



OPOLFED

**ODISHA STATE POULTRY PRODUCTS CO-OPERATIVE MARKETING
FEDERATION LTD.
LAXMISAGAR, BHUBANESWAR – 751006
Ph. No.0674-2570286**

MANUAL – 1

Particulars of Organization, Functions & Duties [Section-4(1) (b) (i)]

INTRODUCTION:

Odisha State Poultry Products Co-operative Marketing Federation Ltd., which is widely known as “OPOLFED” in the short form, is a state level apex co-operative marketing organisation. OPOLFED was registered as a society on Dt.29.03.1976 and declared as an Apex Co-operative Marketing Federation on Dt.22.03.1984. It bears the Registration No.1/1976. OPOLFED’s area of operation extends to whole of the State of Odisha.

OPOLFED operates in two-tier system, i.e. Poultry Products Co-operative Society (PPCS)/ Women Poultry Co-operative Society (WPCS) at grass-root level and the Federation at the apex level. Till date, 35 PPCSs/WPCSs are affiliated to OPOLFED. Govt. of Odisha and Odisha Scheduled Caste & Scheduled Tribe Development Finance Co-operative Corporation Ltd. (OSCSTDFCC) are its special class member.

AIMS & OBJECTIVES OF OPOLFED:

- To encourage and help in establishing Poultry Co-operatives in the State.

- ❑ To help and market poultry products of the members and others.
- ❑ To arrange sale of poultry products on contract basis to Government, Semi-Government, Individual dealers, whole-sellers, retailers within and outside the State after necessary processing, grading etc.
- ❑ To establish, collection and sale centers within and outside the State for promoting sale of poultry products.
- ❑ To arrange compounding and sale of balanced poultry feed and other ingredients to its members and others.
- ❑ To help in prevention and control of poultry diseases.
- ❑ To arrange training of poultry farmers, publication of literature on poultry, arranging workshops, seminars, demonstration, lectures, poultry shows etc.
- ❑ To encourage co-operative spirit.
- ❑ To uplift the economical and social status of the members.
- ❑ To arrange financial assistance for its members.
- ❑ To work as a liaison between the State Government / Central Government / N.C.D.C./ other agencies and the members.
- ❑ To make bulk procurement of poultry pre-mixed feed from within the State and other States, mainly for sale and supply to affiliated societies and arrange for proper storage, packing, grading and transport of such goods.
- ❑ To establish and run manufacturing and processing units for the production of pre-mixed poultry feed in collaboration with other co-operative or directly by itself.
- ❑ To render technical guidance and assistance to affiliated societies in grading, packing and standardization, bulk buying, storing, display,

processing and other business techniques and also management methods to improve and increase their operational, managerial efficiency.

- To collect and disseminate intelligence and other information relating to the business of poultry co-operatives.

BRIEF HISTORY AND BACKGROUND:

OPOLFED was registered as a society on 23.03.1976 and declared as an apex co-op. federation on Dt.22.03.1984. OPOLFED was then operating in a small room of D.A.H. & V.S., Odisha, Cuttack till 1986. OPOLFED office was shifted to the IPDP campus, Laxmisagar, Bhubaneswar during September 1986 and poultry business activities, like sale of eggs, chicken meat were started by procuring eggs from local farms and broiler birds from the PPCSs. OPOLFED was also supplying Day Old Broiler Chicks/Day Old Layer Chicks, quality “KONARK” brand poultry feed, medicines at subsidized rate to the poultry farmers of the affiliated PPCSs. Apart from these, OPOLFED was also supplying eggs, broiler birds, dressed chicken meat to the State Guest house, Sainik School and reputed Hotels like Neelachala Ashok, Puri; Ashoka Hotel, Bhubaneswar, Hotel New Kelinworth, Bhubaneswar etc. up-to 1999-2000. Supply of Poultry and small animal feeds to different Govt. farms like Sundargarh R.P.F., Balangir DPF, Duck Breeding Farm, Cuttack; OBPI, Bhubaneswar, Nandankanan Zoological Park was carried out by OPOLFED till 1999. Govt. in F. & A.R.D. Deptt., was providing financial assistance to OPOLFED @ Rs.5 Lakhs annually towards managerial and marketing subsidy up to 1995-'95, which was stopped, except the year 1998-,99.

OPOLFED also sustained huge loss to the tune of Rs.16.68 Lakhs in the super Cyclone of 1999. PPCSs also sustained huge loss during the super cyclone. Due to paucity of funds of the federation as well as the defunct state of all most all the PPCSs – the regular supply of inputs like DOBC poultry feeds to the PPCSs and marketing of farmers output was stopped.

STAFF POSITION OF OPOLFED:

At present, OPOLFED's day to day works are being managed by Managing Director & General Manager of OPOLFED, deployed from the F&ARD Department.

P.R.O. I/c Marketing Manager is the only cadre officer of OPOLFED. P.R.O. I/c Marketing Manager has been looking after marketing, sales promotion,

project activities and publicity. OPOLFED has 28 numbers of regular employees, 17 numbers of contractual employees and 20 nos. of DLR employees.

The employees of the federation are getting their salary on the basis of recommendation of 6th pay commission (ORSP-2008) and are getting DA@108%. Now State Govt. employees are getting salary on the basis of 7th Pay Commission recommendation with 12% D.A.

ADDRESS OF THE HEAD OFFICE:

Office of the Managing Director, OPOLFED, Laxmisagar, Bhubaneswar, PIN: 751006.

WORKING HOURS:

Head Office working hours : 10.00 AM to 5.30 PM

Marketing duty hours : 6.00 AM to 11.30 AM & 4.00 PM to 9.00 PM

ESTABLISHMENT OF OPOLFED CHICKEN FRESH OUTLETS:

During the year 2015-'16 & 2016-'17, four numbers of OPOLFED Chicken Fresh outlets were established in the Bhubaneswar city. These outlets are located at Saheed Nagar, IRC Village, OUAT Campus & Chandrasekharpur. Another OPOLFED Chicken Fresh outlet was established at Kamali Bazar, Sambalpur during the year 2018.

There are also 5 nos. of OPOLFED Chicken Fresh outlets established on PPP mode at Jagatsinghpur, Phulbani, Khordha CDVOs campus, Jeypore (VD Campus), Bhawanipatna.

