

**Chapter .3(Manual.2)**  
**Power an Duties of Officers and Employees**

Designation	
Power	Administrative
	Financial
	Others
Duties	

**The table is attached below.**

**Power and duties of Officer and employees**

**(Section 4(1)(b)(ii))**

**Power and duties of Officers and Staff of the Department of Water Resources  
Secretariat Establishment-Main Wing**

SI. No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Comm-cum- Secy.	Full Power	As per Delegation of Financial			Separately furnished
2	Spl. Secy					
2	Additional Secretary	-do-	power			-do-
3	FA-cum- Addl. Secy	-do-	-			-do-
4	FA-cum- Addl. Secy	-do-	-			-do-
5	Joint Secy/Deputy Secy.	-do-	-			-do-
6	OSD-cum-Dy. Secy.	-do-	-			-do-
7	Dy. Director-cum-Ex. Officio under Secy.	-do-	-			To look to the development of Rehabilitated people of the project.
8	Desk Officer/Section Officer	-		-		Supervision of work of Assistant and look to the functioning of the branch to which posted
9	Asst. Law Officer			-		Legal matter
10	Asst. Director(Community Mobilization)			-		To look to the development of rehabilitated people of the project
11	IPDP Officer			-		-do-
12	Asst. Conservator of Forest					-do-

## **Cases to be disposed of by The Chief Minister, Orissa and Minister, Water Resources.**

1. All cases to be submitted to the Cabinet or Governor.
2. All matters relating to the business of OLA & parliamentary Affairs.
3. Creation of Gazetted Posts/
4. Appointment, promotion, transfer and resignation of Gazetted Officers of and above the rank of Assistant Engineers
5. Disciplinary matters of Asst. Engineers and above.
6. Sanction of prosecution against Gazetted Officers of the rank of Asst. Engineers and above.
7. Vigilance cases and allegations relating to Asst. Engineers and above.
8. Creation, abolition and reorganization of Circles, Divn. Etc.
9. Projects involving international Financial Assistance.
10. Important correspondence received from/addressed to the Govt. of India and Planning Commission.
11. Promulgation, Modification, relaxation and Repeal of Rules (Whether statutory or Non-statutory).
12. Construction of (a) Control Board of Multipurpose Projects, (b) State Flood Control Board and © Other Committees.
13. Approval for purchase of Machinery & Equipment and Tools and Plants for Irr. Flood Control Projects.
14. Approval for construction of bridges.
15. Approval to long term lease of Departmental land for a period exceeding one year.
16. Allocation of Water to different industries from sources of Irrigation, Multi purpose Projects.
17. Matters relating to Budget, Cut-motion, Resolution and legislation.
18. Tender above Rs.5.00 Crores which requires Government approval.
19. Splitting of works.
20. Revision of rates and modification of contract.
21. Grant of works advance to Contractors.
22. Grant of extension of time to contractors.
23. Approval of deviation statement exceeding 10% of the contract value.
24. Acceptance of claims of contractors.
25. Acceptance and contest of arbitrators award.
26. Filing of Civil suits against the Private Parties.
27. Cases relating to execution of works without calling for tenders
28. Revision of hire charges of Tools and Plants lent to Contractors.
29. Disposal of surplus material and other assets in different wings of Water Resources.
30. Interpretation and clarification of codal Rules and Provision of contract forms.
31. Remission of Revenue.
32. Confirmation, Deputation and Training outside the State of Asst. Engineers and above.
33. Representations and appeals of Non-Gazetted and Gazetted staff.
34. Size of the Five Year plan, Annual Plan Central Assistance.
35. All cases involving recommendation of matters relating to Orissa Irrigation Act and Rules there under.
36. Cases involving recommendation of the State Planning Board.
37. Water Rate Administration and matters relating to Orissa Irrigation Act and Rules there under.
38. Administrative approval of Projects for investigation and execution (Irrigation and Flood Control).
39. Approval of residential and non-residential building and I. Bs.
40. Transfer of fishery rights, construction of fishery jetty, leasing out of fishery rights for a period of exceeding one year.
41. Relinquishment of surplus Department lands.
42. Exemption of payment of earnest money by Govt. Undertaking in taking up contracts.
43. Sanction of Survey reports.
44. Public Accounts Committee.
45. Public Undertaking Committee.
46. Annual Administration Reports.

### **Cases to be disposed of by Minister (state) Department of Water Resources.**

All the files which require the decision of the Chief Minister (Department of Water Resources is in his charge)/Government are routed through the Minister of State Minister of State has also been authorized to answer Assembly Question/Adjournment motion /calling attention notices etc. on behalf of the Chief Minister.

### **Cases to be disposed of by Principal Secretary/Comm- Cum- Secy. ,Department of Water Resources .**

1. Sanction of prosecution of Non-gazetted staff.
2. Permission to acquire or dispose of immovable properties and movable properties by Class-I Gazetted officer of above
3. Leave, pay fixation, increment, subsistence allowance, EB and pension matters of Gazetted field officers of above the rank of Asst. Engineers and officers of the Deptt.(Secretariat)
4. Appointment, discharge, dismissal and compulsory retirement of Superintendent of Accounts, SVP, class-III and Class-IV employees).
5. Sanction of House Building advance/Motor Cycle advance for Gazetted and Non-Gazetted officers.
6. Sanction of journey outside the State, Tour Programme and tour diary in case of Gazetted officers.
7. Confirmation, deputation and training outside the state of all Gazetted field officers up to the rank of Asst. Engineer and all employee of the Department(Secretariat)
8. Vigilance cases (Class-III & Class-IV Employees)
9. Creation of non-gazetted posts under Plan and Non-plan
10. Forwarding of application and release of officers for outside employee of gazetted and Non-Gazetted officers.
11. All matters concerning office Asst. of the Deptt. And field Estt.(Non-Gazetted) including Court cases ,Re- organization of Branches of Department.
12. Sanction of the annual of temporary posts(both Gazetted and Non-Gazetted) of the Deptt. (Secretariat) and field Estt.
13. Sanction of encasement of unutilized EL of gazetted field officers and gazetted officers of Deptt. Of Water Resources after their retirement.
14. Signing in the application form of officers and staff of the Deptt.(Secretariat) and gazetted field officers of the rank of Asst. Engineer and above for final withdrawal of GPF after retirement.
15. Sanction of GPF Advance both refundable & Non-refundable to officers Class-II and above both the Secretariat and field.
16. Sanction of deputation of field officers and staff of the Department (Secretariat).
17. Sanction of time bound advancement scale of pay of Asst. Engineers.
18. According of revised sanction and crossing the EB in the event of change of the date of EB sanctioned earlier consequent on fixation of pay or step up of pay or otherwise.
19. Sanction of extension of joining time within a period of 30 days on administrative ground.
20. Matters relating to all adhoc appointments in leave vacancy in Secretariat establishment of the Department posts not belonging to Home Common Cadre.
21. Representations, appeals, memorials and grievance petition addressed to Secretary.
22. Foreign Exchange requirement.
23. Hiring of building boy and fair rent for Government offices.
24. Review of Plan and Non-plan expenditures with Heads of Department and officers of the Department.
25. All land acquisition matters/Rehabilitation Cases/fores clearance of projects.
26. Relinquishment of surplus Departmental lands-sanction of L.A., estimate above Rs.50a lakhs.a
27. Briefing to Minister in reply to Assembly questions.
28. Any other matters which Secretary has directed to be submitted to him.

