

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT MINORITIES & BACKWARD CLASSES
WELFARE DEPARTMENT

No. 1525 /SSD, Bhubaneswar
STSCD-WOEP-POLICY-0001-2023

Dated: 22.01.2025

From

Shri Prabir Kumar Khilar, OAS(S)
Joint Secretary to Government, FE-I

To

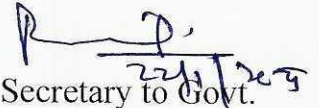
All Project Administrators, ITDAs
All Sub Collectors
All District Welfare Officers
All Special Officers, Micro Projects
All Additional District Welfare Officers

Sub: Duties and Responsibilities of Additional District Welfare Officers (ADWOs) reg.

Madam / Sir,

With reference to the subject cited above, I am directed to enclose herewith the 'Duties and Responsibilities of Additional District Welfare Officers of Odisha Welfare Service' for kind information of all concerned.

Yours sincerely,


Joint Secretary to Govt.

Memo No. 1526 /SSD Dated: 22.01.2025

Copy forwarded to the P.S. to the Hon'ble Cabinet Minister, ST&SC Development, M&BC Welfare Deptt. / OSD to Principal Secretary to Govt. for favour of information of Hon'ble Cabinet Minister and Principal Secretary.


Under Secretary to Govt.

Memo No. 1527 /SSD Dated: 22.01.2025

Copy forwarded to the P.A. to the Director (ST) / Director (SC) / Director (OBC) / Branch Officers of all sections of this Department except OE for information and necessary action.


Under Secretary to Govt.

Job Chart of Additional District Welfare Officers (ADWOs)


The role and responsibilities of Additional District Welfare Officers (ADWOs) is essential enough in implementation of various policies, programs, schemes and effective functioning of the institutions of ST&SC Development, M&BCW Department for the welfare of Scheduled Tribes, Scheduled Caste and people of minorities and other backward classes in the State.

The Additional District Welfare Officers while posted to the District Welfare Office shall report to the District Welfare Officer; Special Officer, if posted to Microproject Agencies (MPAs); report to the Sub-Collector while posted to Office of the Sub Collectors and the Project Administrators in case posted to ITDAs.

ADWOs shall perform the following job assignments and such other responsibilities as to be assigned to them from time to time by their reporting officers, officers above the rank of the reporting officers and Government.

1. Supervision of schools & hostels of SSD Department:

- i. Visit all schools of the Department.
- ii. Visit all hostels of SSD Department including the hostels attached to the schools of S&ME Department.
- iii. Ensure adequate and safe infrastructure of schools and hostels, safety and security of boarders, health and wellness of boarders, service of quality food to the students, performance of the hostel staff, proper maintenance of school & hostel records and submit reports to the appropriate authorities to strengthen better functioning of the institutions.
- iv. Verification of school and hostel registers and records and reporting to the appropriate authorities.
- v. Facilitate the Headmasters, WEOs regarding smooth functioning of school and hostels on regular basis in coordination with civil supply officers, medical officers, police station, fire station, ITDAs and district office.
- vi. During visit ensure that funds received by the school authorities are properly utilized and the students are benefitted.
- vii. Verify the assets and amenities of the schools and hostels and ensure the gap filling and improvement by facilitating with the appropriate authorities.


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- viii. Submit monthly report to the District Welfare Office and ITDA about the functioning of the residential schools and hostels including status of amenities, position of school and hostel staff, utilization of funds placed with school authorities, maintenance of infrastructure, creation of additional infrastructure.
- ix. During visit to the schools and hostels, interact with the students about their education, hostel facilities, health issues etc.
- x. Ensure timely sanction and disbursement of pre-matric and post-matric scholarship.
- xi. Visit all residential schools once in a month.
- xii. Visit all hostels functioning in S&ME Department schools at least once in two months.
- xiii. He should bring to the notice of the DWO immediately regarding irregularities in management of any hostel as per the guidelines issued by the Government from time to time.

