

Morning hours of the office : **10.00 A.M.**

Closing hours of the office : **5.00 P.M.**

## **Chapter . 3 (Manual . 2)**

### **Powers and Duties of Officers and Employees**

The details of the powers and duties of officers and employees of the organization.

Designation			
Powers	Administrative	1. Collector	
		2. District Project Coordinator	
		3. D.I.s-CUM-ADPC	
	Financial	1. Collector	
		2. District Project Coordinator	
		3. Financial Consultant	
	Others(Supervisory)	1. District Coordinators	
		2. Accountant, Cashier	
		3. Technical Consultant	
		4. Block Resource Teacher	
Sl No	Name	Designation	Duty Assigned
1	Smt. Aswathy S., IAS	Collector-cum-Chairman	Head/Chairman of Office
2	Sri Sarat Ch. Mohanty, OAS	D.P.C.	Supervision & Monitoring
3	Sri Sameer Ku. Pradhan	Sr. T.C.	Provide leadership for construction of all infrastructure as provided by SSA relating to civil works.
4	Sri Rajib Lochan Patra	Technical Consultant	Provide leadership and Technical support for construction of school buildings and civil works through VEC.
5	Sri Anuj Chandan	Technical Consultant	do
6	Sri Manoranjan Sahu	Technical Consultant	do
7	Sri Jyotirmaya Sahu	Technical Consultant.	do
8	Sri Anindyan Ku. Mahapatra	Technical Consultant.	do
9	Sri Braja Kishore Swain	Technical Consultant.	do
10	Sri Birendra Ku. Biswal	Technical Consultant.	do
11	Sri Manasi R. Maharana	Technical Consultant.	do

12	Sri Chitaranjan Behera	Technical Consultant.	do
13	Sri Balabhadra Naik	Technical Consultant.	do
14	Sri Debasish Pani	Technical Consultant.	do
15	Sri Bijaya Keshari Kanungo	Technical Consultant.	do
16	Sri Ishwar Ch. Pradhan	Financial Consultant	Maintenance of Accounts of books and proper utilization of project fund.
17	Sri Debesh Ku, Mishra	Programmer	Maintain and update data base related to DISE and CTS etc.
18	Sri Prashanta Ku, Saraf	IED and Media Coordinator.	Assist in implementing various activities of project relating to IED.
19	Sri Jyoti Prakash Rath	Girls Education Coordinator	Effective implementation of quality girls education, ECCE,MTA Training etc
20	Dr. Madhumita Dash	Pedagogy Coordinator	Coordinate in conduct of Teachers Training, Seminars , capacity building and pedagogical improvement.
21	Mrs Mamata Behera	Planning Coordinator	Preparation of AWP&B and liaison with intervention head, Micro planning, school mapping etc.
22	Sri Barada Prasanna Rout	SC/ST Coordinator	Conduct of Child friendly Activities, Teachers Training, Community Mobilisation, liaison with SC-ST Deptt, etc.
23	Sri Jethu Sahu	Accountant	Preparation of financial statement, implementation of system of accounts for project expenditure.
24	Sri Susanta Ku. Pujari	Steno	Establishment
25	Sri Doctor Sahu	Cashier	Maintenance of Cash book, pass book, cheque issue register, Bank accounts reconciliation etc.
26	Sri Santosh Ku. Moharana	Programme Asst.	Performs and prepares different project activities in close coordination with intervention heads.
27	Sri Gopal Ch. Mishra	Programme Asst.	do

28	Sri Jaya Kishore Kumar	Office Asst.	do
29	Mrs. Tapaswini Satpathy	Office Asst.	do
30	Sushanta Ku. Routray	D.E.O.	Preparation of different assignment relating to PMIS.
31	Sri Pradyumna Ku. swain	D.E.O.	do
32	Sri Dulal Ku. Nath	D.E.O.	do
33	Sri Kishore Ku. Mallik	D.E.O.	do
34	Sri Naba Kishore Samal	BRT, Balangir	Ensuring better coordination and implementation of IED activities at block level.
35	Sri Upendra samal	BRT, Gudvela	do
36	Sri Ramesh Ch. Meher	BRT, Muribahal	do
37	Sri Samesh Tripathy	BRT, Deogaon	do
37	Sri Keshaba Meher	BRT, Agalpur	do
39	Sri Kishore Ku. sahu	BRT, Turekela	do
40	Sri Gopal Meher	BRT, Titlagarh	do
41	Sri Kartika Ku. Biswal	BRT, Saintala	do
42	Saisudha Padhi	BRT, Puintala	do
43	Sri Laxmikanta Sarangi	BRT, Bangomunda	do
44	Smt, Gomati sahu	BRT, Balangir	do
45	Sri Sushanta Ku. Dash	BRT, Patnagarh	do
46	Mrs. Biswa B. Mohapatra	BRT, Loisingha	do
47	Sri Sambhu Prasad Naik	Peon	Carry daks, files and assignment given by DPC.
48	Sri Surendra Bag	Peon	do
49	Sri Bhagirathi Swain	watchman	Watchman duty
50	Sri Krushna Ch. Pradhan	Driver	Ensure safety and smooth maintenance of Project vehicle.
51	Sri Lingaraj Nag	Driver	do
52	Rukmana Patra	Attendant, Gudvela	To carry daks and files, cleanliness the office premises, perform assignment given by DPC.
53	Gariba Seth	Attendant, Puintala	do
54	Manu Bakul	Attendant, Deogaon	do
55	Bhuka Nanda	Attendant, DPO	do
56	Mitrabhanu Sahu	Attendant, Loisingha	do
57	Banabihari Sai	Attendant, DPO	do
58	Bijaya Kumar Dash	Attendant, Belpada	do
59	Gobinda Sahu	Attendant, Khaprakhol	do
60	Gobinda Suna	Attendant, Patnagarh	do
61	Prahalad Majhi	Attendant, Agalpur	do
62	Rajani Bag	Attendant, Muribahal	do
63	Seshadev Mallick	Attendant, Saintala	do
64	Kapila Mahananda	Attendant, Titlagarh	do
65	Sri Jibardhan Pradhan	Attendant, Turekela	do