

MANUAL-2
Powers and Duties of Officers & Employees
[Section-4(1) (b) (ii)]

Name	Shri Sisir Kumar Ratho, IFS																																																				
Designation	Special Secretary, H&UD Deptt. & Secretary, OUIDF																																																				
Powers	Administrative	In consonance with the decision of the Board of Trustees, Government in H&UD Department has been pleased to notify Sri Sisir Kumar Ratho, IFS, Special Secretary to Govt. H&UD Department to act as the Secretary to Odisha Urban Infrastructure Development Fund. He is the Administrative Head of OUIDF & act as Secretary to the Board of Trustees vide Notification No. 5727/HUD-13-REFM-65-SCH-17-0052/2013, dated: 11.02.2013.																																																			
	Financial	<p><u>Delegation of Financial powers to the Officers of OUIDF:</u></p> <ol style="list-style-type: none"> 1. The Board approved delegation of financial powers to the Chairperson and other Officials as specified at Annexure below. 2. The Board also approved the following administrative arrangements and channel of submission for smooth functioning of OUIDF. <ol style="list-style-type: none"> (i) The Administrative Officer will act as Head of the Office for day to day functioning of the Trust. (ii) The Secretary, OUIDF will be the Chief Executive Officer of OUIDF with the financial and administrative powers as per delegation by the Board of Trustees. (iii) The ACS/ Pr. Secretary/ Commissioner/ Secretary in-charge of H&UD Department shall be Administrative Authority of OUIDF. (iv) All proposals and files for the purpose of approval/ sanction by Chairperson, OUIDF may be submitted through the ACS/ Pr. Secretary/ Commissioner/ Secretary in-charge of Housing & Urban Development Department and Ex-Officio Trustee of OUIDF through single file system. <p style="text-align: right;"><u>Annexure</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SI.No.</th> <th style="width: 30%;">Item</th> <th style="width: 15%;">Chairperson, Board of Trustees</th> <th style="width: 15%;">Secretary & CEO, OUIDF</th> <th style="width: 30%;">Administrative Officer, OUIDF</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Contingent Expenditure (i) Recurring (ii) Non-Recurring</td> <td style="text-align: center;">Full Full</td> <td style="text-align: center;">Full Full</td> <td style="text-align: center;">Rs.0.50 lakh each case Rs.1.00 lakh each case</td> </tr> <tr> <td>(a)</td> <td>Fixture & Furniture</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.5.00 lakhs</td> <td style="text-align: center;">Rs.0.30 lakh</td> </tr> <tr> <td>(b)</td> <td>Freight & demurrage</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.0.25 lakhs</td> <td style="text-align: center;">Freight - Rs.0.10 lakh Demrg. - Rs.0.05 lakh</td> </tr> <tr> <td>(c)</td> <td>Hire of Office Furniture</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.0.10 lakhs</td> <td style="text-align: center;">--</td> </tr> <tr> <td>(d)</td> <td>Reimbursement of Legal Expenditure</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.1.00 lakhs</td> <td style="text-align: center;">--</td> </tr> <tr> <td>(e)</td> <td>Municipal rates and taxes, Water Tax, Electricity charges</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Full</td> </tr> <tr> <td>(f)</td> <td>Repairs and Petty Work</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.1 lakh in each case</td> <td style="text-align: center;">--</td> </tr> <tr> <td>(i)</td> <td>Purchase of new equipment and apparatus</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.1.00 lakh in each case</td> <td style="text-align: center;">Rs.0.20 lakh in each case</td> </tr> <tr> <td>(j)</td> <td>Sanction of lunch dinner, and entertainment</td> <td style="text-align: center;">Full</td> <td style="text-align: center;">Rs.7.5 lakhs</td> <td style="text-align: center;">--</td> </tr> </tbody> </table>			SI.No.	Item	Chairperson, Board of Trustees	Secretary & CEO, OUIDF	Administrative Officer, OUIDF	1.	Contingent Expenditure (i) Recurring (ii) Non-Recurring	Full Full	Full Full	Rs.0.50 lakh each case Rs.1.00 lakh each case	(a)	Fixture & Furniture	Full	Rs.5.00 lakhs	Rs.0.30 lakh	(b)	Freight & demurrage	Full	Rs.0.25 lakhs	Freight - Rs.0.10 lakh Demrg. - Rs.0.05 lakh	(c)	Hire of Office Furniture	Full	Rs.0.10 lakhs	--	(d)	Reimbursement of Legal Expenditure	Full	Rs.1.00 lakhs	--	(e)	Municipal rates and taxes, Water Tax, Electricity charges	Full	Full	Full	(f)	Repairs and Petty Work	Full	Rs.1 lakh in each case	--	(i)	Purchase of new equipment and apparatus	Full	Rs.1.00 lakh in each case	Rs.0.20 lakh in each case	(j)	Sanction of lunch dinner, and entertainment	Full	Rs.7.5 lakhs
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		(k)	Purchase of Xerox machine	No limit	Maximum 2 machines	--
		(l)	Purchase of Computer/ Laptop	Full	Full	--
		(m)	Hiring of vehicle	Full	Full	
		2.	Contract for Procurement of Goods	Full	Full	--
		3.	Engagement of Consultants	Full	Rs.100 lakhs	--
		4.	Outsourcing of services	Full	Full	--
		5.	Power to write of losses	Full	Rs.2 Lakhs	--
		6.	Local purchase of stationary	Full	Full	Rs.1.00 lakh per year
		7.	Postage, speed post, courier payment	Full	Full	Rs.1.00 lakh per year
		8.	Office Expenses (salary and non-salary expenses)	Full	Full	--
		9.	Payment to manpower service provider	Full	Full	--
		10.	Travel expenses on Tour i.e., accommodation in appropriate class of hotel, car hire for conveyance and tickets in air/rly/bus/car as per requirement	Full	Full	--
		11.	Sanction and release of funds from Project Development Fund	Full	Full	--
		12.	Sanction and release of funds from Loan Fund and Grant Fund	Full	Full	--
	Others	N.A				
Duties	The Secretary, OUIDF will be the Chief Executive Officer of OUIDF with the financial and administrative powers as per delegation by the Board of Trustee. He will be the Secretary to the Board of Trustees.					
Name	Sri Rajendra Kumar Mohanty					
Designation	Administrative Officer					
Powers	Administrative	The Administrative Officer will act as Head of the Office for day to day functioning of the Trust.				
	Financial	As indicated in the Financial Powers of the Special Secretary, H&UD Deptt. & Secretary, OUIDF in he last column, which is meant for the Administrative Officer.				
	Others	N.A				
Duties	<p>ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> The Administrative Officer (AO), as Head of Office is responsible for day to day smooth functioning and operation of OUIDF. AO will report to the Secretary, OUIDF. He will ensure and assist in preparation of Financial Statements, maintenance of books and accounts, supervising the pay roll and personnel administration, purchase and managing office operation. The AO must work within OUIDF policies and procedures. Administration of OUIDF Employee files and records and ensure accurate payment of benefits and allowances 					

