

**Manual 2**  
**Powers and Duties of Officer 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.	Commissioner-cum-Secretary	Administrative head of the Department in respect of day to day functioning of the deptt	Full	<ol style="list-style-type: none"> <li>1. Power to initiate proposals for amendment of Act and Rules enacted through State Assembly.</li> <li>2. Appointing authority and Disciplinary Authority of Class-II and higher rank officers.</li> <li>3. Chairman of the DPC held for promotion to the rank of Class-II and above.</li> <li>4. Functioning as Chairman, OMTES</li> </ol>		<ol style="list-style-type: none"> <li>1. Monitoring of Programmes &amp; schemes for the welfare of ST/ST/OBC and Minorities, implemented through various field functionaries.</li> <li>2. Taking up review meetings to expedite the process of implementation.</li> </ol>
2.	Director (ST&SC)	Second highest decision making authority to take decision regarding Education, Scholarship related matters & Field establishment implementation of Orissa Reservation and Vacancies Act in appointments in different departments.	Full power for recurring and non recurring items as head of the Directorate attached with the Secretariat.	<ol style="list-style-type: none"> <li>1) Appointing authority for the appointment of class-III teachers which has been delegated to the Collector of the district.</li> <li>2. Chairman of the DPC for the promotion of Trained Graduate Teacher to Class-III(NG) Headmasters of High School.</li> <li>3. Chairman of the DPC for the promotion Class-IV employees of the Department.</li> <li>4. Functioning as Secretary, OMTES</li> </ol>		<ol style="list-style-type: none"> <li>1. Pension sanctioning authority for the Field officers. GPF sanctioning authority for field officer above 50%. EL and Commuted Leave sanctioning authority for field officers. Looking after the smooth functioning of the Educational wing of the Department including inspection and schools management in the field. Director(ST/SC) is discharging his duty as Nodal Officer for Food for Education Programme implemented with the assistance from WFP.</li> </ol>
3.	Director OBC	1. Second highest decision making authority to take decision regarding schemes meant for welfare of Other Backward Classes and Minority.	Second highest administrative authority in the hierarchy			

4.	Joint Secretary	1. Second highest authority in respect of matters dealt in the Section of Office Establishment-I and II, Special Component Plan, Protection of Civil Rights, Special Project, Policy & Planning and Expenditure and Accounts.	Delegated for sanctioned of contingent expenditure to the extent of Rs.20,000/- in case of recurring and Rs.40,000/- in case of non-recurring expenditure.			1. Sanction of increment, GPF Advance in respect of Group-C and D Officers of Headquarters staff. 2. Sanction of HBA, MC Advance in favour of Group 'C' and 'D' employees of Headquarters and field staff. 3. Sanction of RCM in favour of Group-B, C, and D employees of Headquarters Establishment. 4. Sanction of EL and commuted leave of Group-C and D employees of the Department. Sanction of Festival Advance / GIS advance of the staff of the Headquarters Establishment.
5.	Financial Advisor-cum-Joint Secretary	1. Second Highest Authority in respect of matters dealt in the Section of Finance Section, Accounts and Expenditure and Audit	Nil	1. He can refer the file for concurrence of the Finance Department within the knowledge of Commissioner-cum-Secretary.		He has been delegated to deal with the following matters of Audit and Accounts and Expenditure Section 1. Sanction of increment, GPF Advance in respect of Group-C and D Officers of Headquarters staff. 2. Sanction of HBA, MC Advance in favour of Group 'C' and 'D' employees of Headquarters and field staff. 3. Sanction of RCM in favour of Group-B, C, and D employees of Headquarters Establishment. 4. Sanction of EL and commuted leave of Group-C and D employees of the Department. Sanction of Festival Advance / GIS advance of the staff of the Headquarters Establishment
6.	Deputy Secretary (Tribal Development)	1. Second highest authority in respect of matters dealt in the Section of Tribal Development –I and II.	Nil			He has been delegated to deal with the following matters of Tribal Development –I and II Section. 1. Sanction of increment, GPF Advance in respect of Group-C and D Officers of Headquarters staff. 2. Sanction of HBA, MC Advance in favour of Group 'C' and 'D' employees of Headquarters and field staff. 3. Sanction of RCM in favour of Group-B, C, and D employees of Headquarters Establishment. 4. Sanction of EL and commuted leave of Group-C and D employees of the Department. Sanction of Festival Advance / GIS advance of the staff of the Headquarters Establishment. Matters relating to TD-I and TD-II including release of funds
7.	Joint Director-cum-Deputy Secretary	Branch Officer in respect of Post-matric, Pre matric Scholarship and Employment Section	Nil	Nil	Nil	Release of Scholarship, Implementation of ORV Act. Functions as Project Manager, for World Food Programme Cell.

8.	Under Secretary (Education)	Branch Officer in respect of Education-I, II & Education(Building) & Inspection Section.	Nil	Nil	Functions as Deputy Secretary, OMTES Cell.	Release of funds for educational infrastructure including Model Schools. Appointment and promotion of Teachers, Transfer of Teachers etc. and other matters related to educational sections.
9.	Under Secretary (Office Establishment)	Branch Officer for Office Establishment and Accounts (Cash) Section	Nil	Nil	Nil	Functions as Drawing & Disbursing Officer of the Department including Directorate, Office Establishment matters
10.	Under Secretary (PCR)	Branch Officer for PCR, SCP sections	Nil	Nil	Nil	To initiate actions regarding matters like release of monetary relief to victims of atrocity, legal aid, etc
11.	Under Secretary (NGO & Field Establishment)	Branch Officer for NGO and Field Establishment	Up to Rs. 5000/- in case of recurring expenditure in connection with Special Scheduled Tribe Hostels	Nil	Nil	Transfer, posting & promotion of DWOs, ADWOs, WEOs. Pension matters of Field staff, Custodian of CCR Folders of Field as well as Departmental staff.. Matters relating to NGOs. Management of Special Scheduled Tribe Hostels
12.	Research Officer	Branch Officer in respect of Policy and Plan, Special Projects Statistics and Documentation Section	Nil	Nil	Nil	Matters relating to Annual Plans, RLTA, Maintenance of Statistical records of the Department
13.	Research Officer	Branch Officer in respect of OBC	Nil	Nil	Nil	Matters relating to OBC Section, functioning of OBC Commission.
14.	Assistant Director(Hqrs)	Functions as Assistant Project Manager for WFP Cell.	Nil	Nil	Nil	Supervision of Special Scheduled Tribe Hostel, attending DPC to implement ORV Act and matters relating to WFP Programme