

Contents

1.	Background	4
2.	Vision	5
3.	Aim and Objectives.....	5
4.	Structure of Ward Office.....	6
5.	Layout of Ward Office.....	6
6.	Roles and Responsibilities of a Ward Officer	7
7.	Responsibility of Junior Engineer/Asst. Engineer:	8
8.	Responsibility of Misc Sarkar/ Market Fee Collector:.....	8
9.	Responsibility of Sanitary Inspector	8
10.	Responsibility of Community Organizer:	9
11.	Responsibility of Data Entry Operator:	10
12.	Supervision Mechanism	10
13.	Functioning of Ward Office	11
ANNEXURE - i		13
ANNEXURE - ii		17
ANNEXURE - Iii		25

1. Background

Bhubaneswar Municipal Corporation has a historic tradition of **strong civic activism** dedicated to the cause of a **better life for all its citizens**. Right from its inception in the year 1948 as a Notified Area Council to a Municipality in the year 1979, then finally to a Corporation in the year 1994, BMC as an organization has undertaken **pioneering work in various fields and perceives its role as principal provider of services such as sanitation, waste management, drainage, city beautification, citizen services, slum development, disaster management, vending zones, parking zones etc. to provide a better quality of life to the residents of Bhubaneswar.**

BMC covers 186 square kms area with a population of about 12 lakhs approximately. There are **67 wards** under BMC jurisdiction. Hence, for smooth management and better supervision of the city and its citizen, the **BMC area has been divided into 3 zones i.e. South east zone, South west zone and North zone.**

For better service delivery system, a need for dedicated Ward Offices with ward officers and other supporting staff, was felt for each ward in the city. This initiative will prove to be a big leap in urban administration which adheres completely to the framework of **"5T governance model"- Teamwork, Transparency, Technology, Time leading to Transformation.**

2. Vision

Bhubaneswar Municipal Corporation intends to **create a unified and inclusive platform where participation, planning and implementation can function in synergy.** The intention is to encourage the **concept of Co-creation with the residents.** From **ideation, planning and innovation to maintenance and monitoring,** each step will be taken **together with the residents** of the ward. By taking a **Bottom-up approach,** we intend to **decrease the gap between the citizens and the governance bodies to increase trust and transparency.**

In future, theme based meetings or discussions on a **focused issue** will be held where residents and officers will **work together to bring out a solution** to the issue.

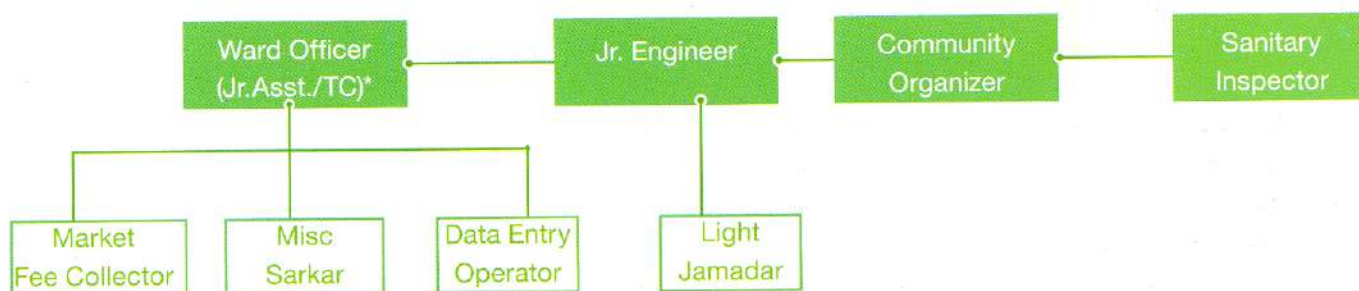
3. Aim and Objectives

As per provision laid down in **Rule 49 of the Orissa Municipal Corporation Rules, 2004** BMC intends to set up **one ward office in each ward** in order to reach **closer to citizen** and **enhance delivery standards of its services.** The Ward office shall function under the **supervision of one Ward officer** and other **associated staff for performing all its activities under the ward.** The main objective of the Ward office shall be as below:

- A. Participation** in terms of **better feedback mechanism and suggestions by residents.**
- B. Micro level monitoring** related to **Sanitation, Drainage, Waste management.**
- C. Enhancement in development and maintenance of Infrastructure** such as roads, drains, street lights, parks, parking lots, vending zones etc.
- D. Better delivery of citizen services** such as pension, housing, birth certificate, death certificate, marriage certificate, any other activity performed by BMC from time to time.
- E. Efficient Grievance redressal** of the citizens.
- F. Increase in collection of Revenue** from Holding Tax, Advertisement, User charges, Trade License, License Fee etc.
- G. Carry out enforcement activities for better management** of the city.

