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PD ଅଫିସ ମାନଙ୍କରେ ନିଯୁକ୍ତି

UDAQ No.1754. ଶ୍ରୀ ଅଗସ୍ତି ବେହେରା: ପଞ୍ଚାୟତ୍ତିରାଜ ଓ ପାନୀୟ ଜଳ ମନ୍ତ୍ରୀ ଅନୁଗ୍ରହ କରି କହିବେ କି :- ସରକାର ୨୦୧୧ ମସିହାରୁ ପ୍ରତ୍ୟେକ PD(DRDA) ଅଫିସ ମାନଙ୍କରେ P.M. finance, PM skill, P.M. Rural Housing, P.M. Livelihood ରେ posting କରାଯାଇଛି, ଏମାନଙ୍କର transfer ରହିଛି କି, ଏମାନେ regular ଚାକିରୀଆ କି ଏମାନେ କେଉଁ Cader ରେ ଅବସ୍ଥାପିତ ଅଛନ୍ତି, ଏମାନଙ୍କ କାର୍ଯ୍ୟ କଣ, ଏହା ସହିତ ଏମାନେ ଅନେକ ଜିଲ୍ଲା ଅଫିସ ମାନଙ୍କରେ କ'ଣ ଏହା ସହିତ ଏମାନେ ଅନେକ ଜିଲ୍ଲା ଅଫିସ ମାନଙ୍କରେ ମନଇଚ୍ଛା କାମ କରୁଛନ୍ତି, ଏମାନଙ୍କ ପାଇଁ ସରକାର କୌଣସି ପଦକ୍ଷେପ ନେବେ କି ?

ଉତ୍ତର

ଶ୍ରୀ ରବି ନାରାୟଣ ନାଏକ, ମାନ୍ୟବର ମନ୍ତ୍ରୀ, ପଞ୍ଚାୟତ୍ତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ:

ସରକାର ୨୦୧୧ ମସିହାରୁ ପ୍ରତ୍ୟେକ PD DRDA ଅଫିସ ମାନଙ୍କରେ PM Finance, PM Skill, PM Rural Housing, PM Livelihood ରେ posting କରାଯାଇଛି। ଏମାନଙ୍କର କୌଣସି transfer ନାହିଁ । ଏମାନେ ରେଗୁଲାର ଚାକିରିଆ ନୁହଁନ୍ତି ତଥା ଏମାନଙ୍କର କୌଣସି cadre ନାହିଁ । ଏମାନଙ୍କର କାର୍ଯ୍ୟ ସୂଚୀ ପଞ୍ଚାୟତ୍ତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ ଦ୍ୱାରା ଅନୁମୋଦିତ ପତ୍ର ସଂଖ୍ୟା -୧୮୧୫୫, ତା. ୨୪.୦୯.୨୦୨୮ ଅନୁଯାଇ ସ୍ଥିରୀକୃତ ହୋଇଛି । ଏହା ପରିଶିଷ୍ଟ “କ “ ରେ ସଂଲଗ୍ନ କରାଗଲା । ଏହା ସହିତ ଏମାନେ ଜିଲ୍ଲା ରେ ସମସ୍ତ ପ୍ରକାର Scheme related ଓ ଜିଲ୍ଲାଅଧିକାରୀ କ ନିର୍ଦ୍ଦେଶନାମା ଅନୁସାରେ କାର୍ଯ୍ୟ ସମ୍ପାଦନ ସହ ପଞ୍ଚାୟତ୍ତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ ଦ୍ୱାରା ନ୍ୟସ୍ତ/ପ୍ରଚଳିତ ସମସ୍ତ ପ୍ରକାର ଉନ୍ନୟନ ମୂଳକ ଯୋଜନାର ସଫଳ ରୂପାୟନ ପାଇଁ ନ୍ୟସ୍ତ କରାଯାଇଥିବା ସମସ୍ତ କାର୍ଯ୍ୟ କରିଥାନ୍ତି ।