These OPOLFED Chicken Fresh outlets have been providing quality - fresh OPOLFED packet eggs and scientifically dressed hygienic chicken meat to the consumers at very reasonable rate.

SUPPLY OF FOUR WEEKS OLD LIT BIRDS, FEED & POULTRY EQUIPMENTS:

OPOLFED has been supplying four weeks old LIT birds in Gajapati, Koraput, Kalahandi & Puri districts under TITLI, Drought & Pest affected areas of

the State. Till date, OPOLFED has supplied 1,72,150 nos. of LIT birds successfully.

OPOLFED has been supplying poultry feed to the SPU, Chipilima; P.O., IPDP, Bhubaneswar. Women SHGs of GPLF, Gajapati have been supplied with poultry feed and poultry equipments (Drinker & Feeder).

OPOLFED STAFF STRENGTH:

Regular Employees	:	28
Contractual Employees	:	17
DLRs	:	20

Total	:	65 Nos.

OPOLFED SALES BOOTHS:

BMC area	:	66 Nos.
CMC area	:	24 Nos.

ON GOING POULTRY ACTIVITIES OF OPOLFED:

OPOLFED's marketing activities, such as supply of eggs, packet eggs, dressed chicken meat to the consumers of Bhubaneswar & Cuttack cities have been continuing. Around 5,50,000 nos. of eggs, 24,000 graded packet eggs, 28.7 M.T. of dressed chicken meat are being marketed monthly through 73 nos. of OPOLFED Sales Booths in the four nos. of twin cities and OPOLFED Chicken Fresh outlets in Bhubaneswar Smart City.

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MANUAL – 02

Powers & Duties of Officers & Employees [Section-4 (1) (b) (ii)]

At present, OPOLFED's day to day works are being managed by Managing Director & General Manager of OPOLFED, deployed from the F&ARD Department. Managing Director, OPOLFED is the Chief Executive Officer of this Federation & has a permanent seat in the Committee of Management of OPOLFED.

POWERS AND DUTIES OF ITS OFFICERS

As per the Rules of the BYE-LAWS OF OPOLFED, the following powers and duties of the Officers of this Federation has been mentioned below:

Power of Officers:

Subject to such resolutions as the committee may from time to time pass or the provisions in the subsidiary rules, the officers of the federation shall have the powers mentioned below:

i) President:

The President shall have general control and supervision over all the affairs of the Federation.

ii) Vice-President:

The Vice-President shall exercise any powers of the President delegated to him by the committee. In the event of any vacancy in the office of the President for any reason the Vice-President shall act as the President until another President is elected by the Board.

iii) Managing Director:

- a) The Managing Director shall be responsible for the executive administration of the Federation subject to the control of the President.
- b) He shall be the officer to sue or be sued on behalf of the Federation. All bonds and other legal documents executed in favour of the federation shall be in his name.
- c) He shall be the custodian of the properties of the Federation and shall also arrange the custody of the properties and cash belonging to the Federation by issue of specific orders to the various kinds of officers and staff appointed to assist him in the work.
- d) He shall have power on behalf of the Federation to operate bank accounts individually or jointly with any other officer authorized for the purpose and subject to such direction and limits as may be laid down by the Managing Committee. In case of emergency the Managing Director with the approval of the President can alter such limits and place the same for ratification in the Managing Committee.

- e) To buy, sell, pledge, endorse and transfer promissory notes, Government and other securities, standing in the name and held by the Federation
- f) To sign, endorse and negotiate cheques and other negotiable instruments and to sign all receipts and other documents connected with the business of the Federation.
- g) To arrange for the holding of the meeting of the Managing Committee or the General Body and to arrange and call the General Body meeting for election of the members of the Managing Committee when required by the Election Officer.
- h) To attend every meeting of the Managing Committee and General Body of the Federation and to participate in the discussions and proceedings connected thereto.
- i) To cause the maintenance of all the accounts and registers as are prescribed under the Cooperative societies.
- j) To cause inspection of affiliated societies, Divisional Officers and Branch Officers, if any.
- k) To exercise accessory control over all the members of staff working in the Federation.
- l) To ensure and keep insured upon such terms as he may deem fit, all or any stocks or properties of the Federation.
- m) To prepare programme of business activities of the Federation and place the same before the Managing Committee and General Body.

- n) To incur expenditure or allow his subordinates' to incur all expenditure for purchases, transportation charges and other expenses required thereto.
- o) To place the Annual Income and Expenditure Statement, profit and loss account, finance sheet, Annual Administrative Report etc. before the Managing Committee and the General Body.
- p) To place budget Estimates before the Managing Committee.
- q) To pay and satisfy debts, liabilities, claims and demands due against the Federation.
- r) To sell for approve sale of commodities subject to the Rules if any framed by the Managing Committee in this behalf.
- s) To apply for advances, loans, subsidies and donations and deposits to government or scheduled Banks and other statutory bodies, subject to ratification by Managing Committee.
- t) To generally do all acts and deeds and incur such expenditure at any time which may be necessary in the interest of the Federation and for safeguarding the interest of the Federation and any such acts and deeds which are not expressly within his power and done in good faith shall for all interest and purposes be valid as done by competent authority.
- u) To take disciplinary action against the staff of the Federation as and when necessary, provided any major punishment proposed to be inflicted on any employee should have the approval of the President.
- v) The Managing Director shall represent the Federation in other institution as and when necessary.

Inspection:

- i) The Federation shall have the right to inspect societies which held shares in it any are indebted to it any such inspection may be done by deputing any member of its committee.
- ii) The Federation shall have powers to call for from societies affiliated to it such statements and returns as are necessary to ascertain the financial condition of such societies for the purpose of such inspection.

Supervision:

- i) It shall be the duty of the committee to develop assist and coordinate the work of cooperative societies affiliated to it within its jurisdiction. For this purpose it shall have the following powers.
 - a) To inspect and to ascertain by enquiry if the Bye-laws are being properly observed by the member societies.
 - b) To obtain and review periodical reports on the working of such member societies.
 - c) To call for a list of defaulting borrowers in societies affiliated to it.
 - d) To direct the societies concerned to take proper action and take steps to see that such orders are carried out.
- ii) The affiliated societies shall be bound to give all facilities for inspection and furnish such information as may be required by the Federation for the supervision of societies.

MANUAL – 03

Procedure followed in Decision Making Process [Section-4 (1) (b) (iii)]

As cited above at Manual-2, M.D., OPOLFED is the highest officer in decision making process of this Federation.