For achievement of the above objectives, BMC has identified **67 locations i.e. one location under each ward to establish the ward office.** The address of each location is attached as **Annexure-I.**

4. Structure of Ward Office



Each Ward office shall comprise **one Ward officer, Junior Engineer, Community Organizer, Sanitary Inspector, Misc Sarkar/ Market fee collector, Light Zamadar and Data Entry Operator**. The personnel of other stakeholders such as CESU, OSSB and PHED will also support the system.

Junior Assistant or Tax Collector have been designated as a **Ward Officer** for each ward. A **sanitary inspector** shall **supervise sanitation activities** carried out by BMC appointed private agencies on a regular basis and as per their defined scope of work. **Misc Sarkar** will be responsible for **assessment and collection of trade license** and assist ward officer for collection of revenue from other sources. **Community Organizer** shall be responsible to ensure **implementation of social security, welfare and anti-poverty schemes** being carried out by BMC and Govt. of Odisha and will **report to the Zonal Deputy Commissioner** through Zonal Community Organizer as well as Ward Officer. **Junior Engineer** shall supervise **all engineering development and maintenance work** within the ward. **Light Jamadar** will report all **street light related issues** to the Junior Engineer. **Data entry operator** shall be directly report to the Ward Officer and will **accept the applications for various citizen services being provided by BMC**. He shall also **assist citizens** in filling the application form and to make them understand the procedure to avail a service/ scheme.

Ward Officer shall **resolve the grievance and issue** at his ward level and in case of major issue not being resolved at ward level shall report to the concerned Zonal Deputy Commissioner.

The detailed list of staff identified by BMC for each ward office is annexed as **Annexure-II**.

5. Layout of Ward Office

The indicative layout of ward office is attached as **Annexure-III**.

* 1 peon-cum-watchman and 1 sweeper shall be placed in each ward office.

6. Roles and Responsibilities of a Ward Officer

i. Tax Collection

- a) Collection of Holding Tax
- b) Ensure assessment of new/ unassessed property and re-assessment of assessed properties in his ward in case of addition/alteration.
- c) Issue demand notice to each assessed holding and educate citizens for self-assessment.
- d) Maintenance and updation of DCB and other revenue

ii. Submit requisition towards administrative expenses to ZDC for approval.

iii. Maintain visit record and submit monthly attendance sheet to ZDC by 20th day of the month.

iv. Ensure maintenance of asset register at ward office.

v. Co-ordinate with Junior Engineer, Sanitary Inspector, Community Organizer and other line department officials for delivery of public services and good governance.

vi. Accept grievance from public regarding municipal services in the ward and take steps for quick redressal at his level. If the grievance is of major nature and cannot be redressed at his end, then he shall ensure that grievance is escalated to the concerned section/branch (under intimation to ZDC) and follow up with them to redress in timely manner.

vii. Ensure that Government lands are not encroached and submit reports regularly in a prescribed format.

viii. Co-ordinate with ZDC for all enforcement activities. In case any breach is reported during enforcement activities, a notice shall be issued and fine/penalty/administrative charges etc will be imposed.

ix. Perform any other activities as assigned to him by higher authorities from time to time.

x. Ward Officer shall maintain and display the following information and shall update the same as and when required:

- e) Ward Map
- f) Population in the ward
- g) No. of Households in Ward (as per latest census available)
- h) No. of Slums in Ward
- i) Population of slum area
- j) No. of households in slum
- k) No. of Streets with type of streets (like Blacktop road/ CC road/ Morum road/ Kachha road)
- l) No. of street poles with type
- m) Total length of drains in ward
- n) Name of Agency/Person responsible for Sanitation work with contact details
- o) Name & mobile no. of ZDC, ZCO, CO, Ward Officer, Sanitary Inspector and Junior Engineer
- p) All fines, penalties and charges that are charged by BMC for different offences.
- q) Collect & Process all application forms for citizens services.
- r) Maintain asset register of the ward.
- s) Maintain a Grievance register.
- t) Maintain a visit register.

7. Responsibility of Junior Engineer/Asst. Engineer:

The Junior Engineer/Asst. Engineer shall work under the supervision of concerned Asst. Executive Engineer placed at Zonal office of the concerned zone. The Ward officer shall transmit all complaints received to the concerned JE/AE for redressal. He/she shall also co-ordinate with the ZDC about the following activities:

- i. Monitoring, supervision and reporting of all civil works carried out in the ward
- ii. Any problem related to street light within the ward
- iii. Any civil modification or construction required to any public structure under the scope of BMC
- iv. Supervision & Reporting progress of drain de-silting work or any blockage observed
- v. Perform any other activities as assigned to him by higher authorities from time to time.