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24.9.18

ଓଡ଼ିଶା ସରକାର

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ

Government of Odisha
PANCHAYATI RAJ AND DRINKING WATER
DEPARTMENT

ଓଡ଼ିଶା ସଚିବାଳୟ,
ଉପସଚିବାଳୟ, ସଚିବାଳୟ ମାର୍ଗ,
Bhubaneswar-751 001
Fax: 0674-2391413
e-mail: prsec or@nic.in

No. PR-DRDA-POLICY-0001-2018 / 18155 / PR & DW, Dated. 24.09.18

From
Smt. Swayamprava Mohanty, OAS (S)
Joint Secretary to Govt.

To
All Collector & CEO, DRDAs
All PD, DRDAs.

Sub: *Job chart of all Addl. PDs/ Asst. PDs/Programme Officers of the DRDAs.*

Madam/Sir,

I am directed to invite a reference to the subject noted above and to forward herewith the job chart of Addl. PD (Admn.), Addl. PD (Finance), Addl. PD (Technical), Asst. PD (MIS), Asst. PD (Rural Housing), Asst. PD (Skill Development), Asst. PD (Livelihood), Asst. PD (Finance), Asst. PD (Tech), and Programme Officer of DRDAs approved by Govt. in PR & DW Department. The duties and responsibilities mentioned in the job chart may please be followed strictly by the Addl. PDs/Asst. PDs concerned working in the DRDAs.

All the previous orders to this effect issued earlier hereby superseded.

Yours faithfully,

[Signature]
24.9.18
Joint Secretary to Govt.

Memo No. 18156 Date 24.09.18

Copy with copy of the enclosure forwarded to the PS to Hon'ble Minister, PR & DW/ PS to Principal Secretary, PR & DW/PS to Director, Special Projects/ PS to Director, NRLM/ PS to Director PR/ PS to Director Drinking Water for information of Hon'ble Minister, PR & DW/ Principal Secretary / Director, Special Projects / Director, NRLM/ Director PR/ Director Drinking Water, respectively .

[Signature]
24.9.18
Joint Secretary to Govt.

Memo No. 18157 Date 24.09.18

Copy with copy of the enclosure forwarded to all Addl. Secretaries/ F.A-cum-Addl. Secretaries/ Joint Secretaries/ All Deputy Secretaries/ All Under Secretaries/ Joint Director, SIRD & PR/ E.D ORMAS/ All Section of PR & DW Department/ Guard Files (e-mail-drdaodisha@gmail.com).

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24.9.18

Joint Secretary to Govt.

Job Chart of Addl. Project Directors/Asst. Project Directors of DRDA Administration

1. ADDITIONAL PROJECT DIRECTOR (Administration):

Additional Project Director (Administration) will work under the supervision of PD, DRDA and will assist PD, DRDA in smooth functioning of official work of DRDA and successful implementation of schemes in the Districts concerned.

- Additional Project Director (Administration) will be the Nodal Officer of Establishment, Grievance matter and Assembly matter in the DRDA.
- To act as Public Information Officer for ZP / DRDA under the RTI Act, 2005.
- He/she will ensure timely submission of PWC in court cases and timely execution of directions issued by Courts.
- The implementation of "Ama Gaon Ama Bikash" scheme, CFC/SFC and projects sanctioned out of OMBADC and DMF will be looked after by Additional Project Director (Administration).
- The Additional Project Director (Administration) will be responsible for rehabilitation measures for legally released Bonded Labourers.
- For successful implementation of schemes & grievances disposal, Additional Project Director (Administration) will make tour at least for 5 days in a month. While making tours, he/ she shall visit at least 5 Blocks and 10 Gram Panchayats of the District and visit some of the completed works executed through Blocks/ Line Departments out of funds released by Panchayati Raj & Drinking Water Department.
- To act as Nodal Officer for Disaster Management of the DRDA.
- Any other work as assigned by the PR & DW Department / Collector/ Project Director from time to time.