**Cases to be disposed of by the Addl. Secretary/Joint Secretary/Deputy Secretary, Department of Water Resources.**

1. Grant of leave, sanction of increment, loan, EB, advance, pay fixation, confirmation, disciplinary processing (Except discharge and dismissal and compulsory retirement) of Class -III and Class-IV staff (Secretariat, junior engineers of projects and office of the Engineer-in-Chief, Water Resources and All Asst. Engineers).
2. (a) Sanction of Journey outside the State of Non-Gazetted officers, (b) Permission to acquire a disposed of immovable property of non-gazetted officers of the Secretariat..
3. Sanction of contingent expenditure ,P.O.L., Telephone and furniture etc.
4. Sanction of investigation of all claims of staff/ Pre-audit cases.
5. Sanction of GPF advances to Class-IV, Class-III and specially declared gazetted officers.
6. Correspondence with Heads of Department, other state Govt. Offices, Government of India and different Agencies not involving any policy matter.
7. Exemption from Departmental and professional examination and permission to prosecute higher studies.
8. Matters relating to NMR and professional examination and permission to prosecute higher studies.
9. Matters relating to S.V.P.
10. Reserve Stock limit fixation and audit objection.
11. Civil suits, write petitions etc except where it involves decision on policy matters.
12. Sanction of land acquisition estimates above Rs.6 lakhs and up to 50 lakhs.
13. Inspection of respective sections.

**Cases to be disposed of by the Under Secretary to Government , Department of Water Resources.**

1. Forwarding of petitions and letters which heads of Departments/Public Undertakings are competent to dispose of finally.
2. Sanction of medical (Reimbursement bill of class-III and Class-IV staff).
3. Sanction of T. A. and G.I.S.
4. Correspondence with Heads of Departments and Department of Government etc. Not involving policy matter.
5. Observance of routine in office.
6. Sanction of land acquisition estimates of projects up to Rs.5 lakhs Residential and Non-residential building and sanction of Estimates.
7. Purchase of P.O.L. And maintenance of vehicles.
8. Submission of Reports and Returns under ORV Act.

**DISTRIBUTION OF WORK AMONG THE OFFICERS OF DEPARTMENT OF WATER RESOURCES (SECRETARIAT ESTABLISHMENT)**

Sl. No.	Name of the Branch	Name of the Branch Officer	Supervising Officer	
			1 <sup>st</sup> level	2 <sup>nd</sup> Level
1	O.E.-I	Sri P.K.Mohanty, Joint Secretary		Comm- Cum- Secy.
2	O.E.-II	-do-	-	-do-
3	Confidential	Sri Rabi Prasad Das Addl. Secretary		-do-
4	Minor Irrigation	Shri Debendra Mohapatra, Deputy Secretary	Sri Surendra Kumar, Addl. Secretary	-do-
5	Lift Irrigation	-do-	-do-	-do-
6	CAD-I	Sri P.K.Mohanty, Joint Secretary	Sri Vishal Gagan, I.A.S., Additional Secretary	-do-
7	CAD-II	-do-	-do-	-do-
8	CAD-III	-do-	-do-	-do-
9	FE-I	Sri Harihar Sahoo, Joint Secretary		-do-
10	FE-II	Sri R.P. Das, Addl. Secy.		-do-
11	FE-III	-do-		-do-
12	FE-IV	Sri Gajendra Behera, Deputy Secretary		-do-
13	Legal Cell	-do-		-do-
14	L.A.	Sri R. K. Nath, Joint Secretary	Sri H. K. Bisht, Director, R&R, Ex-officio Addl. Secy	-do-
15	R&R	Shri D. Mahapatra, Deputy Secretary Sri R.K. Mishra, Dy. Dir-cum-Ex. Officio Under Secretary	-do-	-do-
16	Cash	Sri R. N. Mohanty, OSD-cum-Deputy Secretary	-	-do-
17	Major-I	Shri Bhaskar Mohapatra, Under Secretary	Sri Manish Kumar Verma, Joint. Secy/Sri P.K. Mohanty, Joint Secy	-do-
18	Major-II	-do-	Sri Manish Kumar Verma, Joint. Secy	-do-
19	Major-III	-do-	Sri Manish Kumar Verma, Joint. Secy/Sri P.K.Mohanty, Joint Secy	-do-
20	Medium	-do-	Sri Manish Kumar Verma, Joint. Secy	-do-
21	Flood Control & Drainage	-do-	Sri Manish Kumar Verma, Joint. Secy	-do-
22	Monitoring Cell	Shri D. Mahapatra, Deputy Secretary Ms. Niyati Patnaik, Under Secretary	Sri Harihar Sahoo, Joint Secretary	-do-
23	Budget	Sri B.K.Das, F.A.-cum-Addl. Secy/ A. Sahoo F.A.-cum-Addl. Secy	-	-do-
24	Accounts	Sri R. N. Mohanty, OSD-cum-Deputy Secretary	Sri B.K.Das, F.A.-cum-Addl. Secy/ A. Sahoo F.A.-cum-Addl. Secy	-do-
25	F.A. Cell	-do-	-do-	-do-
26	Internal Audit Wing	Sri R. N. Mohanty, OSD-cum-Deputy Secretary	-	-do-

**N. B. 1. As per Office Order No. 30961 dt. 17.09.2008 Sri P.K.Mohanty, Joint Secretary has been allowed to look after the (i) Participatory Irrigation Management (Pani Panchayat) of Major-I Branch, (ii) Master Plan Irrigation of Major-I Branch, (iii) Affairs of WALMI of Major-III Branch.**

**2. As per Office Order No. 2267 dt. 22.01.2008 Sri Vishal Gagan, I.A.S., Additional Secretary has been allowed to look after (i) ADB assisted OIIAWMP (ii) Participatory Irrigation Management (Pani Panchayat) of Major-I Branch.**