8. Responsibility of Misc Sarkar/ Market Fee Collector:

- i. Assessment and collection of Trade License and other revenue.
- ii. Maintenance and updation of DCB of Trade license.
- iii. Report on unauthorized hoardings/ advertisements
- iv. Perform any other activities as assigned to him by higher authorities from time to time.

9. Responsibility of Sanitary Inspector

- i. Ensure cleanliness and sanitation of the ward under its jurisdiction at all times
- ii. Monitor and ensure door to door collection of MSW and transportation of waste is being done in conformity to SWM Rules, 2016.
- iii. Monitor and ensure that the private agencies engaged by BMC are performing their duties as per the Agreement executed by them.
- iv. Monitor & ensure that the Operation and Maintenance activities are being carried out in the Public toilets, community toilets, hybrid toilets and smart toilets by the engaged agencies as per the agreement executed with BMC.
- v. Ensure that no open defecation or open urination takes place under its ward.
- vi. Monitor drain desiltation activity being effectively carried out under its ward.
- vii. Monitor that residents construct soak pits and do not discharge faecal sludge in drains and open areas.
- viii. Perform any other activities as assigned to him by higher authorities from time to time.

10. Responsibility of Community Organizer:

The CO shall conduct field level works based on different schemes as follow:

- i. **Individual Household latrine**
- ii. **Housing (PMAY)**
 - a) Selection of beneficiaries
 - b) Distribution of work order
 - c) Geo tagging
 - d) Payment processing
- iii. **Deendayal Antyodaya Yojana- National Urban Livelihood Mission (DAY-NULM)**
 - a) Self-employment Programme (SEP) (Individual/Group/SHG Bank linkage)
 - b) Social Mobilisation and Institutional Development (SM & ID) (Co-operation with RO for SHG formation/SHG-RF) / Supervision of O&M of CLC
 - c) Employment through Skill Training Provider (ESTP) (Collection of information regarding trained and passed out beneficiaries)
 - d) Scheme for Urban Homeless (SUH)-Supervision, O&M of SUH
 - e) Support for Urban Street Vendors (SUSV) (Co-operation for validation of street vendors list/support for bank linkage to upgrade the livelihood of vendors)
- iv. **Social Security Scheme (SSS)**
 - a) Madhu Babu Pension Yojana (MBPY)
 - b) National Pension Yojana (NPY)
 - c) National Family Benefit Scheme (NFBS)
 - d) Aahar
- v. **Chief Minister's Relief Fund (CMRF)**
 - a) Harishchandra Sahayata
 - b) Financial assistance under CMRF
- vi. **Ration Card under National Food Security Act (NFSA)**
 - a) Priority Household Card (PHH)
 - b) Antodaya Anna Yojana Card (AAY)
 - c) Annapurna Card
- vii. **Enquiry for grievances relating to different schemes and submission of report.**
- viii. **NUHM-Ward Kalyan Samiti**
- ix. **Keeping of Database of the respective wards relating to different schemes.**
- x. **Timely submission of reports and returns**
- xi. **Any other duties as and when assigned by Higher Authorities**

11. Responsibility of Data Entry Operator:

- i. Accept applications/forms related to different citizen services such as birth certificate/ death certificate/ marriage certificate/ trade license/ pension/complaints etc. and get them processed at the concerned department of BMC. He/ she will also be responsible to provide online services as implemented by Govt. of Odisha from time to time.
- ii. Management of E-kiosk

12. Supervision Mechanism

- i. The Zonal Deputy Commissioner (ZDC) of the concerned zone shall be responsible for overall supervision of the Ward.
- ii. The Asst. Executive Engineer (Civil) shall supervise the development, repair and restoration works taken up by Ward Junior Engineers/Asst. Engineer. He will also take up electrical and drainage works in coordination with concerned Dept. / Engineers. The Junior Engineer/Asst. Engineers shall report to the concerned Asst. Executive Engineer (Electrical) for any activity related to rectification required in the functioning of street lights located in the ward under their jurisdiction.
- iii. The Dy. Executive Engineer/Asst. Executive Engineer (Drainage) shall supervise drainage (construction repair and restoration) activities. The Ward Junior Engineer shall report AEE, Drainage for any activity related to Drainage infrastructure or De-silting of drains in ward under their jurisdiction.
- iv. The Ward officer shall keep the ZDC informed about any malfunctioning or delay observed by him/her relating to Engineering work. The ZDC, shall instruct the concerned AEE placed under the zone and ensure compliance at the earliest. If required the ZDC may escalate the matter to the higher Authorities.
- v. The Ward officer shall co-ordinate and ensure the delivery of responsibility entrusted to the Community Organizer herein and may report to the concerned ZCO and ZDC for any irregularities observed in delivery of services
- vi. The Ward officer shall ensure discharge of duties by Misc Sarkar/ Market Fee Collector and report to ZDC in case of any irregularities

