

**Manual 2**  
**Powers and duties of officers and employees**  
[Section 4(1)(b)(ii)]

**Powers and duties of officers and staff**

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	DPC, DPEP/SSA, Boudh	The administrative power of DPC for civil works is up to Rs.5 lakhs & the approval authority for conducting other training & management programme, which is as per the norm of OPEPA, Bhubaneswar.	The signing of Cheque is under the financial power of DPC, which limits to Rs.1 lakh for civil works & for any other case its lies to Rs.20,000/- only	The DPC, DPEP/SSA, Boudh has the statutory power to comply the audit report & filling the income tax as per the rule, TDS & EPF etc.	Monitoring & Supervision of various field level activities, training, and programmes under different scheme.	a) Proper execution of the project & its various activities with the assistance of the professionals & members of the Block steering group. b) Proper utilization of funds in accordance with the rules & orders of the authority. c) Keeping proper accounts in respect of all funds received from or on behalf of the authority & expanded on specified objects as well as of the money deposited into the bank or invested as per directions of the authority & render monthly accounts in the form prescribed to the SPO. d) Preparation of time bound programme with its schedule of implementation of each activity programmes or scheme or worked to be executed & expenditure required.
2	Financial Consultant, DPEP/SSA, Boudh	xxx	xxx	xxx	To keep the account records	
3	Sr. T.C., DPEP/SSA, Boudh	xxx	xxx	xxx	To supervise & guide the TCs regarding the construction works	
4	Programmer, MIS, DPEP/SSA, Boudh	xxx	xxx	xxx	To provide Data's to the functionaries under Management Information System of DPO	
5	Planning	xxx	xxx	xxx	To prepare the AWP & B &	

	Coordinator, DPEP/SSA, Boudh				to ensure the activities through out the year.	
6	Pedagogy Coordinator	xxx	xxx	xxx	To improve quality of education & prepare the proper plan of action & implement the same at grass root level.	
7	Girls Edn. Coordinator	xxx	xxx	xxx	To adopt different activities for the betterment of Girls student throughout the district, Opening of KGBV for dropout SC/ST girls student of CI-VI, VII & VIII.	
8	IED Coordinator	xxx	xxx	xxx	To implement the different activities under Inclusive Education, aware the community members.	
9	Co- ordinator, SC/ST & Minority Education	xxx	Xxx	xxx	To diagnose the SC/ST & Minority belt of the district & facilitate the hardcore for the people living in such areas, providing educational facilities especially to the children of such areas.	
10	Accountant, DPEP/SSA, Boudh	xxx	xxx	xxx	To adjust the bill & vouchers, prepare Statement of Expenditure & Bank reconciliation statement	
11	Cashier, DPEP/SSA, Boudh	xxx	xxx	xxx	Issue the cheques after due approval of the authority	
12	Data Entry Operators, DPEP/SSA, Boudh	xxx	xxx	xxx	To prepare database on CTS & Enrollment	
13	Programme Asst.	xxx	xxx	xxx	To associate in conducting different programme in the field	
14	Office Asst.	xxx	xxx	xxx	To assist in official work	
15	Steno to DPC, DPEP/SSA, Boudh	xxx	xxx	xxx	Maintain personal files of DPC & tour diary/particulars thereof.	
16	Peon	xxx	xxx	xxx	Work as ordered by the DPC/Staff	
17	Night watcher	xxx	xxx	xxx	To watch the office & all furniture, articles thereof.	

Note : Substantive powers and duties for each position may be defined.