

**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	2	3	4	5	6	7
1.	Sri Kiran Ch. Jena District Planning Officer, Khordha	1) To control & supervision of work of Sub-Ordinate staff of Planning Office 2) Maintenance of Service book of staff of Planning Office 3) Sending of CCRs of the staff.	Govt in P & C Deptt have authorized DPO as Drawing and Disbursing Officer to draw and disburse the bills		Monitoring of projects sanctioned under MPLADS, MLALADS, SPF etc	Over all supervision of the Office
2.	, SEI	Not Applicable	Not Applicable	Not Applicable	Not Applicable	MPLAD Scheme (Lok Sabha), MLALAD Scheme (Jatni and Chilika Assembly Constituencies), Assembly Constituency wise Development Committee MPLAD Scheme (Rajya Sabha), Special Problem Funds, District Planning Committee MLALAD Scheme (Balipatana, Bhubaneswar, Begunia and Khordha Assembly Constituencies), Bill, Budget, Establishment, Receipt and Issue of Letters, Cash Maintenances, Miscellaneous Correspondence
3.	Sri Rakhil Prasad Chand, S.C.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Bill, Budget, Establishemnt, Issue, Receipt & Despatch
4	Sri Banshidhar Mohapatra, Peon	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attached to District Planning Officer
5	Sri Satya Nanda Routa, Peon	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attached to Staffs