

Manual-2
Power and duties of officers and employees
(Section 4(1)(b)(ii))
Powers and duties of officers and staff

S I . N o	Desig nation of Post	Power				Duties attached
		Administrati ve	Financial	Stat utor y	Others	
1	2	3	4	5	6	7
1	C.S.O. Inchar ge	To control & supervise the work of sub-ordinate staff under Civil Supplies Section	Drawing & Disbursin g salary of staff		Monitoring smooth functioning of PDS,official works , review of functioning of PDS conducting staff meeting,Half yearly,Annual Inspection of the section.	Overall supervision of section.
2	Sr. Clerk.	Not applicable	Not applicable	N.A	N.A	Allotment of Essential Commodities i.e Rice,Wheat,Sugar,S.K.Oil,Issue of Licence on HSD,Storage Agents, Lubricant and S.K.Oil,Matter relating to issue & distribution of ration card, identification of beneficiaries under BPL,Annapurna, Antyodaya, Esstablishment (Corpn Wing),Matters relating to Natural Calamity,Meetings &Conferences .Assembly & Parliamentary Question matter.
3	Jr. Clerk	Not applicable	Not applicable	N.A	N.A	Bill,Budget & Establishment, Cash,General Sec., issue,Diary & Despatch,Assembly & Parliament questions matters,,Typing,issue of licence on NAPHTHA, Solvent, Rafinate & Slop, Licence under Edible Oil Packaging Control Order, Bench Clerk.to Collector,Khurda, meetings & Coonferences, Formation of different Committiees, Procurement of paddy,Audit & Inspection.
4	Peon	N.A.	N.A.	N.A.	N.A.	Attached to the section
5	Peon	N.A	N.A	N.A	N.A	Attached to the section