MANUAL – 04

Norms for Discharge of Functions [Section-4 (1) (b) (iv)]

Head Office working hours : 10.00 AM to 5.30 PM
Marketing duty hours : 6.00 AM to 11.30 AM & 4.00 PM to 9 PM

MANUAL – 05

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions [Section-4 (1) (b) (v)]

OPOLFED is an apex poultry co-operative marketing society under the administrative control of Fisheries & Animal Resources Development Department, Government of Odisha. OPOLFED operates as per the Rules, Regulations, Instructions of Co-operation Department and Fisheries & Animal Resources Development Department, Government of Odisha.

MANUAL – 06

Categories of documents Under Control [Section-4 (1) (b) (vi)]

LIST OF FILES, OPOLFED ESTABLISHMENT SECTION, BBSR.

Sl.No.	Name of File	File No.
1	2	3
1	Deligation of Powers to officer of OPOLFED & Job Chart	48/2006
2	Information file	Nil

3	Walk-in-Interview for J.E. Civil	Cover file
4	Application form for Jr. Accountant	0
5	Walk-in-Interview Assistant Project Officer	Cover file
6	Confidential CCR Officer & Staff	Cover file
7	Sanction of DA/DP/HR etc. of OPOLFED Employees Part=II	14/2006 Closed
8	Guard file - Part - I	09/2006 Closed
9	Promotion of Staff of OPOLFED - Part-I	186/2011
10	OPOLFED Employees Union, Part -I	253/2016
11	Reconstruction of OPOLFED Statute & Subsidiary Rules	181/2010
12	Appointment of Staff, Part - II	141/2008
13	Experience Certificate & application Letters, Part-I	282/2017
14	Sub-Committee Meeting of OPOLFED, Part-I	248/2015-16
15	Traveling of Officers of OPOLFED, Part-II	76/2006
16	Payment of Water Bill of P.H. Rent Division, BBSR, Part-I	241/2018
17	Review Meeting/Staff Meeting of OPOLFED, BBSR- Part-I	241/2018
18	Walk-in-Interview for Engagement of Ast. Project Officer, Part-I	259/2016
19	applications for different post - Part-I	210/2013
20	Walk-in-Interview for Dresser in chicken fresh outlet, Part-I	158/2016
21	Meeting on egg Processing at OPOLFED, Part-I	286/2018
22	Purchase & Maintainance of Xerox Machine, Part-I	284/2017
23	Sanction of DA/DP/HR etc. of OPOLFED Employees Part=III	14/2008
24	Correspondence of M.D., OPOLFED, BBSR. Part-I	281/2017 (Closed)
25	Gratuieily, Part-I	285/2018
26	Engagement of Watchman through Service Provider, Part - I	245/2015
27	Annual Increment, Part-I	68/2006
28	Payment of Daily Wages to Casual workers of OPOLFED, Part-II	80/2006
29	Personal file of Dr. B.K. Mahapatra, GM, Part - I	239/2018
30	Payment of wages to the contractual/Casual workers, OPOLFED, Part - V	80/2018
31	OPOLFED Employees Union, Part -II	253/2018
32	Employees Green Card, Part - I	93/2006
33	Cuttack Zone, Part -II	132/91
34	Recommendation for sanction of Bank Loan Poultry Farmers, Part- I	158/2009
35	Marketing of OOTY TEA by OPOLFED - I	112/2010
36	Demands of OPOLFED Employees Union, Part - I	78/2006
37	Allotment of un used poultry shed of IPDP to MD, OPOLFED for rearing of collour birds, Part - I	274/2017
38	Observation of OPOLFED foundation day	197/2011
39	Walk-in-Interview for Engagement of Jr. Engineer, Civil, Part-I (Contractual)	273/2017
40	Walk-in-Interview for engagement of Data entry operation, Part - I	268/2017
41	Establishment of Electrical Sub-Station at OPOLFED, H.O., Part-I	268/2017
42	Election duty of OPOLFED Staff (Parliament/Assembly), Part-I	82/2006

43	Engagement of Casual/Contractual workers of OPOLFED, Part-II	79/2006
44	Miscellaneous correspondence Establishment, Part-III	140/2019
45	Miscellaneous correspondence Establishment, Part-II	140/2017 (Closed)
46	Appointment of M.D., Part-II	46/2006
47	Repair & Maintenance of OPOLFED, Buildings, Part - I	118/2007
48	Misc. Enquiry of Zone & Units, Part-I	125/2007
49	Media Correspondence, Part-I	199/2012
50	absentee Statement of the Staff of OPOLFED, Poultry Project & Payment of Salary, Part-I	224/2014
51	Payment of Wages to DLR of OPOLFED Chicken Fresh outlet, Part-I	246/2015
52	Management Training, Part-I	185/2011
53	Relinquishment of OPOLFED, Cuttack Zone Land to H&UD, Deptt., Part-I	198/2012
54	Ethics cell of OPOLFED, Part-I	269/2017
55	Implementation of Rehabilitation Scheme of OPOLFED - P.- I	159/2009
56	Engagement of Casual Workers	5/ (Closed)
57	Right to information Cell - Part-I	19/2007
58	Land & Building used by OPOLFED inside IPDP Campus, Part-I	249/2016
59	Meeting on NCDC financial Assistance, Part-I	237/2018
60	Membership of OPOLFED with other co-op. Institution, Part-I	178/2010
61	Employment return, Part - I	Jul-06
62	Re-Organisation Plan for Primary Poultry Product co-op. society, Part - I	160/2009
63	Tours of President/BODS, Part - I	100/2006
64	Inventory of Cuttack Zone	226/2005
65	Secretariate Entry Pass, Part-I	89/2006
66	Charge Report file, Part-II	Oct-06
67	Medical Allowance of Staff of OPOLFED, Part - I	188/2011
68	Office Order - IV	11/2006 (CLOSED)
69	Office Order, Establishment - V	11/2006..
70	Parliament/Assembly, Part - V	06/2015 (Closed)
71	Parliament/Assembly, Part - VI	06/2019.
72	Misc. Correspondence Establishment	140/2008
73	C.C.R. Officers & Staff	202/2012
74	Opening of Duplicate Service Book, Part-I	182/2010
75	Payment of Daily Wages to Casual workers of OPOLFED, Part-II	80/2006
76	Permanent Address of employees of OPOLFED, Part - I	75/2006
77	Absentees Statement of Officers & Staff of OPOLFED, Part-VI	91/2015 (Closed)
78	Office Order, Part - III	11/2016 (Closed)
79	Office Order, Part - II	11/2016 (Closed)