2. ADDITIONAL PROJECT DIRECTOR (FINANCE):

Additional Project Director (Finance) will work under the supervision of PD, DRDA concerned and will be responsible for the following works.

- To prepare the Budget Estimate, Revised Estimate of the DRDA under Program Expenditure, Administrative Expenditure, grants of Central Finance Commission as well as of State Finance Commission.
- Ensure timely drawal of GIA from Treasury and / or transfer of funds, incentives etc. through e-transfer /RTGS/NEFT/FTO to the account of the payee/ grantee under different schemes in accordance with the allocation made by the State Government/Government of India.



- Conduct monthly review meetings of Accounts Officers, Head Clerks and Computer Programmers for review of progress of expenditure under different schemes at Block as well as District level and to take steps to maintain the pace of expenditure as per Cash Management System with observance of financial discipline.
- To advice to the PD, DRDA in all financial matters. Perform at least five days of tour in a month to different Blocks to ensure financial discipline in implementation of Schemes / Programmes.
- To ensure timely submission of Scheme-wise and Year-wise Utilization Certificates of all schemes separately as per rule.
- To ensure preparation of Annual Financial Statement for Audit.
- To ensure maintenance of One Scheme One Account and reconciliation of Bank Accounts of each scheme with Cash Book every month to derive Opening / Closing Balance at Block and District Level. The cash Book shall be verified by Additional Project Director (Finance), DRDA.
- To open New Bank account & Close Old account only after obtaining permission of Govt.
- To take prompt action on misappropriation / defalcation of Government money detected, if any, and to bring to the notice of PD, DRDA/Collector.
- To ensure proper maintenance of Registers prescribed under Odisha General Financial Rules (OGFR) / Odisha Treasury Code (OTC).
- To ensure timely recovery of Advances and to take steps to arrest diversion of any fund from one scheme to another.
- To ensure smooth conduct of Audit by A.G., C&AG, LFA, Chartered Accountant & Departmental Audit etc. and submission of compliance thereof in time.
- To act as Nodal Officer/ Member Convenor of the Tender Committee / Purchase Committee of the DRDA.
- To resolve issues relating to Account verification and FTO transaction under different schemes of Government.
- To ensure timely payment of incentive to beneficiaries, officials/CBO/NGOs involved in implementation Schemes including Rural Housing.
- Any other work as assigned by the PR&DW Department / Collector/ Project Director from time to time.



3. ADDITIONAL PROJECT DIRECTOR (TECHNICAL):

Additional Project Director (Technical) will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in execution of works. He/she will conduct tour for at least 15 days in a month and will be responsible for follows.

- To check on-going and completed projects, the estimated costs of which are above 10.00 lakhs .
- To verify the work records and check the estimates of all infrastructure projects during their tour.
- To record the physical and financial progress of all infrastructure projects taken up by the DRDA under different Government Schemes/ Programmes by DRDA and submit to the PD,DRDA every month.
- He/She is the Nodal Officer for ensuring timely completion of projects under MGNREGS, GGY, NRuM and other Government Schemes.
- To ensure that MGNREGS expenditure on NRM is not less than 65% in Irrigation Deprived Districts and not less than 60% in other Districts.
- To popularise new housing typologies among the RH beneficiaries.
- To ensure manufacturing of building materials required for construction of houses as per new typologies.
- To ensure qualitative construction of houses with aesthetic value using technologies adopted by State/ District.
- To conduct enquiry on grievances relating to financial irregularities.
- Any other work as assigned by the PR & DW Department/ Collector/ Project Director from time to time.

4. ASSISTANT PROJECT DIRECTOR (MIS):

APD (MIS) will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in followings-

- To collect MPR of schemes namely MGNREGS, Drinking Water, SFC, CFC, GGY, RGSA, DDU-GKY, Bonded Labour, infrastructure, TSP, GP-PS Road, CDPTF, AG&AB, Kitchen Shed, LPG Connection, DMF / OMBADC etc. from all the blocks every month, compilation and submission to State and other quarters.
- Preparation of agenda notes, proceedings and compliance for Disha Meeting, GB Meeting, ZP Meeting at District level.
- To upload data for Dash Board Monitoring System (DBMS) at the District level after verification of uploaded data at the Block level and generation of DBMS reports.