13. Functioning of Ward Office

- i. The ward office shall function daily.
- ii. All other officials working in a particular ward shall attend the ward office minimum 10 working days of the month. The ward officer shall attend the ward office every day.
- iii. Ward officer shall maintain a visit register in the prescribed format. All the staff shall record their visit report in the said register
- iv. The ZDC shall conduct monthly review of all wards at zone level and submit proceeding thereof to the Commissioner for perusal and orders if any.

ANNEXURE - I

PROPOSED LOCATIONS OF WARD OFFICE

Proposed Location of Ward Office				
Ward No.	Zone	Proposed location of ward office	Name of Ward Officer	Mobile No
1	North	Prasanti vihar community hall	Jyotikanta Mohapatra, TC	9861184946
2	North	Shikharchandi Community centre cluster III	Bhagban Pradhan Jr Asst	7978788346
3	North	Star City 6th Avenue Communiyy Centre	Nrusingha Prasad Panda, TC	9937339397
4	North	Old SCS Building Pahal	Ajaya Swain, TC	9861599240
5	North	Chakeisiani, Manchanath Dev High School Campus	Bijay Behera, TC	9438558277
6	North	RWA Community Centre, Saileshree Vihar, Ph-II	Lokanatha Sahoo, TC	9439175985
7	North	Sailashree vihar phase VII Resident's association	Bichitra Nanda Swain, TC	9937687053
8	North	Community Centre Phase-I Housing Board, Radhakrushna Nagar	Baishnab Charan Sahoo, TC	9778021453
9	North	Cspur Kalyan Mandap	Binod Chandra Mallick, TC	9937469011
10	North	Mancheswar Industrial Estate Working Hostel	Satyabrata Mishra, TC	8249432037
11	North	Vss Nagar Kalyan Mandap	Deepak Kumar Nayak, TC	9861382023
12	North	New Govt Colony Desharakhi primary school	Sri Gadadhar Sethy, Homeo Asst	9337107799
13	North	BDA colony community centre	Indrajit Chand, TC	9437129907
14	North	Sector III Niladri Vihar Community hall	Sujit Kumar Swain, TC	7978317692
15	South west	Day care centre rental colony	Mahesh Kumar Chand, Jr. Asst.	9937689234
16	North	Mayfair nagar World vision community centre	Subharanjan Sahoo, TC	738125198
17	North	Jagannath Temple Community Centre, Utkal University Campus	Srikanta Mohanty, TC	9438732288
18	North	Kimbharia community centre	Pradip Mohanty, TC	9238588008
19	North	GGP UP School Building	Khetramohan Das, Jr. Asst	9437307602
20	North	Ekamra club	Prasaanna Kumar Panda, TC	9178262698
21	North	Shakti vihar World vision community centre	Sanjay Kumar Dash, Jr. Asast	7978052668
22	South west	Community centre inside gopabandhu school bharatpur	Ashok Kumar Panda, Jr. Asst	8249307235
23	South west	Khandagiri bari community centre	Hemanta kumar Sahoo, TC	9437637417
24	South west	Day care centre at ward - 15	Keshab Rout, TC	9437757228
25	South west	N-2 IRC village,water pump house inside	Nrusingha Behera, TC	9861036662

