

**Government of Odisha**  
**Department of Women & Child Development**  
No. PT1-WCD-ICDS-G-MISC-0013-2020 - 12693 / WCD, Dated. 19-06-2023

**From**  
**N.C. Jyotiranjana Nayak, OAS**  
Additional Secretary to Govt.

**To**  
**All DSWOs/ All CDPOs**

**Sub:** SoP for newly added modules in e-manadeya portal.

Madam/ Sir,

In inviting a reference to the above cited subject, I am directed to bring to your notice that following new modules are incorporated in the e-manadeya portal, details of which are explained below :-

1. Arrear Module
2. Covid Warrior
3. Exit Policy
4. Re-Engagement

**1. Arrear Module:-**

Situations where Arrear payment is to be done:

- Since its implementation in June 2021, we have observed certain discrepancies in the honorarium payment through E-manadeya portal. It has come to our notice that some AWWs/AWHs are entitled to receive arrear honorariums for periods prior to the portal's implementation.
- Additionally, there have been cases where AWWs/AWHs were not paid honorariums even after the portal's implementation due to various reasons such as maternity leave, holidays, proceedings, incorrect payments, and payment failures etc..
- To address these outstanding payments, we have introduced an arrear module within the e-manadeya portal. This module will allow you to record and process arrear honorarium payments for any period preceding the current month.
- It is crucial to accurately enter the specific reasons for the arrear payments to ensure transparency and accountability.

**Process for filling up Arrear Module:**

- The payment process for arrear honorariums will be similar to regular honorariums.
- CDPOs will upload the arrear payment details and approve the same in the e-manadeya portal (To Repeat- only in e-manadeya portal) for payment through centralized bulk disbursement system.
- It is to note that responsibility for genuineness and correctness of arrear payment shall remain with concerned CDPOs. Therefore, CDPOs are advised to process the arrear claim carefully.

## **2. COVID Warrior:**

Henceforth, monthly family assistance (in pursuance to the Finance Department resolution No. 22073/F, FIN-CS3-PEN-0009-2020 dtd. 04/08/2020, and order no. WCD-ICDS-G-SCHM-0040-2020-153/WCDMS Dt. 06/01/2021 of W&CD Department) to the NOKs of Covid Warrior declared from Anganwadi Workers (AWWs), Anganwadi Helpers (AWHs), Mini Anganwadi Workers (MAWWs) until their age of disengagement (i.e. 60 years as of now) if they were alive, will now be disbursed through the COVID Warrior module of the E-manadeya portal.

In order to facilitate the seamless processing of these payments, CDPOs are to ensure that the details of all such COVID warriors are accurately entered into the COVID Warrior module at their level. This will enable the regular and timely disbursement of the monthly family assistance to the designated NOKs. CDPOs shall also maintain up-to-date information to avoid any disruptions or delays in the payment process.

## **3. Exit Policy:**

As per the new exit policy of the State vide resolution no. 04 dt. 01/03/2019 (file no. WCD-ICDS-G-PARL-0001-2019-04 s/WCDMS) and as amended by the order no. 388 dtd. 08/01/2022 (file no. WCD-ICDS-G-SCHM-0001-2022-388/WCD) for Anganwadi Workers (AWWs), Anganwadi Helpers (AWHs), and Mini Anganwadi Workers (MAWWs), these workers and helpers will be eligible, who are compliant to the conditions mentioned in the exit policy, for one-time financial assistance upon exiting from the Integrated Child Development Services (ICDS) system.

Starting from 1<sup>st</sup> July 2023 onwards, it has been decided that the financial assistance will be disbursed to them on a monthly basis.

To ensure a smooth and streamlined process, all claims of AWWs, AWHs, and MAWWs who are exiting the ICDS system w.e.f. 1<sup>st</sup> January, 2023 are required to be submitted by the CDPOs through the Exit Policy module in the E-manadeya portal every month.

However, it is important to note that any exit policy benefit claims prior to January 2023 should be submitted separately to the Department directly in form of letter. ( It should not be uploaded in the module) The Department will handle the necessary payment arrangements for these claims from the State.