- To submit weekly monitoring report of all schemes including RH every Tuesday to State Headquarters.
- To analyse the State Level Monitoring reports and National Level Monitoring report and to provide input to PD, DRDA.
- To prepare Agenda Notes, Minutes and compliance to proceedings of various meetings at the DRDA level including DRDA Review meeting.
- To submit report prescribed for Aspirational Districts and sought by NITI AYOJ.
- Submission of weekly report on Drinking Water.
- To prepare information for visit of VIPs to the District including Nodal Officers of State / Central Government.
- To maintain database of Socio-Economics & Caste Census (SECC-2011).
- Any other work as assigned by the PR & DW Department/ Collector/ Project Director from time to time.

5. ASSISTANT PROJECT DIRECTOR (RURAL HOUSING):

APD (RH) will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in execution of Rural Housing schemes. APD (RH) is the Nodal officer for implementation and monitoring of Rural Housing Schemes in the District and will be responsible for the followings-

- To coordinate with officials at District, Blocks and PMUs of Rural Housing in their respective District for successful implementation of Rural Housing Schemes.
- To coordinate with DPM-OLM/ APD (Tech) /MC/ APD- Livelihoods for proper Convergence of RH beneficiaries with MGNREGS/SBM / NRLM.
- To coordinate with APD (Tech)/ APD- Skill for mason training under RH Schemes.
- To conduct IEC activities to facilitate awareness about the Rural Housing Schemes among various stake holders.
- To ensure entry and updation of relevant data in AwaasSoft and Rural Housing Portal.
- To maintain database of the scheme related information concerning to district.
- To analyse gaps in various process of Rural Housing scheme implementation and to take all out efforts to bridge the same.
- To visit different Blocks of the District at least for 10 days in a month and physically verify at least 5% of the houses under the Rural Schemes. The advance tour program should be submitted to the PD, DRDA by 1st week of every month.

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- To give feedback to PD, DRDA, Collector and the Scheme Head at State level from time to time about the ground realities of the implementation of the Scheme and to inform regarding good initiatives taken by them at field level.
- To ensure that the Tagged Officer arrangement is effective throughout the District and to regularly train, orient and empower Tagged Officers to discharge their responsibilities effectively. To conduct regular training workshops for tagged officers and other stakeholders.
- To attend RH review meetings at Block Level on a rotation basis.
- To coordinate with Revenue Authorities for providing land to the landless HH in the Permanent Waitlist of PMAY (G) and other eligible beneficiaries of State funded RH Schemes.
- Assist Collector/PD, DRDA in redressal of Grievance related to RH.
- To act as Nodal Officers for onsite Mason training under RH Schemes.
- To ensure assessment and certification of masons after the training through certified assessors/bodies.
- To organize Block/GP onsite mason training under RH under the supervision of PD, DRDA/ Additional PD (Tech).
- Any other work as assigned by the PR & DW Department / Collector/ Project Director from time to time

6. ASSISTANT PROJECT DIRECTOR (SKILL DEVELOPMENT):

APD (SD) will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in followings-

- To visit different Blocks of the District at least for 10 days in a month.
- To mobilize Rural Youth towards DDU GKY training.
- To facilitate in organizing Counselling camps / Jobs Melas in the district and Block level under DDU-GKY.
- To facilitate Placement tracking of candidates at Community level.
- To prepare directory of eligible youth in the families of RH beneficiaries for skill upgradation under RSETI/DDU-GKY.
- To organize the Training of Technical staff and other stakeholders of different Schemes at District and SIRD level.
- To act as District Nodal Officer to implement Annual Action Plan of PR& DW Department, anchored by SIRD&PR under the scheme of RGSA, MoPR and various networking programmes of MoRD, GoI, NIRDPR relating Capacity Building and Training of Elected Representatives and functionaries' 3-tier PRIs.

