

## ***IPICOL : The powers and duties of its officers and employees***

<b>Name of the Officer and Contact number</b>	<b>Designation</b>	<b>DIVISION</b>	<b>FUNCTION</b>
Sri R. P. Panda 0674-2540699	GM(SW)	Single Window	First point contact for new entrepreneurs
			Receipt of Combined Application Form (CAF)
			Statutory Clearances for new proposals
			After care – hand holding during implementation
			Project Management and Information System
Sri B. N. Palai 0674-2540141	GM(IPA)	IPA	Process interaction of IPA
			IPA Planning & budgeting
			Investor research
			Promotional activities <ul style="list-style-type: none"> <li>• Direct mailing</li> <li>• Event management</li> <li>• Image building <ul style="list-style-type: none"> <li>○ Development of promotional kit</li> <li>○ Website management(teamorissa.org)</li> </ul> </li> </ul>
			• Training of Human Resource
			Internal/ External communication matrix
			Front office management
Sri S. B. Satpathy 0674-2544780	GM(Investment)	Investment Management	Restructuring of loans
			Recovery <ul style="list-style-type: none"> <li>• Normal</li> <li>• OTS</li> <li>• Seizure</li> </ul>
			Disinvestment <ul style="list-style-type: none"> <li>• Listed share</li> <li>• Unlisted shares</li> </ul>
			Loan Account Management
			Investment Documentation
Sri L. D. Sahoo 0674-2542551	Company Secretary-cum-GM(Accts)	Company Secretary , Finance & Legal	Statutory function Company Secretary
			Finalisation in Accounts, Audit, Income Tax etc.
			Compliance to legal requirements
			Filing of case NI Act, Recovery, Caveat, Adverse verdict of lower court
			Responding to legal case filed against IPICOL
			Corpus Generation & Management
Ms. Mamata Mohapatra	Deputy General Manager (DB)	Data bank	Data bank Management
			Assembly & Govt. correspondence on activities
			Maintenance of website (ipicolorissa.com)
			Library Management
			RTI

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(Vacant) As on 06.04.09 Sri L. D. Sahoo is in charge of P & A Division until further orders. 0674-2542548		P&A	Govt. correspondence on manpower and miscellaneous activities.
			Transfer of employees
			Allotment of quarters
			Sanction Tiffin allowance, Conveyance, Loans & advances
			Tenant Management Allotment, Vacating , Collection of rent
			Payment of statutory dues
			Maintenance & housekeeping
			Procedure for Outsourcing