Proposed Location of Ward Office				
Ward No.	Zone	Proposed location of ward office	Name of Ward Officer	Mobile No
26	North	Basti vikash Parishad suman club	Sarat Ch, Panda, Jr. Asst	9658688949
27	South west	N-2 water pump house inside, IRC Village	Manas Kumar Pradhan, TC	9437627793
28	South East	Community centre Sabar sahi	Nurul Hasan Khan, TC	9439582985
29	South East	Community centre near adivasi hostel unit 9	Sri Prasanta Kr Rath Jr Asst	7008000850
30	South East	Common service centre ,Saheed Nagar	Rabi Narayan Mishra, TC	9437282070
31	South East	Jatri Niwas CTC Road	Prafulla Kumar Swain, Tc	9337351148
32	South East	Community centre Laxmisagar (Lala Bahadur Club)	Ramesh Chandra Nayak, TC	9853379561
33	South East	Jatri Niwas CTC Road	Amiya Kumar Swain, TC	9937471713
34	South East	Khela Ghar Satya Nagar	Nila Madhaba Biswal Jr. Asst	9861185658
35	South East	BMC Homeo Dispensary Unit -9 Qr. No. 2-RB/1	Pradeep Dakua, TC	9938315712
36	South East	SK. Tasbir, Plot No. A/30, Near Kar Clinic Ph. No. 8249532989	Biswa Ranjan Nayak Jr. Asst	9861292193
37	South west	Sashtri nagar community centre BMC	Rabindranath Sahoo, TC	9438361774
38	South west	Sashtri nagar community centre BMC	Bibhuti Bhusan Pradhan, TC	9437110788
39	South west	Sashtri nagar community centre BMC	Sunil Kumar Behera, TC	9853288023
40	South East	Jayadurga Kishore Club, Unit-I	Saroj Kumar Behera Jr. Asst	9178317960
41	South East	Equity Cetre- Unit-III, Kharvel Nagar	Sri. Ajay Kr Mishra, Conductor	9861568861
42	South East	Community Centre, Budheswari	Sri. Suchandra Ku. Nayak, Jr. Asst	9937175672
43	South East	Jjatri Niwas	Arun Kumar sahuo, TC	
44	South East	Kalyani Mandap, Baragada	Bibhu Ranjan Mohanty, TC	9937833172
45	South East	Kalpana flat area Community centre	Biswajit Manna, TC	9776367152
46	South west	Unit VI Kalyan Mandap Ganga Nagar	Prasant Kumar Acharya,TC	9437342553
47	South west	Unit-8 Community Centre	Sri. Lingaraj Biswal Homeo Asst.	8984135139
48	South west	Gopabandhu club	Pitabas Das, TC	9238688715
49	South west	Day care centre Aiginia	Ranjan Nayak, TC	9437873334

Proposed Location of Ward Office				
Ward No.	Zone	Proposed location of ward office	Name of Ward Officer	Mobile No
50	South west	BMC homeopathy centre Baramunda Near nilakantha nagar	Sri. Surendra Kr. Barik, Homeo Asst	9338222426
51	South west	Basant Kumar Sahoo, Plot No.- 1189/3859/6239, Saubhagya Nagar, Dumduma	Iswar Chandra Swain, Jr. Asst.	9853135123
52	South west	Bhimpur Near Ganganagar Palli Basti, Community centre	Trilochan Rout, TC	9861040009
53	South East	Bapuji Nagar Library	Krushna Chandra Sethy, TC	9853523889
54	South East	Dakhina chandi Kalyan Mandap	Amarendra Sahoo, TC	9861094863
55	South East	Community centre Nageswar Tangi	Brahma Nanda Mohapatra, TC	9861468251
56	South East	Bidyadhar singh Plot B-J 43 BJB Nagar Ph. 9938138080, BJB College Colony Project Prayas	Sri Chitaranjan Nayak Work Sarkar	9937149751
57	South East	Baragad Kalyan Maandap	Amarkanta Pradhan, TC	9437695542
58	South East	Community centre Brahmeswar	Bibeka Nanda Mishra, TC	9437667806
59	South East	Govt UG UP School Samantrapur	Pradeep mallick, TC	9937563351
60	South East	Dakhina chandi Kalyan Mandap	Phalguni Pradhan, TC	9438166784
61	South East	Bhimtangi Govt. Primary School, Phase-I	Haladhar Das Jr. Asst	9437386641
62	South west	Pokhariput Bhoi sahi community centre	Prasant Kumar Sethy, TC	9437371335
63	South west	BRCC Education dept. Building Jagamara main Road	Debidutta Mohanty, TC	9938543102
64	South west	Plot no.L-6/29. Panchasakha Nagar	Sk. Zainul Abedin, TC	9938848599
65	South west	Dumduma PH-I, Housing Board UP school	Sk. Kausar Md., TC	9861434023
66	South west	Raghunath Nagar community centre	Dilip Kumar Tripathy, Jr. Asst.	9437134832
67	South East	BMC Community Hall	Prakash Ch. Sahoo, TC,	9938116871