## **4. Re-engagement of AWWs/AWHs/ MAWWs on attaining 60 years of age:**

You are aware that a candidate once selected and engaged to work as AWW/AWH/MAWW will ordinarily continue to work till she attains the age of 60 years. However, those who are desirous of getting re-engaged after 60 years, they have to give their willingness in the prescribed format through re-engagement module of e-manadeya portal.

In case, there is difficulty in uploading the application in the e-manadeya portal, concerned CDPO/supervisor shall collect physical application and upload it in the said portal.

As prescribed vide order no. 3657, dt. 02.03.2019, concerned person willing to be re-engaged have to apply along with the fitness certificate issued by a Govt medical officer (in the format prescribed) and proof of age given at the time of engagement, **at least 2 months before the date of attaining the age of 60.**

Concerned CDPOs have to dispose the application of re-engagement well ahead of time following the process mentioned in the said order.

Minimum 5 days of gap between the date of retirement and date of re-engagement shall be maintained.

However, in case SDMs/CDPOs do not dispose the application for re-engagement in the e-manadeya portal within 1 month from the date of attaining the age of 60 years, concerned applicant shall be deemed to be re-engaged on after completion of 1 month from the date of attaining the age of 60 years.

In either case, the order of re-engagement has to be downloaded from the e-manadeya portal, ink signed by the concerned CDPOs and hand over to the person concerned with in 7 days of decision of re-engagement.


A geo-tagged and time printed photo has to be uploaded in the portal as a proof of delivery of re-engagement order.

Detailed technical specification of these modules is also attached in the annexure 1 which provides step by step guide for operation of the module. You are requested to circulate the SoP among all supervisors and the persons dealing with the portal in your district/ project.

Should you encounter any difficulties or have any questions regarding the exit policy or claim submission process, please reach out to the Department for further assistance. You may call on 94375 27484 or send an email to 'icdsig.wcd.od@gmail.com'.

Thank you for your cooperation and prompt attention to this matter.

Yours faithfully,

  
19.6.2023

Additional Secretary to Government

Annexure- 1: Step by step guide to use the modules

Annexure- 2: All guidelines as mentioned above.

Memo No. 12694 W&CD, Dated 19-06-2023

Copy forwarded to the PS. to the Commissioner-cum-Secretary to Govt. Department of W & CD for kind information of Commissioner-cum-Secretary.

  
19.6.2023

Additional Secretary to Government



GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 22073 /F,  
FIN-CS3-PEN-0009-2020

Date: 04.08.2020

RESOLUTION

Subject: COVID-19 Warrior Family Assistance for Anganwadi Worker.

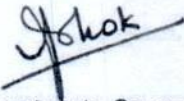
Government of Odisha in Notification No.1706/R&DM(DM), dated 13.3.2020 had declared COVID-19 as a State Disaster as per section 2(d) of Disaster Management Act, 2005 and authorised the Disaster Management authorities, State Executive Committee and the Public Authorities in the State to take such action under the Act as may be required for management of the said disaster.

As a measure of support to the personnel in active line of duty in fighting COVID-19 pandemic and commitment to the security and welfare of such personnel and their families, Government have decided to provide the following incentive package in case of Anganwadi worker under Women and Child Development and Mission Shakti Department who succumb to COVID-19 infection in line of duty under active deployment by the State authorities.

1. In case of death of an Anganwadi Worker in line of duty under active deployment by the State authorities, COVID-19 Family Assistance for AWW @ ₹7500 (Seven thousand five hundred) only per month shall be provided to the spouse or eligible family member till he/ she reaches 60 years had he/ she survived.
2. The Collector or SP of the District, Municipal Commissioners or Commissioner of Police, authorised Officers of Health and Family Welfare Department or Special Relief Commissioner will certify the deployment. District level Medical Officer of Health and Family Welfare Department will certify cause of death of the Anganwadi Worker in active line of duty to be COVID-19 infection.
3. The following conditions need to be satisfied for determination of active line of duty—
  - (i) That the Anganwadi Worker was drafted by Government or by its authorized field formations to perform COVID-19 related duties/ responsibilities.
  - (ii) That he/ she succumbed to disease due to COVID-19 infection.
  - (iii) The COVID-19 infection should have occurred while in active line of duty and the Anganwadi Worker should not be on leave from the duty.