80	Payment of Daily Wage to casual worker, OPOLFED, Part-IV	80/2006 (Closed)
81	Absentees Statement of Officers & Staff, OPOLFED, P. III	91/2006 (Closed)
82	Absentees Statement of Officers & Staff, OPOLFED, P. IV	91/2006
83	Monthly Progress Report, OPOLFED Employees - P. I	183/2010
84	Revision of Scale of Pay	162/2009
85	ORSP	2008
86	VRS/CRS - of OPOLFED Employees, Part - I	165/2009
87	Misc. Letter of co-operative section, Part - I	49/2006 (Closed)
88	Appoints through Rehabilitation Scheme, Part - I	257/2016
89	Personal File (Contractual)	
a)	S.K. Tarafdar, Dressing Attendant, P - I	241/2015
b)	G.C. Nayak, Driver	230/2014
c)	Sanjay Ku. Pradhan, Driver	231/2014
d)	Jayadev Behera, chowkidar	234/2015
e)	Sunil Nayak, Jr. Assistant	247/2019
f)	Deepak Ku. Sahoo, Salesman	267/2017
g)	Rasmiranjan Mallick, Dresser	272/2017
h)	Tarini Ku. Sahu, Jr. Marketing Officer	221/2014
i)	Suraj Ku. Barik, Salesman	249/2019
j)	Shreelipta Mohanty, Jr. Asst.	245/2019
k)	Rakesh Ku. Mallick, Attendant	246/2019
l)	Nirmal Mohanty, Attendant	250/2019
m)	Sumanta Ku. Mallick, Attendant	271/2017
n)	G. ajrumu, Peon	232/2014
o)	Sukanta Ku. Das, Jr. Asst.	248/2019
p)	Chitaranjan Barik, Salesman	266/2017
q)	Partha Sarathi Mandhata, Peon	240/2015
90	Personal File - Regular	
i)	P.K. Panda, Sr. Asst.	74/2006
ii)	S.K. Dash, Stenographer	66/2006
iii)	B. Parida, Salesman	60/2006
iv)	G. Bhoi, Chowkidar	153/2006
v)	R.C. Naik, Peon	73/2006
vi)	G. Samesh Rao, Salesman	59/2006
vii)	C. Bhoi, Attendant	154/2009
viii)	P.K. Behera, Salesman	147/2009
ix)	K. Behera, Chowkidar	152/2009
x)	S.K. Das, Operator	145/2009
xi)	J.K. Das, Sales Supervisor	149/2009
xii)	S.K. Swain, Sr. Asst.	144/2009
xiii)	D.K. Das, Sales supervisor	146/2009
xiv)	J. Mohanty, Sales Supervisor	150/2009
xv)	N.C. Samal, Sri Store Keeper	62/2006
xvi)	N. Dash, Sales Supervisor	72/2006

xvii)	Sagar Barik, Driver	70/2006
xviii)	S.N. Pradhan, PRO	51/2006
xix)	p.k. Mohapatra, Sr. Acct. - II	56/2006
xx)	N.N. Mohanty, Office Asst.	57/2006
xxi)	B. N. Pattanaik, Sr. Asst. - II	58/2006
xxii)	N.P. Mallick, Sr. Typist	65/2006
xxiii)	S.C. Mohanty, Sr. Asst.	101/2006
xxiv)	B. N. Pattanaik, Sr. Asst. - I	14/2006 (Closed)
xxv)	P.K. Mohapatra, Sr. Acct.	220/94 (Closed)
xxvi)	S.P. Swain, Dresser	52/2006
xxvii)	Debaraj Sethi, chowkidar	67/2006
xxviii)	K.C. Das, Sr. Store Keeper	53/2006
xxix)	Lokanath Mohanty, Driver	55/2006
xxx)	Pramila Mishra, Attendant	156/2009
xxxi)	Kallola Ku. Mohapatra, Driver	64/2006
91	Old record File	121/2007
92	Special Audit Report	88/2206
93	Enquiry Report of Misappropriation of Cash of Cuttack Zone	237/95
94	Alligation and Enquiry	110/2007
95	Office Order Marketing	204/2013
96	Sanction of Special Conveyance allowance	45/2006
97	Absentee Statement of the Officers & Staff -VII	91/2018
98	Payment of Remuneration to the Contractual employees	80/2018
99	Payment of Daily Wages Sunita Mishra	270/2017
100	Right to information Act. I & II	119/2016
101	Guard Cover file - VI	9/2006 (Closed)
102	Guard Cover file - III	.9/2006
103	Appointment of Jr. Marketing Officer	.02/89
104	Appointment of Jr. Production Officer	.01/89
105	Authorised Officer	102/90
106	Appointment of Chartered Accountant	92/90
107	Selection Committee Meeting	61/89
108	Service Revision of Staff	178/93
109	Appointment of Sub-Committee Meeting	231/95
110	Fixation of Qualification of different post	85/2006
111	Circular File - II	2015/16
112	Charge Report file (Cover file)	216/88
113	Seniority/Gradation list	.12/2006
114	Deployment of JVO from AH Deptt.	.03/2006
115	DEPUTATION OF Officers	88/90
116	Appointment of Staff - Class- III	71/90
117	Appointment of Operator	.06/89
118	Establishment of Broiler Farm by T. Chowdhury	167/92
119	Appointment of Class - IV Staff	93/2006
120	Business Transaction with Kuna Broilers, Bhubaneswar	246/96

121	Admission of Individual Members	166/97
122	Transfer of Hatchery to OPOLFED	72/89
123	Information to Govt. for different meeting - Vol -II	89/90 (Closed)
124	Circular - Part - I	86/2006 (Closed)

