. and one of the Trustees of OUIDF for approval which are placed before the Board of Trustees for final approval.	Yes	Organizing workshop in the premises of Offices of Municipalities/ Municipal Corporation where the Executive Officer, Municipality/ Commissioner, Municipal Corporation would make all necessary arrangements, i.e. finalization of venue, meeting arrangement, issue of notice to all the Councilors/ Corporators to participate in the workshop and service of notice for such workshop by beat of drums.

**N.B.:** The detail information of the above stated policies may be treated as disclosure under Section-4 (1) (c) under R.T.I. Act, 2005. All the corresponding guidelines/ notification pertaining to the above schemes/ policies are linked herewith.