

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
		Administration	Financial	Statutory	Others	
01	DWO-cum-DM, OSFDC Ltd., Khordha	Acting as magistrate in the time of seize vehicle	Disbursement of loan/ subsidy to SHGs	Collection of UCs. from different Banks.	Nil	DWO Khordha
		Supervision/Check ing of irrigation project	Funding agency of OAIC/ OLIC	Contact With defaulters for recovery of loan regularly	Nil	
		Disciplinary Authority of SHGs under OSFDC Schemes	Remittance of Interest money to Head office regularly.			
			Signature in Office cashbook Regularly			
02	Sr. Clerk	Put up all letters received from different quarters	Maintain cashbook regularly in supervision of the D.M.	Maintain all Relevant records and registers	Nil	Cashier & Deal with general Misc, meeting and conference of DWO, Section.