Provided that if the Anganwadi Worker is detected COVID-19 positive within 30 days of his/ her last day of COVID-19 related duty, it will be deemed that he/ she was infected during active line of duty. Authorised persons as mentioned at para-2 above need to certify that the person was on duty during the last 30 days when he/ she was found to be COVID-19 positive before his/ her demise.
4. On application by the spouse or eligible Family members of the deceased Anganwadi worker with requisite documents including the enclosed Form III, the WCD & MS Department will take necessary action accordingly.

By Order of the Governor



Principal Secretary to Government

Memo No. 22074 /F,

Date: 07.08.2020

Copy to All Departments/ All Heads of Department/ All Collectors for information.

*PK Mishra*  
4.8.2020  
Deputy Secretary to Government

Memo No. 22075 /F,

Date: 04.08.2020

Copy to Principal Accountant General (A&E), Odisha, Bhubaneswar for information.

*PK Mishra*  
4.8.2020  
Deputy Secretary to Government

Memo No. 22076 /F,

Date: 04.08.2020

Copy to all Officers/ All branches of FD for information.

*PK Mishra*  
4.8.2020  
Deputy Secretary to Government

**FORM III**

(To be filled in by the claimant)

Sl No.	Particulars	Information
(1)	(2)	(3)
1.	Full name of claimant	
2.	Aadhar No. of the Claimant	
<b>Information on deceased person</b>		
3.	Relationship with deceased	
4.	Name of deceased	
5.	Aadhar No. of the deceased	
6.	Father's name	
7.	Age	
8.	Address	
9.	Designation while on duty	
10.	Details of drafting authority	
11.	Place of duty	
12.	Monthly Salary / Remuneration during the month of death	
13.	(i) Date & Time of Death (ii) Date of Laboratory diagnosis of COVID-19 (iii) Name of treating Physician	
14.	Name of the Hospital	
15.	Particulars of Bank Account for transfer of fund	Bank Name- Bank Account No - Type of Account- IFSC Code- MICR Code- Address of Branch-
16	<p align="center"><b>Declaration</b></p> <p>I ..... do hereby declare that the facts and figures indicated above are true to the best of my knowledge and belief. In case any information or document found to be false/ fabricated or forged or any information is concealed, the claim shall be void and my right for compensation shall be forfeited. I shall submit an affidavit to the effect that in case my claim is made null and void, I shall return the amount received by me failing which action as deemed fit shall be initiated against me.</p> <p>Date: _____ Signature of the claimant</p>	

I ..... Certified that the death of Sri/Smt/Kumari.....is due to COVID-19 infection.

Signature of the Medical Superintendent

Counter signature by the  
Collector & District Magistrate

Signature of the Head of Office

Signature of the Competent Authority in  
Administrative Department

-Name of Office-

CERTIFICATE OF ENGAGEMENT OF DECEASED FOR COVID-19 MANAGEMENT

(To be given by the drafting authority)

This is to certify that Sri/ Smt/ Kumari ..... son/ daughter/  
wife/ husband of ..... age .....years, resident of  
..... was engaged  
by ..... as .....(designation)  
from..... to ..... and he/ she was assigned duty at .....  
which is COVID -19 management related duty.

Signature of Head of Office/  
Drafting Authority  
Seal:

Countersigned.

Signature of the Collector  
& District Magistrate  
Seal:



**Government of Odisha**

**Department of Women & Child Development and Mission Shakti**

No. WCD-ICDS-G-SCHM-0040-2020 153 /WCDMS, Dt. 06-1-21

**ORDER**

Government of Odisha vide Notification No. 1706/R & DM(DM), dated 13.03.2020 have declared COVID-19 as State Disaster under section 2(d) of Disaster Management Act, 2005 and authorised the Disaster Management Authorities, State Executive Committee and the Public Authorities in the State to take such action under the Act as may be required for management of the said disaster.