**3. As per Office Order No. 17148/WR dt. 03.05.2008 Sri L.K.Muduli, OFS-I, A.F.A.-cum-Under Secretary to Govt. is allowed to remain in charge of the Project Finance Officer of the Orissa Community Tank Development & Management Society(OCTDMS), Rajiv Bhawan, Bhubaneswar. Besides, Sri Muduli is also declared as Drawing & Disbursing Officer of OCTDMS.**

**4. As per Office Order No. \_\_\_\_\_ Dt. \_\_\_\_\_ Sri Surendra Kumar, I.A.S, Special Secy. is Project Director of OCTDMS Project**

**DISTRIBUTION OF WORK BETWEEN F.A-CUM- ADDL. SECY. (SHRI B.K. DAS) AND F.A-CUM-ADDL SECY. (SRI AKRURA SAHOO) AND SRI R.N. MOHANTY OSD-CUM-DEPUTY SECY.**

SI No.	Subject/ Branch	Cases to be dealt in by FA-cum-Addl Secy. Sri B.K. Das	Cases to be dealt in by FA-cum-Addl Secy. Sri Akrura Sahoo	Cases to be dealt in by OSD-cum-Deputy Secy. Sri R.N.Mohanty
1	<u>ACCOUNTS</u> Processing of tenders,of extension of time,escalation, revision of rates and deviation etc.	Tender,deviation,EOT, rate revision,escalation and closure proposals relating to the projects under C.E., & B.M., B.L., Basin, C.E., LIIP, C.E & B.M., B.S & B. Basin., C.C.E., ABP, CCE, KIP, C.E., UIIP, C.E & B.M L.M. Basin, C.E., Mechanical.	Tender deviation, EOT, escalation rate revision and closure proposal relating to the Projects under C.E., B.R.B., C.E., R.V.N., Basin/. C.E & B.M., U.M.B., C.E., Drainage, C.E., Potteru Project, C.E., UKP, P.A., UTHEP, C.E., Hydrometry, C.E., Minor Irrigation, Director , Hydrology and G.W.S & S.I., Codes Revision Committee.	All files of Accounts and F.A. Cell shall be routed through O.S.D.-Cum-Deputy-Secretary to concerned F.A. Cum - Addl. Secretaries.
2	Budget and related matters	Plan & Non-Plan Budget of Major, Medium and Minor Irrigation , Zero Based Budget, 1 <sup>st</sup> Supplementary, 2 <sup>nd</sup> Supplementary, Re-appropriation and other matters of Budget , Republic Accounts Committee, 12 <sup>th</sup> & 13 <sup>th</sup> Finance Commission, L.C. Requisition and L.C. Accounts, C.A.G. Para4.3 & 4.4 & others Action taken report-11 <sup>th</sup> and 13 <sup>th</sup> Assembly Defalcation and losses (50%) and other matters.	Plan-Non-Plan Budget of Lift Irrigation, CAD, Gound Water , WALMI. Arbitration Tribunal 1 <sup>st</sup> Supplementary, 2 <sup>nd</sup> Supplementary, Re-appropriation, Draft para Triangular Committee, Public Undertaking Committee, & Apex Committee , Critical Lump, Utilization Certificate, Employees data, Revenue Receipt. CAG Para 4.1 & 4.2. Action Taken Report- 10 <sup>th</sup> & 12 <sup>th</sup> Assembly, Defalcation and losses (50%) and other matters.	
3	F. A. Cell	Administrative Approval, F.A & C.A.O Organisation.	Service Conditions, Referral matters to F.A Cell.	
4	Others			Matters relating to stores Verification Party,Internal Audit will be Comm-Cum- Secy. directly. Besides all the sanction orders and release orders under the administrative control of Deptt. of W.R. Shall be issued under the signature of OSD-Cum-Deputy Secretary.

**Name of the Branch:-OE-I**

**Distribution of works Among the Assistant Section Officers**

**Name of the Section Officer/ Desk Officer:- Shri Kailash Chandra Swain.**

<b>SI No.</b>	<b>Name of the A.S.O</b>		<b>Subject Allotted</b>
1.	Shri Sarat ch. Panda	(I)	Appointment,promotion,creation,confirmation,transfer/posting, deputation,gradation,special pay and allowances in general/court cases/O.R.V. Act of Secretariat establishment.
		(ii)	Representation ,important circulars.
		(iii)	Distribution of work among officers of Secretariat establishment.
		(iv)	Personal cases of Gazetted officers of Secretariat Establishment.
		(v)	Training of officers of Secretariat Establishment.
		(vi)	Establishment of Directorate of R&R.
		(vii )	Maintenance of CL account of Gazetted staff.
		(vii i)	Computer training of the staff of Secretariat Establishment.
2	Shri Mahendra Kumar Mohanty	(i)	Personal cases of Assistants and Class-IV staff.
		(ii)	Staff meeting and pending list.
		(iii)	Assembly & Parliament questions.
		(iv)	Miscellaneous work like budget.
		(v)	Transfer & posting of Class-IV staff.
		(vi)	Inspection & Audit Report.
3.	Mrs.Bandita Das	(i)	Personal cases of Non-Assistants.
		(ii)	Allotment of quarters.
		(iii)	Maintenance of CL account of all staff excepting gazetted establishment.
		(iv)	Issue of Secretariat Entry Pass
		(v)	Absentee Statement of Staff. Roster Arrangement
		(vi)	Miscellaneous cases to be allotted by the Section Officer.

**Name of the Branch:- O.E-II**  
**Distribution of Work among the Assistant Section Officers**  
**Name of the Section Officer/Desk Officer:- Shri Kailash Chandra Swain.**

SI No.	Name of the A.S.O		Subject Allotted
1.	Tarun Kumar Swain	(i)	Cont. Expenditure
		(ii)	Furniture
		(iii)	Xerox
		(iv)	TA/LTC
		(v)	Computer
		(vi)	Other Miscellaneous work relating to above subject & Assembly question
2.	Smt. Mausumi Das	(i)	(a) Rajiv Bhawan matter including reservation of Rajiv Bhawan Conference Hall.
		(ii)	(b) Rajiv Bhawan Canteen matter & Allahabad bank extension Counter Correspondence.
		(iii)	All advance including bank loan/House building advance/Motor cycle advance. Bicycle advance/Festival advance of all staff and correspondence with AG on the above matters.
		(iv)	Special House Building Advance sanctioned correspondence
		(v)	RCM
		(vi)	Budget information/Audit information and compliance. Other miscellaneous work relating to above matters & Assembly Questions.
3.		(i)	M.V/POL etc.
		(ii)	Telephone
		(iii)	G.I.S. matter
		(iv)	Commerce/Indent.
		(v)	Library/Reference Book.
		(vi)	Other Misc. work & Assembly question.