CO-OPERATIVE SECTION

1	Board Meeting of OPOLFED - IV	18/2015
2	Proceeding of Board Meeting of OPOLFED	179/2010
3	Micc files of cooperative section Part -11	49/2006
4	Election of Board of Ape Election Part-11	15/2006-15
5	Election information of Apex Election Part-11	126/2019
6	Amendemeat of OCS Rules 1965 OCS Election Rul 1992	203/2012
7	Registration of OWPPCS in Khurda & Angul Dist & election there on	33/2017
8	Folder files, Asenda Notes of Board Meeting	2015-16
9	Folder files - Status report of PPCS & WPCS.	
10	Bye-Law of OPOLFED, Bhubaneswar	16/2006
11	Admission of Members of OPOLFED	17/2006
12	Board Meeting, Vo. I	27/... (closed)
13	Election of Board of Directors	98/90 (Closed)
14	Board Meeting - 2001	Closed
15	Board of Directors Meeting, OPOLFED - 16 August - 2001	0
16	Board of Directors Meeting, OPOLFED - 5, 6 - 03	0
17	Board Proceeding	31/89 (Closed)
18	Agenda Notes of different Board Meeting - 92	0
19	Board Meeting - Part -II	27/91-92 (Closed)
20	General Body Meeting	166/2010
21	Election Information of Appex Election - Part - I	126/2007 (Closed)
22	Registration of WPPCS in Khurdha & Angul Dist. Part-I	33/2006 (Closed)
23	Election of Board of Directors, OPOLFED, BBSR. Part -II	15/2006 (Closed)
24	Board Meeting of OPOLFED, BBSR, Part - III	18/2006 (Closed)
25	Cover file- Electionof Board of Directors-29.11.97 to 23.09.2008	Closed
26	Braja Mahakali PPCS, Chandapala, Kendrapada	180/2010
27	Salipur PPCS, Salipur	44/2006
28	Dibyajyoti WPPCS, Ghantapada, Angul	39/2006
29	Tarini WPPCS, Susuda, angul	36/2006
30	Ramachandi WPCS, Budhapanka, Angul	43/2006
31	Nischintakoili PPCS, Balarampur	225/2014
32	Brahmayani WPPCS, Gotamara, Angul	37/2006
33	Jayajagannath PPCS, Turanga, Angul	130/2007
34	Umananda PPCS, Balipada, Cuttack	229/2014

35	Idea PPCS, Jhinkiria, Cuttack	193/2011
36	Maa Durgadevi WPPCS, Telisinga, Angul	34/2006
37	Maa Ramachandi WPPCS (B), Banarpal	42/2006
38	East Khapuria PPCS, Jagatsinghpur	213/2014
39	Jamukoli PPCS, Khurdha	31/2006
40	Ukatala Poultry Product Co-op. society, Tigiria, Cuttack	205/2013
41	Ananda PPCS, Sunthipal, Cuttack	207/2013
42	Purusottampur Egg Marketing PPCS, Ganjam	238/2015
43	Supreme WPPCS, Azadnagar, Khordha	28/2006
44	Chitrotpala PPCS, Salipur, Cuttack	226/2014
45	Maa Tarini WPPCS, Bodhakhandi, Khordha	32/2006
46	Maa Tarini PPCS, Baragarh Brit Collony	190/2011
47	Maa Bhagabati WPCS, Palaspur, Khordha	21/2006
48	Gramadebvi PPCS, Tankilipadar, Galapati	237/2015
49	Sarpeswar PPCS, Balarampur, Cuttack	228/2014
50	Laxminarayan WPCS, Samala, Angul	40/2006
51	Maa Purnima WPCS, Dumutuma, Angul	35/2006
52	Ahamadia PPCS, Karadapali, Tigiria, Cuttack	206/2013
53	Maa Manga PPCS, Sorupuilla, Mayurbhanja	138/2008
54	Giridhari PPCS, Deopur, Cuttack	227/2014
55	Maa Santoshi WPPCS, Jharpada, Khordha	29/2006
56	Prachi WPPCS, Bhapur, Khordha	20/2006
57	Haldia WPPCS, Khordha	25/2006
58	Maa Mangala WPPCS, Khordha	27/2006
59	Maa Alati Thakurani PPCS, Nayagarh	127/2007
60	Maa Bauti WPPCS, Angul	41/2006
61	Annapourna WPPCS, Kankili, angul	38/2006
62	Namakani WPCS, Padhansahi, Khordha	30/2006
63	Parijata WPCS, Dolaiput, Khordha	26/2006
64	Maa Dakhina Chandi PPCS, Sasanpadia, Bhubaneswar	131/2008
65	Maa Bana Durga PPCS, Housing Board Collony, Jharpada	189/2011
66	Barabhang Manda PPCS, Boudh	262/2016

REGISTERS

1	Nomination paper receive Register (Page 1 - 6)	Used
2	Postage Stamp Register - 47/15 (Apex Election - 2015 (page 1 to 3)	Used
3	Complain Register on Primary voter list of OPOLFED (Page 1 to 2)	Used
4	Peon Book, Election 2015 (Page 1 to 4)	Used
5	Lettter Despatch Register, election Officer OPOLFED, BBSR (Page 1 to II)	

1	Minute Book	Vol. I
2	Minute Book	Vol. II
3	Board Resolution w.e.f.12.06.1995	Vol.IV
4	Monthly Progress Report of PPCS	
5	Annual Progress Report of PPCS	
6	Statute of OPOLFED	
7	Share Register of OPOLFED	
1	The Orissa Co-op. society Manual	2 Nos.
2	Disciplinary Action and Composition of penalty with OCS, CCA rules	Vol. I
3	Hand Book of govt. of Odisha Service Rule	Vol. I
4	Orissa Service Code	
5	Employees Provident fund	Vol. I
6	The Industrial Dispute Act.	Vol. I

MANUAL – 07

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

OPOLFED follows the Government in Co-operation Department, Fisheries & Animal Resources Development Department Rules & Policies.

MANUAL – 08

Boards, Councils, committees & Other Bodies Constituted [Section-4 (1) (b) (viii)]

The Management of OPOLFED is vested with the elected Board of Directors.

The Committee of Management consists of 19 nos. of elected members & 2 Government Nominees. Smt. Susama Panda has been working as the President of this Federation since 31.07.2015 for a tenure of five years.