As a measure of support to the personnel in active line of duty in fighting COVID-19 pandemic and commitment to the security and welfare of such personnel and their families, Government have been pleased to allow as follows;

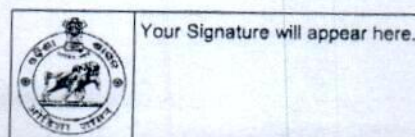
A. COVID-19 assistance to the spouse or eligible family member of deceased Contractual supervisor (selected from among Graduate AWW with five years experience and are now permanent contractual ) engaged in the active line of COVID-19 related duty @ Rs.16880/- per month till the time the deceased would have attained 60 years of age had she not died.

B. Covid-19 assistance to the spouse or eligible family member of deceased AWHs engaged in the active line of COVID-19 related duty @ Rs.3750/- per month up to the age of 60 years of deceased AWH had she not died.

This has been concurred in by Finance Department in FD file No. FIN-SOS3-0006-2020.

By Order of Governor

  
5/1/21  
Director, ICDS&SW



Memo No. 154 WCDMS/ Dated 06-1-21

Copy forwarded to PS to Hon"ble Chief Minister, Odisha/ Hon"ble Minister W & CD and MS/ Principal Secretary to Govt, Department of W & CD and MS/ Director, ICDS & SW, Department of W & CD and MS for kind information of Hon"ble Chief Minister, Odisha/ Hon"ble Minister W & CD and MS/ Principal Secretary to Govt, Department of W & CD and MS/ Director, ICDS & SW, Department of W & CD and MS.

*B.N. Samal* 05/01/2021  
Deputy Secretary to Govt.

Memo No. 155 WCDMS/ Dated 06-1-21

Copy forwarded to Principal Accountant General(A & E), Odisha , Bhubaneswar for information and necessary action.

*B.N. Samal* 05/01/2021  
Deputy Secretary to Govt.

Memo No. 156 WCDMS/ Dated 06-1-21

Copy forwarded to All Departments / All Collectors / All DSWOs for information and necessary action.

*B.N. Samal* 05/01/2021  
Deputy Secretary to Govt.

Memo No. 157 WCDMS/ Dated 06-1-21

Copy forwarded to All Branch Officers, Department of W & CD and MS for information and necessary action.

*B.N. Samal* 05/01/2021  
Deputy Secretary to Govt.

**Government of Odisha**  
**Department of Women & Child Development and Mission Shakti**

No. WCD-ICDS-G-PARL-0001-2019

04

S/WCDMS, Dt. 01.03.2019

**RESOLUTION**

**Sub: Exit Policy for Anganwadi Workers (AWWs)/ Mini Anganwadi Workers (MAWWs) / Anganwadi Helpers (AWHs).**

The need for a social security cover at the time of disengagement has been raised by AWWs at various times. Recently the exit policy of ASHAs under NHM has also been revised. Government has always appreciated the need to provide for post disengagement requirements of the Anganwadi functionaries, who have put in long years of satisfactory service to the community.

Now therefore, after careful consideration, it has been decided that the AWWs/MAWWs/AWHs, on disengagement may be given a lump sum amount of Rs. 20,000/- to AWWs, Rs.15000/- to MAWWs and Rs. 10,000/- to AWHs. Such incentivization is a token for dedicated service to the welfare and well being of children and pregnant & nursing women besides six ICDS services including SNP.

**Eligibility Criteria:**

1. In order to become eligible for availing the benefit at exit the AWWs/MAWWs/AWHs should have put in a minimum of 10 years of service. The financial incentive will not be available in case the AWWs/MAWWs/AWHs resign in order to take up any post in Government.
2. In the unfortunate event of death of the functionary the benefit would be given to her nominee or next of kin irrespective of the number of years she has completed in service. The death certificate, however, would be mandatorily required. This would be approved by the Sub Collector.
3. In case she is forced to resign from service on grounds of disability acquired during the period of service or on health grounds which prevent her from discharging her services, she would be eligible for the benefit (irrespective of the years of service put in) provided that medical reports are provided to support the claim. This shall be approved by the Sub Collector.

**Process :**

1. The CDPO will recommend the case of such eligible functionaries to the DSWO after satisfying herself that handing over charges in respect of AWC is complete and that there are no outstanding dues against the functionary. This should be done within a fortnight of the disengagement/exit of the functionary.