**Name of the Branch:-F.E-I**  
**Distribution of works among the Assistant Section Officers.**

**Name of the Section Officer:-Sri Hare Krushna Nayak**

<b>SI No.</b>	<b>Name of the A.S.O.</b>		<b>Subject Allotted</b>
1.	Sri B.M. Mohapatra	(i)	Transfer,posting,promotion,deputation,reversion,confirmation, fixation of seniority,Tribunal and supreme court Cases pertaining to Asst. Engineer & Asst. Executive Engineers.
		(ii)	Miscellaneous,Assembly question and parliamentary Question.
		(iii)	All personal cases of junior Engineers.
		(iv)	Tribunal cases of Jes (Civil).
2.		(i)	Transfer,posting,promotion,deputation,reversion,confirmation, fixation of seniority,Tribunal and supreme court Cases relating to EE(C) and above,retirement cases of all civil engineers.
		(ii)	Sanction of leave,GPF Stepping up pay,antedating of CEs and EIC.
3.	Sri Maheswar Baral.	(i)	Sanction of EB,Leave,GPF,stepping up pay,antedating of Civil Engineers of the rank of Executive Engineers and above except CEs and EIC.
		(ii)	Sanction of journey of all EE(C) & civil engineers.
		(iii)	Assembly questions.
		(iv)	Sanction of journey Medical Advance and pay fixation of Civil Engineers from the rank of EEs(c) to SEs(C).
		(v)	Sanction of advance increment to pg holders,arrear investigation claims from the rank of EE(C) and above.
		(vi)	Training matter of Civil engineers.
			Issue of NOC for obtaining passport of Civil engineers.
			Sanction of HBA/MCA of all civil engineers.
			Monthly pending list,quarterly inspection report of E.O

**Name of the Branch:-F.E.II**  
**Distribution of Work among the Assistant Section Officers.**  
**Name of the Section Officer:-Sri Pratap Sing Nayak ,S.O.**

SI NO.	Name of the A.S.O.		Subject Allotted
1	Sri Dushasan Patra	1	Transfer,posting,promotion reference to OPSC of Mechanical Engineers to the rank of AEE to Chief Engineer.
		2.	Gradation pf AEE(M) to Chief Engineer (Mechanical).
		3.	Personal cases of AEE(M) to CE(Mechanical).
		4	Court Cases relating to above matter.
		5	Parliament/Assembly questions relating to above matter.
		6	Personal cases of AE(Mech.)/JE (Mech).
		7	Transfer,posting of JE(Mech)&AE(Mech)
		8	Promation&reference to OPSC regarding cases of JER(Mech) to the rank of AE(Mech).
		9	Gradation of AE(Mech).
		10	All court cases of AE (Mech)./JEs.
		11	Parliament/Assembly Questions relatintg to AE(Mech)/JEs.
		12	All advance of Mechanical Engineers
		13	Advance increment to PG holders.
		14	Miscellaneous.

**Name of the Branch:- F.E-III**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Sri Pratap Sing Nayak ,S.O.**

SI No	Name of the A.S.O.	Work & Subject Allotted
1		<ol style="list-style-type: none"> <li>1. Re-organisation of Divisions/Offices under E.I.C.,W.R</li> <li>2. Creation,abolition of Gazetted and Non-Gazetted posts inrespect of Office of E.I.C.,W.R &amp; Sub-ordinate offices under EIC,WR.</li> <li>3. Annual Estt. Review of Deptt. Water Resources.</li> <li>4. Estt.matters of all Class-III employee excluding SO/HC/HA/Asst.&amp; other similar posts and above of the O/O EIC., WR and Offices under EIC.,WR.</li> <li>5. All Court/Assembly/VIP letters/G.C.Petitions relating to the subject.</li> </ol>
2	Sri Sanatan Panda	<ol style="list-style-type: none"> <li>1. Matters relating to JE.</li> <li>2. Affairs of ODESA.</li> <li>3. Affairs relating to stipendiary Engineers.</li> <li>4. Affairs of Orissa Graduate Service Engineers.</li> <li>5. All court,Assembly,VIP,letters,Grievance petition,Miscellaneous matters relating to the subject.</li> </ol>
3	Smt.Sabita Mohanty	<ol style="list-style-type: none"> <li>1. Cadre management of the Office of he EIC.,W.R and AI;l officers under EIC., W.R (Transfer,posting,promotion,fixation of seniority etc.)</li> <li>2. Matters relating to Educational Institutions,Hospitals etc. under Deptt. of Water Resources.</li> <li>3. Re-deployment of surplus staff.</li> <li>4. All Miscellaneous matters.</li> <li>5. All Court/Assembly/VIP/Grievance petitions relating to the subject.</li> </ol>
4	Sri Jatindra Prasad Samal	<ol style="list-style-type: none"> <li>1. Appointment under R.A.Scheme.</li> <li>2. Matters relating to Govt. Quartes Ibs,Guest House etc.</li> <li>3. Estt. Matters S.O/H.C/1<sup>st</sup> Asst./All Similar posts and above of the O/O-EIC.,WR and all other offices under EIC./,WR.</li> <li>4. Collection of toll charges.</li> <li>5. Sanction of Project &amp; incentive allowance.</li> <li>6. Court/Assembly/VIP letters./Grievance petitions/Miscellaneous matters relating to the subject.</li> </ol>

**Name of the Branch:-F.E.-IV**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Sri Asit Kumar Mohapatra**

SI No.	Name of the A.S.O.	Work & Subject Allotted.
1	Sri Sadananda Mishra	<ul style="list-style-type: none"> <li>i. All matters of pension Adalat.</li> <li>ii. Allotment of Quarters in Irrign. Colony.</li> <li>iii. District wise review by the Chief Minister and other Minister &amp; high Officers.</li> <li>iv. Correspondence on the activities of W.R.Deptt.</li> <li>v. Pension cases of all E.Es &amp; A.Es under Chief Engineers of MI Wing ,Ground Water Survey &amp; Unvestigation &amp; M/s OCC.Ltd &amp; all Chief Engineers</li> <li>vi. Othe5r Misc. Works.</li> </ul>
2		<ul style="list-style-type: none"> <li>i. Answer of the question of the Parliament and answer of the Assembly Questions received from other Deptt.</li> <li>ii. Visits of President/Governer/Minister/Secretaries/Other officials &amp; compliance of their tour notes.</li> <li>iii. Pension cases of all Mechanical E.Es/staff of OLIC &amp; staff of W.R Deptt.</li> <li>iv. Maintenance of pension Register.</li> <li>v. Other Misc.matters.</li> <li>vi. Pending Assurance of W.R.Deptt. &amp; other Deptts.</li> </ul>
3	Ekbal Ali	<ul style="list-style-type: none"> <li>i. Work charged/NMR/DLR Estt.</li> <li>ii. Reservation of Ashok Niwas</li> <li>iii. Submission of current Assembly question &amp; Answer.</li> <li>iv. Maintenance of Rajiv Bhawan,Rajiv udyan,parts,Schools,Hospitals and others.</li> <li>v. Pension cases of all Executive Engineers &amp; Asst.Engineers under EIC,WR.</li> <li>vi. All EICs of W.R</li> <li>vii. Submission of progress report on pension cases of the Deptt.</li> <li>viii. Annual Administrative Report &amp; Annual Report of W.R. Deptt..</li> <li>ix. Other Miscellaneous works.</li> </ul>