	<p>(a) Administration of OUIDF Employee files and records and ensure accurate payment of benefits and allowances.</p> <ul style="list-style-type: none"> ➤ Administration employment agreement with Man Power Service Provider ➤ Maintain leave records of OUIDF Staff ➤ Supervise completion of the payrolls and review of reports <p>(b) Supervise administrative services within OUIDF Office</p> <ul style="list-style-type: none"> ➤ Management of documents; filing, security and storage ➤ Repair and maintenance of Computer and Office equipments ➤ Supervision of customer service and respond to inquiries ➤ Preparation of proceedings of OUIDF Trust meetings and Implementation of decisions ➤ Assist with preparation and advertisement of contract documents ➤ Administer contracts <p>(c) Perform Job relating to Administration of OUIDF specifically concerning to HRD, Secretarial & Relationship Management.</p> <p>(d) Develop Management Information System For Submission of:</p> <ul style="list-style-type: none"> - Periodical Management Reports. Monthly, Quarterly and Annually - Reports to Government/ External Funding Agencies <p>(e) Prepare brochures of the OUIDF.</p> <p>(f) Contact various ULBs, to find out suitable, eligible and priority based infrastructure projects (Admissible under provisions of OUIDF).</p> <p>(g) Devise various systems for Revenue Generations of OUIDF so as to make good the Administration Expenses of OUIDF.</p> <p>4. Perform other related duties as required and assigned by Secretary, OUIDF.</p>	
Name	Sri Ram Chandra Kar	
Designation	Financial Advisor	
Powers	Administrative	The Financial Advisor will have the following duties & responsibilities as envisaged below under "Duties" column. He will report the Special Secretary, H&UD Deptt. & Secretary, OUIDF.
	Financial	Financial Advisor will have cheque signing powers along with the Special Secretary, H&UD Deptt. & Secretary, OUIDF as a co-signatory.
	Others	N.A
Duties	<p>1. Finance & Administration</p> <ul style="list-style-type: none"> • Finance, Accounts, Audit, Taxation • Resource Mobilization, Loan & Treasury Management <p>2. Policy Frame Work</p> <ul style="list-style-type: none"> • Borrowing Policy • Lending Policy • Investment Policy • Accounting Policy <p>3. Jointly to take up with the Sr. Project Manager in preparation & monitoring of Borrowing & Lending Policies, Lending Terms, Investment and Accounting Policies, Loan Application Procedures for Appraisal, Lending, Recovery & Management, MIS, Assets Liability Management System, etc.</p>	
Name	Sri Badri Prasad Rayaguru	
Designation	Sr. Project Manager	
Powers	Administrative	N.A
	Financial	N.A
	Others	N.A
Duties	<p>1. Projects and Procurement</p> <ul style="list-style-type: none"> • Technical, Procurement • Project Appraisal & Project Finance • Projects Monitoring and Management <p>2. Project Development and Consultancy</p>	

	<ul style="list-style-type: none"> • Project Development & Generation of New Projects • Empanelment and Procurement of Consultants • Co-ordination of Consultancy Studies and Assignment <p>3. Appraisal and Lending Procedure Project Appraisal Technical, Financial, Environmental & Social Procedures</p> <ul style="list-style-type: none"> • Loan sanction and Documentation • Disbursement • Recovery • Management Infrastructure System • Assets Liability Management System
Name	Sri. Sarat Chandra Satapathy/ Sri. Hillary Mathew/ Sri. Manas Ranjan Baliarsingh
Designation	Stenographer
Powers	N.A.
	N.A.
	N.A.
Duties	To provide Secretarial Support to Special Secretary, H&UD Deptt. & Secretary, OUIDF, Administrative Officer/ Financial Advisor & Sr. Project Manager.
Name	Sri. Niranjan Muduli
Designation	Office Attendant provided through the Service Provider.
Duties	Attend routine day to day office work and carry out instructions of the Special Secretary, H&UD Deptt. & Secretary, OUIDF, Administrative Officer and other Supervising Officials / Members of Staff.