

Chapter . 3 (Manual . 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation			
Powers	Administrative	1. Collector	
		2. District Project Co-ordinator	
	Financial	1. Collector	
		2. District Project Co-ordinator	
		3. Financial Consultant	
	Others(Supervisory)	1. District Project Co-ordinator	
2. Sr. Technical Consultant			
3. All Co-ordinators, programmer and Technical Consultants			
Duties	Name	Designation	Duty Assigned
	Sri Bhawani Shankar Panda	Collector	Chairman (Head of the organization)
	Sri Sarat Chandra Mohanty, OAS(I) JB	DPC	Administrative Head, Supervision & Monitoring
	Sri Amulya Ku. Khandual	Sr. Technical Consultant	Supervision of Civil works undertaken by the Project in the district
	Sri Surendra Meher	Technical Consultant	In charge of Sonepur and part of Tarva Block
	Sri Sudhir Ku. Nath	T.C.	In charge of Binka and part of Tarva Block
	Sri Bibekananda patra	T.C.	In charge of Dunguripali and part of B.M.Pur Block
	Sri Subhendu Ku. Mansingh	T.C.	In charge of Ullunda and part of B.M.Pur Block
	Sri Chittaranjan Kar	Programmer	In charge of MIS unit
	Sri Gopinath Shamal	IED Co-ordinator	In charge of IED Section
	Sri Manas Ranjan Seth	Gender Co-ordinator	In charge of Girls Education programmes and KGBV Hostel
	Ms Srilekha Nayak	Planning Co-ordinator	Preparation of planning, EGS, SS, NRBC
	Ms Subhalaxmi Sahoo	Pedagogy Co-ordinator	In charge of Pedagogical works, teachers training etc.
	Sri Kishor Ku. Mohanty	Financial Consultant	Head of Accounts Section, supervision of files, records before sanction of funds, signing of cheques.

	Ms Smita Mishra	Tribal Co-ordinator	In charge of SC and ST education.
	Sri Himanshu Sekhar Panda	Steno to DPC	
	Sri Rajib Kumar Purohit	Accountant	Checking of vouchers, bills, files before payment and adjustment of advance.
	Sri Pradeep Ku. Panigrahi	Cashier	Maintenance of cash book, preparation and issue of cheques.
	Sri Debaraj Nag	Office Assistant	Receive and Despatch, APIO for RTI Act.
	Sri Sushanta Ku. Behera	Office Assistant	Establishment and in charge of office vehicle
	Sri Ashok Kumar Rout	Prog. Assistant	Purchase of stationery
	Sri Raj Narayan Mishra	DEO	Data Entry
	Sri Manarajna Mishra	DEO	Attached to DIS, Sonapur for Data Entry work
	Sri Jyoti Prasad Mohanty	BRT in Tarva Block	Supervision and monitoring of different programmes of IED at Block level
	Sri Sachidananda Sahu	BRT in Binka Block	-do-
	Sri Satyaban Padhan	BRT in Dunguripali Block	-do-
	Ms Sujata Nayak	BRT in Sonapur Block	-do-
	Ms Sangita Mahapatra	BRT in B.M.Pur Block	-do-
	Sri Kamakshya Tandia	Night Watcher	Watching office during off hours.
	Sri Pabitra Mahakur	Peon	Attending office staff
	Sri Nageswar Mahakur	Peon	-do-
	Sri Dillip Kumar Mishra	Driver	Driving office vehicle
	Sri Daitari Behera	Driver	-do-