2. Implementation of schemes and programs for economic empowerment of Scheduled Tribes, Scheduled Caste and people of minorities and backward classes:

- i. To conduct survey to identify eligible ST & SC Self-Help Groups (SHGs) in need of various income generating activities. ADWOs shall coordinate with WEOs and other Extension officers and line Department officials to undertake as many projects as possible for SCs and STs.
- ii. ADWOs in coordination with the BDOs / Sub Collector / P.A., ITDA shall take special initiative to implement projects under MGNREGA for ST and SC job seekers. In areas where Particularly Vulnerable Tribal Groups (PVTG) reside, efforts shall be made to ensure 100 days of employment for each eligible PVTG household under MGNREGA.
- iii. Identification of unemployed educated and dropout youth of ST & SC communities and sponsor them for skill development training and placement-linked employability training to ITDAs, Zilla Parishad and other line Departments.
- iv. In MADA and Clusters, ADWOs shall take sincere efforts for proper utilization of funds allocated, completion of projects and use of the assets/projects by the beneficiaries. The physical and financial progress shall be reported to the appropriate authorities on monthly basis.
- v. Ensure the successful implementation of schemes, programs and

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activities of ST&SC Development, M&BCW Department including the subordinate institutions and organizations of the Department such as OPELIP, OTELP, OSFDC, OBCFDC, TDCC, ATLC, SCSTRTI, etc. for the development of the targeted population.

- vi. Identify critical gaps and maintain a comprehensive database of ST and SC communities in the sectors such as health, education, connectivity, drinking water, electrification, housing etc. and share with the appropriate Departments and offices for formulation of various policies and programs.
- vii. Ensure timely preparation of project proposal and smooth implementation of the schemes in accordance to the guidelines, coordinate and supervise the progress of works under PMAGY, PMAAGY, MMJJM, PMJANMAN and DA-JGUA and Article 275(i) of the Constitution of India during his posting in ITDA or Micro Project.
- viii. To assist the District Welfare Officer/Project Administrator and/or Special Officer Micro Project, the ADWOs posted in the office of DWOs/ITDAs/Micro Projects shall be at the position just below the 'District Welfare Officer'/'Special Officer'(as the case may be) in the hierarchy for all schemes/program as well as administrative matters.

3. Implementation of Protective and preventive legislations.

- i. Enforcement of the provisions of Protection of Civil Rights Act, 1955 . ADWOs shall take immediate steps in reporting cases pertaining to violation of civil rights of STs and SCs.
- ii. Scheduled Caste and Scheduled Tribe (Prevention of Atrocities) Act, 1989. ADWOs shall take immediate steps in reporting cases of atrocities against STs and SCs.
- iii. Ensure smooth functioning of subdivisional legal cell. He shall ensure that the legal retainers are attending the legal aid clinics on regular basis.
- iv. ADWO shall report to the subdivisional officers on the cases of illegal transfer of land of STs while coming to his notice as per the provisions contained in Regulation two of 1956, if required to do so.

4. Implementation of Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act-2006:


- i. Ensure necessary arrangements for safe keeping records of cases at SDLC level.
- ii. Ensure timely disposal of applications in SDLC as recommended by Grama Sabha.
- iii. Ensure submission of applications approved by SDLC to DLC.


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- iv. Ensure smooth functioning of FRA cell of SDLC and such cells in Tehsil offices.
- v. Ensure convergence of FRA land for livelihood improvement of the titled holders.
- vi. Ensure timely distribution of approved titles to the applicants.
- vii. Review the performance of Welfare Extension Officers and PEOs for smooth implications of the Act.
- viii. Ensure submission of monthly progress report to the higher offices.

5. Tour & Inspection:

- i. ADWOs shall make at least 15 days tour in a month with four night halts.
- ii. He shall submit his advance tour program to the DWO or sub Collector or PA, ITDA as the case may be during fourth week of each month for the succeeding month.
- iii. He shall submit his tour note and tour diary to the DWO or sub Collector or PA, ITDA as the case may be during 1st of week of each month for the preceding month.
- iv. Make annual inspection of offices under ORV Act and Rules, if assigned by the District Welfare Office and submit report in time.
- v. Make annual inspection of educational institutions, non-government organizations working for STs, SCs and people of minorities and backward classes, if assigned by the District Welfare Office and the Department.


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