DA

- To act as Nodal Officer for effective functioning of District Panchayat Resource Centre in the district.
- To act as the Nodal Officer for collection and submission of various success stories, best practices in the implementation of different flagship programmes in coordination with other officers of DRDA.
- To act as nodal officer in ensuring distribution of Panchayat Samachar at the District level among the targeted recipients.
- To prepare plan for implementation of capacity building encompassing DDU-GKY for staff and community in consultation with Deputy Director / Assistant Director, ORMAS.
 - ❖ Coordination, monitoring and evaluation of all capacity building activities and Skill Development activities of ORMAS.
 - ❖ Coordinate all logistics and requirements for all thematic training, Skill Development Training and exposure organized for project staff and community members.
 - ❖ Developing database of resource persons for various areas of Capacity Building.
- Any other works as assigned by the PR & DW Department / Collector/ Project Director from time to time.

7. ASSISTANT PROJECT DIRECTOR (LIVELIHOODs):

APD (Livelihoods) will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in the followings-

- To visit different Blocks of the District at least for 10 days in a month.
- To collect, compile and reporting of Bank Linkage data under SHG Bank Linkage.
- To Mobilize and Sponsor candidates for RSETI training.
- To monitor functioning of RSETIs quality of training, settlement & functioning of committees, Linkage with community functionaries.
- To Ensure enrolment & renewal of beneficiary in convergence with PMJJY & PMSBY and to monitor claim submission and settlement. Also implement Aam Admi Bima Yojana (AABY).
- To monitor SHG-NPA and ensure Sammanwaya Mela as per guidelines.
- To monitor BC/CSP points and functioning of Arthik Saksharta Kendra (ASKs).
- To co-ordinate with Banks for matters related financial inclusion under NRLM.
- DCC & BLBC related matter.

- All economic activities and NRuM and Rurbansoft will be handled by APD(Livelihood).
- All training / Capacity Building of PGs / PCs to be organized in consultation with Deputy Director / Assistant Director, ORMAS.
- To act as Nodal Officer of Mission Antyodaya and SAGY
- Any other works as assigned by the PR & DW Department/ Collector/ Project Director from time to time.

8. ASSISTANT PROJECT DIRECTOR (FINANCE):

APD (Finance) will work under the supervision of PD, DRDA and Additional PD (Finance) concerned and will assist PD, DRDA in the followings-

- Perform at least five days tour in a month to different Blocks to ensure proper implementation of Schemes / Programmes.
- To compile and finalize the Budget Estimate, Revised Estimate of the district under Program Expenditure, Administrative Expenditure, grants of Central Finance Commission as well as of State Finance Commission. Budgetary Expenditure should not be prepared in a routine manner and utmost care is to be taken for preparing Budgetary Expenditure.
- To prepare District Annual Plan/Five Year Plan under Programme Expenditure, Administrative Expenditure and Central Finance Commission as well as State Finance Commission schemes and grants received under Central Finance Commission/ State Finance Commission.
- To ensure timely drawal of GIA from Treasury and / or transfer of funds, incentives etc. through e-transfer /RTGS/NEFT/FTO to the account of the payee/ grantee under different schemes in accordance with the allocation made by the State Government/Government of India.
- To resolve issues relating to Account verification & FTO transaction under different Schemes of Government.
- To ensure timely payment of incentive to beneficiaries under RH Schemes and officials/CBO/NGOs involved in implementation of RH Scheme
- To co-ordinate with Banks regarding opening of Accounts and timely credit of assistance to the RH beneficiaries.
- To conduct monthly review meetings of Accounts Officers, Head Clerks and Computer Programmers for review of progress of expenditure under different schemes at Block as well as district level and to take steps to maintain the pace of

expenditure as per Cash Management System with observance of financial discipline.