ANNEXURE - II

LIST OF STAFF FOR EACH WARD OFFICE

Officers assigned in ward offices

Ward No.	Zone	Name of the M.S for collection of license fees	mobile no.	Name of JE/AE	mobile no.
1	North	Basant Kumar Behera, M.S	9861347452	Chittaranjan Swain	9778398978
2 ✓	North	Basant Kumar Behera, M.S	9861347452	Chittaranjan Swain	9778398978
3	North	Dhanudhar Sangram Singh , M.S	9078554928	Biranchi Narayan pradhan	9777713286
4	North	Mahendra Kumar Maharana, M.S	9861450385	Patitapabana Pattnaik	9437670166/ 9437087654
5	North	Mahendra Kumar Maharana, M.S	9861450385	Patitapabana Pattnaik	9437670166/ 9437087654
6	North	Basant Kumar Behera, M.S	9861347452	Hrusikesh Sahoo	9861030302
7	North	Basant Kumar Behera, M.S	9861347452	Hrusikesh Sahoo	9861030302
8	North	Basant Kumar Behera, M.S	9861347452	Biranchi Narayan pradhan	9777713286
9	North	Dhanudhar Sangram Singh , M.S	9078554928	Surath Sahoo	9437314457
10	North	Mahendra Kumar Maharana, M.S	9861450385	Ramachandra Das Mohapatra	8249102091
11	North	Mahendra Kumar Maharana, M.S	9861450385	Mamata Rout	9438253440
12 ✓	North	Dhanudhar Sangram Singh , M.S	9078554928	Surath Sahoo	9437314457
13	North	Dhanudhar Sangram Singh , M.S	9078554928	Punyatoya Badu	9437632380
14	North	Basant Kumar Behera, M.S	9861347452	Punyatoya Badu	9437632380
15	South west	Purna Chnadra Swain, V.G	9668339904	Sarbeswar Jena	9437150758
16	North	Dhanudhar Sangram Singh , M.S	9078554928	Pramod Kumar Samal	9438115498
17	North	Mahendra Kumar Maharana, M.S	9861450385	Mamata Rout	9438253440
18	North	Mahendra Kumar Maharana, M.S	9861450385	Saroj Kumar Mohapatra	9437064693
19	North	Mahendra Kumar Maharana, M.S	9861450385	Saroj Kumar Mohapatra	9437064693
20	North	Dhanudhar Sangram Singh , M.S	9078554928	Pramod Kumar Samal	9438115498
21	North	Dhanudhar Sangram Singh , M.S	9078554928	Madana Mohan Mishra	9438613883
22	South west	Gandharba Sethi, V.G	9178899299	Silla Satyanarayan	9437219015
23	South west	Gandharba Sethi, V.G	9178899299	Silla Satyanarayan	9437219015
24	South west	Gandharba Sethi, V.G	9178899299	Sarbeswar Jena	9437150758
25	South west	Gajendra Sahoo, V.G	9178899299	Dilip Sahoo	9437406684
26	North	Dhanudhar Sangram Singh , M.S	9078554928	Madana Mohan Mishra	9438613883
27	South west	Gajendra Sahoo, V.G	9439978858	Dilip Sahoo	9437406684
28	South East	Gauranga Behera, M.S	9338450601	Ajit Bhusan Das	9438362560
29	South East	Gauranga Behera, M.S	9338450601	Ajit Bhusan Das	9438362560
30	South East	Gauranga Behera, M.S	9338450601	Sarbeswar Jena	9437150758
31	South East	Braja Kishore Mohapatra, M.S	9583823084	Srikant Acharya	9437279141
32	South East	Sanjay Ku Biswal, M.S	9937570567	Srikant Acharya	9437279141
33	South East	Sanjay Ku Biswal, M.S	9937570567	Srikant Acharya	9437279141
34	South East	Nagen Bhol, M.S	8984540976	Sarbeswar Jena	9437150758
35	South East	Braja Kishore Mohapatra, M.S	9583823084	Santosh Kumar Das	9437306860
36	South East	Braja Kishore Mohapatra, M.S	9583823084	Santosh Kumar Das	9437306860
37	South west	Gajendra Sahoo, V.G	9439978858	Dilip Sahoo	9437406684
38	South west	Gajendra Sahoo, V.G	9439978858	Kanhucharana Das	9338457989
39	South west	Gajendra Sahoo, V.G	9439978858	Kanhucharana Das	9338457989
40	South East	Aajyodhya Nath Rout, M.S	9439543807	Prakash Pradhan	9438790690
41	South East	Nagen Bhol, M.S	8984540976	Prakash Pradhan	9438790690
42	South East	Sanjay Ku Biswal, M.S	9937570567	Soven Kumar Patra	7008135063
43	South East	Sanjay Ku Biswal, M.S	9937570567	Soven Kumar Patra	7008135063
44	South East	Nirmal Chandra Das, M.S	9439543807	Sangram Mohanty	9437308039
45	South East	Nirmal Chandra Das, M.S	9439543807	Sangram Mohanty	9437308039