**Name of the Branch:- Major-I**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:- Sri Jogendranath Mallick**

Sl. No.	Name of the A.S.O.	Works assigned
1	Sri R.N.Dhir	<ul style="list-style-type: none"> <li>i. Majors Telating to Dam safety, Foundation of Dam Safety Committee.</li> <li>ii. Assembly questions relating to other Deptts.</li> <li>iii. All kinds f miscellaneous works relating to the Branch(Grievance Cell, Press clippings and others).</li> </ul>
2	Sri G.C. Mishra	<ul style="list-style-type: none"> <li>i. Matters relating to K.B.K.</li> <li>ii. Works relating to AJBP Projects</li> <li>iii. Additional Water Resources Commissioner.</li> <li>iv. Water Policy.</li> <li>v. National Water Development Agency.</li> <li>vi. Regional imbalance Commission.</li> <li>vii. Submission of all reports/returns/information to CWC.</li> <li>viii. Submission of U.C. Of AIBP to Govt.</li> <li>ix. Inter linking of rivers.</li> </ul>
3		<ul style="list-style-type: none"> <li>i. Formation of Pani Panchayats-enactment of related Acts and Rules there under.</li> <li>ii. Works of FOT &amp; WOA.</li> <li>iii. All matters relating to PIM</li> <li>iv. Review of P.P.s/Sanction of funds to P.P</li> <li>v. Working of Orissa Pani Panchayat Act-2002 &amp; Rules thereunder-2003.</li> </ul>
4	Sri Pankaj Ku. Dhal	<ul style="list-style-type: none"> <li>i. Five Years plants,Annual plan on Major,Medium,Minor,Lift,Flood control &amp; CADA.</li> <li>ii. Plan Budget and supplementary</li> <li>iii. Master plan</li> <li>iv. Hydrology projects</li> <li>v. World bank assisted projects like Mahanadi Basin Development Projects.</li> <li>vi. ADB assisted Projects.</li> </ul>
5		MBDP Cell

**Name of the Branch:- Major-II**  
**Distribution of work among the Assistant Section Officers.**

**Name of the Section Officer:-Sri Dibakar Naik.**

SI No.	Name of the A.S.O.		Subject Allotted
1	Sri Srinibas Mishra		All matters relating to Hirakud Dam project.
			Collection of aWater rate including Non-Agricultural use of water (Orissa Irrigation Act-41959 and Rules)
2	Sri Rajib Lochan Parida		All matters relating to Balimela Dam project
			All matters relating to Potteru Irrigation Project.
			All matters relating to Upper Kolab Irrigation Project including allextension.
			Matters relating to Rusikulya System.

**Name of the Branch :-Major-III**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Sri Purna Chandra Sahoo**

SI No.	Name of the A.S.O.	Subject Allotted
1	Smt. Arati Mallick	Survey & Investigation of all Irrigation Projects.
		Amendment of Irrigation Act/Rules.
		Irrigation Policy of State Government & Central Govt.& allied activities.
		Matters relating to Water Tax.
		Budget & Plan Expenditure.
		Related Misc. Matters&Assembly/Parliament Questions.
		WALMI Establishment&allied matters inclusive of OJCs and OAT Cases.
2	Sri Paramananda Sethi	All Inter-state matters of concerned Irrigation projects in respect of Major Irrigation-III Branch.
		Khariff & Rabi Irrigation programme along with release of water in canals.
		All matters relating to Mahanadi Chotrotpala Irrigation Island(WRCP)
		Mahanadi Birupa Barrage(WRCP)
		Naraj Project works.
		Related Assembly/Parliament questions
		Miscellaneous nature of works relating to Major Irr-III Branch.

**Flood Control & Drainage Branch**  
**Distribution of works among the Assistant Section Officers.**  
**Name of the Section Officer/ Desk Officer:-Shri Sibaram Hembram**

1. VIP,General Petition/Press Clippings.
  1. Chief Minister Office letters and All C.M. Grievances Letters.
  2. All Assembl Questions/Lok Sabha / Rajya Sabha Qustions and all OLA Matters etc.
  3. Matters relating to FFW/NREGS works.
  4. Present Flood position and work relating to FIMG Cell etc.
  5. All Budget works relating to Flood Cell PSC/CAG.Other Sectiond of Water Resources.Deptt. When required information from Flood Cell.
  6. Budget Speech.
  7. Staff Meeting.
2. Sri Kora Sethi,A.S.O
  1. Allotment and expenditure under FDR grant relating to CRF/NCCF etc.
  2. Matters relating to sunbmission of project proposals by I.C/C.E.,Ex-Engine to SPC/OSDMA.
  3. All SRC Letters relating to FDR Grant/Cyclone.
  4. Proposals of Collector relating to Flood/Embackment/repairs and restoration of Canal/Drainage Organization.
  5. Position report of Branch closing strengthening of embankment.
  6. All other Flood damage works.
3. Sri Ratra Behera,A.S.O
  1. Utilisation certificate under CRF/NCCF and u.c under Plan scheme.
  2. Administrative approval to all Flood control works under NABARD RIDF scheme.
  3. State Flood Control Board/Natural Calamities.
  4. All meetings relating to Fllod Control Branch.
  5. Court matters pertaining to F.C. Cell.
  6. Sanction of funds under CSP/CWC and all proposals relating to Flood Control works connected with Govt. of India.
  7. Anti-Sea erasion works/National Water ways.
  8. Miscellaneous works relating to Flood Control Branch .
  9. Presentation of Coastal protection works.