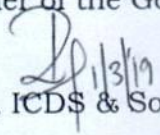
2. The DSWO will release the incentive amount directly to the bank account of the functionary through net transfer. This should be done within one month from the date of recommendation of the CDPO.
3. In special cases, as mentioned in Point No 2 of the eligibility criteria, the payment shall be made into the account number of the worker or her nominee or next of kin as the case may be, within a period of one month from the date of approval being given by the Sub Collector for the release of the amount.

The exit policy will be applicable with effect from 1st January, 2019.

This has been approved by Finance Department.

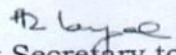
Ordered that the resolution be published in the extraordinary issue of the Odisha Gazette.

By order of the Governor

  
Director, ICDS & Social Welfare

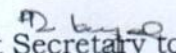
Memo No. 05 S/WCDMS, Date 01-03-2019

Copy forwarded to the Director, Printing Stationary and Publications, Odisha, Cuttack to publish this resolution in the Extraordinary issue of Odisha Gazette and provide 500 printed copies thereof to this Deptt. for necessary action.

  
Joint Secretary to Govt.  
01.03.2019

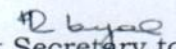
Memo No. 06 S/WCDMS, Date. 01-03-2019

Copy forwarded P.S to Hon'ble C.M/ P.S to Hon'ble Minister, WCD & MS for information and necessary action.

  
Joint Secretary to Govt.  
01.03.2019

Memo No. 07 S/WCDMS, Date. 01-03-2019

Copy forwarded to the PS to Principal Secretary to Govt., W&CD and MS Deptt. / PA to Director, ICDS & SW, W&CD and MS Deptt. for information and necessary action.

  
Joint Secretary to Govt.  
01.03.2019

Memo No. 08 S/WCDMS, Date 01-03-2019

Copy forwarded to all Departments of Govt./ All Heads of Departments/  
All RDCs/ All Collectors/ All DSWOs/ All CDPOs for information  
and necessary action.

*[Signature]*  
Joint Secretary to Govt.  
01.03.2019

Memo No. 09 S/WCDMS, Date 01-03-2019

Copy to Guard file.

*[Signature]*  
Joint Secretary to Govt.  
01.03.2019

**Government of Odisha**  
**Department of Women & Child Development**

No. WCD-ICDS-G-SCHM-0001-2022- 388 / WCD.

Dt: 08.01.2022

**ORDER**

Sub:- Anganwadi Services (General) Scheme- Enhancement of post disengagement incentive under exit policy, provision of medical leave for Anganwadi Workers (AWWs), Anganwadi Helpers (AWHs) and Mini Anganwadi Workers (Mini AWWs) engaged in the State & Paid medical leave.

After careful consideration, the Government has decided as follows:

1. In partial modification of Deptt. Resolution No. 04 dated 01.03.2019, Post disengagement incentive under exit policy of the Anganwadi Workers (AWWs), Mini Anganwadi Workers (Mini AWWs) and Anganwadi Helpers (AWHs) engaged under Anganwadi Services Scheme on exit, is revised as follows:

- AWWs will now be given a lump sum amount of Rs. 40,000/- instead of Rs.20,000/-
- Mini AWWs will now be given a lump sum amount of Rs. 30,000/- instead of Rs.15,000/-
- AWHs will now be given a lump sum amount of Rs. 20,000/- instead of Rs.10,000/-

This will take effect retrospectively w.e. from 01.01.2019.

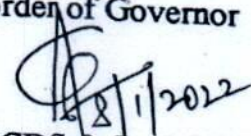
All other details, details of eligibility criteria and process of exit policy shall remain the same as laid down in this Deptt. Resolution No. 04 dated 01.03.2019.

2. Paid medical leave for the period of admission in Govt / Govt empaneled Hospital shall be extended every year to all AWWs / Mini AWWs / AWHs. They will be entitled for honorarium for such period of admission in such hospitals.

For sanction of medical leave, AWWs / MAWWs / AWHs need to submit hospital admission certificate, discharge certificate from the Govt / Govt empaneled hospital where she was treated in and other relevant documents. The CDPO will approve the paid medical leave after due verification.