The detailed list of the Members of the Committee of Management is furnished below:

Sl. No.	Name	Name of the PPCS/WPCS	Date of Election to Society	Date of Expiry of Term
01.	Smt. Susama Panda, President, OPOLFED	Ananda PPCS, Sunthipal, Cuttack	22.01.15	21.01.2020

02.	Sri Godabarish Karan, Vice-President	Maa Mangala PPCS, Swarupvilla	22.01.2015	21.01.2020
03.	Sri Somanath Senapati	Khapuria PPCS, Cuttack	25.01.15	24.01.2020
04.	Sri Hursikesh Behera	Salipur PPCS, Odasingh, Cuttack	18.01.15	17.01.2020
05.	Sri Khirod Ku. Sahani	Phulabani PPCS.	23.01.15	22.01.2020
06.	Sri Susil Ku. Kanungo	Swarup PPCS, Jagatsinghpur	22.01.15	21.01.2020
07.	Sri Rasmi Ranjan Swain	Pragati PPCS, gopalpur Chhak, Nahantara, Nimapada, Puri	16.01.15	15.01.2020
08.	Sri Pradip Ku. Bastia	Bhagabati PPCS, Beleswar, Tinigharia, Nuabazar, Cuttack	25.01.15	24.01.2020
09.	Sri Sukant Kumar Barik	Gadadharpur PPCS, Tigiria, Cuttack	17.01.15	16.01.2020
10.	Smt. Kadambini Dash	Jayashree PPCS, Aman, Phulnakhara, Cuttack	20.01.15	19.01.2020
11.	Smt. Mata Bhoi	Maa Mangala WPCS, Garedipanchana, Khordha	23.01.15	22.01.2020
12.	Smt. Anjana Nath	Prachi WPCS, Bhapur, Khordha	30.01.15	29.01.2020
13.	Smt. Manapriya Sahu	Maa Ugratara PPCS, Bhusandapur, Khordha	18.01.15	17.01.2020
14.	Sri Ghanashyam Kap	Maa Bajra Mahakali PPCS, Chandapala, Garadpur, Kendrapada	15.01.15	14.01.2020
15.	Sri Purna Ch. Mohapatra	Maa Dakhinchandi PPCS, Samsan Padia, Old Town, Bhubaneswar	02.02.15	01.02.2020
16.	Smt. Nirupama Prusty	Maa Dakhinchandi PPCS, Samsan Padia, Old Town, Bhubaneswar	02.02.15	01.02.2020
17.	Sri Mahendra Ku. Kundu	Utkal PPCS, Nuapattana, Cuttack	16.01.15	15.01.2020
18.	Sri Binoda Kumar Pati	Giridhari PPCS, Deopur, Biribati, Kandarpur, Cuttack	20.01.15	19.01.2020
19.	Sri Prafulla Kumar Rout	Sarpeswar PPCS, Nuagarh, Balarampur, Cuttack	23.01.15	22.01.2020

MANUAL – 09

Directory of Officers & employees [Section – 4(1) (b) (ix)]

The detailed list of officers & employees with their designations are furnished below:

REGULAR:			
Sl.No.	Name of the Employees	Designation	Net Salary
(1)	(2)	(3)	
01	Dr. Balaram Sahu	Managing Director	Deployed from F&ARD Department
02	Dr. Bimal Kumar Mahapatra	General Manager	
03	Sri Surendra Nath Pradhan	PRO I/c Mkt. Manager	62,777.00
04	Sri Subash Chandra Mohanty	Sr. Asst. I/c Z.M., BBSR.	27,603.00
05	Sri Bibekananda Pattanaik	Sr. Asst. I/c Z.M., CTC	26,162.00
06	Sri Krushna Chandra Das	Sr. Store Keeper I/c Manager, FMP	28,872.00
07	Sri Santosh Kumar Dash	Sr. Steon I/c P.A.	32,239.00
08	Sri Pradip Kumar Mohapatra	Sr. Asst.	23,297.00
09	Sri Niranjana Prasad Mallick	Sr. Typist	18,888.00
10	Sri Nirmal Chandra Samal	Sr. Store Keeper	21,383.00
11	Sri Sunil Kumar Swain	Sr. Asst. I/c ZM, Angul	22,379.00
12	Sri Subrat Kumar Das	Sr. Operator	18,199.00
13	Sri Nagendra Nath Mohanty	Office Asst.	24,831.00
14	Sri Niranjana Dash	Sales Supervisor	23,545.00
15	Sri Dullav Kumar Das	Sales Supervisor	17,865.00
16	Sri Jitendra Kumar Das	Sales Supervisor	15,276.00
17	Sri Jagajit Mohanty	Sales Supervisor	18,690.00
18	Sri Sagar Barik	Driver	20,304.00
19	Sri Lokanath Mohanty	Driver	30,239.00
20	Sri Kallola Kumar Mohapatra	Driver	-
21	Sri Sankar Prasad Swain	Dressing Attendant	16,371.00
22	Sri Biswamber Parida	Salesman	21,897.00
23	Sri G. Samesh Rao	Salesman	9,282.00
24	Sri Prafulla Kumar Behera	Salesman	5,078.00
25	Pramila Mishra	Attendant	4,154.00
26	Sri Ramesh Chandra Naik	Peon	1,382.00
27	Sri Chitrasen Bhoi	Attendant	3,538.00
28	Sri Kartika Behera	Chowkier	5,457.00
29	Sri Debaraj Sathy	Watchman	23,675.00
30	Sri Gandharb Bhoi	Watchman	9,958.00
CONTRACTUAL:			
31	Sri Tarini Kumar Sahu	Jr. Marketing Officer	20,716.00
32	Shreelipta Mohanty	Jr. Asst.	6,248.00
33	G. Ajarumu	Peon	6,306.00
34	Sri Ganesh Chandra Nayak	Driver	6,881.00
35	Sri Sanjay Kumar Pradhan	Driver	9,881.00

36	Sri Jayadev Behera	Chowkidar	7,396.00
37	Sri Partha Sarathi Mandhata	Peon	7,396.00
38	Sd. Asraf Tarafdar	Dresser	7,396.00
39	Sri Dipak Kumar Sahoo	Salesman	6,112.00
40	Sri Chitaranjan Barik	Salesman	6,112.00
41	Sri Sumanta Kumar Mallick	Attendant	6,112.00
42	Sri Rasmiranjan Mallick	Dresser	4,865.00
43	Sri Rakesh Mallick	Attendant	5,051.00
44	Sri Sunil Nayak	Jr. Asst.	6,112.00
45	Sri Sukanta Kumar Das	Jr. Asst.	6,112.00
46	Sri Suraj Kumar Barik	Salesman	5,051.00
47	Sri Nirmal Kumar Mohanty	Peon	5,051.00