Name of CO	mobile no.	Name of Sanitary Inspector	mobile no.
Ms. Manaswini Madhusmita	9658945425	Nikunja Kishore Rai	8763817695
Ms. Manaswini Madhusmita	9658945425	Nikunja Kishore Rai	8763817695
Ms. Madhuri Devi	9861393893	Nikunja Kishore Rai	8763817695
Ms. Dipika Sahoo	8895555917	Prabir Kumar Samal	8280474795
Ms. Sasmita Nayak (B)	7504557951	Prabir Kumar Samal	8280474796
Ms. Manaswini Madhusmita	9658945425	Nikunja Kishore Rai	8763817695
Ms. Manaswini Madhusmita	9658945425	Nikunja Kishore Rai	8763817695
Ms. Manaswini Madhusmita	9658945425	Rahas Bihari Saha	8895126975
Ms. Madhuri Devi	9861393893	Rahas Bihari Saha	8895126975
Ms. Sasmita Nayak (B)	7504557951	Prabir Kumar Samal	8280474796
Ms. Siprarani Samantaray	9776301680	Rahas Bihari Saha	8895126975
Ms. Siprarani Samantaray	9776301680	Rahas Bihari Saha	8895126975
Ms. Debaswini Pattanaik	8984210524	Ranjan Kumar Samantaray	9437883709
Ms. Debaswini Pattanaik	8984210524	Ranjan Kumar Samantaray	9437883710
Ms. Saraswati Sahoo	8270959585	Bijay Kumar Tripathy	9658044090
Ms. Padmalaya Barala	9437528968	Rahas Bihari Saha	8895126975
Ms. Siprarani Samantaray	9776301680	Judhistir Khatei	6370360664
Ms. Dipika Sahoo	8895555917	Prabir Kumar Samal	8280474796
Ms. Dipika Sahoo	8895555917	Prabir Kumar Samal	8280474796
Ms. Rashmita Mohanty	9778377712	Ranjan Kumar Samantaray	9437883710
Ms. Rashmita Mohanty	9778377712	Ranjan Kumar Samantaray	9437883710
Ms. Sasmita Mukhi	7504963815	Bijay Kumar Tripathy	9658044090
Ms. Sasmita Mukhi	7504963815	Bijay Kumar Tripathy	9658044090
Ms. Saraswati Sahoo	8270959585	Bijay Kumar Tripathy	9658044090
Ms. Monalisha Routray	7381671080	Sunil Kumar Sahu	9437594674
Ms. Padmalaya Barala	9437528968	Ranjan Kumar Samantaray	9437883710
Ms. Monalisha Routray	7381671080	Sunil Kumar Sahu	9437594674
Ms. Pranati Pradhan	8895440130	Kartik Chandra Sethy	9438422298
Ms. Pranati Pradhan	8895440130	Kartik Chandra Sethy	9438422299
Ms. Pranati Pradhan	8895440130	Judhistir Khatei	6370360664
Ms. Deeptimayee Badajena	9438701607	Bijay Kumar Mahapatra	9437291354
Ms. Deeptimayee Badajena	9438701607	Bijay Kumar Mahapatra	9437291354
Ms. Deeptimayee Badajena	9438701607	Bijay Kumar Mahapatra	9437291354
Smt. Chinmayee Panda	9437534484	Judhistir Khatei	6370360664
Ms. Priyambada Nayak	7205652232	Kartik Chandra Sethy	9438422299
Ms. Priyambada Nayak	7205652232	Kartik Chandra Sethy	9438422299
Ms. Nibedita Das	8763179412	Sunil Kumar Sahu	9437594674
Ms. Nibedita Das	8763179412	Sunil Kumar Sahu	9437594674
Ms. Nibedita Das	8763179412	Sunil Kumar Sahu	9437594674
Ms. Priyambada Nayak	7205652232	Kartik Chandra Sethy	9438422299
Smt. Chinmayee Panda	9437534484	Judhistir Khatei	6370360664
Ms. Deeptimayee Badajena	9438701607	Bijay Kumar Mahapatra	9437291356
Ms. Aparajita Mishra	9861139359	Bijay Kumar Mahapatra	9437291356
Ms. Aparajita Mishra	9861139359	Manoranjan Mohanty	7978962446
Ms. Aparajita Mishra	9861139359	Manoranjan Mohanty	7978962446