- To ensure timely submission of Scheme-wise and Year wise Utilization Certificates of all schemes separately as per rule.
- To ensure preparation of Annual Financial Statement for audit.
- To ensure maintenance of One Scheme One Account and reconciliation of Bank Accounts of each scheme with Cash Book every month to derive Opening / Closing Balance at Block and District Level.
- To open New Bank account & Close Old account only after obtaining permission of Govt.
- To take prompt action on misappropriation / defalcation of Government money detected, if any, and to bring to the notice of PD, DRDA/Collector, State Government at once.
- To ensure proper maintenance of Registers prescribed under Odisha General Financial Rules (OGFR) / Odisha treasury Code (OTC).
- To ensure timely recovery of Advances and to take steps to arrest diversion of any fund from one scheme to another.
- To ensure smooth conduct of audit by A.G., C&AG, LFA, Chartered Accountant & Departmental Audit etc. and submission of compliance thereof in time.
- To act as a Member of the Tender Committee / Purchase Committee of the District.
- To ensure regular and timely submission of statements, report & returns, information etc. as prescribed / required by the Government.
- To ensure timely updation of Cash Book in PriaSoft both at Block & District.
- Any other work as assigned by the PR & DW Department / Govt. of India / Collector/ P.D. DRDA.

9. ASSISTANT PROJECT DIRECTOR (TECHNICAL):

APD (Technical) will work under the supervision of PD, DRDA and Additional PD (Technical) concerned and will assist PD, DRDA in followings-

- To conduct tour for at least 10 days in a month.
- To check ongoing and completed projects as assigned by PD, DRDA and Additional PD (Technical).
- To verify the work records and check the estimates of all the projects and put his signature during tour.
- To record the physical and financial progress of all projects under DRDA and submit to the Additional PD (Technical) every month.

- To check that the Muster Rolls are prepared and copy provided to the public as required under law .
- To assist in adopting new housing typologies and in mason training .
- Any other work as assigned by the PR & DW Department / Govt. of India / Collector/ P.D. DRDA.

10. PROGRAMME OFFICER:

Programme Officer will work under the supervision of PD, DRDA concerned and will assist PD, DRDA in the followings-

- To perform at least five days tour in a month to different Blocks to resolve IT related issues.
- To act as the Nodal Officer for OSWAN System in the district and is the custodian and maintenance of all the instruments including HW & SW used for Gramsat/VSAT/DRS programmes of the DRDA.
- To attend technical issues of OSWAN arising in Block/DRDA.
- To submit status report on Software, Hardware, VSAT & DRS etc of all Blocks/DRDA to Govt. every month.
- To Prepare Technical Specification of Hardware & Software
- To convene meeting of Technical Committee (IT) at DRDA level, when required.
- To ensure timely supply and installation of I.T equipment.
- To be a member of Technical Committee as and when required.
- To prepare the Project Proposal and cost estimate on IT related matters.
- All Hardware Installation Certificate to be given by Programme Officer
- To ensure System Study, Feasibility Study and System Requirement Study of Software Applications.
- To make Software Testing & coordinate the implementation of Software
- To handle technical issues of AWAASSoft, RH Portal, NREGA Soft, PES Applications and Rurbansoft.
- To monitor installation and functioning of DRS/VSAT/GRAMSAT at DRDA/Block/GP level.
- To ensure opening of new DSC and its renewal.
- To attend the following Online works of NREGASoft
 - ❖ AS/ FS, Add/ Delete Vender, DPR unfreeze of projects
 - ❖ E-FMS verification, DSC enrolment, DSC approval/ deletion.
 - ❖ Entry of Administrative expenditure
 - ❖ Executing agency change of projects
 - ❖ Unfreeze of accounts of workers
 - ❖ Any other online issues relating to NREGASoft
- Any other works as assigned by the PR & DW Department/ Collector/ Project Director from time to time.