MANUAL – 10

Monthly Remuneration & Compensation of Officers & Employees [Section – 4 (1)(b)(x)]

The detailed list of monthly remuneration & compensation of officers & employees are furnished below:

Sl. No	Name of the Employees	Designation	Scale of Pay	Net Salary
(1)	(2)	(3)		
01	Dr. Balaram Sahu	Managing Director		Deployed from F&ARD Department
02	Dr. Bimal Kumar Mahapatra	General Manager		
03	Sri Surendra Nath Pradhan	PRO I/c Mkt. Manager	9,300 - 34,800/-	62,777.00
04	Sri Subash Chandra Mohanty	Sr. Asst. I/c Z.M., BBSR.	5,200 – 20,200/-	27,603.00
05	Sri Bibekananda Pattanaik	Sr. Asst. I/c Z.M., CTC	5,200 – 20,200/-	26,162.00
06	Sri Krushna Chandra Das	Sr. Store Keeper I/c Manager, FMP	5,200 – 20,200/-	28,872.00
07	Sri Santosh Kumar Dash	Sr. Steon I/c P.A.	5,200 – 20,200/-	32,239.00
08	Sri Pradip Kumar Mohapatra	Sr. Asst.	5,200 – 20,200/-	23,297.00
09	Sri Nirranjan Prasad Mallick	Sr. Typist	5,200 – 20,200/-	18,888.00
10	Sri Nirmal Chandra Samal	Sr. Store Keeper	5,200 – 20,200/-	21,383.00
11			5,200 – 20,200/-	
12	Sri Sunil Kumar Swain	Sr. Asst. I/c ZM, Angul	5,200 – 20,200/-	22,379.00
13	Sri Subrat Kumar Das	Sr. Operator	5,200 – 20,200/-	18,199.00

14	Sri Nagendra Nath Mohanty	Office Asst.	5,200 – 20,200/-	24,831.00
15	Sri Niranjan Dash	Sales Supervisor	5,200 – 20,200/-	23,545.00
16	Sri Dullav Kumar Das	Sales Supervisor	5,200 – 20,200/-	17,865.00
17	Sri Jitendra Kumar Das	Sales Supervisor	5,200 – 20,200/-	15,276.00
18	Sri Jagajit Mohanty	Sales Supervisor	5,200 – 20,200/-	18,690.00
19	Sri Sagar Barik	Driver	5,200 – 20,200/-	20,304.00
20	Sri Lokanath Mohanty	Driver	5,200 – 20,200/-	30,239.00
21	Sri Kallola Kumar Mohapatra	Driver	5,200 – 20,200/-	-
22	Sri Sankar Prasad Swain	Dressing Attendant	4,440 – 7,440/-	16,371.00
23	Sri Biswamber Parida	Salesman	4,440 – 7,440/-	21,897.00
24	Sri G. Samesh Rao	Salesman	4,440 – 7,440/-	9,282.00
25	Sri Prafulla Kumar Behera	Salesman	4,440 – 7,440/-	5,078.00
26	Pramila Mishra	Attendant	4,440 – 7,440/-	4,154.00
27	Sri Ramesh Chandra Naik	Peon	4,440 – 7,440/-	1,382.00
28	Sri Chitrasen Bhoi	Attendant	4,440 – 7,440/-	3,538.00
29	Sri Kartika Behera	Chowkiear	4,440 – 7,440/-	5,457.00
30	Sri Debaraj Sethy	Watchman	4,440 – 7,440/-	23,675.00
31	Sri Gandharb Bhoi	Watchman	4,440 – 7,440/-	9,958.00
	CONTRACTUAL:			
32	Sri Tarini Kumar Sahu	Jr. Marketing Officer	9,300 – 34,800/-	20,716.00
33	Shreelipta Mohanty	Jr. Asst.	5,200 – 20,200/-	6,248.00
34	G. Ajarumu	Peon	4,440 – 7,440/-	6,306.00
35	Sri Ganesh Chandra Nayak	Driver	5,200 – 20,200/-	6,881.00
36	Sri Sanjay Kumar Pradhan	Driver	5,200 – 20,200/-	9,881.00
37	Sri Jayadev Behera	Chowkidar	4,440 – 7,440/-	7,396.00
38	Sri Partha Sarathi Mandhata	Peon	4,440 – 7,440/-	7,396.00
39	Sd. Asraf Tarafdar	Dresser	4,440 – 7,440/-	7,396.00
40	Sri Dipak Kumar Sahoo	Salesman	4,440 – 7,440/-	6,112.00
41	Sri Chitaranjan Barik	Salesman	4,440 – 7,440/-	6,112.00
42	Sri Sumanta Kumar Mallick	Attendant	4,440 – 7,440/-	6,112.00
43	Sri Rasmiranjan Mallick	Dresser	4,440 – 7,440/-	4,865.00
44	Sri Rakesh Mallick	Attendant	4,440 – 7,440/-	5,051.00

MANUAL – 11

Budget Allocated to each Agency [Section – 4 (1)(b)(xi)]

OPOLFED comes under the administrative control of Fisheries & Animal Resources Development Department, Government of Odisha. Hence, the budget allocation of funds to OPOLFED is done by Fisheries & Animal Resources Development Department.

MANUAL – 12

Manner of Execution of Subsidy Programmes [Section – 4 (1)(b)(xii)]

The manner of execution of subsidy programmes relating to OPOLFED are being governed by its Administrative Department, i.e. Fisheries & Animal Resources Development Department, Government of Odisha.

MANUAL – 13

Particulars of Recipients of Concessions, Permits or authorizations Granted [Section – 4 (1)(b)(xiii)]

The particulars of recipients of concessions, permits or authorizations granted relating to OPOLFED are being governed by its Administrative Department, i.e. Fisheries & Animal Resources Development Department, Government of Odisha.