These have been concurred in by Finance Department.

By order of Governor

  
08/01/2022  
Director, ICDS & Social Welfare

**Government of Odisha**  
**Department of Women & Child Development and Mission Shakti**

No. WCD-ICDS-G-MISC-0015-2018 **3657** /WCDMS, Dt. **02-3-19**

From

**Reghu G, IAS**  
Director, ICDS & SW

To

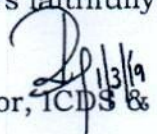
**All Collectors**

Sub: **Guidelines for increasing the age of disengagement of Anganwadi Workers (AWWs)/ Mini Anganwadi Workers (MAWWs) / Anganwadi Helpers (AWHs) by two years.**

Madam/Sir,

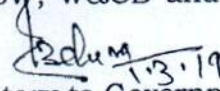
In inviting a reference to this Department Notification No. 3552 dated 28.02.2019 on the subject cited above, I am directed to enclose herewith a copy of the Guidelines for increasing the age for disengagement of Anganwadi Workers (AWWs)/ Mini Anganwadi Workers (MAWWs)/Anganwadi Helpers (AWHs) by two years for your information and necessary action.

Yours faithfully,

  
Director, ICDS & SW

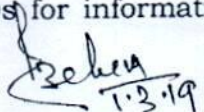
Memo No. **3658** /WCDMS, Date. **02-3-19**

Copy alongwith copy of enclosure forwarded to the PS to Principal Secretary to Govt., W&CD and MS Deptt. / PA to Director, ICDS & SW, W&CD and MS Deptt. for information and necessary action.

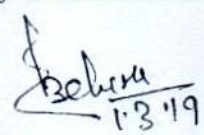
  
Under Secretary to Government

Memo No. **3659** /WCDMS, Date **02-3-19**

Copy alongwith copy of enclosure forwarded to all Departments of Govt./ All Heads of Departments/ All RDCs/ All DSWOs/All CDPOs for information and necessary action.

  
Under Secretary to Government

Memo No. **3660** /WCDMS, Date **02-3-19**  
Copy to Guard file.

  
Under Secretary to Government

**INCREASING THE AGE FOR DISENGAGEMENT OF ANGANWADI WORKERS (AWWS)/  
MINI ANGANWADI WORKERS (MAWWS) / ANGANWADI HELPERS (AWHS)**

**BY TWO YEARS**

**Guidelines**

1. As per the existing guidelines for selection of AWWs/MAWW/AWHs, age for disengagement of AWWs/MWWs/AWHs has been fixed at 60. However there was a consistent demand from the Anganwadi functionaries for increasing their age of disengagement.

2. It is felt that by increasing the age of disengagement the vast field experience and training in child care and women empowerment activities that they have gained over the years could be utilized for a longer period. This could also provide a better safety net for the AWWs/MAWW/AWHs as they would be able to take better care of their own families, thereby increasing their morale and commitment towards the programme.

3. Now, therefore, after careful consideration, Government has been pleased to increase the age of disengagement of AWWs/MAWWs/AWHs from 60 years to 62 years.

3. Now, therefore, after careful consideration, Government has been pleased to increase the age of disengagement of AWWs/MAWWs/AWHs from 60 years to 62 years.

4. **Eligibility & Process:**

4.1 The AWWs/MAWWs/AWHs desirous of getting re-engaged after 60 years will give their willingness in the format prescribed in writing to the CDPO clear two months before the date of attaining the age of 60, alongwith fitness certificate issued by a Govt Medical officer (in the format prescribed) and proof of age given at the time of engagement.

4.2 The proof of age will be ascertained from the same document which had been relied upon during the process of engagement.

4.3 The CDPO, upon receiving the request will forward the request to the Sub-Collector certifying in the format prescribed that the AWWs/MAWWs/AWH has rendered satisfactory service and recommending for re-engagement for another two years.

4.4 The Sub-Collector will issue the order of re-engagement in the format prescribed, ensuring that there is a clear break of five working days between the last day of service and the date of joining after being re-engaged.

