

Powers and Duties of Officers

Sl. No.	Designation of Post	Powers			
		Administrative	Financial	Statutory	Others
1	Special Relief Commissioner	Head of Department	<ul style="list-style-type: none"> • Full Powers- normal entitlement in respect of SR Wing. • All Financial Powers as provided in Resolution No.29033-111 ER-130 /66-R of the Govt. of Orissa, Revenue Department 	<ul style="list-style-type: none"> ▪ He shall as the delegate of the State Government, exercise complete control, so far as relief operations are concerned, over the Head of Departments and their subordinates and subject to the control of the State Government, he shall have authority to direct any Head of Department or any other field officer to function in any particular manner if he considers that this is necessary in the interest of the administration of relief measures. ▪ He shall have authority to call for any information from any Heads of the Department or from field officers of any Department and shall periodically 	

				<p>review and coordinate the activities of relief operations if he considers it necessary in the interest of relief operation.</p> <ul style="list-style-type: none">▪ He shall have the authority to requisition the services of Gazetted and Non-gazetted officers working in the affected areas for administrating urgent relief measures.▪ He shall have full powers to sanction detailed schemes approved in principle within the Relief Budget and CRF norms.▪ He shall exercise full powers to prescribe the Headquarters of a Gazetted Government servant employed on relief work.▪ He shall have authority to empower the Collectors of the affected districts to requisition vehicles of other Departments, whenever needed	
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				for efficient execution of relief operation. The concerned Collectors may also be empowered by him to requisition vehicles of the private parties if the situation so demands, on payment of hire charges at the rate paid by the Home (Election) Department, while requisitioning such vehicles for purpose of conducting elections.	
2	Additional Commissioner Relief(Vacant)				
3	Joint Commissioner, Relief	Head of Office	Full powers in respect of Group-A, B & C employees of SR wing towards sanction of GPF & Advance TA /Full power for Sanction of Quarantine Leave, CL etc. /Full power for sanction of Annual Increment for Group –A & B employees/ Sanction of Contingent expenditure/ sanction of leave in respect of Group-B & C employees up to 4 months		
6	State Port Engineer	Head of Office of SPEO	The Drawing and Disbursing Officer of the State Port	Repair, Maintenance, Procurement of boats, Engines and any other materials in respect of	

			engineering Establishment	State Port Engineering Establishment	
4	Under Secretary(Estt)	Matters relating to Flood, Disaster management Act, Rules, Policy, IDRN, Meetings/ Seminar/ Conference/Training, District EOCs, Red Cross & NGOs and OSDMA			
5	Under Secretary(NC)	Matters relating to all Natural calamities (except Flood), Parliament and Assembly questions, House Committee, CRf Meeting, MIS, GRAMSAT & State EOC			
4	Assistant Financial Adviser(Budget)	Matters relating to Budget,UC Accounts, & Nizarat	The Drawing and Disbursing Officer of the Special Relief Organisation		
5	Assistant Financial Adviser(Audit)	Matters relating to Audit/PAC/C & AG, Court/ Case Matters Establishment, , & RTI	Full power for sanction of Electricity & Telephone Bills/Full power for sanction of Annual Increment of C & D employees /Full power of sanction of		

			Festival Advance.		
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