**Name of the Branch:-Legal Cell**  
**Distribution of works among the Assistant Section Officers.**  
**Name of the Section Officer:-**

SI No.	Name of the A.S.O.		Subject Allotted
1.	Smt. Nabanita Behera	(I)	O.A.T.Cases/High Court cases relating to year-2005
		(ii)	Miscellaneous matters including Assembly Questions.
		(iii)	Grievance Petitions.
2.	Sri Manmohan Mishra		O.A.T.Cases /High Court cases relating to year 2002 & 2003
			EPF Cases
			P.G.Cases
			Consumer Disputes of work chargeed/NMR/DLR/job Contract.
			Workmen compensation cases.
3.	Sri Bihari Pradhan		O.A.T. Cases,High Court Cases upto year 2000
			I.D.Cases
4.			Arbitration cases.
			Money Suit.
			Motor Accident Claim.

**Name of the Branch:-Monitoring Cell**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Deputy Director :-Shri Harmohan Routray**

SI No.	Name of the A.S.O.		Subject Allotted
1	Sri B.C.Mallick		Monitoring of different Irrigation Projects of Orissa with preparation of physical achievement and correspondence thereon.
			Preparation of monthly plan expenditure,transmission of same to different quarters and correspondence thereon.
			Convening of plan expenditure review meeting preparation and communication of proceeding thereon with relevant thereon.
			EAP and correspondence thereon.
			Preparation of meeting information for allotted with adhoc subjects and submission of MPR/QPR.
2	Smt.Pramod Kuamar Mohapatra		correspondence on proposal to P&C Department,Finance Department and NABARD for funding by NABARD in various trenches,preparation and submission of meeting information and progress reports.
			Submission of reimbursement claims for NABARD sanctioned projects and correspondence thereon.
			Submission of projects completion reports for different NABARD sanctioned projects and correspondence thereon.

**Name of the Branch:-Confidential Branch**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Sri Sarat Chandra Hota.**

SI No.	Name of the A.S.O.	Subject Allotted
1		Department inquiry reports/files received from another branches with Government orders and proposal of EIC/CEs in respect of Civil and Mechanical Engineers.
		Initiation of Department proceeding against Civil and Mechanical Engineers.
		Suspension/re-in statement of Civil and Mechanical Engineers in Departmental Cases.
		Representation/appeal/Review petition of Civil and Mechanical Engineers against punishment imposed in departmental Cases.
		Review of suspension cases of Civil/Mechanical Engineers arising out of departmental cases.
		Maintenance of proceeding register on departmental cases against Civil and Mechanical Engineers.
2	Sri Sarojkanta Das	Allegation petition received against Engineers of Civil, Mechanical, LI, MI And Ground Water Survey Cadres as well as internal staff of Water Resources Department.
		All court matters, Preparation of PWC, filling of counter etc.
		Maintenance of registers showing suspension/reinstatement of Civil and Mechanical Engineers.
		Appeal petition/Review petition of Jes(Civil, Mechanical, LI, MI and Ground Water Survey) against the punishment imposed by EIC/CE in Departmental proceeding cases and vigilance cases.
		Assembly question/Parliamentary question in respect of departmental/vigilance cases against Civil and Mechanical Engineers.
3	Sri Kedar Nath Jena	Maintenance/Transmission of C.C.Rs of Mechanical Engineers of Department of Water Resources.
		To collect C.C.Rs of Mechanical Engineers for the purpose of D.P.C Meeting, Sanction of T.B.A. Scale of Pay
		T.B.a. Scale of Pay / E.B cases of Mechanical Engineers.
		Allegation petition received against Engineers of Civil & Mechanical of Water resources Department.
		All Court matters relating to Civil and Mechanical Engineers.
		Assembly Question / Parliamentary Question in respect of Departmental / Vigilance cases against Civil and Mechanical Engineers.

4	Sri Dhaneswar Jhalia	Maintenance of property statement of Field Officers, Staffs of Water Resources Department.
		Submission of Annual/Half yearly/Quarterly report on inspection and others and monthly pending list for staff meeting.
		Maintenance/ transmission of C.C.Rs of internal staff of Department of Water Resources.
		Maintenance/ Transmission of C.C.Rs of field Officers (Civil Engineers and engineers of C.A.D of Department of Water Resources.)
		To collect C.C.Rs of Civil engineers for the purpose of D.P.C meeting, sanction of E.B and T.B.A Scale of pay.
		T.B.A. Scale of pay/E.B Cases of Civil Engineers.
		All Miscellaneous matters.
5	Sri Ramakanta Champatiray.	All cases relating to Departmental/ Vigilance/P.S cases against Civil and Mechanical Engineers belonging to the Cadres of M.I., L.I and Ground Water Survey/ Files received from other concerned branches with Government orders and proposals of Chief as Engineer, M.I., M.D., Lift Irrigation and Director ,ground Water Survey.
		Institution of Departmental proceedings against Civil and Mechanical Engineers working under L.I., M.I., and Ground Water Survey.
		Collection of C.C.Rs for holding of D.P.C in connection with L.I., M.I., and Ground Water Survey Wing.
		Submission of Monthly Return on Vigilance Cases and Maintenance of Registers showing suspension and reinstatement of Engineers.
		Review of suspension of cases of Engineers working under L.I., M.I., and Ground Water Survey.
		Preservation and maintenance of property statement received from Engineers of L.I., M.I., and Ground Water Survey Cadre.
		Assembly Question/ Parliamentary Question in respect of Departmental/ Vigilance cases of L.I., M.I nad Ground Water Survey.

**Name of the Branch:-F.A.Cell**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Bijay Kumar Dash**

<b>SI No.</b>	<b>Name &amp; Designation of the A.S.O.</b>	<b>Works Assigned</b>
1	Sri Bhasker Chandra Sethi	<ul style="list-style-type: none"><li>i. Matters relating to FA&amp;CAO Organization.</li><li>ii. Assembly Question</li><li>iii. Legal Cell</li><li>iv. Cash Branch</li><li>v. R&amp;R Branch</li><li>vi. Miscellaneous file</li><li>vii. Flood Control Branch]</li><li>viii. CAD Branch</li></ul>
2	Smt. Rashmirekha Das	<ul style="list-style-type: none"><li>i. FE-II Branch</li><li>ii. FE-III Branch</li><li>iii. O.E-I Branch</li><li>iv. O.E-II Branch</li><li>v. Accounts Branch</li><li>vi. Lift Irrigation Branch</li><li>vii. Confidential Branch</li><li>viii. Secretary/Spl. Secretary meeting</li><li>ix. Budget Branch</li></ul>