Officers assigned in ward offices

Ward No.	Zone	Name of the M.S for collection of license fees	mobile no.	Name of JE/AE	mobile no.
46	South west	Sarbeswar Paikray, V.G	8018046591	BSB Subudhi	9437433748
47	South west	Purna Chnadra Swain, V.G	9668339904	BSB Subudhi	9437433748
48	South west	Purna Chnadra Swain, V.G	9668339904	BSB Subudhi	9437433748
49	South west	Rajkishore Mallia, M.S	9338222426	Silla Satyanarayan	9437219015
50	South west	Rajkishore Mallia, M.S	9338222426	Gautam Das	9437036351
51	South west	P.K. Sahoo, M.S	9861292193	Gautam Das	9437036351
52	South west	P.K. Sahoo, M.S	9861292193	Pratap Sahoo	9437010440
53	South East	Aajyodhya Nath Rout, M.S	9439543807	Shyam Sundar Patra	9437561758
54	South East	Sanjay Ku Biswal, M.S	9937570567	Daitari Behera	9437181583
55	South East	Sanjay Ku Biswal, M.S	9937570567	Shyam Sundar Patra	9437561758
56	South East	Nirmal Chandra Das, M.S	9439543807	Jagannath Pattanaik	9437216742
57	South East	Nirmal Chandra Das, M.S	9439543807	Jagannath Pattanaik	9437216742
58	South East	Nirmal Chandra Das, M.S	9439543807	Jagannath Pattanaik	9437216742
59	South East	Nirmal Chandra Das, M.S	9439543807	Mithilesh Rath	9938170970/ 8763993998
60	South East	Nirmal Chandra Das, M.S	9439543807	Mithilesh Rath	9938170970/ 8763993998
61	South East	Aajyodhya Nath Rout, M.S	9439543807	Daitari Behera	9437181583
62	South west	P.K. Sahoo, M.S	9861292193	Pratap Sahoo	9437010440
63	South west	P.K. Sahoo, M.S	9861292193	Pratap Sahoo	9437010440
64	South west	P.K. Sahoo, M.S	9861292193	Antaryami Patra	9438406660/ 9338444571
65	South west	Sarbeswar Paikray, V.G	8018046591	Antaryami Patra	9438406660/ 9338444571
66	South west	Nagen Bhol, M.S	8984540976	Antaryami Patra	9438406660/ 9338444571
67	South East	Nagen Bhol, M.S	8984540976	Mithilesh Rath	9938170970/ 8763993998

Name of CO	mobile no.	Name of Sanitary Inspector	mobile no.
Ms. Subrata Priyadarshini	7504410894	Laxmikanta Dash	9938420833
Ms. Subrata Priyadarshini	7504410894	Laxmikanta Dash	9938420833
Ms. Subrata Priyadarshini	7504410894	Laxmikanta Dash	9938420833
Ms. Saraswati Sahoo	8270959585	Bijay Kumar Tripathy	9658044090
Ms. Suchandana Mohapatra	8895491421	Laxmikanta Dash	9938420833
Ms. Suchandana Mohapatra	8895491421	Laxmikanta Dash	9938420833
Rashmirekha Choudhury	9861577592	Baikunthanath Sahoo	9937341200
Smt. Chinmayee Panda	9437534484	Judhistir Khatei	6370360664
Smt. Sasmita Patra	9040153470	Baikunthanath Sahoo	9937341200
Ms. Sasmita Nayak (A)	7873364397	Baikunthanath Sahoo	9937341200
Ms. Sasmita Nayak (A)	7873364397	Manoranjan Mohanty	7978962447
Ms. Aparajita Mishra	9861139359	Manoranjan Mohanty	7978962447
Smt. Sasmita Patra	9040153470	Manoranjan Mohanty	7978962447
Ms. Bhubaneswari Mohapatra	8984210524	Baikunthanath Sahoo	9937341200
Ms. Bhubaneswari Mohapatra	8763179357	Baikunthanath Sahoo	9937341200
Smt. Sasmita Patra	9040153470	Khetra Mohan Senapati	
Rashmirekha Choudhury	9861577592	Umakanta Pattanaik	9437360067
Ms. Suchandana Mohapatra	8895491421	Umakanta Pattanaik	9437360067
Ms. Rasmi Bastia	8763424830	Umakanta Pattanaik	9437360067
Ms. Rasmi Bastia	8763424830	Umakanta Pattanaik	9437360067
Ms. Rasmi Bastia	8763424830	Umakanta Pattanaik	9437360067
Ms. Bhubaneswari Mohapatra	8763179357	Khetra Mohan Senapati	

ANNEXURE - III

LIST OF STAFF FOR EACH WARD OFFICE



PLAN