MANUAL – 14

Information Available in an Electronic form [Section – 4 (1)(b)(xiv)]

For availing information in electronic form, please visit the website of OPOLFED ([website www.opolfed.com](http://www.opolfed.com))

MANUAL – 15

Particulars of Facilities Available to Citizens for Obtaining Information [Section – 4 (1)(b)(xi)]

Sl. No.	Facility Available	Nature of Information Available	Working hours
1	By way of personal contact with the Public Information Officer of OPOLFED Head Office at Laxmisagar, Bhubaneswar, Odisha	Acts, Rules, Circulars, Notifications etc.	2.00 PM to 5.30 PM every working day on ascertain of the availability of the Public Information Officer over telephone

MANUAL – 16

Names, Designations & Other Particulars of the Public Information Officers [Section – 4 (1)(b)(xvi)]

Assistant Public Information Officer (APIO):

Name & Designation of the Officer designated as APIO	Postal Address	Contact No.	Email Address
Sri Santosh Kumar Dash, Senior Steno I/c PA	OPOLFED Head Office, Laxmisagar, Bhubaneswar, Odisha	(0674) 2570286	opolfed1976@gmail.com

Public Information Officer (PIO):

Name & Designation of the Officer designated as PIO	Postal Address	Contact No.	Email Address
Sri Surendra Nath Pradhan, Public Relations Officer	OPOLFED Head Office, Laxmisagar, Bhubaneswar, Odisha	(0674) 2570286	opolfed1976@gmail.com

First Appellate Authority (FAA):

Name & Designation of the Officer designated as FAA	Postal Address	Contact No.	Email Address
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Dr. Bimal Kumar Mahapatra, General Manager	OPOLFED Head Office, Laxmisagar, Bhubaneswar, Odisha	(0674) 2570286	opolfed1976@gm ail.com
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MANUAL – 17

Other Useful Information
[Section-4(1) (b) (xvii)]

PROGRAMMES TAKEN UP IN THE CURRENT YEAR (2019-20):

OPOLFED has bagged the order from the Odisha Livelihoods Mission (OLM) under the Panchayati Raj & Drinking Water Department, Govt. of Odisha (Order No.1429/19 Dt.12.07.2019) for supplying of 4,20,000 (four lakhs twenty thousands) chicks for 30,000 households in FANI affected Blocks of Puri (all 11 Blocks) & Khordha (3 Blocks).

In this Govt. project 28 days old layer poultry birds (Kalinga Brown/Indbro brown varieties), feed, poultry equipments (cage, feeder & drinker), medicines and vaccines will be supplied up to the communication points of the beneficiaries of Puri & Khordha districts with good and safe condition.

This Govt. programme will be taken up by the OPOLFED in the second week of September 2019.

State Govt. in F & ARD Department is requested to allocate funds to OPOLFED for establishment of Chicken fresh outlets by OPOLFED in Bhubaneswar, Cuttack, Rourkela & Berhampur cities & 50 nos. of Chicken fresh outlets on PPP mode in potential marketing places across the State.

LIST OF POULTRY CO-OP. SOCIETIES AFFILIATED WITH OPOLFED

Sl. No.	Name of the Societies	Date of Affiliation with the Federation	No. of Members
Cuttack District:			
01.	Salipur PPCS, Odasingh, Cuttack	03.08.1978	122
02.	Khapuria PPCS, Cuttack	27.02.1991	75
03.	East Cuttack PPCS, Cuttack	19.09.1996	82

04.	Bhagabati PPCS, Beleswar, Cuttack	30.10.1996	57
05.	Gadadharpur PPCS, Tigiria, Cuttack	01.11.1996	85
06.	Jayashree PPCS, Arilo, Cuttack	19.11.1997	100
07.	Ideal PPCS, Brahampur, Jhinkiria, Cuttack	01.06.2011	84
08.	Ahamadiya PPCS, Karadapalli, Tigiria, Cuttack	26.06.2013	52
09.	Utkal PPCS, Nuapatna, Cuttack	26.06.2013	55
10.	Ananda PPCS, Sunthipal, Cuttack	26.06.2013	55
11.	Chittotpala PPCS, Salipur, Cuttack	27.09.2014	53
12.	Nischintakoili PPCS, Balarampur, Gopinathpur, Cuttack	27.09.2014	53
13.	Sarpeswar PPCS, Balarampur, Athagarh, Cuttack	27.09.2014	71
14.	Giridhari PPCS, At: Deopur, Biribati, Cuttack	27.09.2014	51
Jagatsinghpur District:			
15.	Biridi PPCS, Jagatsinghpur	26.03.1980	80
16.	Swarup PPCS, Hazipur, Jagatsinghpur	07.03.1991	64
17.	Pallishree PPCS, Dhalipangta, Jagatsinghpur	20.03.1991	56
18.	Kalinga PPCS, Raghunathpur, Badakhandiata, Jagatsinghpur	03.04.1997	78
Jajpur District:			
19.	Sarada PPCS, Rajatota, Jajpur	27.07.1991	84
Kendrapara District:			
20.	Bajra Mahakali PPCS, Chhandapalla, Kendrapara	25.09.2010	60
(7)			
(8)			
Khordha District:			

21.	Maa Ugratara PPCS, Jhatinuagaon, Bhusandpur, Khordha	21.07.1990	88
22.	Maa Santoshi WPCS, Jharapada, Bhubaneswar, Khordha	12.01.2004	90
23.	Maa Mangala WPCS, garedipanchan, Khordha	16.01.2004	91
24.	Jamukoli WPCS, Jamukoli, Khordha	01.03.2004	147
25.	Maa Tarini WPCS, Bodhakhandi Jagiri, Khordha	11.03.2004	70
26.	Prachi WPCS, Bhapur, Banamalipur, Khordha	11.03.2004	66
27.	Supreme WPCS, Azadnagar, Bhubaneswar	26.04.2005	90
28.	Haladia WPCS, Haladia, Khordha	23.08.2005	60
29.	Maa Dakhinchandi PPCS, Sassanpadia, Old town, Bhubaneswar	20.11.2007	67
30.	Maa Banadurga PPCS, Jharapada, Bhubaneswar	28.05.2011	57
31.	Maa Tarini PPCS, Baragad Brit Colony, Bhubaneswar	06.07.2011	54
Kandhamal District:			
32.	Phulbani PPCS, Kandhamal	23.02.1983	85
Puri District:			
33.	Pragati PPCS, Gopalpur Chhak, Nimapada, Puri	18.01.1996	68
Mayurbhanj District:			
34.	Maa Mangala PPCS, Swarupvilla, Mayurbhanj	31.08.2009	51
Gajapati District:			
35.	Gramadevi PPCS, Tankilipadar, Chandragiri, Gajapati	26.09.2016	51

**ONCE AN OPOLFED CONSUMER
ALWAYS AN OPOLFED CUSTOMER**