**Name of the Branch:-Accounts Branch**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Shri Kishor Chandra Das**

1.	Sri C. Mohapatra	Projects under Chief Engineer Drainage, Chief Engineer and Basin Manager Brahmani Right Basin. Chief Engineer Upper Kolab Project,CE Hydrometry,CE Water Service and Lift Irrigation,CE,UIIP,Khatigud, PP & F,GWS & I .Project Administrator,Upper Indravati Hydro Electric Project Accounting Procedure,E.Procurements,Miscellaneous matter relating to Assembly Question,Codes revision Committee & S/R Givance petitions of Honourable Chief Minister.(O)
2.	Sri S.C. Nayak	Chief Engineer nad Basin Manager ,Brahmani Left Basinb,Chief Engineer and Basin Manager ,Baitarani, subarnarekha and Budhabalanga Basin,Chief Engineer Lower Indra and lower Suktel Irrigation Project Chief Construction Engineer,Kanpur Irrigation Project.
3	Sri Sameer Kumar Sen	Chief Engineer Minor Irigation Project Chief Construction Engineer,Pottern Irrigation Project,Chief Engineer & Basin Manager Lower Mahanadi Basin,Sanction of Survey Reports of all projects under DOWR etc. and Disposal of scrap Material of all projects of DOWR Arbitration Tribunal Matters CE,RVN,Berhampur

**Name of the Branch:-CASH**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:Miss.Subhasmita Pradhan.**

SINo.	Name of the A.S.O.	Subject Allotted
1.	Sri Sumans Prasad Mohanty	Cashier
		Matters relating to Loans/Advances from the Utkal Co-operative Banking Society Ltd. And such other organization.
		Any other relevant work allotted from time to time.
2.	Sri M.P. Acharay	Gazetted Pay Seat Monthly pay bill and 3 other plan pay bills of gazetted staff.
		Nothing and arrear pay claims.
		LPC,service verification,dealing of personal files and other advances of gazetted staff.
		Unutilised leave salary and surrender leave salary of Gazetted staff.
		Pay and DA revision of gazetted staff.
		Deputation claims
		Income tax,Rent Roll,Pension claims,RCM Bills of gazetted staff.
		TA and LTC.
		TDS Return(s)
		Claims of NGOs and such other organization.
		Professional Tax of gazetted staff
		Any other work allotted from time to time.
3.	Sri Biswajit Sahoo	Non-gazetted pay Seat.
		Monthly pay bill of Assistants and 4 other pay bills.
		Nothing and arrear claims
		Service verification,Issue of OPC and dealing of Personal files of assistants.
		Pension & unutilized leave.
		Arrear pay and DA revision of Assistants.
		Profession Tax and Income Tax of Assistants.
		Surrender leave salary of Non-gazetted staff.
Any other work allotted from time to time.		
4.	Shri T. Ajay Sekhar Rao	Contingent Bills.
		Monthly pay bill of Non-Assistants.
		Pay & DA revision of Non-Assistants.
		Professional Tax and Income Tax of Assistants..
		Pension,Unutilised leave salary,service verification,issue of LPC and dealing of personal files of Non-Assistants.
		Actuals
		Any other work allotted from time to time.

5.	Sri K.P. Mohapatra	Maintenance of GPF Lodger & Pass Books.
		GPF Files (Gazetted & Non-Gazetted)
		GPF Advance bills, part final withdrawal bills and final withdrawal bills of Gazetted and Non-gazetted staff.
		Missing Credit of GPF & LIC.
		Any other work allotted from time to time.
6.	Sri P.K. Swain	Monthly pay Bill of Class-IV staff.
		Pay & DA revision of Class-IV staff.
		Service verification, unutilised leave salary, pension and dealing of personal files of Class-IV staff.
		Absentee statement.
		Other advances, RCM and Rent Roll of Non-Gazetted staff.
		Missing credits on HB, Special HB and MC and maintenance of Registers/Ledgers & Pass Books relating to other advances
		Professional Tax
		Misc. Correspondences
		Any other work allotted from time to time.

**Name of the Branch:-Budget**  
**Distribution of the Work among the Assistant Section Officers.**  
**Name of the Section Officer:- Sri A.K. Mallick.**

SI No.	Name of the A.S.O.	Work and subject allotted
1	Sri J.Dalanayak	<ol style="list-style-type: none"> <li>1. Plan budget except L.I,M.I.GWS &amp;I.</li> <li>2. Re-appropriation,surrender and supplementary Plan budget.</li> <li>3. Committed ceiling meeting on Plan Budget.</li> <li>4. Subject Committee Meeting</li> <li>5. Zero based budgeting</li> <li>6. Payment of electricity dues</li> <li>7. referred file on plan scheme</li> <li>8. payment of arrear liability</li> <li>9. miscellaneous matter on plan scheme.</li> </ol>
2	Sri P.K.Otta	<ol style="list-style-type: none"> <li>1. Letter of Credit.</li> <li>2. Verified actuals &amp; reconciliaion</li> <li>3. Non Plan expenditure</li> <li>4. I.R</li> <li>5. Efficiency Audit</li> <li>6. Non Plan budget excluding L.I &amp; M.I ,G.W.S &amp; I</li> <li>7. Action on grant statement</li> <li>8. Miscellaneous matter on above.</li> </ol>
3	Sri Dasarathi Jena	<ol style="list-style-type: none"> <li>1. Estimate Committee Meeting</li> <li>2. Public Undertaking Committee</li> <li>3. Draft para</li> <li>4. Triangular Committee Meeting.</li> <li>5. Plan&amp;Non-plan Budget of M.I.,L.I &amp; GWS&amp;I.</li> <li>6. Supplementary,Re-appropriation and surrender on both plan and Non-plan budget of LI,MI,GWS&amp;I.</li> <li>7. Referred files from L.I&amp;M.I</li> <li>8. Monthly accounts on revenue receipts</li> <li>9. Finance commission.</li> <li>10. Follow up action on OFRBM Act.</li> <li>11. Miscellaneous matter on above and review meeting there on</li> </ol>
4		<ol style="list-style-type: none"> <li>1. All Assembly matters including Assembly and Parliament questions.</li> <li>2. Issue of audit certificate</li> <li>3. Festival Advance.</li> <li>4. Finance Accounts.</li> </ol>

**Name of the Branch:-Land Acquisition**  
**Distribution of Work among the Assistant Section Officers.**  
**Name of the Section Officer/ Desk Officer:-Sri Subash Ch. Mohanty.**

<b>SI No.</b>	<b>Name of the A.S.O.</b>	<b>Work &amp; Subject Allotted.</b>
1.	Sri Surendra Nath Nayak	All land acquisition works of Irrigation Projects of Dhenkanal,Angul and undivided Cuttack District.Matter relating to Plan Expenditure,Related Assembly Questions
2	Sri Ashok Ku.Rath.	All land Acquisition works of Irrigation projects in respect of Ganjam,Gajapati,Koraput,Rayagada,Nawarngpur,Malkaagiri, Mayurbjanj Districts,All relinquishing of lands. Related Assembly Questions.
3	Sri Jagdish Khatua	Sanction of decretal dues in respect of all land acquisition cases awarded by Courts. All High Court/Supreme Court matters of arising out LA cases Budget provision for payment of decretal dues on LA compensation. All other Court Cases. Related Assembly Questions.
4	Ms.Puspanjali Bisoi	All land Acquisition works of Sambalpur ,Bargarh,Jharsuguda,Deogarh,Balasore and Bhadrak Districts.Related Assembly Questions.All miscellaneous matters
5	Sri Sarat Ch. Sethi	Land Acquisition works of all Irrigation projects of Bolangir,Sonepur,Sundargarh,Phulbani,Boudh,Districts Related Assembly Questions.