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5. Conditions for re-engagement

5.1 The AWWs/MAWWs/AWHs would be re-engaged for a period of another two years till they attain the age of 62 years.

5.2 This provision would be applicable for those retiring from the month of January, 2019 onwards.

5.3 The period of re-engagement will not be counted towards eligibility for any promotional post and the AWW will give an undertaking in the format prescribed to this effect.

5.4 Re-engagement will stand automatically cancelled upon the AWWs/MAWWs /AWHs attaining the age of 62 years.

5.5 The AWWs/ MAWWs/ AWHs will not be eligible for the insurance cover beyond the age of 60 years under the existing schemes of Govt.

5.6 During the period of re-engagement the AWW/MAWW/AWH will continue to perform the same duties and be subject to the rules governing service as has been laid down by the Govt. She will continue to perform all such activities as will be assigned by the Government from time to time.

**E-Manadeya 2.0 (Standard Operating Procedure)-SOP**

**Arear Module**

**ROLE: SUPERVISOR**

1. Login into URL: <https://e-manadeya.odisha.gov.in/>
2. Go to Arear Section
3. Select AWC name from AWC dropdown and click on Not-process Tab.
4. Select Employee name From Employee name dropdown.
5. Select multiple month and multiple year including amount and attach the document as proof.
6. Select Check box, Then click on Send for Approval button and the same list will go for approval at CDPO user.

**ROLE: CDPO**

1. Login into URL: <https://e-manadeya.odisha.gov.in/>
2. Go to Arear Section
3. Select Sector and AWC name from sector AWC dropdown list.
4. Select employee from drop down list.
5. Select employee checkbox and click on send for approval button then the same list will go for approval to DSWO user

**ROLE: DSWO**

1. Login into URL: <https://e-manadeya.odisha.gov.in/>
2. Go to Arear Section
3. Select Project, sector,awc name from the dropdown.
4. Select Employee name from drop down .
5. Select the All arear data of that employee and click on Approve button.

**Exit Policy:**

**ROLE: SUPERVISOR**

1. Login into URL: <https://e-manadeya.odisha.gov.in/>
2. Go to Exit Policy Section
3. Select Employee Name from Pending Dropdown.
4. Employee details will auto populate Then Upload The document and Click on Send for Approval button.
5. If the employee not active, Then uncheck the is alive check box And Fill the Nominee details and sent it to CDPO for approval. By clicking on send for approval button.

**ROLE: CDPO**

1. Login into URL: <https://e-manadeya.odisha.gov.in/>

2. Go to Exit Policy Section
3. Click on Pending tab Exit policy Employee will Show which are comes from supervisor level.
4. Select The employee and Click on Approve button.
5. Also CDPO can revert for any correction in data to Supervisor level.

### **Covid warrior Module**

ROLE: DSWO

6. Login into URL: <https://e-manadeya.odisha.gov.in/>
7. Go to Covid warrior process section
8. Select Project,sector,awc, and Employee name from dropdown.
9. All details Will auto populate all details of Covid warrior.
10. Enter The date of Death Of covid warrior.
11. Enter all Details Of Nominee Details and click on save button.

Covid warrior salary Process:

1. Select year and current month from dropdown
2. Click on Pending tab , nominee details will auto show.
3. Click on approve button To approve the current Month salary Process.

Covid Warrior Process:

1. Select Employee From Dropdown
2. Select multiple month an, Year and Enter Arear amount.
3. Select The Amount Check box And Click on Approve button To covid Warrior Arear Process

### **Re-Engagement Module**

ROLE: SUPERVISOR

12. Login into URL: <https://e-manadeya.odisha.gov.in/>
13. Go To Re-engage section
14. Exit Employee will in this list by default
15. Click on action button and upload necessary document for reengage.
16. Then send it to cdpo user for approval.
17. If no actton will take by cdpo Employee will auto reengage after 2 month of exit.

ROLE:CDPO

1. Login into URL: <https://e-manadeya.odisha.gov.in/>
2. Go To Re-engage section
3. Reengage Employee list will show which are comes from supervisor level
4. By clicking On Action Button and upload the Necessery document cdpo will approve Re-engage request.
5. Cdpo can also revert or reject the re-engage request.