

Manual - 5

Rules, regulations, instructions, manuals and records for discharging functions

Section 4 (1) (b) (v)

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No, if any	Price in case of priced publications
1	Project Memorandum of Orissa Forestry Sector Development Project.	Project Description, Project Implementation, Benefits derived from Project, Operation and Maintenance, Evaluation, Location map, Scope of work, Coastal Plantation, Biodiversity Management, Community / Tribal Development including capacity building of VSS, Supporting Activities, Consulting Services etc.		
2	Memorandum of Association and Rules and Regulation (Byelaws) of Orissa Forestry Sector Development Society.	Name of Society, Location of registered office, Area of operation, Aims & Objectives of the Society, Name & address of Governing Body Members, Definitions, Constitution of Society, Membership of the Society, Office bearers of the society, General Body, High Power Committee (HPC), Powers & function of HPC, Governing Body, Powers & functions of Governing Body, Chief Executive Officer, Funds of Society, Audit of Accounts, Legal Action, External Evaluation, Amendment of Bye Laws & Dissolution of the Society.		
3	Orissa Forestry Sector Development Society Accounting Procedure	Deals with accounting rules and procedures for conduct of business and maintenance of accounts of OFDS.		
4	VSS Management Manual	It provides a set up guidelines to the communities (VSS) as well as facilitators (OFD and NGO Team) to enable them to plan and implement activities to achieve the objectives of the project (OFSDP)		