**Name of the Branch:-R&R**  
**Distribution of Work among the Assistant Section Officers.**  
**Ame of the Section Officer/Desk Officer:-Sri Rajani Kanta Tripathy.**

SI No.	Name of the Officer & Assistants	Allotment of work & subject.
1	Assistants Director(CM) assisted by Sri Jadunath Mishra	OWRCP-RIP,MCIIP,Rengali retrofit C.Es of Upper Mahanadi Basins. Ongoing-Titilagarh,Rukura: Kansbahal,Regnali Left and Right Basins. On-going-Manjoro,Rengali Right,Ramlai Pipelinig,IB,Dhauragoth Completed-All completed projects under the above Ces Residual work of WRCP and other related files relating there of Budget,Court matter,other Miscellaneous matter,Fishery,Assembly & Parliament questions/grievance Petitions relating to own seats.
2	IPDP Officer(Now Vacant)	<b>OWRCP-BAGHUA,HARABHANGI</b> C.Es of BSB Basin, Ongoing-Kanupur,Deo,Subanrekha,Ichha Dam <b><u>C.E,UIIP</u></b> Ongoing-Upper Indravati <b><u>C.E.,Upper Kolab</u></b> Ongoing-Telengiri Pipeline-Hadua, Brutanga Completed-All completed projects under the above Cases residual work of IPDP and WRCP as before,Chief Minister Grievance Cell,House Committees,Court Matter,Assembly & Parliament questions and Grievance Petitions relating to own seals.
3	Research Assistants	<b>OWRCP-Hariharjore,Upper jonk,SIP Retrofit</b> C.E of RVN Basin Ongoing-Ret, Chheligada. CE,Lower Indra & Lower Suktel Irrigation project Ongoing-Lower Indra,Lower Suktel Pipeline-Mahendra tanaya, katra Completed-All Completed projects under the above Cases R&R policy,Seminar,Court Matters/Assembly & Parliament questions/ Grievance petitions relating to own seats.
4	Range Officer(Now vacant) assisted by Smt.Jayanti Nath	Forest related matters of all irrigation projects. Inter Departmental Problems meeting.
5	Smt.Jyotshna mayee Patnaik. A.S.O	

**Name of the Branch:- Minor Irrigation**  
**Distribution of work among the Assistant Section Officers.**  
**Name of the Section Officer:-Shri Babaji Charan Sahoo**

SI No.	Name of the A.S.O.	Work & Subject Allotted
1	Sri Ajay Kumar Das	<ul style="list-style-type: none"> <li>i. Establishment matters pertaining to Asst. Executive Engineer and above.</li> <li>ii. Related Court Cases.</li> <li>iii. Misc. matters and related meeting etc.</li> <li>iv. O.L.A. Matters</li> <li>v. Any other matter as and when assigned by the Branch Officer/Supervising Officer.</li> </ul>
2	Sri Pramod Ku. Mallick	<ul style="list-style-type: none"> <li>i. Non-Gazetted Establishment of M.I. Wing Service Condition of Non-Gazetted employees and related Court Cases/All Advances.</li> <li>ii. Common Scheme Works on BKVY/BKVY KBK Circle under RLTA.</li> <li>iii. RSVY Scheme</li> <li>iv. AIBP Scheme.</li> <li>v. Misc. matters and related meeting to above matters.</li> <li>vi. O.L.A. Matters.</li> <li>vii. Any other matters as and when assigned by the Branch/Supervising Officer.</li> </ul>
3	Sri Asim Kumar Rout.	<ul style="list-style-type: none"> <li>i. Water Bodies.</li> <li>ii. Administrative approval in respect of Central ,MI Circle / Northern / K.B.K. districts.</li> <li>iii. B.K.V.Y Scheme-Non-K.B.K. districts.</li> <li>iv. Misc. matters and related meeting etc. to the above matters.</li> <li>v. O.L.A. Matters.</li> <li>vi. Any other matters as and when assigned by the Branch Officers/Supervising Officers.</li> </ul>
4		<ul style="list-style-type: none"> <li>i. Non-Gazetted Establishment-pay Protection.</li> <li>ii. Rehabilitation Assistants.</li> <li>iii. M.I. Misc. Schemes(V.I.P. Petitions etc.).</li> <li>iv. O.L.A. matters.</li> <li>v. Related Court cases.</li> <li>vi. Any other matter as and when assigned by the Branch Officer/Supervising Officer..</li> <li>vii. Misc. receipt.</li> <li>viii. Departmental activities.</li> <li>ix. Budget Speech.</li> </ul>

**Name of the Branch:- Lift Irrigation**  
**Distribution of work among the Assistant Section Officers.**

**Name of the Section Officer:- Shri Prahallad Sahoo**

- **Sri N. C. Sahoo, A.S.O.**
  1. Gazett- Esst. Of OLIC & GWSI.
  2. Restructing of OLIC.
  3. Court cases relating to Gazett. Estt.
  4. Sanction of HRA.
  5. Budget matters of OLIC.Assembly Questions.
- 1. Non-Gazett. Estt. Of OLIC & GWS & I.
  2. Court matters relating to Non-Gazett.Estt..
  3. Chief Minister's Grievance Cell
  4. Assembly Questions.
  5. C.P.F. Sanction of OLIC.
- **Sri Dasarathi Mallick, A.S.O.**
  1. OLIC Scheme. Plan expenditure, Audit, Monthly Review of Progress
  2. G.W.S & I scheme Implementation Centrally sponsored programme
  3. Governor's speech, Nomination of Proposals for national Award.
  4. Board of Directors Meeting & reconstitution of Members
  5. Share-holders meeting.
  6. Assembly Question.